



# City of Keller, Texas

FISCAL YEAR 2022-23 ADOPTED BUDGET





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

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

This budget will raise more revenue from property taxes than last year's budget by an amount of \$189,763 which is a 0.8 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this is \$249,530.

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

FOR: Mayor Armin Mizani, Mayor Pro Tem Ross McMullin, Shannon Dubberly, Sean Hicks, Jessica Juarez, Tag Green, Chris Whatley

AGAINST: None

PRESENT and not voting: None

ABSENT: None

The Adopted Budget is based upon a tax rate of \$0.35450 per \$100 of valuation which is 10.25% lower than the FY 2021-22 tax rate. Below is a breakdown of tax rates and changes from FY 2019-20 to FY 2022-23.

Tax Rate (Per \$100)	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
Adopted	\$0.39990	\$0.39500	\$0.39500	\$0.35450
No New Revenue	\$0.40195	\$0.41759	\$0.40622	\$0.36028
Voter-Approval	\$0.43106	\$0.41627	\$0.40626	\$0.37456
Homestead Exemption	12%	14%	20%	20%



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# CITY OF KELLER, TEXAS

## ANNUAL BUDGET

October 1, 2022 - September 30, 2023



**Armin Mizani**  
*Mayor*



**Ross McMullin**  
*Mayor Pro Tem*



**Shannon Dubberly**  
*Place 1*



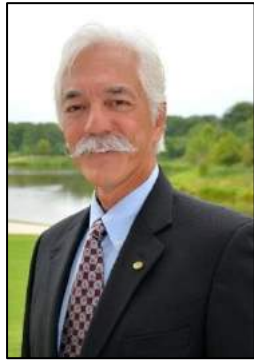
**Sean Hicks**  
*Place 2*



**Jessica Juarez**  
*Place 3*



**Tag Green**  
*Place 4*



**Chris Whatley**  
*Place 5*

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

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



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# Path to Excellence

IS PAVED WITH...

## OUR VISION

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

## MISSION

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

## & CORE VALUES

### Excellence

*Commit to exceptional service and continuous improvement.*

### Integrity

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

### Service

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

### Creativity

*Foster, inspire and empower innovation.*

### Communication

*Deliver open, engaged and responsive public service.*

## Financial Accountability and Stewardship

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

## Community

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

## Safety and Security

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

## Economic Development

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

## Mobility and Infrastructure

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

## Quality Services

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

*Big-City Comforts, Small-Town Charm*



## OUR GOALS

### OUR VISION

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

### OUR MISSION

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### OUR CORE VALUES

Excellence  
Integrity  
Service  
Creativity  
Communication

**1**  
Elevate  
Family  
Life

**2**  
Attract  
Vibrant  
Development

**3**  
Demonstrate  
Fiscal  
Discipline

**4**  
Improve &  
Maintain  
Sound  
Infrastructure

**5**  
Put  
People  
First

## OUR STRATEGY

- 1.1 – Establish the Keller Sports Park as a premier destination.
- 1.2 – Expand and maintain the city's trail system to provide continuous connectivity of the parks system.
- 1.3 – Continue to achieve excellent public safety services.
- 1.4 – Create family-centric environments.
- 1.5 – Provide more "quality of life" events and festivals.
- 1.6 – Strengthen and expand youth programs in partnership with schools and youth organizations.
- 1.7 – Determine the highest and best use of the Northeast Park property.
- 2.1 – Accelerate the completion of Old Town Keller.
- 2.2 – Identify and attract potential Main Street development projects.
- 2.3 – Bring "experiential businesses" to Keller.
- 2.4 – Redevelop and enhance primary commercial corridors.
- 2.5 – Review and update the incentive policy to promote economic development.
- 2.6 – Implement the Economic Development Strategic Plan.
- 3.1 – Maintain fiscally conservative budgets.
- 3.2 – Prioritize spending where it matters most.
- 3.3 – Strive to ensure that Keller's taxpayers do not pay more city tax dollars on a year-to-year basis.
- 3.4 – Protect taxpayers interests.
- 4.1 – Expand the sidewalk construction program.
- 4.2 – Increase investment in street maintenance.
- 4.3 – Develop and maintain comprehensive infrastructure plans emphasizing connectivity.
- 4.4 – Investigate the potential to improve maintenance and operation of the traffic signal system.
- 4.5 – Leverage partnerships with the state, county and private sector.
- 5.1 – Establish, measure and monitor high standards of customer service.
- 5.2 – Establish clear performance expectations, allow for flexibility and hold ourselves accountable.
- 5.3 – Recruit, recognize and reward quality city staff.
- 5.4 – Develop programs to understand and address the challenges of mental health and adolescent homelessness.





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DISTINGUISHED BUDGET PRESENTATION AWARD



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Keller  
Texas**

For the Fiscal Year Beginning

**October 01, 2021**

*Christopher P. Morill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Presentation to the City of Keller for its annual budget for the fiscal year beginning October 1, 2021. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device. Additional Detail regarding the award and criteria can be found at the GFOA website - <http://www.gfoa.org/budgetaward>. This award is valid for a period of one year only. The City of Keller believes the current budget document continues to conform to program requirements and will be submitting it to GFOA to determine its eligibility for another award.



## PRINCIPAL OFFICIALS

October 2022

### ELECTED OFFICIALS

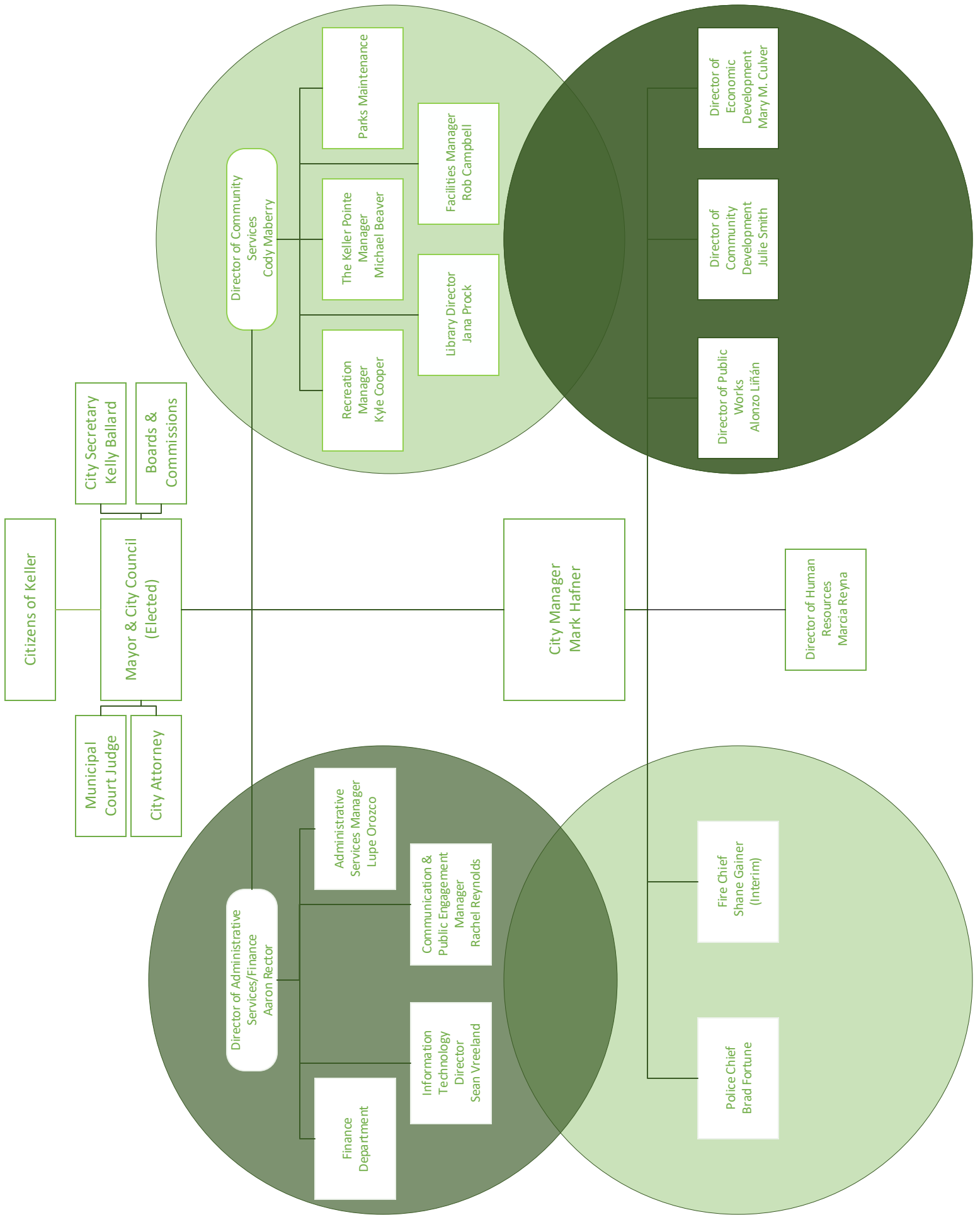
<i><b>Position</b></i>	<i><b>Incumbent</b></i>	<i><b>Elected</b></i>	<i><b>Term Expires</b></i>
Mayor	Armin Mizani	December 2020	2023
Mayor Pro Tem	Ross McMullin	November 2020	2023
Council, Place 1	Shannon Dubberly	May 2021	2024
Council, Place 2	Sean Hicks	May 2021	2024
Council, Place 3	Jessica Juarez	May 2022	2025
Council, Place 4	Tag Green	May 2022	2025
Council, Place 5	Chris Whatley	November 2020	2023

### APPOINTED OFFICIALS

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

### FINANCE DEPARTMENT

Director of Administrative Services/Finance .....	Aaron Rector
Assistant Director of Finance .....	Pamela McGee
Management Analyst .....	Jose Juarez
Purchasing Agent.....	Karla Parker
Senior Accountant.....	Violet Wangila
Accountant .....	Camie Orth
Payroll Accountant .....	Crystal McNeil
Account Payable Accountant .....	Jocelyn Wittrock
Accounts Receivable Technician .....	Jonathan Dawson



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September 20, 2022

To the Honorable Mayor Mizani and Members of the City Council

**Re: *The Annual Budget for Fiscal Year 2022-23***

It is my privilege to present the FY 2022-23 Adopted Budget. This budget represents months of hard work from your budget team and department directors and continues our tradition of conservative fiscal management paired with a commitment to our core values of excellence, integrity, service, creativity and communication. As always, we remain focused on exploring new opportunities to provide high levels of service to our citizens in a manner that is both innovative and resourceful.

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

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

These goals — and the strategies established by City Council to achieve them — were integral to crafting the FY 2022-23 Adopted Budget, helping ensure that it meets council's vision for delivering excellent quality of life and safety to our citizens while mitigating their property value increases through maintaining a low tax rate and maximum homestead exemption.

The goals were also reaffirmed this year through a community survey completed by nearly 1,800 residents, providing a 98% confidence level. According to survey results, residents are highly satisfied with the city overall and believe we are headed in the right direction. We do not take those results for granted, however. Our citizens' trust and confidence must be earned each year, with each project, and throughout each day as we work to keep Keller Texas's Most Family Friendly City.

I believe this budget reflects the vision of the City Council as discussed at the March 2021 Strategic Workshop and adopted at the May 18, 2021 meeting, and this memo outlines the connection between this year's adopted budget, leadership's strategies, and the desires of our citizens shared in this year's survey.

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

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

During FY 2020-21, City Council created a Keller Sports Park Task Force with participants from City Council, the Parks and Recreation Board, and representatives from the park's participating leagues and user groups. Together, this task force reviewed the Keller Sports Park Master Plan and proposed updates to transform it into a premier destination, addressing current and future sporting needs.

Recommendations made by the Keller Sports Park Task Force were presented to City Council in March 2022. Our annual debt obligations for the Keller Development Corporation, which allocates the 1/2-cent of sales tax revenue dedicated to parks capital projects, will drop from approximately \$1.6 million to \$250,000 in FY 2023-24. With that opportunity on the horizon, we are anticipating a new debt issuance of about \$25 million related to the proposed sports park improvements in late FY 2022-23 or during FY 2023-24.

Additionally, the FY 2022-23 budget includes \$380,000 from the KDC Fund for improvements to a Keller Sports Park parking lot (specifically the Soccer B-Pad) to ensure that sports participants and attendees have a safe and well-maintained place to park during athletic events. The FY 2022-23 parking lot project is part of a seven-year commitment to refurbishing all of the Sports Park's parking lots for a proposed total of \$3.5 million in improvements.

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

Keller continues to be recognized for its award-winning parks and recreation amenities, including the trail system. As part of the community survey released this year, we asked how residents felt about the best ways tax dollars should be used to develop and maintain Keller. Survey results revealed that the city's trail system is among the most popular amenities in town, and its continued expansion is residents' highest investment priority.

With this in mind, the Keller Development Corporation has budgeted \$332,750 in FY 2022-23 for trail system expansion that will better connect the city's parks so residents can gain greater use and enjoyment of our 340 acres of developed parkland. The five-year Capital Improvements Plan also includes a 10% increase per year for trail funding, which combines into a proposed \$2.3 million commitment to trail construction from FY 2021-22 through FY 2026-27.

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

#### *Police*

Keller regularly earns a spot among the 50 Safest Cities in Texas — and the 100 Safest Cities in America — and the Keller Police Department was the first agency in Texas to achieve both national accreditation and state recognition. The department earned its most recent Accreditation with Excellence from the Commission on Accreditation for Law Enforcement Agencies in 2022. The same is true of our NETCOM 911 team; after becoming the first regional dispatch in Texas to earn national accreditation from CALEA in 2018, our dispatchers were re-accredited this year.

In this year's budget, the department proposes adding one detective and one School Resource Officer. Stemming from a recent staffing analysis and workload assessment, the additional detective will lower the number of cases assigned to each detective, ensuring our citizens continue receiving the excellent customer service from our department that they deserve and have come to expect.

The additional SRO will bring the total number to 3.75 full-time-equivalent positions, providing better availability to the schools within our city limits and enhancing police presence and safety. The funding for this position will be split between the City of Keller and Keller Independent School District, with KISD funding 75% of salary costs and the City funding the remaining 25%, a city commitment of \$26,297. With the additional SRO, we will provide a dedicated SRO to both Keller middle school properties instead of having an officer split time between the campuses.

The department also remains on the cutting edge of regionalization, finding cost savings and improved service through working with our surrounding communities. In FY 2021-22, Keller's upgraded Computer- Aided Dispatch system came online for the first time, the funding for which had been split between Keller and our partner cities. Regionalizing 911 dispatch, detention services and animal services with our area partners will offset the total cost of police services by \$3.5 million in annual revenue this year.

#### *Fire & EMS*

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

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

In August 2022, city leaders allowed that interlocal agreement to expire. The feasibility study determined that a fully consolidated fire/EMS department would effectively and efficiently serve both communities — and provided suggestions for a four-year phased approach to merge — but Keller leadership has decided that now is not the correct time to make this move. Westlake and Keller will continue this dialogue in the future as options to better serve our residents are considered. With the decision to allow the interlocal agreement to expire, Keller began its search for the city's new fire chief. The city has since narrowed down its search to a sole candidate and it is anticipated that the new fire chief will be sworn in next month. Looking toward FY 2022-23, Keller will continue planning for some of the long-term expenses anticipated for the department, including the addition of a third ambulance crew and the eventual construction and staffing of a fourth fire station.

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

While creating family-centric environments is not exclusive to Parks and Recreation spaces, a number of the department's ongoing projects and upcoming plans will put this goal into action. The FY 2022-23 KDC budget sets aside \$400,000 for park improvements, \$700,000 for a water feature or splash pad, and \$150,000 to replace the play structures near The Keller Pointe in the Parks at Town Center. These projects will provide Keller families with fun places to play and peace of mind knowing equipment is safe and well

maintained. The playground project is part of a commitment to replace one playground in the city annually, which will combine for a \$1.1 million investment in playground upgrades between FY 2019-20 and FY 2026-27.

In July 2021, City Council approved a nearly \$3 million construction bid for Overton Ridge Park. That park, set to open during FY 2022-23, will include an all-inclusive playground with nearby parking and restroom facilities, 10-foot trails that connect the trail system from Huxley Street to Roanoke Road, a landscaped hilltop seating area with custom shade structures, and an additional pavilion. The Keller Development Corporation funded this project in FY 2018-19 and, upon completion, it will be the first fully developed park in North Keller.

Earlier this year, we also celebrated the grand opening of the voter-approved new Keller Senior Activities Center. The new building provides approximately 21,200 square feet of fitness, education and socialization space — about five times the size of the old facility. This has allowed staff to expand programs, classes, and events while offering permanent space for conversation and social activities. During FY 2022-23, staff will monitor the new facility to determine the potential for extended hours of operation and increased personnel. However, no funds for those service adjustments are included in the FY 2022-23 budget.

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

During FY 2021-22, the city organized the community's second-ever Independence Day event, including a spectacular fireworks show. It was a monumental success with an estimated 27,000 people in attendance, the largest crowd at a city event on record. This year, \$50,000 has been budgeted to continue this event and allow the city to consider other additions to the special event calendar throughout the year.

#### **Strategy 1.7: Determine the Highest and Best Use of the Northeast Park Property**

The FY 2022-23 Adopted Budget includes \$100,000 to craft a new concept plan for the development of Northeast Park. The 43-acre property sits along Ottinger Road between Melody Lane and Knox Road and is the city's largest piece of entirely undeveloped parkland.

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

Keller's commercial sector has continued to grow with more than \$116 million in construction activity during Fiscal Year 2021-22. About \$61 million of that construction began in Fiscal Year 2021-22, and \$5 million is expected to finish up by the end of the year.

As anticipated, we are beginning to see a decline in new commercial growth as the city draws closer to buildout. New commercial construction activity during the current fiscal year saw an overall 22% decrease compared to Fiscal Year 2020-21. It's also worth noting that the Center Stage project on North Main Street accounted for a significant jump in Fiscal Year 2020-21, and Keller ISD projects make up 35% of the new commercial construction activity in Fiscal Year 2021-22. Without these projects, all other commercial construction activity has decreased by 12% from Fiscal Year 2020-21. We anticipate approximately 88,000 square feet of new commercial permits to generate \$15 million in commercial construction activity during FY 2022-23.

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

After many years of planning, City Council is moving forward with the first set of projects aimed at redeveloping Old Town east of Hwy. 377 and south of Keller Parkway into a pedestrian-friendly restaurant, retail and entertainment destination. Work began this fiscal year on the median along Hwy. 377 in the heart of the district; the reconstruction of Bates Street into a festival street; and an at-grade crosswalk that will use a Pedestrian Hybrid Beacon to provide visitors with safe access across Hwy. 377 on foot. Funds from the KDC will also be in play as the Parks and Recreation Board plans to finish the development of Bates Street Park.

City Council's decision to create Tax Increment Reinvestment Zone No. 2 along Hwy. 377 will also impact Old Town long term. By capturing increased valuation increments from new projects like Center Stage and the redevelopment of properties along the highway corridor, money will be earmarked in future years to pay for significant infrastructure, drainage, park and other public improvements in the Old Town district for years to come. The tax base was established as of January 1, 2022, and the increment over that base will be realized in 2023 when the TIRZ Board will begin to prioritize projects for improvements moving into the next fiscal year.

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

Redevelopment of existing commercial corridors will become increasingly important to growing Keller's commercial tax base as we reach our community's natural buildout. The Tax Increment Reinvestment Zone No. 2 referenced above is expected to generate increased interest from developers seeking opportunities in pedestrian-oriented districts in both Old Town and north along Hwy. 377, where the Center Stage mixed-use development is under construction.

The Economic Development Department's Façade Improvement Grant also continues to advance redevelopment efforts, leveraging public dollars alongside private investments to revitalize older buildings and shopping centers. A recent update to the Façade Improvement Grant policy has provided needed funds and flexibility, increasing interest in the program.

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

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

The total FY 2022-23 Adopted Operating Revenue Budget is \$98,344,945, an increase of \$4,598,094 or 4.9% from the current budget, and the expenditure budget is \$103,011,335 — an increase of \$1,253,357 or 1.23%. Given rising inflation, supply-chain disruptions and high fuel costs, the increase of only 1.23% in expenditures for FY 2022-23 compared to FY 2021-22 speaks to the conservative spending approach embraced by staff and City Council.

The budget changes to the two major operating funds are briefly discussed below, and a more detailed discussion of all fund changes can be found in the Statistical Analysis section of the budget.

### *General Fund*

The General Fund budget is \$45,009,687, a decrease of \$435,492 from the current year. However, excluding one-time expenditures in both years, the increase is \$2,260,180, or 6%, from FY 2021-22. Included in the General Fund are proposed one-time expenditures totaling \$5,003,200. Significant one-time expenditures include \$2.5 million for Mt. Gilead Road reconstruction, \$1.5 million for the overlay of Whitley Road, \$400,000 to address Bear Creek bridge erosion, and \$200,000 for third-party franchise utility inspection services. By cash funding one-time projects in the General Fund, the city can meet current service demands, including capital maintenance needs, without issuing debt.

Another significant change to ongoing expenditures is related to personnel, including compensation increases accounting for \$1,062,934 and the addition of a detective and a school resource officer addressed previously. Personnel changes are also discussed under Goal 5.

### *Water and Wastewater*

The adopted Water and Wastewater Fund budget shows an increase of \$495,221, or 1.7%, compared to FY 2021-22. 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 equal \$14,277,340 — 49.4% of the Water and Wastewater Fund budget.

Both contracts will see increases in FY 2022-23, which will be reflected in the pass-thru portion of customers' rates. The adopted budget and pass-thru rates reflect increases of 5.5% from Fort Worth and 11.5% from the Trinity River Authority. The city water and wastewater rates will also each see moderate increases this year.

Based on 5,000 gallons of use, an average monthly water bill is expected to increase by \$1.65 per month (3.79%) in the year ahead, and the sewer bill by \$2.59 (7%). Combined, then, the average utility customer's monthly bill will see a total increase of about \$4.24 or 5.28%.

Water and Wastewater cash-funded projects for FY 2022-23 include \$350,000 for tank maintenance, \$250,000 for the SWIFT waterline project, \$200,000 for waterline replacements, \$200,000 for mains and services replacements, \$88,000 for a sewer jet machine, and \$75,000 for the Pearl Street realignment project. In addition, the city will utilize \$3 million in American Rescue Plan Act (ARPA) funds to address tank maintenance, \$1.4 million in ARPA funds to replace waterlines on Elm Street, and \$1.3 million in ARPA funds for smart meter installation, effectively avoiding \$5.7 million in projects needing to be funded through customers' water and wastewater rates.

### *One-Time, Cash-Funded Projects*

This year's overall proposal is an operationally balanced budget with ongoing revenue exceeding ongoing expenditures. The adopted budget shows overall expenditures exceeding revenues by \$4,666,390 and General Fund expenditures exceeding revenues by \$2,840,101. However, a few funds will be cash funding one-time projects through the use of fund balance.

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

- ✓ Mt. Gilead Road Reconstruction - \$2.5 million from the General Fund
- ✓ Whitley Road Overlay - \$1.5 million from the General Fund
- ✓ Bear Creek Bridge Erosion - \$400,000 from the General Fund
- ✓ Sidewalk Maintenance - \$275,000 from the General Fund
- ✓ Community Development Software - \$500,000 from the Information Technology Fund
- ✓ Library Materials Sorter - \$120,000 from the Information Technology Fund
- ✓ Portable & Mobile Radios - \$225,000 from the Keller Crime Control and Prevention District Fund
- ✓ FFE Replacements and Grounds Maintenance - \$75,000 from the Keller Crime Control and Prevention District Fund
- ✓ Cardio Machine Replacements - \$145,000 from The Keller Pointe Fund
- ✓ Nightingale Culvert Project - \$325,000 from the Drainage Fund

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

Public Safety continues to be the largest ongoing expenditure funded by the city, and this funding level helps ensure the police and fire departments have what they need to continue to be recognized at the state and national levels for their skills and services. In total, \$23,680,181 — or 23% of the city’s entire budget — is dedicated to public safety; out of the General Fund budget, \$21,820,126 (48.5%) is committed to public safety.

In addition to the two personnel changes outlined earlier, the Police Department proposes incorporating a step plan for dispatch and detention personnel to assist in recruitment and retention efforts and adjusting the step plan for supervisory positions to address compression. These changes will affect 29 employees in the dispatch and detention divisions and 12 in supervisory positions.

The Keller Crime Control and Prevention District budget also includes funding for replacement vehicles at \$757,000, Tasers at \$30,000 and ticket writers at \$9,500.

In FY 2022-23, Fire Department one-time purchases include fire apparatus repairs at \$171,000, a warning siren replacement at \$42,600, replacement of the outdoor warning system controller at \$15,000 and additional self-contained breathing apparatus at \$40,000.

This year’s budget also includes significant one-time investments in street and sidewalk infrastructure of \$16.4 million, explored in more detail under Goal 4, and approximately \$2.1 million to enhance and maintain our parks and trails, as noted in the Goal 1 section.

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

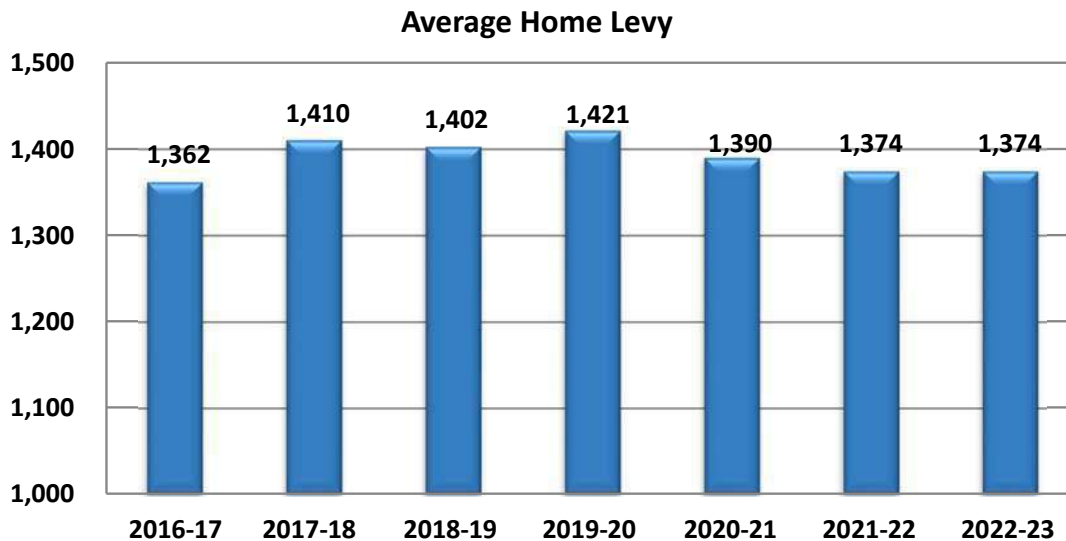
Since 2014, Keller has taken steps to mitigate our property owners’ taxes each and every year, countering rising valuations, and in 2016, we began increasing the homestead exemption steadily. In 2021, city leaders worked together to adopt a budget that included the single largest tax mitigation effort in Keller history: maintaining the tax rate below the no-new-revenue rate and increasing the homestead exemption from 14% to 20%, the maximum allowed by the State of Texas.

Our tax relief efforts will continue this year. Not only will Keller maintain its homestead exemption at the state max 20%, but we will also be dropping our tax rate from \$0.395 per \$100 valuation to \$0.354 per

\$100 valuation. The adopted rate sits below both the voter-approval tax rate of \$0.37096/\$100 and the no-new-revenue rate of \$0.35615/\$100.

The adopted tax rate is the lowest since at least FY 1994-95, is a decrease of over 10% from FY 2021-22, and marks the fifth consecutive year that Keller has set a tax rate at or below the no-new-revenue rate. By reducing the tax rate and maintaining the maximum homestead exemption of 20%, the average Keller homeowner whose property is assessed at \$387,603 will pay \$1,374 in city taxes this year. This is a decrease of about \$0.14 from this year's average tax bill of \$1,374 and the lowest average tax bill since FY 2016-17.

Had we maintained our current tax rate this year, the average homeowner would have paid \$1,531 in taxes to the city, an increase of \$157 or 11%. By reducing the tax rate significantly, the City has been able to mitigate the average household taxable value increase of 11% and maintain the same average home levy.



**Strategy 3.4: Protect Taxpayers' Interests**

City Council continues to recognize the need to be proactive when planning repairs and replacements of capital investments and critical equipment. Aimed at cash funding future projects rather than issuing debt, the council approved a Fire/EMS replacement program in FY 2019-20 that would set aside money annually to pay for anticipated 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 2022-23 General Fund budget will continue these annual transfers, ensuring that equipment will be promptly repaired or replaced when it has reached the end of its useful life.



The FY 2022-23 Adopted Budget also continues City Council’s commitment to cash funding capital projects whenever possible. There are nearly \$17.2 million in street improvements, \$10.8 million in water system improvements, \$2.1 million in park improvements, \$325,000 in drainage system improvements, and \$275,000 in wastewater system improvements included in FY 2022-23. With a proposed capital project investment totaling approximately \$30.6 million, over 70% will be cash funded.

Looking ahead, the city’s Capital Improvements Plan forecasts \$102 million in city capital expenditures over the next five years and anticipates issuing \$57.4 million in debt, or 56.3%. The proposed debt includes up to \$32 million for street system improvements, \$14.3 million for water system improvements, and \$11.1 million for wastewater system improvements. Please note that this does not reflect a potential Sports Park debt issuance since the cost estimate for that project has not been finalized.

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

- ✓ Old Town Keller East/Bates Street projects
- ✓ Whitley Road Reconstruction project
- ✓ 2023 SWIFT water line replacement project
- ✓ Pump Station Rehabilitation
- ✓ Johnson Road 12” Water Lines
- ✓ Rapp Road 16” Water Lines
- ✓ Bear Creek Parkway 12” Water Lines
- ✓ Cade Branch Wastewater Capacity Improvements
- ✓ Big Bear Central Wastewater Capacity Improvements
- ✓ Little Bear Central Wastewater Capacity Improvements
- ✓ Big Bear Southwest Wastewater Capacity Improvements

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

The city maintains a five-year Capital Improvements Plan to address current and future needs, ensuring we maintain and improve our safe and efficient roadways, sidewalks, and water, wastewater and drainage systems. This allows the city to budget projects and seek financial assistance through grant applications and regional partnerships.

The five-year plan, which can be found in the CIP section of the adopted budget, anticipates investing approximately \$59.2 million into street projects, \$22.6 million into water projects, \$13.1 million into wastewater projects, \$6.6 million into parks projects, and \$325,000 into drainage projects for a total \$102 million investment into the city’s infrastructure. Approximately half of those improvements will be cash funded. As noted above, this does not reflect a potential Sports Park debt issuance.

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

Sidewalk investments have been a consistent priority in recent years, with annual expenditures increasing steadily from just \$30,000 nine years ago to \$370,336 in FY 2020-21. For FY 2021-22, the city included one-time funding of \$3.5 million for sidewalk repair aimed at eliminating the city's backlog of sidewalk maintenance requests. For FY 2022-23, \$275,000 is allocated for sidewalk repairs.

In future years, the city will increase contributions by 10% each year to handle emergent repair requests, proposing \$5.5 million in funding from FY 2019-20 through FY 2026-27 for sidewalk maintenance alone. In addition to maintenance, the FY 2022-23 CIP budget earmarks \$1.1 million from FY 2023-24 through FY 2024-25 for sidewalk enhancements. Combined with previous investments, that results in proposed funding of \$6.6 million in sidewalk construction from FY 2019-20 through FY 2026-27.

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

FY 2022-23 street projects include \$2.5 million for the reconstruction of Mt. Gilead Road, \$2.1 million for the annual street maintenance program, \$1.5 million for an overlay of Whitley Road, \$400,000 for the Bear Creek Bridge erosion project and \$275,000 for sidewalk maintenance. With this year's contribution, the combined proposed funding for annual street maintenance is \$14.2 million from FY 2020-21 through FY 2026-27. Road reconstruction is also included in the five-year CIP, including Old Town Keller East/Bates Street, Mt. Gilead Road (from Hwy. 377 to Bourland Road), and Whitley Road from Rapp Road to the city's southern border. Between annual street maintenance and reconstruction projects, the city is proposing a \$59.2 million investment in street improvements over the next six years.

In addition, the streets division will purchase street signal software for \$32,500 and add \$25,000 to its pavement marking budget.

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

#### **Strategy 5.1: Establish, Measure, and Monitor High Standards of Customer Service**

The FY 2021-22 Adopted Budget allocated funding to begin the search process for new software for the Community Development Department. The current software has been in place for over 20 years and is no longer adequately serving the needs of the department, Keller residents or our business community. The first step in searching for an appropriate replacement included hiring a consultant to develop a request for proposals. The FY 2022-23 budget continues this process and proposes \$500,000 to purchase new software. The funding for this software purchase will be split equally between the General Fund and the IT Fund.

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

The City of Keller knows that our employees are critical to our services and success. 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 2022-23 Adopted Budget includes maintaining the sustainable 2% step plan increase for select public safety personnel first implemented in FY 2016-17 and being expanded this year. Those public safety personnel will also receive a 3% market adjustment, resulting in a 5% raise (step plus market).

The adopted budget also maintains funding for professional engineering and staff augmentation services in our Public Works department. Intended as a solution to city challenges in recruiting qualified engineers, these agreements secure contract engineers to assist with program development, program management and operational reviews. The cost of these services was offset by salary savings from vacancies in the Public Works Department in FY 2021-22, and we will continue that practice this year.

The budget also proposes a 2% market adjustment for civilian employees — and those in non-director roles will receive as much as a 2% merit-based raise (with a minimum increase of \$1,000) for a total raise of about 4%. Department directors will receive the same 2% market adjustment and be eligible for up to a 1.5% merit-based raise, for a total of 3.5%.

The compensation proposals included in the FY 2022-23 Adopted Budget would be awarded to eligible employees at the start of the next fiscal year, Oct. 1, 2022, and would result in an approximately \$1,062,934 investment in our workforce.

The FY 2022-23 Adopted Budget increases city staff by one full-time-equivalent position resulting from adding one detective and one SRO in the Police Department and removing a utility billing supervisor position.

It should be noted that the number of employees for FY 2022-23 is 344.9 FTEs, far below the 369 FTEs on staff back in 2009 when our population was 20% smaller than it is today. I believe this shows the commitment of staff to operate as efficiently as possible.

The city has also recently implemented several initiatives to promote work-life balance for Keller employees. First, we revised our Sick Leave Use Policy to allow more flexibility and equity for employees. We also updated The Keller Pointe Membership Policy to accommodate employees with non-traditional households, increased on-call pay for public works employees, introduced an extended casual dress code during the holidays, and implemented a Youth Mentorship Program intended to help foster healthy educational, social, and emotional development for young people in Keller and our surrounding communities.

Perhaps most impactful, in May 2022 city employees at Keller Town Hall and the Municipal Service Center began testing a compressed work schedule that offered extended hours Monday through Thursday with facilities closed on Fridays. A staff update on the compressed work-week trial period is expected to be presented to City Council in early October. It is anticipated that council will decide to extend the four-day work-week initiative while continuing to monitor customer service and employee retention/recruitment levels.

Finally, we restarted employee roundtable meetings in FY 2021-22 to encourage direct feedback between the workforce and city leadership. I believe these initiatives will assist in making Keller an even better place to work and attract new public servants to our team.

Part of recruiting quality city staff is providing excellent benefits. In FY 2021-22, the city made the shift to a self-insurance model for health and dental benefits. This means that rather than paying an insurance company, we retain money in the budget and pay claims directly while using an outside third-party administrator to process claims on the city's behalf. This helps the city avoid overpaying for administration

and related overhead costs.

More importantly, the self-insurance model allows for greater control over healthcare-related costs and empowers employees to take ownership of the plan to minimize future costs. Looking at FY 2022-23 and beyond, the city's health plan will be designed in part by a newly established Wellness Committee of employees that will focus on encouraging healthy lifestyles to reduce overall costs.

For FY 2022-23, the Self-Insurance Fund adopted budget is \$4,587,645. This is the second year the fund will be active and it has an estimated fund balance of \$5,146,021 from salary savings from prior years. Despite increases in medical costs and inflation, there will be no change in premiums for medical and dental insurance in the upcoming year.

As part of our benefits package, the City of Keller also participates in the Texas Municipal Retirement System, which continues to be solidly funded at 86.1%. TMRS as a whole (as of Dec. 31, 2021) was 87.7% funded. The city's contribution rate will decrease effective Jan. 1, 2023, from 16.18% to 16.15%, for a fiscal year blended rate of 16.16%.

The total for all personnel costs for FY 2022-23 is \$34,003,342, which is an increase of \$1,614,064 or 5%. However, the net increase is 3.99% when the Keller ISD SRO cost-share and contract engineer transfers are included, just below the city's annual budget goal of 4%.

### **In Summary**

I want to give special thanks to our staff, particularly the Finance Department, for their hard work and dedication in developing the FY 2022-23 Adopted Budget. I would also like to thank the City Council for their continued vision and leadership. Without the commitment of everyone involved, this budget would not be possible. The budget is not merely made up of numbers; it is an expression of our council's vision and our citizens' values and aspirations. I am confident that the adopted budget is structurally balanced and supports sound fiscal and operational policies for today and in the future.

Sincerely,

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

Mark Hafner  
City Manager

## Cost Savings Initiatives

Department	Initiative	Benefit	Savings / Result
<b>Administration</b>	Reorganization of Utility Billing positions	Removed utility billing supervisor position and reclassified utility billing administrator position.	\$102,923
	<b>Fire</b>	Changed Entry level Firefighter testing process	Entry level firefighting testing process changed to include the VO2 Max Row Testing versus the Physical Agility Test. Doing so Accomplishes the same fitness level necessary to do the job, while streamlining the new hire process. It also eliminates the need of a third-party vendor to conduct the testing.
	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
	Call Fire Inc. subscription	Web based subscription notification software for notifying candidates of testing dates and process information.	\$500.00 (savings is reoccurring with every candidate process)
<b>Human Resources</b>	Salary Survey	Conducted annual salary survey on benchmark cities with the use of existing Human Resources staff.	\$20,000
	Executive Recruitment for Fire Chief	Prepared Recruitment flier with the assistance of our Communications Department and executed nationwide search for Fire Chief position.	\$15,000
	Goodwill Summer Earn and Learn Program	Provided job skills and job experience to students with disabilities who in turn worked at The Keller Pointe providing services to our citizens.	\$7,000
	4 Day Workweek	Reduced electricity usage in Town Hall during the months of June 2022, July 2022 and August 2022 due to Friday closures.	\$1,500
<b>The Keller Pointe</b>	Customer Service payroll savings	Due to early staff shortage, Customer Service part-time payroll was saved.	\$54,000
	Eliminated part-time maintenance position	Maintenance was budgeted for two part-time employees. Only used one for FY 2022 – removed second position.	\$13,500

## Cost Savings Initiatives

Department	Initiative	Benefit	Savings / Result
<b>Library</b>	Aquatics payroll savings	Indoor pool closed/staff shortage.	\$24,000
	Recreation party program budget savings	Due to pool closures – birthday party budget had savings.	\$16,000
	Recreation part-time staff savings	Due to Recreation Staff shortage – part-time staff payroll was saved.	\$40,000
	TexShare Database	Consortium of Texas libraries joining together to share print and electronic materials, purchase online resources, and combine staff expertise	\$157,866
	North Texas Libraries on the Go Consortium	Keller Public Library users have access to content purchased by all 30 members of the consortium.	\$713,325
	Cloud Library	Keller Public Library customers have checked out materials from e-books and audiobooks owned by other libraries in the consortium.	\$70,827
	North Texas Libraries on the Go Consortium – Digital Magazines	Keller Public Library users have access to content purchased by all members of the consortium.	\$43,027
	Volunteers	The library averages 150 volunteer hours per month.	\$19,564
	Friends of the Library donations	Monetary donations from the Friends of the Library organization and donated book sales often fund new technology, education and entertainment programming for all ages.	\$13,460
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.	\$4,200	

## Cost Savings Initiatives

Department	Initiative	Benefit	Savings / Result
<b>Parks &amp; Rec</b>	MetroShare Consortium	The library partnered with 9 other libraries to borrow and loan materials. This expanded our resources and accessibility.	\$11,000
	Performed various maintenance tasks in house (small repairs, creation of topsoil, etc.)	Using staff instead of outside contractors for maintenance work reduces labor and supply costs.	\$35,000
	Continued in-house mowing of Keller Sports Park Athletic Fields	Using staff instead of outside contractors for mowing maintenance reduces labor costs.	\$55,143
<b>Police</b>	Communications, Animal Services and Jail Services Agreement with the Cities of Southlake and Colleyville	Participating cities share in annual personnel and operational costs.	\$2,133,850
	Police Services Agreement with the Town of Westlake	Provides an additional patrol sector in north Keller and a records clerk paid in part through program revenues.	\$1,032,869
	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 75% of officer's salary, equipment and vehicle expenses.	\$391,346
	Jail and Animal Service with the City of Roanoke	Roanoke shares in annual cost of Jail & Animal Services.	\$191,595
	Ballistic Vest Partnership	Partnership with the Department of Justice to purchase ballistic vest for the officers.	\$ 7,000
	Sale of used brass and firearms	Provides additional funding for the department to purchase training supplies and equipment.	\$2,500 (variable based on brass collection and going rate for brass)

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

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

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

### **BUDGET PREPARATION PROCESS**

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

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

### **ADOPTION PROCESS**

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

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



## OVERVIEW OF THE BUDGET PROCESS/BUDGET CONTENTS

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

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

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

### IMPLEMENTATION PROCESS

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

### BUDGET AMENDMENT PROCESS

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

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

### YEAR-END PROCESS

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

# OVERVIEW OF THE BUDGET PROCESS/BUDGET CONTENTS

## BUDGET DOCUMENT USER INFORMATION / BUDGET CONTENTS

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

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

#### Tax Disclosure Page:

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

#### Strategic Vision:

A presentation of the City's Strategic Vision.

#### GFOA Award:

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

#### Table of Contents:

Indicates topic and page number location.

#### Budget Transmittal Message:

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

#### Cost Savings Initiatives:

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

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

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

### **2. FINANCIAL**

#### Executive Summary:

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

#### A. General Fund:

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

#### B. Enterprise Funds:

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

# OVERVIEW OF THE BUDGET PROCESS/BUDGET CONTENTS

## **2. FINANCIAL, continued**

### C. Internal Service Funds:

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

### D. Special Revenues Funds:

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

### E. Debt Service Funds:

Contains general debt service funding and distributions, 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.

## History of Keller

### Establishment of Keller

In the 1840s, Keller was part of the frontier of Peters Colony settlers because it is located in the western fringe of the Eastern Cross Timbers in northeast Tarrant County. During that time, the area was settled by families from Missouri, which built their homes near the head-waters of Big Bear Creek.

In 1881, The Texas and Pacific Railway located between Fort Worth and Texarkana was completed, and the first train ran on this track in May 1881. With the arrival of the rail service, businesses and new villages were established all along the line. The Keller we know today was one of those villages. In July 1881, A.C Roberts decided to deed 62 acres of land to a Tarrant County pharmacist named H.W. Wood. This land later became a townsite known as Athol. In just a year, settlers began to migrate to the new village, and the town's name was changed from Athol to Keller, in honor of John C. Keller, a man who worked as a foreman on the railroad.

In the 1940's local business leaders and community leaders stepped up to drive forward the establishment of the Keller Fire Department. The first fire hall was located on Lamar Street at Hill Street. The small, wood-framed building was used for meetings and the fire trucks were stored in shops nearby. That hall was used until 1963, when a new two-bay fire hall was built by the members on Main Street.

In 1983, Fire Station 1 was built on Price Street (now Keller Parkway) next to the Rural Water building. The station itself consisted of four truck bays with personnel using the Rural Water building as an office and training room. Fire Station 1 was closed in 1994 when Fire Stations 2 and 3 were built. A third station, Fire Station 4, was added in 2009, later re-named Fire Station 1 due to its central location.

In the 1960's, as Keller began its rapid growth, the population of 1,350 residents demanded more professional police protection. In the fall of 1968, the City Council adopted Ordinance 43 and on September 2nd, an official Police Department was established.

Glenn Lightford was selected as the first Chief of Police. Chief Lightford had one full-time officer, K. D. Shotwell, and one part-time officer, Louis Leroy Law, under his command. Through the years, the City added personnel and equipment as needed to meet the demands of the city.

### Keller Today

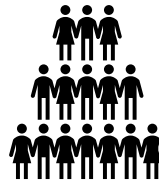
As the town developed, new residential sites slowly filled in the open spaces, to the point where Keller's neighboring towns no longer had the opportunity to expand its boundaries. The city has several facilities such as the Keller Public Library, the Municipal Service Center on Bear Creek Parkway West, Keller Town Hall located on Bear Creek Parkway, and the Keller Senior Activities Center situated on Johnson Road. Keller also has an award-winning recreation and aquatic center called The Keller Pointe, which is located on Rufe Snow Drive. Keller has also expanded and renovated its police facility, which includes the Regional Animal Adoption Center, a Regional Jail, regional 911 dispatch center, and NETCOM that serves the cities of Colleyville, Keller, Westlake, Southlake, and Roanoke.

Keller is a suburban city located in the Dallas-Fort Worth metroplex in Tarrant County. Keller is a mostly residential area that has 300 acres of developed land dedicated to 11 park sites. Keller is considered the 74th most populated city in Texas, with a recent estimate of 45,776 as of 2020.

**Keller City Charter**

The City of Keller Charter establishes the powers and political organization of the municipal government and can be amended only by public vote. The Keller City Charter was originally adopted by Keller citizens on April 3, 1982, and was subsequently amended on May 6, 1995, and Nov. 2, 2010.

**Keller Community Profile**



<b>45,776</b>	<b>27%</b>	<b>44%</b>	<b>45.1 y/o</b>	<b>Male: 44 Female: 46.3</b>
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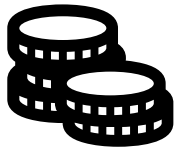
**Estimated  
Population**

**Population  
Under 18**

**Population  
between  
35-64**

**Median Age**

**Median Age by  
Sex**



<b>\$152,648</b>	<b>\$147,804</b>	<b>\$457,400</b>	<b>82.4%</b>	<b>84%</b>
------------------	------------------	------------------	--------------	------------

**Median Family  
income**

**Median  
Household  
Income**

**Median Home  
Value**

**Owner Occupied  
Housing**

**Population over  
25 who  
attended  
College**

\*Numbers based on data from 2020 census

**City of Keller, Texas**

**FY 2022-23  
BUDGET CALENDAR**

Description of Task/Event	Due Date(s)	
Blue = Council Discussion Only; Red = Council Action Required; Green = Department Due Date		
Budget Kickoff & Incode Training Begins	Tuesday	March 29, 2022
Individual Incode Budget Training - As Requested		March 29 - April 23, 2022
Information Technology to Meet with Individual Departments to Review Requests		March 29 - April 23, 2022
Strategic Planning Workshop with City Council, City Manager, Staff - ACFR Presentation and Fund Balance Update	Tuesday	April 5, 2022
Budget Change Forms due to Budget Analyst	Friday	April 22, 2022
Administration, Public Arts, Community Services, Mayor & Council, Community Clean-up, Economic Development, Finance, Utility Billing	Friday	April 22, 2022
Strategic Planning Workshop with City Council, City Manager, Staff - Citizen Survey Results	Tuesday	April 19, 2022
Parks & Recreation, Keller Development Corporation, Recreation Special Revenue Fund, Park Development Fee Fund, Parks CIP, Library, Town Hall	Friday	April 29, 2022
Police, Keller Crime Control Special Revenue Fund, Fire	Friday	May 6, 2022
Strategic Planning Workshop with City Council, City Manager, Staff -Budget Priorities	Tuesday	May 3, 2022
Public Works, Street/Sidewalk Improvement Fund, Public Works CIP, Community Development, Keller Pointe	Friday	May 13, 2022
Human Resources, Information Services, PEG Fee Fund, Municipal Court, Municipal Court Special Revenue, Non-Departmentals	Friday	May 20, 2022
Strategic Planning Workshop with City Council, City Manager, Staff - Economic Development, Sales Tax, & Permit Revenue	Tuesday	May 17, 2022
Final Date for Finance to Input Departmental Requests into Incode including Year-End Projections	Friday	May 27, 2022
City Manager review of budget requests with Finance and individual departments (Includes IT, HR, Fleet and Fee Schedule recommendations)		May 9 - June 3, 2022

**City of Keller, Texas**

**FY 2022-23  
BUDGET CALENDAR**

Description of Task/Event	Due Date(s)
Blue = Council Discussion Only; Red = Council Action Required; Green = Department Due Date	
KCCPD Board Approval of Proposed Budget	June 16, 2022
Strategic Planning Workshop with City Council, City Manager, Staff - 5 Year CIP and Outstanding Debt	Tuesday June 21, 2022
KDC Board Approval of Proposed Budget	July 1, 2022
Strategic Planning Workshop with City Council, City Manager, Staff -Water and Wastewater Fund and Drainage Fund Summaries; Fee Adjustments	Tuesday July 5, 2022
Hold Public Hearing at City Council on the KCCPD Proposed Budgets	Tuesday July 5, 2022
Ad-Hoc Committee Meeting to Discuss Compensation	July 11, 2022
Strategic Planning Workshop with City Council, City Manager, Staff - Compensation, Insurance, & FTEs	Tuesday July 19, 2022
Hold Public Hearing at City Council on the KDC Proposed Budgets	Tuesday July 19, 2022
Certified Tax Values due from Tarrant Appraisal District	Monday July 25, 2022
Strategic Planning Workshop with City Council, City Manager, Staff - Tax and Proposed Budget Update	Tuesday August 2, 2022
Publish "Notice of Tax Rates" by August 7 or as early as practical	Sunday August 7, 2022
Proposed Budget Distributed to City Council, Filed with City Secretary and Copy Placed in the Keller Public Library (August 15th by Charter)	Tuesday August 9, 2022
Budget Workshop with City Council, City Manager, Staff	Friday August 26, 2022
Council Agenda Item to provide no new revenue and voter-approval rates to Council	Tuesday August 16, 2022
Publish "Notice of Public Hearings on Tax Rate" in Fort Worth Star Telegram (September 1 by State Law)	Friday August 26, 2022
Supplemental Certified Tax Values due from Tarrant Appraisal District	Friday August 26, 2022
Hold Public Hearing on FY 2022-23 Budget, Ordinance to Adopt the FY 2022-23 Budget, Ordinance to Adopt Tax Rate, Resolution to Ratify Budget (September 27 by Charter)	Tuesday September 20, 2022
Fiscal Year FY 2022-23 Begins	Saturday October 1, 2022



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## **EXECUTIVE SUMMARY**

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

*City of* **KELLER**

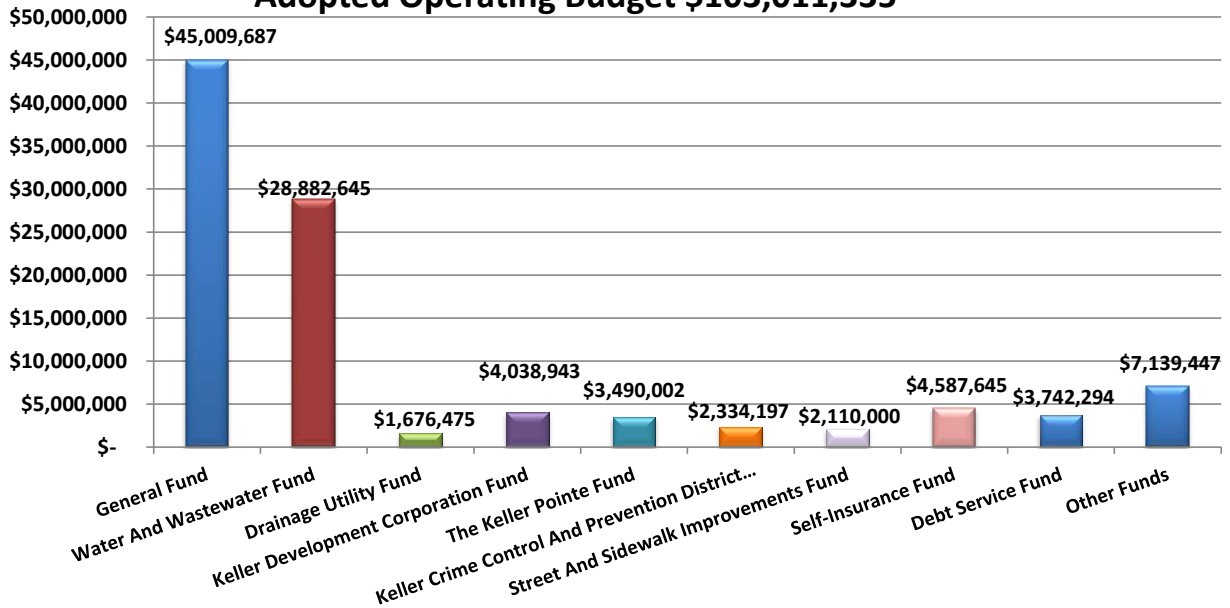


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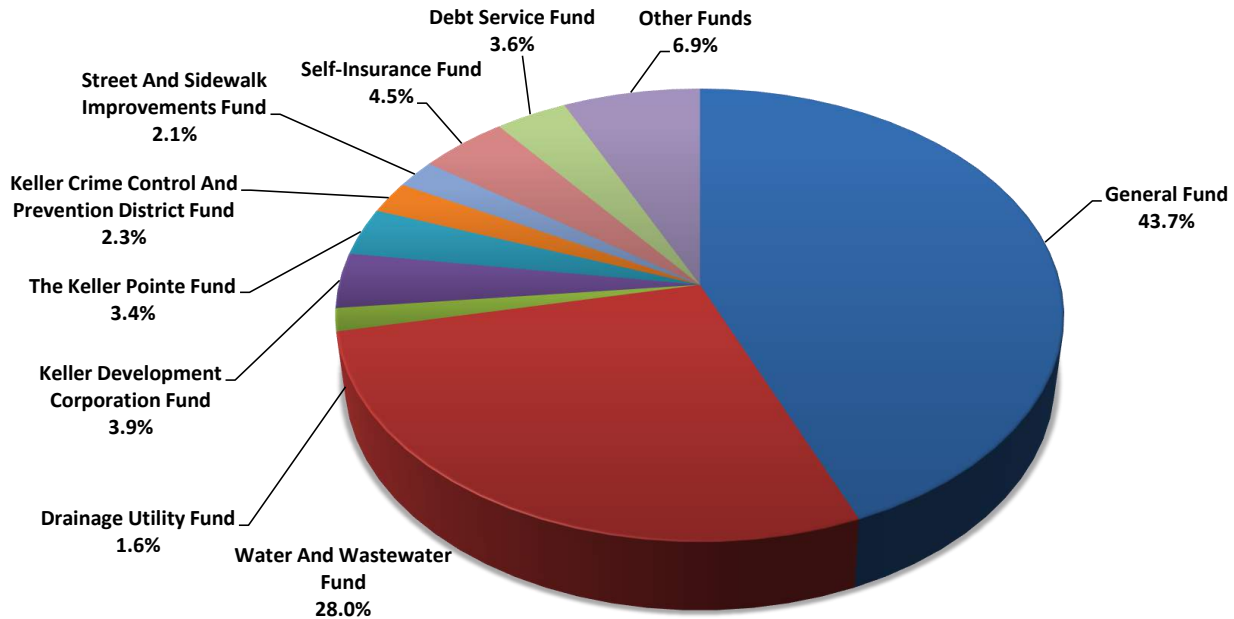
# OPERATING BUDGET SUMMARY

The total adopted operating budget for FY 2022-23 is \$103,011,335. The two largest operating funds are the General Fund which comprises \$45,009,687 or 43.7%, and the Utility Fund which comprises \$28,882,645 or 28% of the total operating budget, which combines to be \$73,892,332 or 71.7%.

## FY 2022-23 City of Keller Adopted Operating Budget \$103,011,335

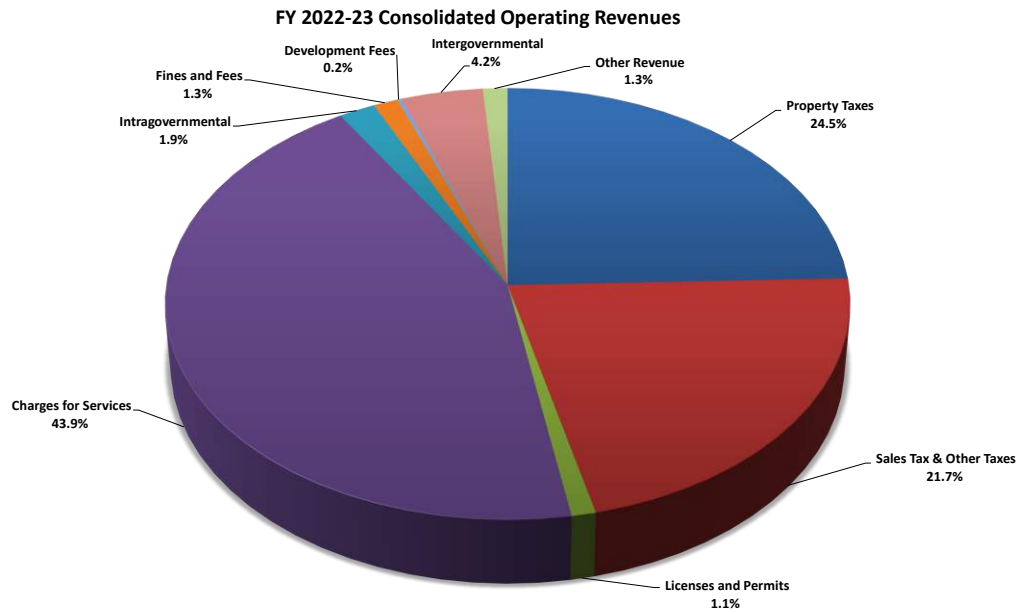


## FY 2022-23 Operating Budget



**FY 2022-23 Consolidated Operating Fund Revenue Summary**

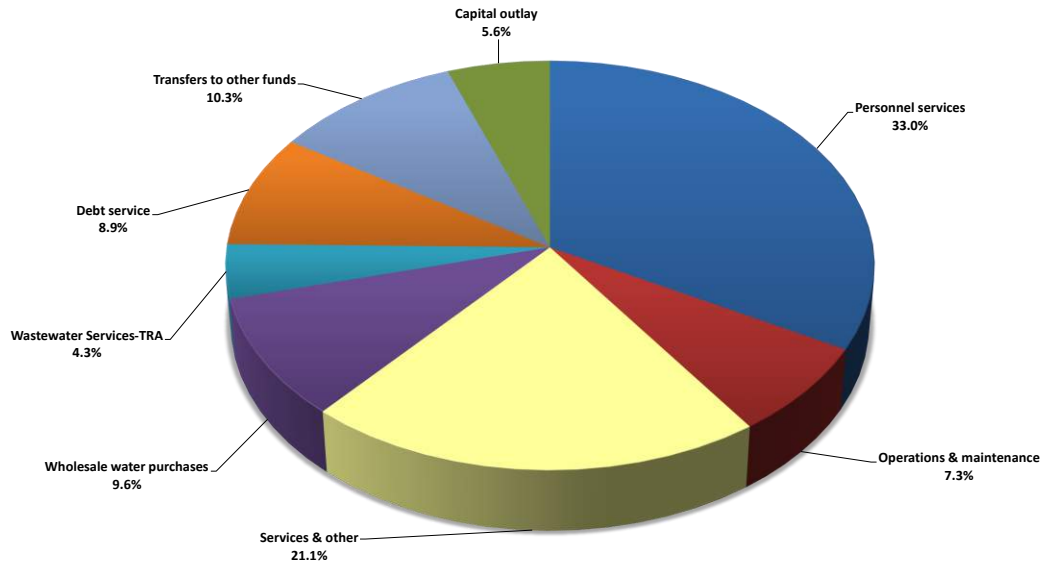
Revenues:	General Fund	Water And Wastewater Fund	Drainage Utility Fund	Keller Development Corporation Fund	The Keller Pointe Fund	Keller Crime Control And Prevention District Fund	Street And Sidewalk Improvements Fund	Self-Insurance Fund	Debt Service Fund	Other Funds	Grand Total
Property Taxes	\$ 20,253,665	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,778,681	\$ 63,255	\$ 24,095,601
Sales Tax & Other Taxes	12,908,309	-	-	4,218,050	-	2,033,965	2,109,025	-	-	70,248	21,339,597
Licenses and Permits	1,036,249	-	-	-	-	-	-	-	-	-	1,036,249
Charges for Services	1,513,592	28,324,015	1,508,884	16,000	2,952,902	-	-	4,552,011	-	4,314,643	43,182,047
Intragovernmental	1,604,329	-	-	-	-	-	-	-	-	243,067	1,847,396
Fines and Fees	634,781	541,396	-	-	-	-	-	-	-	58,214	1,234,391
Development Fees	226,458	-	-	-	-	-	-	-	-	-	226,458
Intergovernmental	3,827,620	-	-	-	-	110,913	-	-	-	200,000	4,138,533
Other Revenue	164,583	74,836	12,898	15,000	725,280	105,020	1,530	13,500	6,763	125,263	1,244,673
<b>Total Revenues</b>	<b>\$ 42,169,586</b>	<b>\$ 28,940,247</b>	<b>\$ 1,521,782</b>	<b>\$ 4,249,050</b>	<b>\$ 3,678,182</b>	<b>\$ 2,249,898</b>	<b>\$ 2,110,555</b>	<b>\$ 4,565,511</b>	<b>\$ 3,785,444</b>	<b>\$ 5,074,690</b>	<b>\$ 98,344,945</b>



**FY 2022-23 Consolidated Operating Fund Expenditure Summary by Category**

Expenditures By Category:	General Fund	Water And Wastewater Fund	Drainage Utility Fund	Keller Development Corporation Fund	The Keller Pointe Fund	Keller Crime Control And Prevention District Fund	Street And Sidewalk Improvements Fund	Self-Insurance Fund	Debt Service Fund	Other Funds	Grand Total
Personnel services	\$ 26,979,762	\$ 3,646,370	\$ 706,570	\$ -	\$ 1,644,966	\$ 112,488	\$ -	\$ -	\$ -	\$ 913,186	\$ 34,003,342
Operations & maintenance	3,374,386	1,218,468	146,400	125,000	322,704	445,077	10,000	-	-	1,841,141	7,483,176
Services & other	9,257,654	5,287,502	498,505	47,149	1,047,690	47,500	-	4,587,645	-	979,863	21,753,508
Wholesale water purchases	-	9,889,956	-	-	-	-	-	-	-	-	9,889,956
Wastewater Services-TRA	-	4,387,384	-	-	-	-	-	-	-	-	4,387,384
Debt service	-	3,312,965	-	1,589,044	-	529,500	-	-	3,742,294	-	9,173,803
Transfers to other funds	5,015,667	1,075,000	325,000	2,062,750	-	-	2,100,000	-	-	-	10,578,417
Capital outlay	382,218	65,000	-	215,000	474,642	1,199,632	-	-	-	3,405,257	5,741,749
<b>TOTAL ALL FUNDS</b>	<b>\$ 45,009,687</b>	<b>\$ 28,882,645</b>	<b>\$ 1,676,475</b>	<b>\$ 4,038,943</b>	<b>\$ 3,490,002</b>	<b>\$ 2,334,197</b>	<b>\$ 2,110,000</b>	<b>\$ 4,587,645</b>	<b>\$ 3,742,294</b>	<b>\$ 7,139,447</b>	<b>\$ 103,011,335</b>

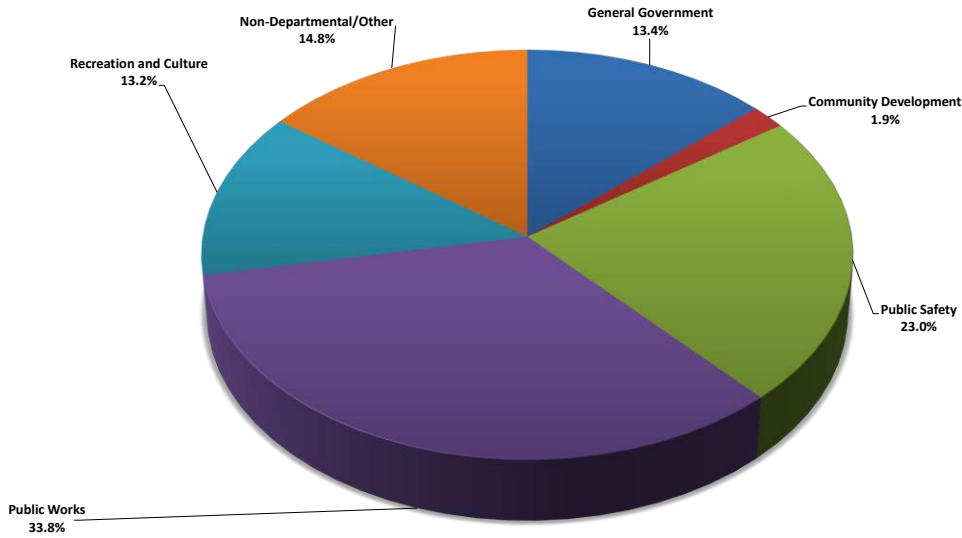
**FY 2022-23 Consolidated Operating Expenditures by Category**



**FY 2022-23 Consolidated Operating Fund Expenditure Summary by Function**

Expenditures By Function:	General Fund	Water And Wastewater Fund	Drainage Utility Fund	Keller Development Corporation Fund	The Keller Pointe Fund	Keller Crime Control And Prevention District Fund	Street And Sidewalk Improvements Fund	Self-Insurance Fund	Debt Service Fund	Other Funds	Grand Total
General Government	\$ 5,952,479	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,587,645	\$ -	\$ 3,254,346	\$ 13,794,470
Community Development	1,931,998	-	-	-	-	-	-	-	-	-	1,931,998
Public Safety	21,820,126	-	-	-	-	1,804,697	-	-	-	55,358	23,680,181
Public Works	8,552,035	22,442,667	1,676,475	-	-	-	2,110,000	-	-	-	34,781,177
Recreation and Culture	5,670,397	-	-	4,038,943	3,490,002	-	-	-	-	348,657	13,547,999
Non-Departmental/Other	1,082,652	6,439,978	-	-	-	529,500	-	-	3,742,294	3,481,086	15,275,510
<b>Total Expenditures</b>	<b>\$ 45,009,687</b>	<b>\$ 28,882,645</b>	<b>\$ 1,676,475</b>	<b>\$ 4,038,943</b>	<b>\$ 3,490,002</b>	<b>\$ 2,334,197</b>	<b>\$ 2,110,000</b>	<b>\$ 4,587,645</b>	<b>\$ 3,742,294</b>	<b>\$ 7,139,447</b>	<b>\$ 103,011,335</b>
Variance	\$ (2,840,101)	\$ 57,602	\$ (154,693)	\$ 210,107	\$ 188,180	\$ (84,299)	\$ 555	\$ (22,134)	\$ 43,150	\$ (2,064,757)	\$ (4,666,390)

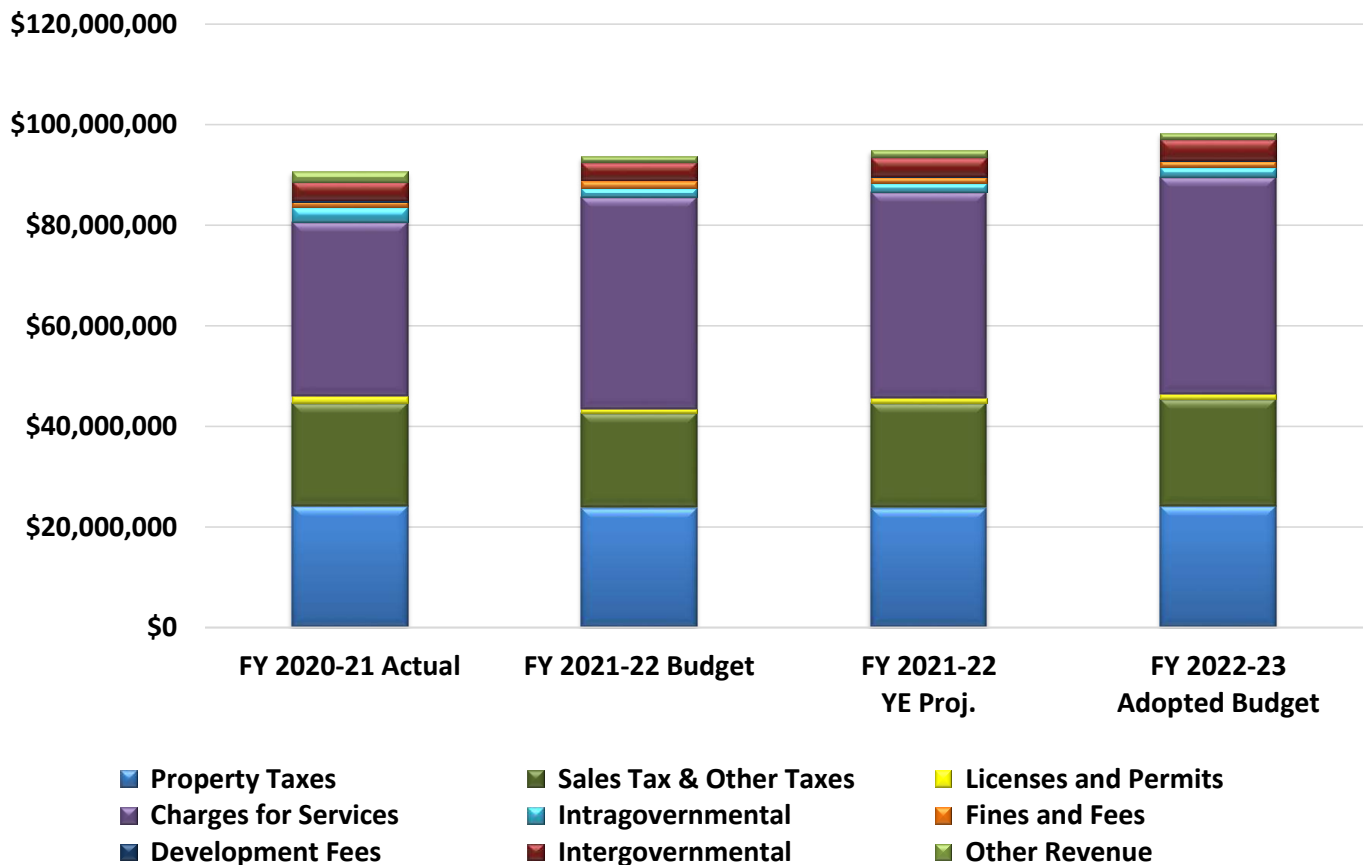
**FY 2022-23 Consolidated Operating Expenditures by Function**



## FY 2022-23 OPERATING FUND BUDGET SUMMARY

REVENUES	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget
Property Taxes	\$ 24,122,857	\$ 23,832,391	\$ 23,856,336	\$ 24,095,601
Sales Tax & Other Taxes	20,458,072	18,757,343	20,767,688	21,339,597
Licenses and Permits	1,348,691	810,068	983,617	1,036,249
Charges for Services	34,772,249	42,152,469	40,986,902	43,182,047
Intragovernmental	2,931,600	1,860,697	1,860,697	1,847,396
Fines and Fees	1,095,972	1,413,690	1,170,416	1,234,391
Development Fees	350,810	179,073	238,977	226,458
Intergovernmental	3,641,561	3,609,882	3,612,540	4,138,533
Other Revenue	2,032,862	1,131,238	1,419,572	1,244,673
<b>TOTAL REVENUES</b>	<b>\$ 90,754,673</b>	<b>\$ 93,746,851</b>	<b>\$ 94,896,745</b>	<b>\$ 98,344,945</b>

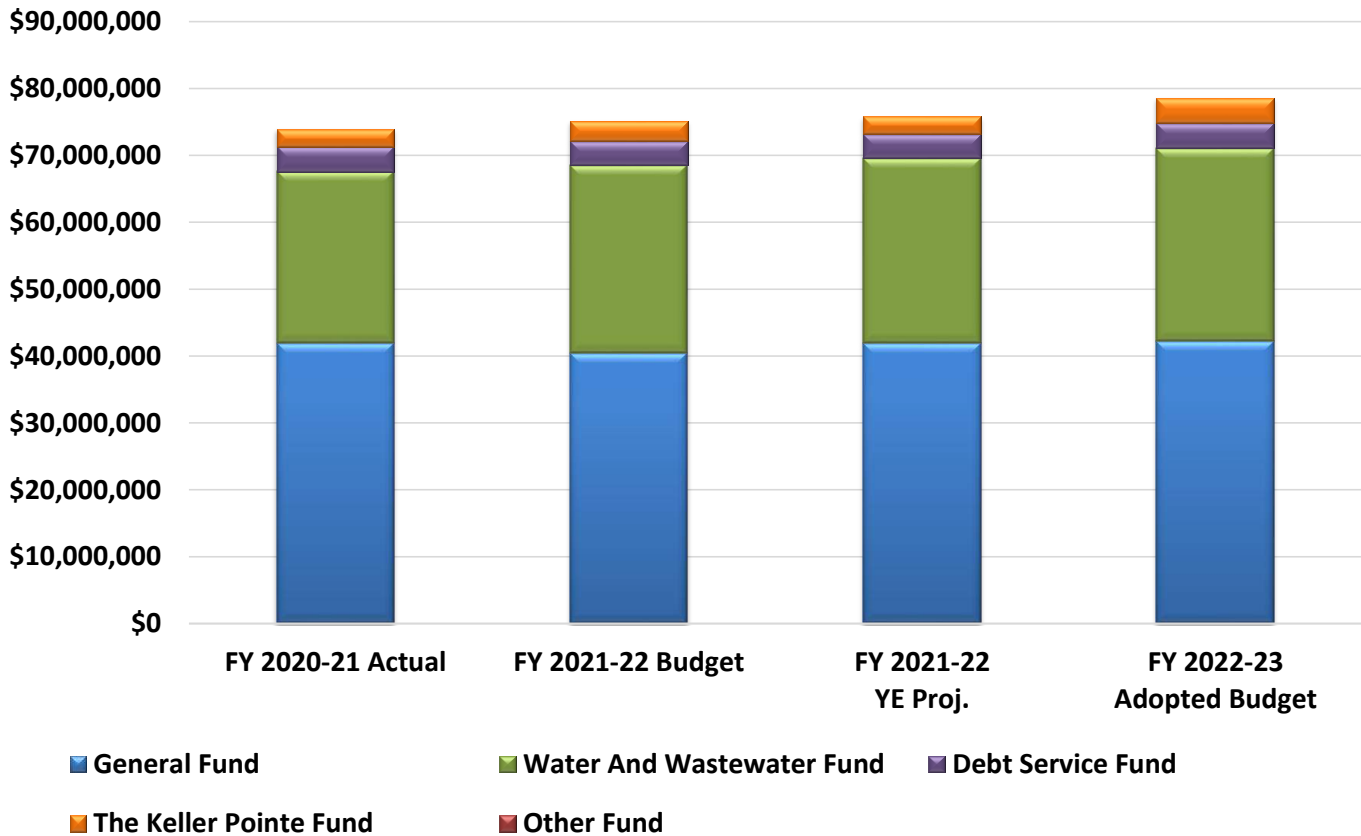
### Operating Revenue Summary By Category



## FY 2022-23 OPERATING FUND BUDGET SUMMARY

REVENUES	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget
General Fund	\$ 41,882,935	\$ 40,363,799	\$ 41,942,968	\$ 42,169,586
Water And Wastewater Fund	25,690,614	28,203,138	27,625,760	28,940,247
Drainage Utility Fund	1,494,414	1,449,159	1,512,462	1,521,782
Keller Development Corporation Fund	4,076,993	3,637,996	4,085,787	4,249,050
The Keller Pointe Fund	2,585,190	3,029,742	2,613,618	3,678,182
Keller Crime Control And Prevention District Fund	2,393,715	1,886,171	2,033,302	2,249,898
Street And Sidewalk Improvements Fund	2,027,416	1,805,153	2,068,342	2,110,555
Debt Service Fund	3,765,231	3,612,468	3,612,468	3,785,444
Information Technology Fund	2,329,369	2,389,964	2,415,655	2,723,744
Public Safety Special Revenue Fund	196,199	81,461	81,461	-
Recreation Special Revenue Fund	117,196	148,683	274,079	361,206
Municipal Court Special Revenue Fund	49,848	80,125	58,697	58,687
Public Education And Government Cable Franchise Fee Fun	107,457	108,460	108,460	73,125
Community Clean-Up Fund	42,497	44,816	44,816	36,697
Tax Increment Reinvestment Zone #2 Fund	-	-	-	63,255
Self Insurance Fund	1,005,179	4,706,640	4,223,097	4,565,511
Fleet Replacement Fund	1,724,015	1,520,003	1,516,699	1,307,533
Facility Capital Replacement Fund	1,266,403	679,073	679,073	450,443
<b>TOTAL REVENUES</b>	<b>\$ 90,754,673</b>	<b>\$ 93,746,851</b>	<b>\$ 94,896,745</b>	<b>\$ 98,344,945</b>

### Operating Revenue Summary By Fund

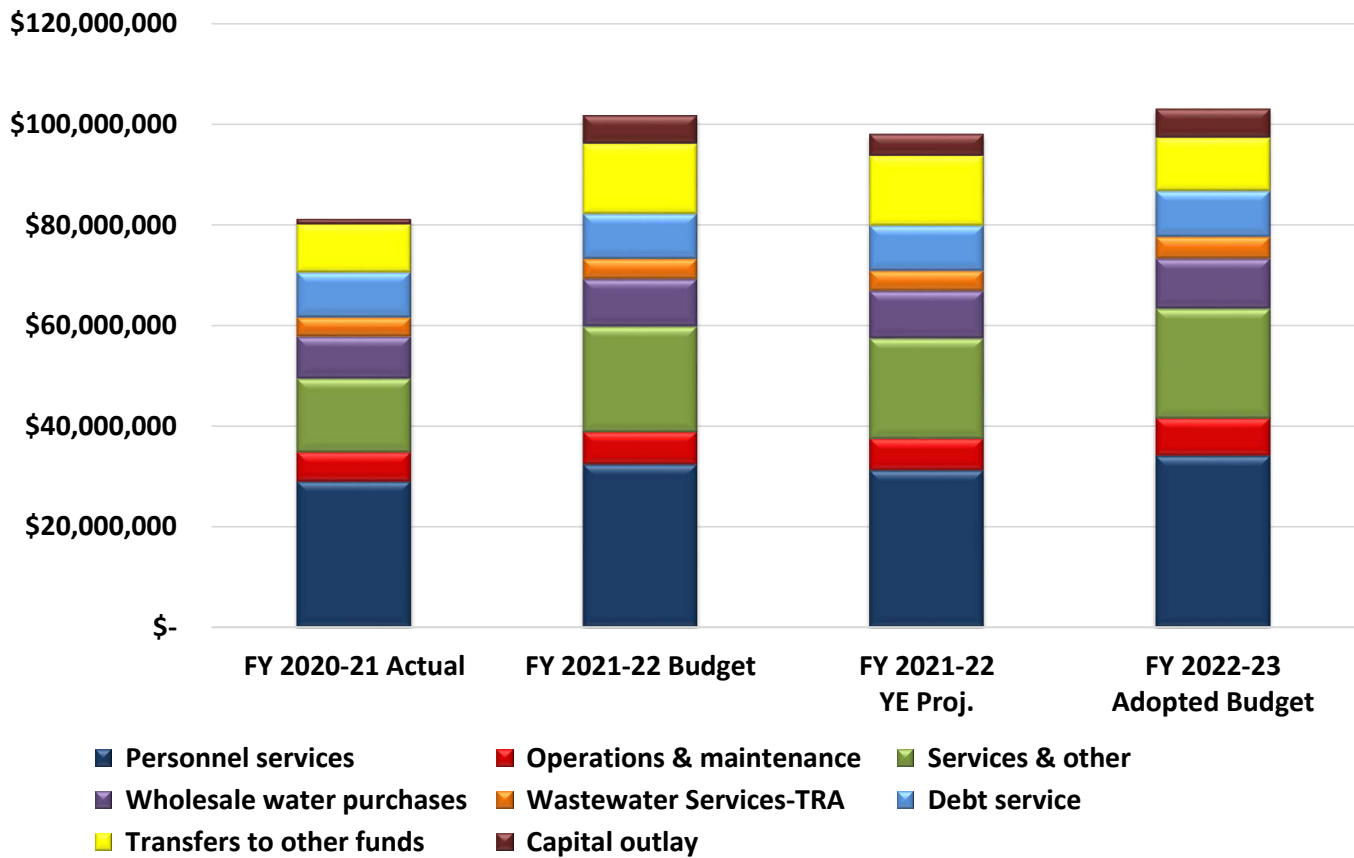




## FY 2022-23 OPERATING FUND BUDGET SUMMARY

EXPENDITURES	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget
Personnel services	\$ 28,918,979	\$ 32,302,882	\$ 31,119,104	\$ 34,003,342
Operations & maintenance	5,896,581	6,476,193	6,303,049	7,483,176
Services & other	14,656,073	20,983,829	19,985,412	21,753,508
Wholesale water purchases	8,306,796	9,370,292	9,370,292	9,889,956
Wastewater Services-TRA	3,782,395	4,015,793	4,015,793	4,387,384
Debt service	9,010,303	9,000,967	9,000,967	9,173,803
Transfers to other funds	9,613,437	13,928,281	13,928,281	10,578,417
Capital outlay	1,122,997	5,679,741	4,353,730	5,741,749
<b>TOTAL EXPENDITURES</b>	<b>\$ 81,307,559</b>	<b>\$ 101,757,978</b>	<b>\$ 98,076,628</b>	<b>\$ 103,011,335</b>

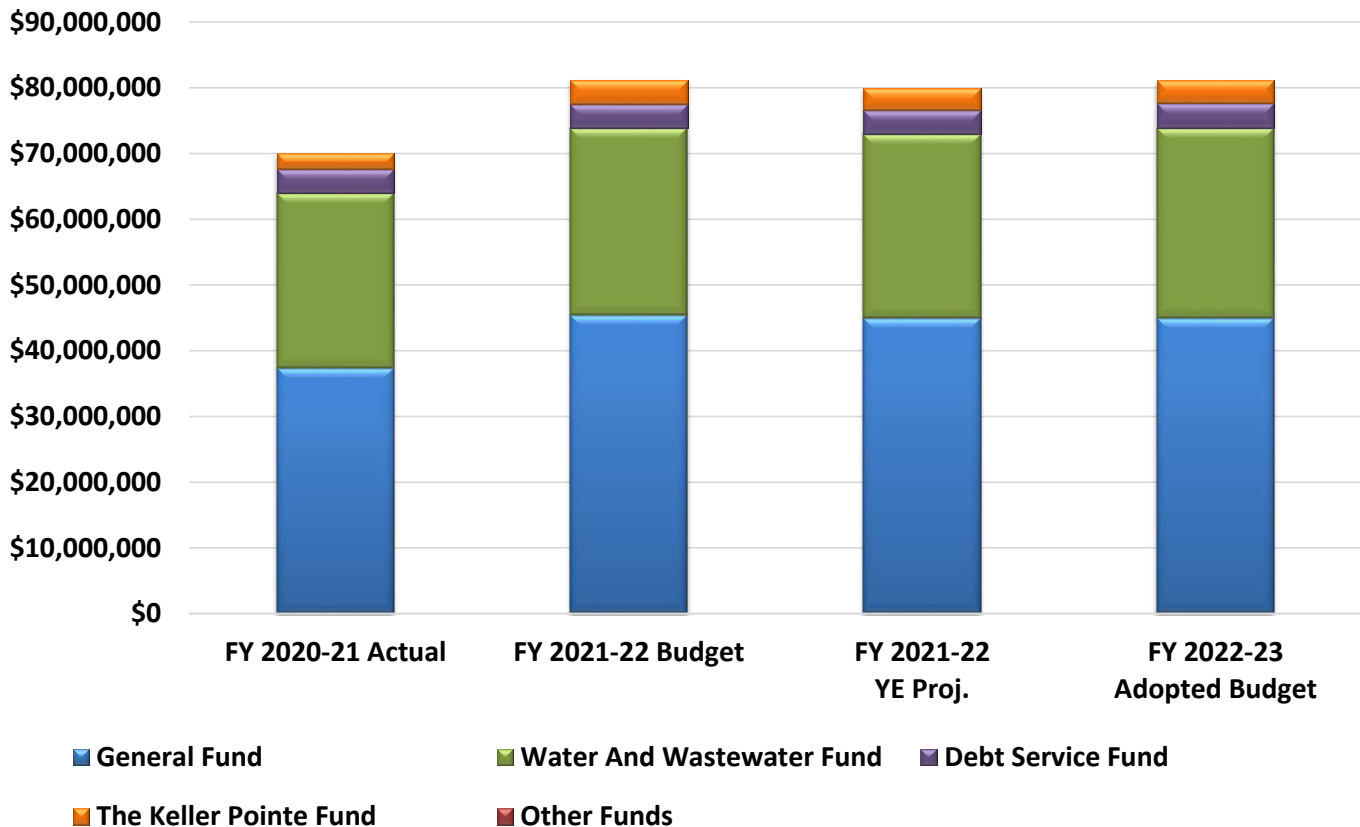
### Operating Expenditure Summary By Category



## FY 2022-23 OPERATING FUND BUDGET SUMMARY

EXPENDITURES	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget
General Fund	\$ 37,339,848	\$ 45,445,179	\$ 44,962,627	\$ 45,009,687
Water And Wastewater Fund	26,620,827	28,387,424	28,030,278	28,882,645
Drainage Utility Fund	1,576,607	1,719,725	1,544,735	1,676,475
Keller Development Corporation Fund	3,309,650	3,652,859	3,652,659	4,038,943
The Keller Pointe Fund	2,429,554	3,760,614	3,339,417	3,490,002
Keller Crime Control And Prevention District Fund	1,543,435	2,067,228	2,067,228	2,334,197
Street And Sidewalk Improvements Fund	1,526,609	1,800,057	1,808,557	2,110,000
Debt Service Fund	3,665,391	3,637,844	3,637,844	3,742,294
Information Technology Fund	2,167,993	2,359,404	2,234,911	3,106,846
Public Safety Special Revenue Fund	226,247	83,545	91,333	-
Recreation Special Revenue Fund	113,213	159,221	258,539	348,657
Municipal Court Special Revenue Fund	69,929	54,471	54,471	55,358
Public Education And Government Cable Franchise Fee Fun	113,593	203,500	195,550	147,500
Community Clean-Up Fund	-	39,631	15,000	36,500
Tax Increment Reinvestment Zone #2 Fund	-	-	-	-
Self Insurance Fund	-	4,541,645	3,702,268	4,587,645
Fleet Replacement Fund	511,470	2,262,117	897,697	2,291,750
Facility Capital Replacement Fund	93,194	1,583,514	1,583,514	1,152,836
<b>TOTAL EXPENDITURES</b>	<b>\$ 81,307,559</b>	<b>\$ 101,757,978</b>	<b>\$ 98,076,628</b>	<b>\$ 103,011,335</b>

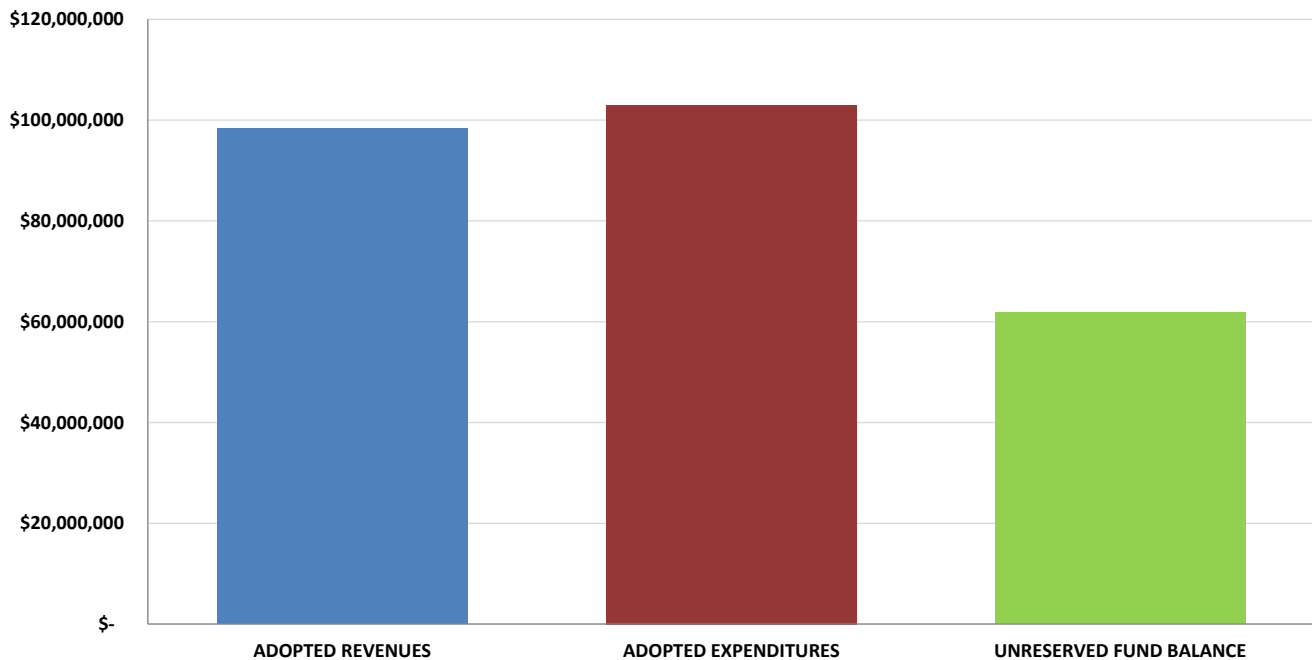
### Operating Expenditure Summary By Fund



## FY 2022-23 CONSOLIDATED PROJECTED FUND BALANCES

	9/30/2021 Unreserved Fund Balance	FY 2021-22 YE Proj. Revenues	FY 2021-22 YE Proj. Expenditures	9/30/2022 Projected Unreserved Fund Balance	FY 2022-23 Adopted Revenues	FY 2022-23 Adopted Expenditures	9/30/2023 Projected Unreserved Fund Balance
General Fund	\$ 30,854,064	\$ 41,942,968	\$ 44,962,627	\$ 27,834,405	\$ 42,169,586	\$ 45,009,687	\$ 24,994,304
Water And Wastewater Fund	6,822,513	27,625,760	28,030,278	6,417,995	28,940,247	28,882,645	6,475,597
Drainage Utility Fund	1,513,329	1,512,462	1,544,735	1,481,056	1,521,782	1,676,475	1,326,363
Keller Development Corporation Fund	4,509,800	4,085,787	3,652,659	4,942,928	4,249,050	4,038,943	5,153,035
The Keller Pointe Fund	1,032,070	2,613,618	3,339,417	306,271	3,678,182	3,490,002	494,451
Keller Crime Control And Prevention District Fund	6,502,156	2,033,302	2,067,228	6,468,230	2,249,898	2,334,197	6,383,931
Street And Sidewalk Improvements Fund	1,140,534	2,068,342	1,808,557	1,400,319	2,110,555	2,110,000	1,400,874
Debt Service Fund	3,353,780	3,612,468	3,637,844	3,328,404	3,785,444	3,742,294	3,371,554
Information Technology Fund	1,666,634	2,415,655	2,234,911	1,847,378	2,723,744	3,106,846	1,464,276
Public Safety Special Revenue Fund	195,476	81,461	91,333	185,604	-	-	185,604
Recreation Special Revenue Fund	264,950	274,079	258,539	280,490	361,206	348,657	293,039
Municipal Court Special Revenue Fund	206,684	58,697	54,471	210,910	58,687	55,358	214,239
Public Education And Government Cable Franchise Fee Fund	585,519	108,460	195,550	498,429	73,125	147,500	424,054
Community Clean-Up Fund	365,254	44,816	15,000	395,070	36,697	36,500	395,267
Tax Increment Reinvestment Zone #2 F	-	-	-	-	63,255	-	63,255
Self Insurance Fund	4,647,326	4,223,097	3,702,268	5,168,155	4,565,511	4,587,645	5,146,021
Fleet Replacement Fund	3,304,854	1,516,699	897,697	3,923,856	1,307,533	2,291,750	2,939,639
Facility Capital Replacement Fund	2,726,922	679,073	1,583,514	1,822,481	450,443	1,152,836	1,120,088
<b>TOTAL</b>	<b>\$ 69,691,865</b>	<b>\$ 94,896,745</b>	<b>\$ 98,076,628</b>	<b>\$ 66,511,981</b>	<b>\$ 98,344,945</b>	<b>\$ 103,011,335</b>	<b>\$ 61,845,592</b>

### FY 2022-23 Operating Budget Fund Balance Summary



# FY 2022-23 STATISTICAL ANALYSIS

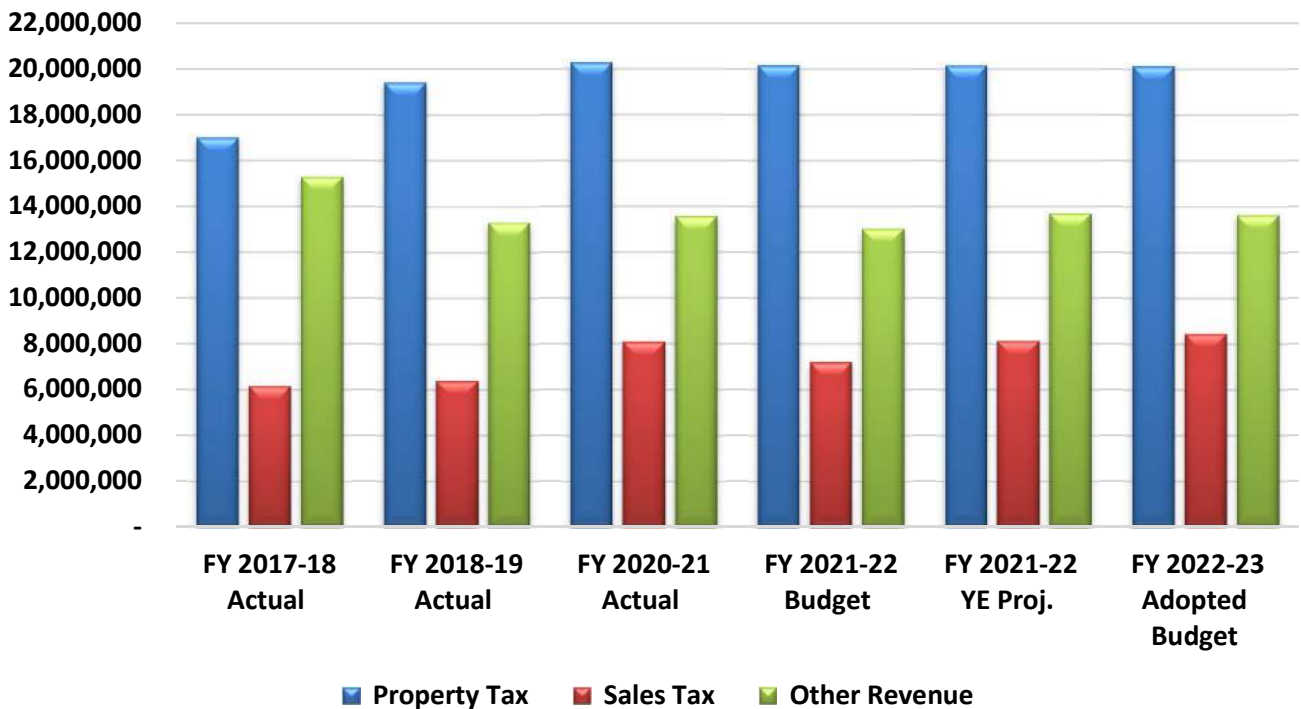
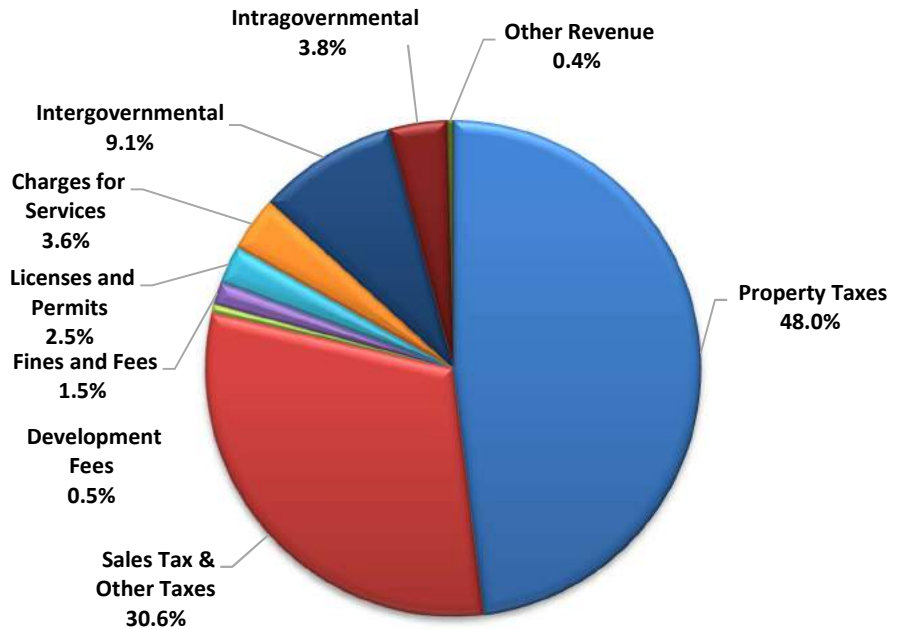
This statistical analysis summarizes the FY 2022-23 Adopted Budget by providing a summary of the revenue and expenditures of the city's various funds, and a comparison to FY 2021-22 budget and year-end projections.

## GENERAL FUND

### Revenue Assumptions:

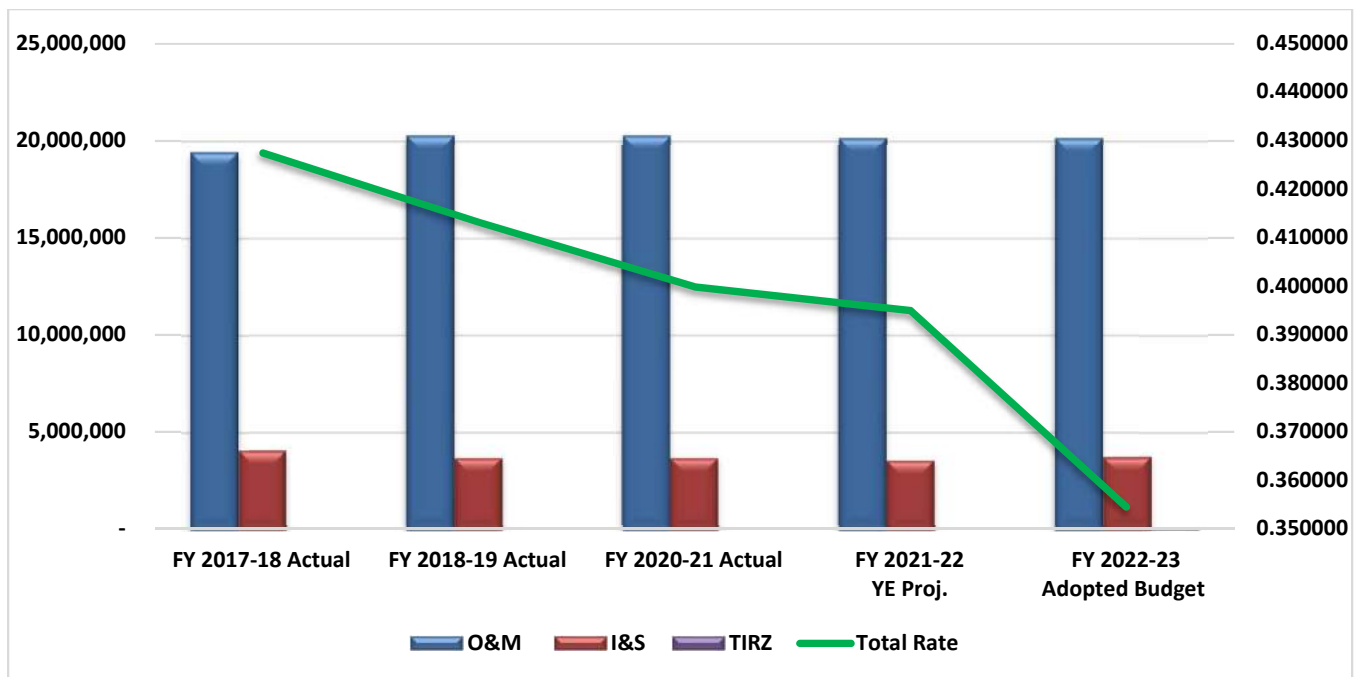
The budget takes a conservative approach in dealing with revenues, especially growth-oriented revenues. Adopted revenues for FY 2022-23 are \$42,169,586, and assume an overall increase of 4.5% over the FY 2021-22 budget and an overall increase of 0.5% from FY 2021-22 projections. The city's General Fund operations are derived from eight major revenue categories, with ad valorem tax being the largest category at 48% and sales and other taxes the second largest at 30.6%. The pie chart shows the revenue percentage breakdown by category, and the bar graph shows the growth of ad valorem tax, sales and all other revenues over five years.

### General Fund Revenues



**Ad Valorem Taxes:**

Ad valorem tax is the largest revenue source for the City of Keller and is split between the General Fund (Operations and Maintenance tax rate) and Debt Service (Interest and Sinking tax rate). The Adopted FY 2022-23 rate is \$0.3545 per \$100 of taxable value (/100), which is a decrease of \$0.04050 from the FY 2021-22 rate and is under both the no new revenue and the voter-approval tax rate. The total levy will increase by \$189,763 or 0.8%. The new levy added \$249,530 to the total levy, whereas the existing levy is a decrease of \$59,767 since the rate is below the no new revenue rate. For the average household, the taxable value has increased from \$347,898 to \$387,603 which is an increase of 11.41%. However, with the Adopted rate, the average home ad valorem levy is \$1,374.05 or a decrease of \$0.15 from the current year. Without the rate reduction, the average household levy would have increased by \$156.83. The estimated property tax revenue for FY 2022-23 is \$23,895,979 for all funds.

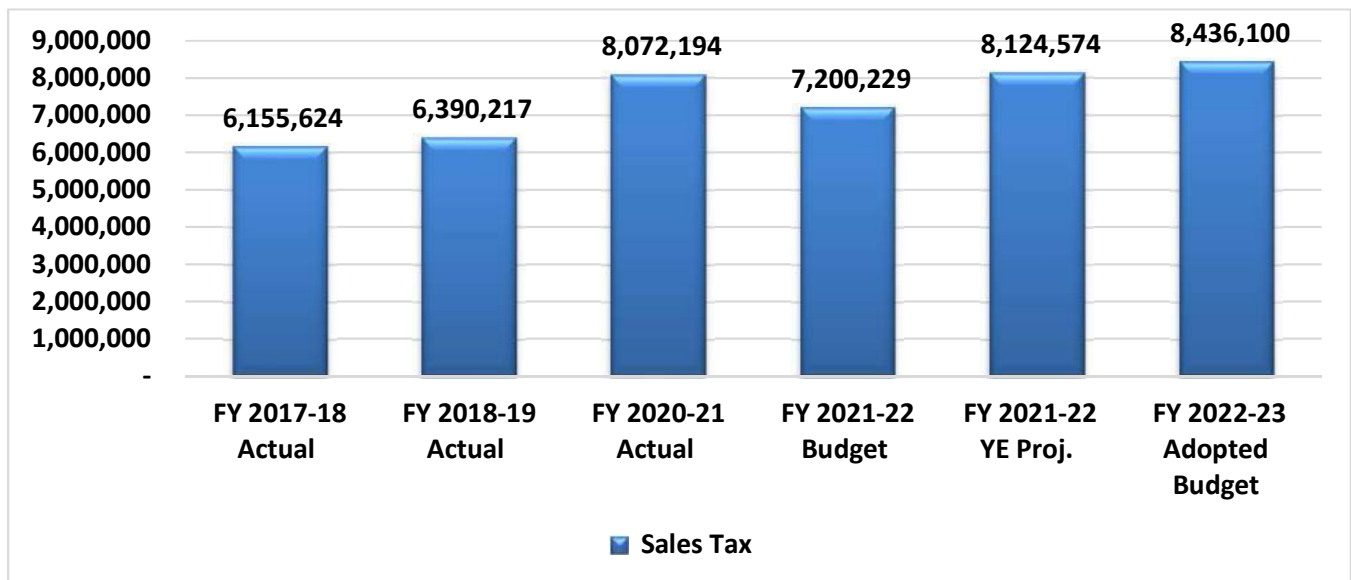


The Operations and Maintenance (O&M) rate is \$0.2992240/\$100, which is a decrease from the FY 2021-22 rate of \$0.336030/\$100. O&M revenue is anticipated to be \$20,121,238 or 84.3% of property tax collected. The General Fund property tax growth will decrease by \$23,124 or 0.11%. The interest and sinking rate (I&S) is \$0.055266/\$100 and is a decrease from the FY 2021-22 rate of \$0.058970/\$100. I&S revenue is anticipated to be \$3,744,305, which is an increase of \$182,451 or 5.1%.

**Sales and Use Tax Collections:**

FY 2022-23 Budget	\$8,436,100	
% of Fund Revenue	20.0 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$1,235,871	17.2%
FY 2021-22 Projection	\$311,526	3.8%

The second largest General Fund revenue source is Sales Tax. The city’s total sales tax rate is 2 cents per \$1 with 1 cent going to the General Fund; a 1/2-cent going to the Keller Development Corporation for parks capital projects, as approved by voters in January 1992; a 1/4-cent going to street maintenance, as approved by voters in November 2019; and a 1/4-cent going to the Keller Crime Control District, as approved by voters in November 2021. Anticipated FY 2022-23 sales tax revenue is \$16,797,140, and of this amount approximately half, or \$8,436,100, will go to the General Fund. Sales tax is approximately 14.0% up over this time last year.



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

FY 2022-23 Budget	\$4,472,209	
% of Fund Revenue	10.6 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$136,063	3.1 %
FY 2021-22 Projection	\$(28,174)	(0.6) %

**Other Taxes (Franchise Fees & Mixed Beverage Taxes)** are comprised of mixed beverage and franchise taxes, with the latter accounting for approximately 96.4% of these revenues. Franchise taxes are fees charged for the continued use of public property (rights-of-way) and are collected from utility companies, including the City of Keller’s Water & Wastewater Utility, and Drainage Utility funds. Revenues are based on trends that reflect decreasing cable franchise fees. 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. For FY 2022-23, an increase in gas and electric franchise is anticipated. 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 2022-23 Budget	\$1,036,249	
% of Fund Revenue	2.5 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$226,181	27.9 %
FY 2021-22 Projection	\$52,632	5.4 %

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, however, fees will be increasing in FY 2022-23 to be more in-line with comparison cities. The fee increases are reflected in the FY 2022-23 budget. The major revenue item in this category is building permits, which are projected to be \$762,705 in FY 2022-23 an increase of \$53,315 from the FY 2021-22 budget.

**Charges for Services:**

FY 2022-23 Budget	\$1,513,592	
% of Fund Revenue	3.6 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$90,265	6.3 %
FY 2021-22 Projection	\$(26,284)	(1.7) %

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 \$1,018,739 of the total for FY2022-23. The city uses three-year averaging for these service charges to create revenue estimates for the upcoming year. Year-end projections for some revenues are up from FY 2021-22 budget due to the three-year average and trend data, in particular ambulance fees and communication tower rentals. The year-end projection was used to create the FY 2022-23 budget.

**Fines and Fees:**

FY 2022-23 Budget	\$634,781	
% of Fund Revenue	1.5 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$(188,539)	(22.9) %
FY 2021-22 Projection	\$67,592	11.9 %

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

**Development Fees:**

FY 2022-23 Budget	\$ 226,458	
% of Fund Revenue	0.5 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$47,385	26.5 %
FY 2021-22 Projection	\$(12,519)	(5.2) %

Development Fees include paving and drainage inspection, construction plan review, zoning and subdivision fees, and developer fees for street lighting. Generally, the city uses three-year averaging for these service charges to create revenue estimates for the upcoming year. FY 2022-23 reflects an increase in construction plan review fees based upon the three-year average.

**Intragovernmental Revenue:**

FY 2022-23 Budget	\$1,604,329	
% of Fund Revenue	3.8 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$(13,301)	(0.8) %
FY 2021-22 Projection	\$(13,301)	(0.8) %

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 2022-23 Budget	\$3,827,620	
% of Fund Revenue	9.1 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$318,062	9.1 %
FY 2021-22 Projection	\$315,404	9.0 %

Intergovernmental revenue includes revenues from the Town of Westlake of \$1,032,869 for police operation services resulting from a contract between Keller and Westlake; from the City of Southlake of \$1,300,860 for combined jail, communications and animal adoption services; from the City of Colleyville of \$948,048 for combined jail, communications and animal adoption services; from the City of Roanoke of \$191,745 for combined jail and animal control services; and reimbursements from the Keller Independent School District of \$354,098 for funding of school resource officers (SRO) at Keller High School, Keller Junior High, Keller Center for Advanced Learning, and Bear Creek Intermediate School. For FY 2022-23, the City is adding an additional SRO and moving the less-than-full-time SRO from the Public Safety fund to the General fund, which if reflected in the revenue.

**Other Revenues:**

FY 2022-23 Budget	\$ 164,583	
% of Fund Revenue	0.4 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$(57,176)	(25.8) %
FY 2021-22 Projection	\$(427,290)	(72.2) %

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 2022-23 Adopted revenue reflect a three-year-trend approach to budgeting interest income and reflect a decrease in return on investments.

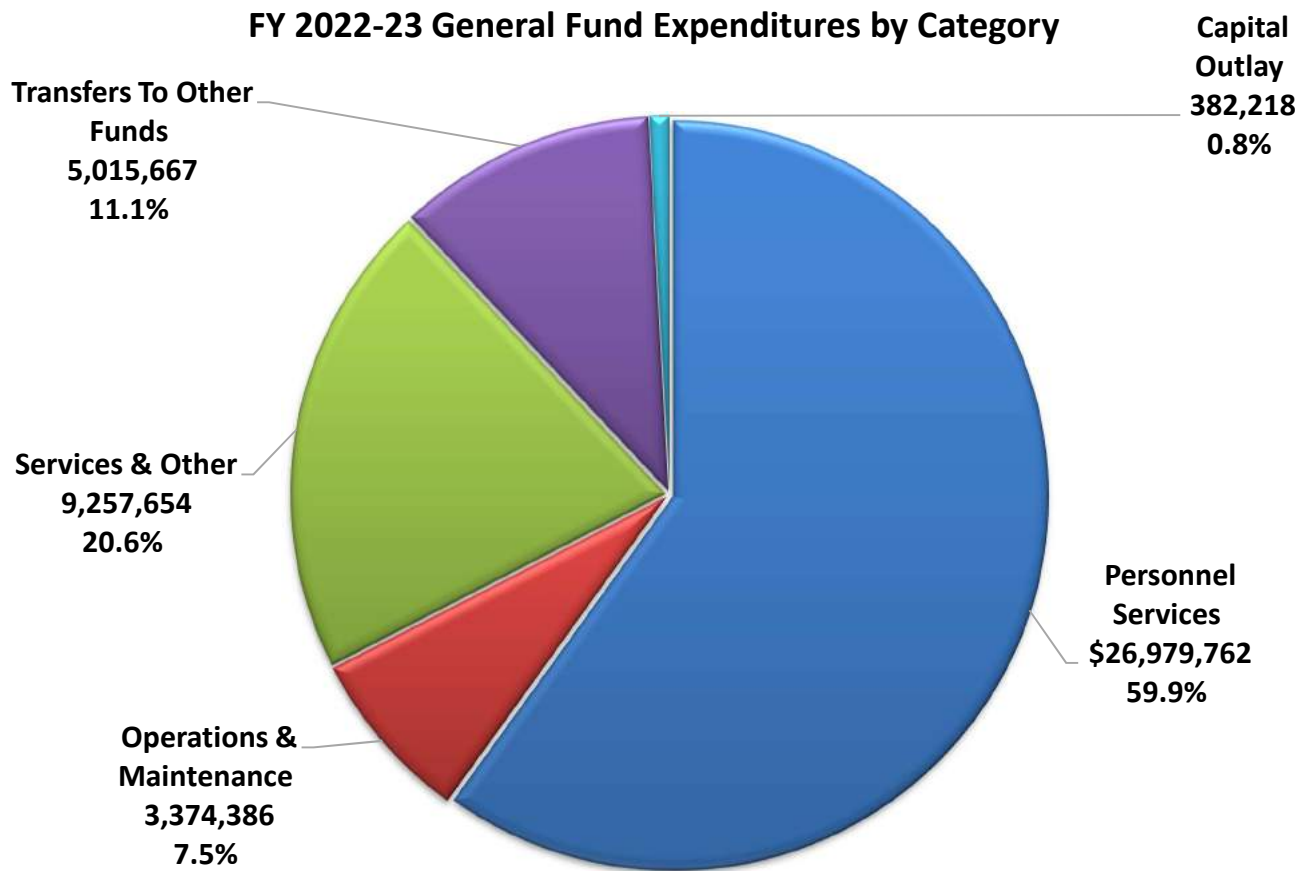


**Expenditure Synopsis:**

General Fund expenditures total \$45,009,687 for FY 2022-23, which is a decrease of \$435,492 or (0.96%), from the FY 2021-22 budget and an increase of \$47,060 or 0.10% from year-end projections. Of the \$45,009,687, ongoing expenditures are \$39,681,869 and one-time expenditures are \$5,327,818. 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 2022-23 account category expenditures.



**Personnel Services:**

FY 2022-23 Budget	\$26,979,762	
% of Fund Expenditures	59.9 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$1,283,251	*5.0 %
FY 2021-22 Projection	\$1,746,808	6.9 %

As the city is a service organization, personnel services are 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 2021-22. The FY 2022-23 budget maintains the 2% step plan for sworn public safety personnel and provides a 3% market adjustment, totaling to a 5% raise (step plus market). All other non-Director sworn positions are adopted to receive a 2.0% market adjustment and a 2.0% merit (or \$1,000 whichever is higher) totaling to a 4.0% raise. Directors will receive a 2.0% market and 1.5% merit for a 3.5% total. In addition, a Detective and a School Resource Officer (SRO) are being added to Police operations and the less-than-full-time SRO is being moved from the Public Safety Fund. The SROs are funded by KISD and when the payment is included the net personnel increase for FY 2022-23 is 3.99%.

\*Percentage would be below 4% without transfers for the contract engineer and school resource officer revenue recovery. Budget Comparison was made after the transfer for the contract engineer.

**Operations & Maintenance:**

FY 2022-23 Budget	\$3,374,386	
% of Fund Expenditures	7.5 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$408,383	13.8 %
FY 2021-22 Projection	\$356,432	11.8 %

Operations and maintenance expenditures include major categories of supplies, equipment, street, grounds and building maintenance costs. FY 2022-23 includes on-going funding increases for fuel, A/C heating maintenance, and pavement markings. The FY 2022-23 budget also includes one-time costs of \$171,000 to repair the suspension of a fire apparatus and \$36,000 for SCBA replacements.

**Services & other:**

FY 2022-23 Budget	\$9,257,654	
% of Fund Expenditures	20.6 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$465,713	5.3 %
FY 2021-22 Projection	\$536,659	6.2 %

Services and other expenditures include expenditures for professional and legal services, utilities, liability insurance premiums and other general expenditures. For FY 2022-23, the budget includes \$250,000 for new Community Development software of which \$120,000 is considered one-time, \$200,000 for franchise utility line inspections related to fiber cable installation, \$88,421 for property and liability insurance increase, and \$70,000 for Public Works software consultant. In addition, the budget reflects cost increases to janitorial services, landscape services, and utilities.

**Transfers to other funds:**

FY 2022-23 Budget	\$5,015,667	
% of Fund Expenditures	11.1 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$(2,975,057)	(37.2) %
FY 2021-22 Projection	\$(2,975,057)	(37.2) %

Transfers to other funds reflects the annual Facility Equipment Replacement Fund transfer from the General Fund for \$243,067, the annual Recreation Special Revenue transfer for \$97,600, and the transfer to capital project funds for the General Fund cash funding of various capital projects. For FY 2022-23, the General Fund will fund the Mt. Gilead (US 377 to Bourland) Reconstruction & Roundabout Project for \$2,500,000, Whitley Road overlay for \$1,500,000, Bear Creek Bridge Erosion project for \$400,000, and sidewalk repairs/reconstruction for \$275,000. For FY 2021-22 the General Fund funded sidewalk repair for \$3,500,000, the Shady Grove Reconstruction Project for \$2,000,000, street reconstruction for \$1,800,057, and Bear Creek bridge erosion project for \$400,000.

**Capital Outlay:**

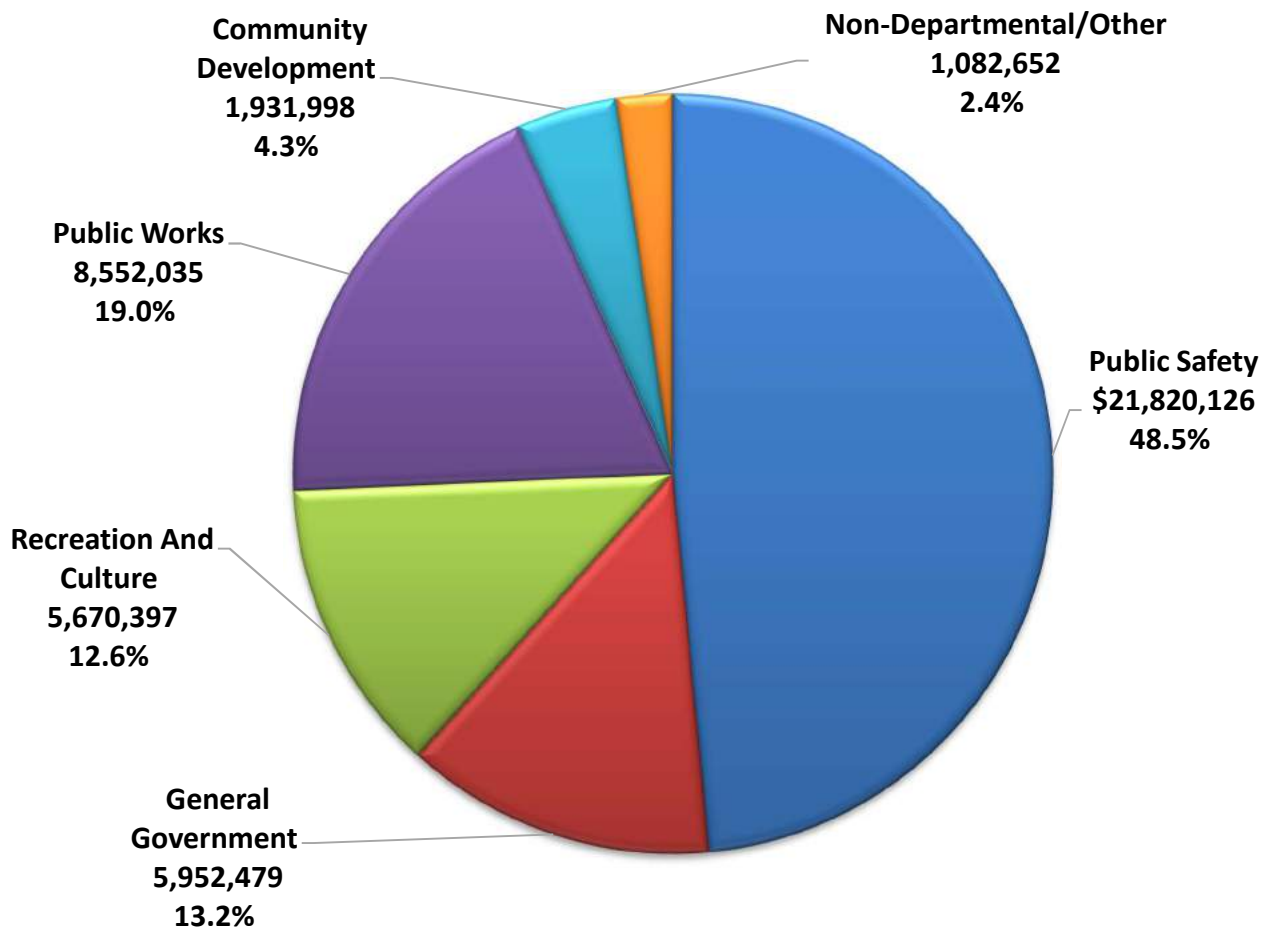
FY 2022-23 Budget	\$ 382,218	
% of Fund Expenditures	0.8 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$ 382,218	- %
FY 2021-22 Projection	\$ 382,218	- %

Capital outlay includes expenditures for new assets, or replacements or improvements to existing assets over \$5,000 and anticipated useful life over one year. Capital outlay expenditures for FY 2022-23 are \$382,218. The FY 2023 budget includes the one-time purchase of fire radios of \$324,618, siren replacement for \$42,600, and \$15,000 for outdoor warning system control replacement.

**Expenditures by Function**

There are five main functions in the General Fund: public safety, general government, recreation and culture, public works and community development. A breakdown of FY 2022-23 departmental expenditures and a brief description are given comparing the departments to the FY 2022-23 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 2022-23 General Fund Expenditures by Function**



**Public Safety:**

FY 2022-23 Budget	\$21,820,126	
% of Fund Expenditures	48.5 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$1,584,983	7.8 %
FY 2021-22 Projection	\$1,729,500	8.6 %

The Public Safety function handles all aspects related to citizen protection and is made up of the Police and Fire departments. The largest expenditure in public safety is personnel, which will increase \$969,041 related to the market adjustments and the 2% step plan discussed in the personnel section. While personnel costs for both departments have increased, FY 2021-22 year-end projections indicate salary savings. For FY 2022-23, one detective is being added to Police Operations, one SRO position is being added which will be funded 75% by KISD, and the less-than full-time SRO position is being moved from the Public Safety fund to the General fund. The FY 2022-23 budget also includes one-time costs to repair the suspension of a fire apparatus, for emergency siren replacement, and SCBA replacements.

**General Government**

FY 2022-23 Budget	\$5,952,479	
% of Fund Expenditures	13.2 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$26,107	0.4 %
FY 2021-22 Projection	\$262,577	4.6 %

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 2022-23, Economic Development includes a reduction of \$52,635, based upon current Economic Development Incentives. FY 2021-22 year-end projections includes salary savings in the Administration, Finance, and Human Resources departments.

**Recreation & Culture:**

FY 2022-23 Budget	\$5,670,397	
% of Fund Expenditures	12.6 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$285,105	5.3 %
FY 2021-22 Projection	\$380,242	7.2 %

The recreation & culture function includes the Keller Public Library, Keller Senior Activities Center, Keller Sports Park, Parks & City Grounds, and Keller Town Center. The FY 2022-23 budget reflects increases to utilities, fuel, landscape services, special event services, and water.

**Public Works:**

FY 2022-23 Budget	\$8,552,035	
% of Fund Expenditures	19.0 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$(2,650,237)	(23.7) %
FY 2021-22 Projection	\$(2,684,338)	(23.9) %

The Public Works function is related to Street Maintenance, Engineering & Inspections, Street Lighting

and Public Works Administration. For FY 2022-23, the budget includes one-time capital project fund transfers for \$2,500,000 for Mt. Gilead (US 377 to Bourland) Reconstruction & Roundabout Project, \$1,500,000 for Whitley Road overlay, and \$400,000 for the Bear Creek Bridge Erosion project. The Public works budget also includes on-going transfer for sidewalk repairs and improvements of \$275,000.

For FY 2021-22, the budget included one-time capital project fund transfers for \$3,500,000 for sidewalk repairs, \$2,000,000 for Shady Grove Reconstruction Project, \$1,800,057 for street reconstruction, and \$400,000 for the Bear Creek Bridge Erosion project. The Public works budget also includes \$32,000 for a replacement asphalt tack trailer and \$23,000 for a replacement message board.

**Community Development:**

FY 2022-23 Budget	\$1,931,998	
% of Fund Expenditures	4.3 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$234,559	13.8 %
FY 2021-22 Projection	\$296,547	18.1 %

For FY 2022-23, the Community Development budget includes funding for new software for \$250,000 of which \$120,000 is considered one-time funding.

**Non-Departmental/Other:**

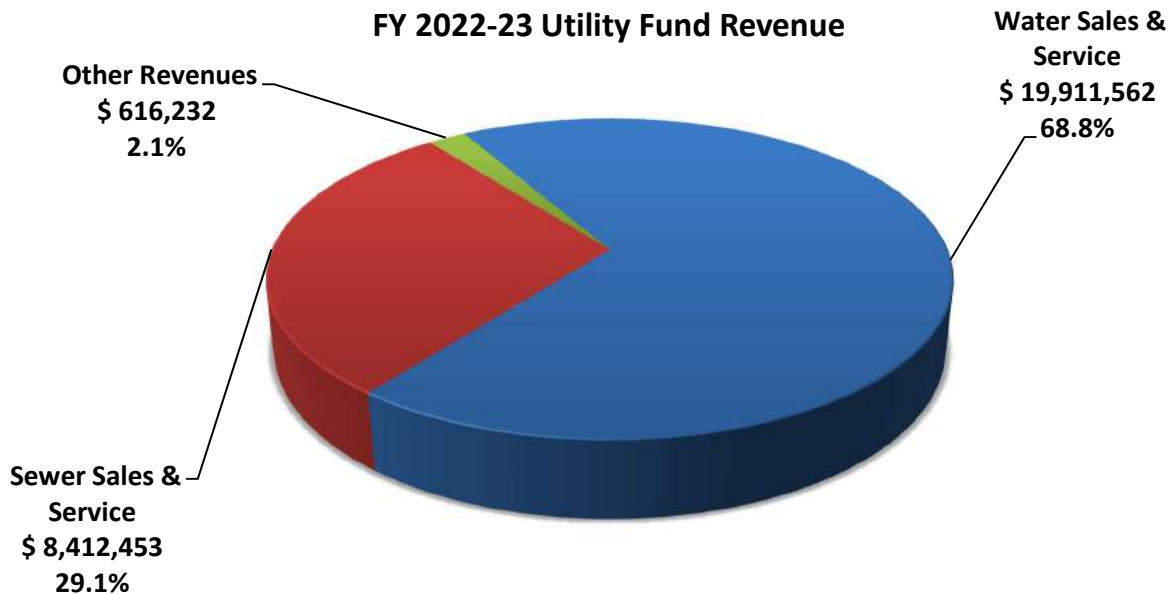
FY 2022-23 Budget	\$1,082,652	
% of Fund Expenditures	2.4 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$ 83,991	8.4 %
FY 2021-22 Projection	\$ 62,532	6.1 %

Non-Departmental/Other reflects citywide expenditures such as the Facility Equipment Replacement Fund, postage, NETCOM radio maintenance agreement, and property and liability insurance. FY 2022-23 expenditures reflect an increase in property and liability insurance.

## WATER AND WASTEWATER FUND

### Revenue Assumptions:

The Water and Wastewater Fund revenues for FY 2022-23 are \$28,940,247, and will have an overall increase of \$737,109, or 2.6%, from the FY 2021-22 budget and an increase of \$1,314,487, or 4.8%, 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 2022-23 Budget	\$19,911,562	
% of Fund Revenues	68.8 %	
<u>Compared to</u>	<u>\$</u>	<u>% Growth</u>
FY 2021-22 Budget	\$426,207	2.2 %
FY 2021-22 Projection	\$718,430	3.7 %

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 34.2% 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 5.5%. As such, the overall the water rates will increase by 3.75% to account for increased wholesale water and operating costs. With the rate increase, a monthly household water usage of 5,000 gallons will be an increase of \$1.65 or 3.79%. A monthly household water usage of 20,000 gallons will be an increase of \$4.55 or 3.88%.

**Sewer Sales & Service:**

FY 2022-23 Budget	\$ 8,412,453	
% of Fund Revenues	29.1 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$ 265,193	3.3 %
FY 2021-22 Projection	\$ 550,347	7.0 %

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 15.2% of the Water and Wastewater Fund budget and is anticipated to increase by 11.5%. As such, the overall the wastewater rates will increase by 7.00% to account for increased wastewater treatment and operating costs. With the rate increase, a monthly household wastewater usage of 5,000 gallons will be an increase of \$2.59 or 7.00%.

**Other Revenues:**

**Taps and Miscellaneous Fees:**

FY 2022-23 Budget	\$ 541,396	
% of Fund Revenues	1.9 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$28,495	5.6 %
FY 2021-22 Projection	\$28,495	5.6 %

The city uses three-year averaging for these service charges to create revenue estimates for the upcoming year. The Adopted budget reflects an increase to the current budget based upon the three-year average.

**Interest Income:**

FY 2022-23 Budget	\$ 20,215	
% of Fund Revenues	0.1 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$ 4,006	24.7 %
FY 2021-22 Projection	\$ 4,006	24.7 %

Interest income is revenue created by investing working capital into investment pools. The FY 2022-23 budget is based upon three-year averaging and reflects a decrease in year-end projections.

**Miscellaneous Revenues:**

FY 2022-23 Budget	\$ 54,621	
% of Fund Revenues	0.2 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$ 13,208	31.9 %
FY 2021-22 Projection	\$ 13,208	31.9 %

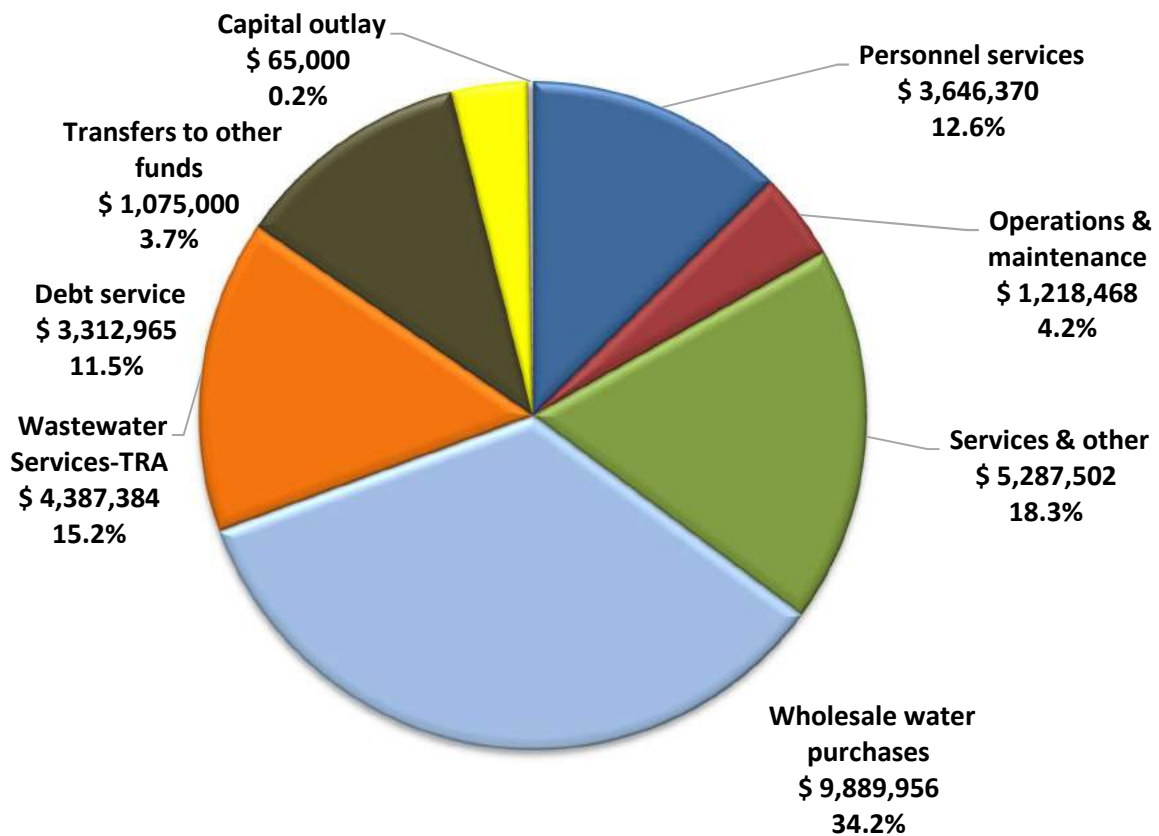
All additional revenues are combined to create the Other Revenue category, which includes an increase in the intergovernmental agreement with Southlake for wastewater reimbursement based upon use. The city uses three-year averaging for these service charges to create revenue estimates for the upcoming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



**Expenditure Synopsis:**

Water & Wastewater Utility Fund expenditures total \$28,882,645 for FY 2022-23, which is an increase of \$495,221 or 2.5% from the FY 2021-22 budget, and an increase of \$852,367 or 3% over projections. The Fund is broken into eight major categories: personnel, operations and maintenance, services and other, wholesale water purchases, wastewater services - TRA, debt service, transfers to other funds and capital outlay. Personnel costs, including any increases in compensation rates, are calculated by the Finance Department. Capital outlay costs consist of large one-time costs and capital rehabilitation programs, such as waterline repairs and replacements. All other costs are based on the previous year's revised funding level minus any one-time costs from the previous year. Below is a breakdown of FY 2022-23 categories by percentage.

**FY 2022-23 Water & Wastewater Fund Expenditures by Category**



**Personnel Services:**

FY 2022-23 Budget	\$3,646,370	
% of Fund Expenditures	12.6%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$ 310,614	9.3 %
FY 2021-22 Projection	\$ 576,066	18.8 %

Like the General Fund, the Water and Wastewater Fund's Adopted budget includes a 2.0% merit and 2.0% market increase for civilian employees. All increases will be implemented on October 1, 2022 for eligible employees.

**Operations and maintenance:**

FY 2022-23 Budget	\$ 1,218,468	
% of Fund Expenditures	4.2 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$(268,685)	(18.7) %
FY 2021-22 Projection	\$(161,710)	(11.7) %

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 2022-23 Budget	\$5,287,502	
% of Fund Expenditures	18.31 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$201,196	4.0 %
FY 2021-22 Projection	\$173,595	3.4 %

Services and other expenditures include expenditures for professional services, utilities, liability insurance premiums and other general expenditures. FY 2022-23 includes \$225,000 for EPA lead and copper pipe compliance program and \$88,000 for a sewer-jet machine.

**Wholesale Water Purchases:**

FY 2022-23 Budget	\$9,889,956	
% of Fund Expenditures	34.2 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$519,664	5.5%
FY 2021-22 Projection	\$519,664	5.5%

The City of Keller purchases water from the City of Fort Worth and the projected cost is based upon a five-year rolling consumption average multiplied by any rate change by Fort Worth. FY 2022-23 is based upon the five-year average consumption multiplied by the Fort Worth rate increase of 5.5%.

**Wastewater Services - TRA:**

FY 2022-23 Budget	\$4,387,384	
% of Fund Expenditures	15.2%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$371,591	9.3%
FY 2021-22 Projection	\$371,591	9.3%

Wastewater treatment is the second largest expense within the Water and Wastewater Fund. The city holds a contract with TRA for wastewater treatment and collection services. TRA Costs for the service are anticipated to increase by 11.5% 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 2022-23 Budget	\$3,312,965	
% of Fund Expenditures	11.5%	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$60,761	1.9 %
FY 2021-22 Projection	\$60,761	1.9 %

Debt services relates to the debt obligations made to fund water and wastewater system improvements. For FY 2022-23, the City anticipates issuing debt of \$4,060,000 related to the third and final SWIFT water line replacement program.

**Transfers:**

FY 2022-23 Budget	\$ 1,075,000	
% of Fund Expenditures	3.7 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$(650,000)	(37.7) %
FY 2021-22 Projection	\$(650,000)	(37.7) %

Transfers relate to the annual cash funding of capital projects and are moved into project accounts in capital improvement project (CIP) funds. For FY 2022-23, the Water and Wastewater CIP includes the tank maintenance for \$350,000, sewer line replacements for \$200,000 2021 SWIFT for \$250,000, water line replacements for \$200,000, and the Pearl St. sewer re-alignment of \$75,000.

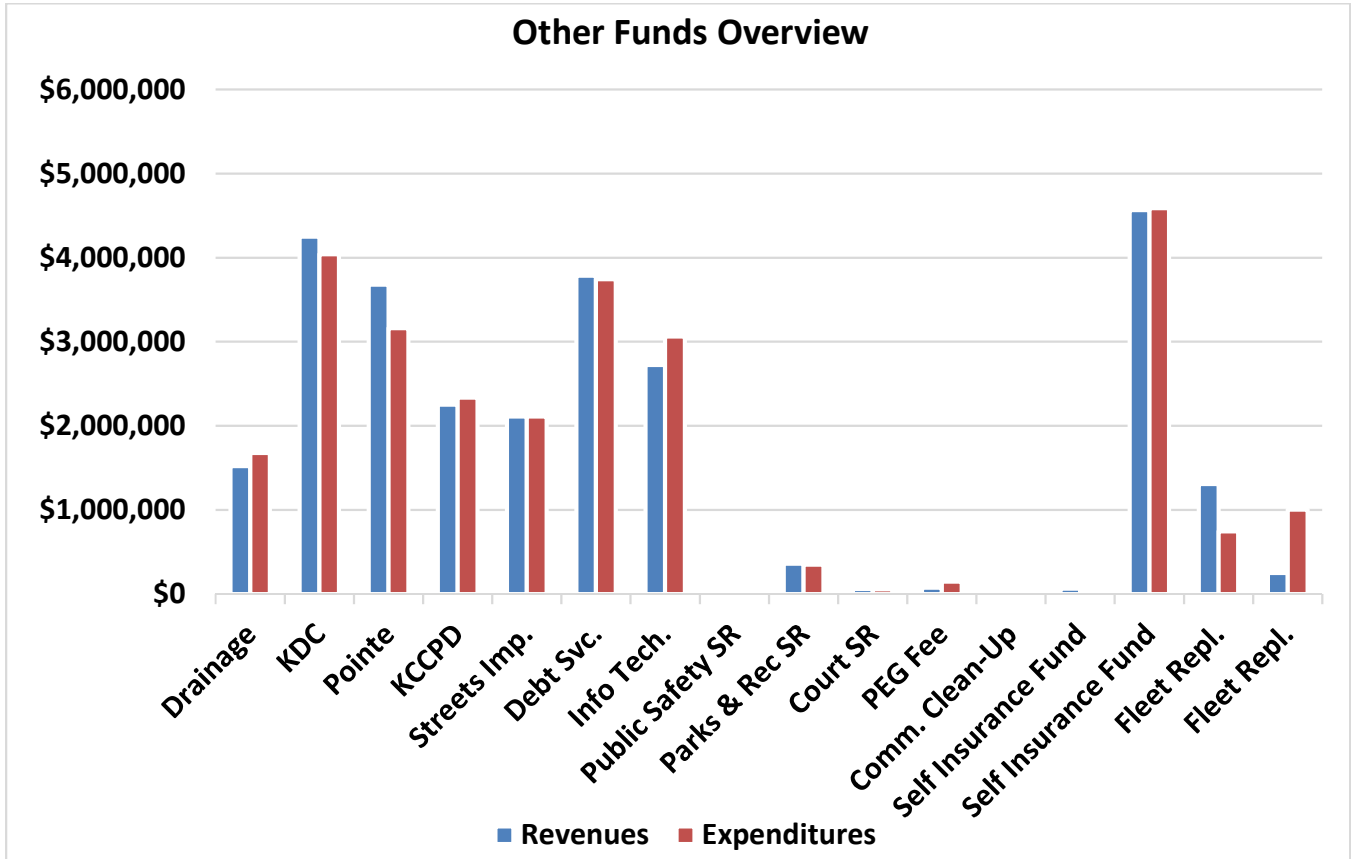
**Capital Outlay:**

FY 2022-23 Budget	\$ 65,000	
% of Fund Expenditures	0.2 %	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$(50,000)	(43.5) %
FY 2021-22 Projection	\$(37,600)	(36.6) %

FY 2022-23 includes capital outlays of \$65,000 for concrete repairs at the MSC. FY 2021-22 included one-time MSC kitchen remodel costs of \$50,000 which have been removed.

## OTHER OPERATING FUNDS

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



### Drainage

FY 2022-23 Revenues	\$1,521,782	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$72,623	5.0 %
FY 2021-22 Projection	\$9,320	0.6 %
FY 2022-23 Expenditures	\$1,676,475	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$(43,250)	(2.5) %
FY 2021-22 Projection	\$131,740	8.5 %
Revenues – Expenditures	\$(154,693)	

Drainage utility fees account for 99.2% of the revenues to this fund. FY 2021-22 included the one-time funding for the Nightingale Culvert project of \$325,000 and the Stream Bank Erosion Study project for \$100,000. FY 2022-23 includes one-time capital project fund transfers for the Nightingale culvert project for \$325,000.

**Keller Development Corporation Fund**

FY 2022-23 Revenues	\$4,249,050	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$ 611,054	16.8 %
FY 2021-22 Projection	\$ 163,263	4.0 %
FY 2022-23 Expenditures	\$4,038,943	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$ 386,084	10.6 %
FY 2021-22 Projection	\$ 386,284	10.6 %
Revenues – Expenditures	\$ 210,107	

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 2022-23 includes one-time capital transfers for Keller Sports Park Parking B-Pad Lot Improvements for \$380,000, To-Be-Determined (TBD) Public Water Feature project for \$700,000, Park improvements project for \$400,000, Parks at Town Center Playground Replacement project for \$150,000, and Northeast Park Concept plan of \$100,000. It also includes transfers for the future trail system expansion for \$332,750 and parks maintenance/repair funding for \$100,000. FY 2021-22 included one-time capital transfers for Keller Sports Park Parking Lot Improvements to the softball lot for \$790,000, Old Town Keller East/Bates St. project for \$685,000, Chase Oaks Activity Node Playground Replacement project for \$110,000. It also includes transfers for the future trail system expansion for \$302,500. Future parks capital replacement program for \$100,000.

**The Keller Pointe Fund**

FY 2022-23 Revenues	\$3,678,182	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$648,440	21.4%
FY 2021-22 Projection	\$1,064,564	40.7%
FY 2022-23 Expenditures	\$3,490,002	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$ (270,612)	(7.2) %
FY 2021-22 Projection	\$ 150,585	4.5 %
Revenues – Expenditures	\$188,180	

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. In FY 2022-23 revenues are expected to increase related to a 4.0% revenue adjustment for memberships and daily entrance fees and a one-time revenue recovery payment from the ARPA funds of \$698,718. FY 2022-23 includes one-time purchase of replacement fitness equipment of \$145,000. The FY 2021-22 budget included indoor pool deck replacement for \$135,000, however, due to increased concrete costs and additional repair needs, the estimated cost is \$980,000.

**Information Technology Fund**

FY 2022-23 Revenues	\$2,723,744	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$333,780	13.9 %
FY 2021-22 Projection	\$308,089	12.8 %
FY 2022-23 Expenditures	\$3,106,846	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$747,442	31.7 %
FY 2021-22 Projection	\$871,935	39.0 %
Revenues – Expenditures	\$ (383,102)	

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 2022-23, the expenditures increase can be attributed largely to the estimated purchases of community development software for \$500,000 and library sorter machine for \$120,000.

**Self-Insurance Fund**

FY 2022-23 Revenues	\$4,565,511	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$(141,129)	(3.0) %
FY 2021-22 Projection	\$342,414	8.1 %
FY 2022-23 Expenditures	\$4,587,645	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$46,000	1.0%
FY 2021-22 Projection	\$885,377	23.9%
Revenues – Expenditures	\$ (22,134)	

The Self Insurance Fund is an Internal Service Fund that uses revenues to pay for premiums for city employees and expenditures are used for claims and claims administration. This is the second year the fund is in use to pay for employee health coverage. Prior to FY 2021-22, the fund received salary savings created a starting fund balance of \$4,647,326, or the equivalent of a year of health insurance. The fund gives the city greater control over healthcare costs, and allows the money dedicated to healthcare to stay in the city's budget rather than being paid to a health insurance company.

**Keller Crime Control and Prevention District Fund**

FY 2022-23 Revenues	\$2,249,898	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$363,727	19.3 %
FY 2021-22 Projection	\$216,596	10.7 %
FY 2022-23 Expenditures	\$2,334,197	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$266,969	12.9%
FY 2021-22 Projection	\$266,969	12.9%
Revenues – Expenditures	\$(84,299)	

The Keller Crime Control Prevention District Fund, created in FY 2001-02, is supported by the voter-approved crime control district 1/4-cent sales tax option. KCCPD sales tax revenue is anticipated to increase by 4.6% from year-end projections. The fund is used for ongoing expenditures such as software and accreditation costs; one-time expenditures such as vehicles and building repairs; and the debt payments for the Police Station, and will fluctuate from year to year based upon capital expenditure needs. For FY 2022-23, funding includes the purchase of replacement vehicles at \$749,632, Computer-Aided Dispatch (CAD) at \$153,767, radio replacements at \$225,000, and facility improvements at \$225,000.

**Debt Service Fund**

FY 2022-23 Revenues	\$3,785,444	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$172,976	4.8%
FY 2021-22 Projection	\$172,976	4.8%
FY 2022-23 Expenditures	\$3,742,294	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$104,450	2.9%
FY 2021-22 Projection	\$104,450	2.9%
Revenues – Expenditures	\$43,150	

The Debt Service Fund is funded through the collection of the interest and sinking portion of the tax rate, which is Adopted to be \$0.055266/\$100. The levy is used to fund debt that has been issued by the city for general purposes and anticipated to be funded through tax dollars. The city is anticipating issuing \$5.0 million in debt during FY 2022-23 related to the Old Town Keller/Elm Street projects.

**Street and Sidewalk Improvements Fund**

FY 2022-23 Revenues	\$2,110,555	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$305,402	16.9%
FY 2021-22 Projection	\$42,213	2.0%
FY 2022-23 Expenditures	\$2,110,000	
<u>Compared to</u>	<u>\$ Growth</u>	<u>% Growth</u>
FY 2021-22 Budget	\$309,943	17.2%
FY 2021-22 Projection	\$301,443	16.7%
Revenues – Expenditures	\$555	

The Street and Sidewalk Improvements Fund is used for reoccurring street and sidewalk maintenance throughout the city. The fund is supported by a local sales tax option most recently reauthorized by the voters in November 2019. Beginning in FY 2015-16, street maintenance funds were transferred to capital projects to reflect project-life budgeting. For FY 2022-23, the fund will transfer \$2,100,000 for the 2023 Street Reconstruction Project. For FY 2021-22, the fund transferred \$1,800,057 for the 2022 street reconstruction project.

**Miscellaneous Other Operating Funds**

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

Other Special Revenue Funds	FY 2022-23 Revenues	FY 2022-23 Expenditures	Revenues - Expenditures
Fleet Replacement	\$1,307,533	\$2,291,750	\$ (984,217)
Facility Replacement	450,443	1,152,836	(702,393)
Parks & Rec Special Revenue	361,206	348,657	12,549
PEG Fee	73,125	147,500	(74,375)
Court Special Revenue	58,687	55,358	3,329
Community Clean-Up	36,697	36,500	197



### CAPITAL IMPROVEMENT PROJECT (CIP) FUNDS

The table below provides a list of Adopted FY 2022-23 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 2021-22 and prior years), Adopted projects (FY 2022-23) and potential future projects (FY 2023-24 through FY 2026-27). The five-year CIP provides the project costs per year, which are separate funding and expenditure allocations. The city uses project-life budgeting, meaning the total approved project funding and expenditure allocations include prior-year allocations plus those Adopted in FY 2022-23. The revenue and expenditure allocations end at the close-out of the project rather than the end of the fiscal year.

<b>Street System Capital Projects</b>	<b>Estimated Costs</b>
Mt. Gilead Reconstruction (US 377 to Bancroft) & Roundabout	7,500,000
Old Town Keller E. - Bates St. Park	5,000,000
Future Street Reconstruction	2,100,000
Whitely Overlay	1,500,000
Green Ribbon Grant – Keller Parkway (377 to Rufe Snow)	400,000
Bear Creek Bridge Erosion Protection	400,000
Future Sidewalk Repair	275,000
<b>Total</b>	<b>\$17,175,000</b>

<b>Parks Capital Projects</b>	<b>Estimated Costs</b>
TBD Public Water Feature	700,000
Bear Creek Park Improvements	400,000
Keller Sports Park Parking Lot Improvements – B Lot	380,000
Future Trail System Expansion	332,750
Parks at Town Center Playground Replacement	150,000
Northeast Park Concept Plan	100,000
<b>Total</b>	<b>\$2,062,750</b>

<b>Water System Capital Projects</b>	<b>Estimated Costs</b>
2023 SWIFT	4,060,000
Tank Maintenance	3,350,000
Elm Street Line Replacement	1,375,000
Smart Meter Installation	1,294,813
Water Line Replacements	655,187
2017 SWIFT	250,000
MSC Generators	(200,000)
<b>Total</b>	<b>\$10,785,000</b>

<b>Wastewater System Capital Projects</b>	<b>Estimated Costs</b>
Mains and Services Replacements	200,000
Pearl St Sewer Re-alignment	75,000
<b>Total</b>	<b>\$275,000</b>

<b>Drainage Capital Projects</b>	<b>Estimated Costs</b>
Nightingale Culvert	325,000
<b>Total</b>	<b>\$325,000</b>

## FY 2022-23 Five-Year Operating Fund Outlook

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

### Assumptions:

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

<b>Assumptions</b>					
Category	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
<b>Revenue Assumptions</b>					
Property Tax*	2.0%	2.0%	2.0%	2.0%	2.0%
Sales Tax	3.0%	3.0%	3.0%	3.0%	3.0%
Other Taxes	2.0%	2.0%	2.0%	2.0%	2.0%
Licenses and Permits	-2.0%	-2.0%	-2.0%	-2.0%	-2.0%
Water Sales & Service	1.9%	1.9%	1.9%	2.0%	2.0%
Sewer Sales & Service	1.3%	1.3%	1.3%	1.3%	1.4%
Drainage Utility Fees	0.0%	0.0%	0.0%	0.0%	0.0%
Charges for Service	3.0%	3.0%	3.0%	3.0%	3.0%
Fines and Fees	0.0%	0.0%	0.0%	0.0%	0.0%
Development Fees	-2.0%	-2.0%	-2.0%	-2.0%	-2.0%
Intragovernmental	3.0%	3.0%	3.0%	3.0%	3.0%
Intergovernmental	3.0%	3.0%	3.0%	3.0%	3.0%
Other Revenue	3.0%	3.0%	3.0%	3.0%	3.0%
Transfers In	0.0%	0.0%	0.0%	2.0%	2.0%
<b>Expenditure Assumptions</b>					
Personnel services	2.5%	2.5%	2.5%	2.5%	2.5%
Operations & maintenance	2.0%	2.0%	2.0%	2.0%	2.0%
Services & other	2.0%	2.0%	2.0%	2.0%	2.0%
Wholesale water purchases	4.0%	4.0%	4.0%	4.0%	4.0%
Wastewater Services-TRA	3.0%	3.0%	3.0%	3.0%	3.0%
Debt service	0.0%	0.0%	0.0%	0.0%	0.0%
Transfers to other funds	0.0%	0.0%	0.0%	0.0%	0.0%
Capital outlay	3.0%	3.0%	3.0%	3.0%	3.0%

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

## FY 2022-23 Five-Year Operating Fund Outlook

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

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

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

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

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

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

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

## FY 2022-23 Five-Year Operating Fund Outlook

General Fund					
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	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
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Revenues					
Property Tax	20,453,825	21,029,913	21,268,762	20,159,194	20,656,764
Sales Tax	8,689,183	8,906,413	9,129,073	9,357,300	9,591,232
Other Taxes	4,561,653	4,652,886	4,745,944	4,840,863	4,937,680
Licenses and Permits	1,015,524	995,214	975,309	955,803	936,687
Charges for Service	1,576,449	1,623,742	1,672,455	1,722,628	1,774,307
Fines and Fees	617,840	617,840	617,840	617,840	617,840
Development Fees	221,929	217,490	213,140	208,878	204,700
Intragovernmental	1,652,459	1,702,033	1,753,094	1,805,686	1,859,857
Intergovernmental	3,942,449	4,060,722	4,182,544	4,308,020	4,437,261
Other Revenue	169,520	174,606	179,844	185,240	190,797
Transfers In	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 42,900,831</b>	<b>\$ 43,980,859</b>	<b>\$ 44,738,005</b>	<b>\$ 44,161,452</b>	<b>\$ 45,207,125</b>

Expenditures					
Personnel services	27,924,054	28,901,396	29,912,944	30,959,897	32,043,494
Operations & maintenance	3,267,454	3,332,803	3,399,459	3,467,448	3,536,797
Services & other	9,362,635	9,549,888	9,740,886	9,935,703	10,134,417
Transfers to other funds	254,267	254,267	254,267	254,267	254,267
Capital outlay	6,798	7,002	7,212	7,428	7,651
Future Anticipated needs	831,500	2,876,250	1,116,525	1,353,128	1,575,640
<b>Total Expenditures</b>	<b>\$41,646,707</b>	<b>\$44,921,605</b>	<b>\$44,431,293</b>	<b>\$45,977,872</b>	<b>\$47,552,267</b>

<b>Variance</b>	<b>\$1,254,124</b>	<b>\$(940,746)</b>	<b>\$306,712</b>	<b>\$(1,816,420)</b>	<b>\$(2,345,141)</b>
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**Five-Year Outlook Notes:**

- One-time CIP project transfers for future years include \$687,500 in FY 2023-24, \$1,725,000 in FY 2024-25, \$200,000 in FY 2026-27, and \$412,500 in FY 2027-28. The related projects are listed in the Five-Year CIP plan.
- FY 2024-25 includes the purchase of a third frontline ambulance for \$600,000 and the associated personnel of \$600,000 begins in FY 2025-26. The cost has been included for budget forecasting purposes, though actual need for a third ambulance will be based upon call volumes.
- FY 2024-25 also includes the purchase of \$180,000 for a patching truck and the related personnel costs of \$150,000 annually begins in FY 2025-26.
- Starting in FY 2020-21, the sidewalk repair and construction project funding is increasing by 10% annually.
- FY 2026-27 anticipates issuing \$17 million in debt which would shift property tax from the General Fund and negatively impacts fiscal years FY 2026-27 thru FY 2029-30. The forecast assumes the debt has a full payment in the year it is issued and that the debt schedule includes standard annual payments. When

## **FY 2022-23 Five-Year Operating Fund Outlook**

future debt is issued, it will likely be mid-year which will reduce the first year obligation and annual payments will be scheduled around the current debt obligations to allow for an overall standardized payment of approximately \$3,600,000.

- Without the FY 2026-27 debt issuance, the General Fund's budget would only be negative by \$218,237 of which \$200,000 is related to cash-funded capital projects and negative by \$746,959 in FY 2027-28 of which \$412,500 is related to cash-funded capital projects.

## FY 2022-23 Five-Year Operating Fund Outlook

### Keller Development Corporation (KDC Fund)

	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
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<b>Revenues</b>					
Sales Tax	4,344,592	4,453,206	4,564,536	4,678,650	4,795,616
Charges for Service	16,000	16,000	16,000	16,000	16,000
Other Revenue	15,450	15,914	16,391	16,883	17,389
<b>Total Revenue</b>	<b>\$4,376,042</b>	<b>\$4,485,120</b>	<b>\$4,596,927</b>	<b>\$4,711,532</b>	<b>\$4,829,005</b>

<b>Expenditures</b>					
Operations & maintenance	127,500	130,050	132,651	135,304	138,010
Services & other	48,092	49,054	50,035	51,036	52,056
Debt Service	2,617,822	2,617,347	2,621,647	2,620,722	2,620,722
Transfers to other funds	1,648,025	957,628	1,062,890	907,180	907,180
Capital outlay	75,000	-	-	-	-
Future Anticipated needs	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$4,514,439</b>	<b>\$3,754,079</b>	<b>\$3,867,223</b>	<b>\$3,714,242</b>	<b>\$3,717,969</b>

<b>Variance</b>	<b>\$(138,398)</b>	<b>\$731,041</b>	<b>\$729,704</b>	<b>\$997,291</b>	<b>\$1,111,036</b>
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#### **Five-Year Outlook Notes:**

- The KDC fund typically cash funds large parks and recreation capital projects, but may also issue debt for larger capital projects. During FY 2020-21, City Council created a Keller Sports Park Task Force with participants from the Council, the Parks and Recreation Board, and representatives from various leagues and user groups. Together, this task force will review the Keller Sports Park Master Plan and recommend updates to transform it into a premier destination addressing current and future sporting needs. While there is no Sport Park project listed on the five-year CIP at this time, the five-year model includes the impact of a \$25,000,000 issuance beginning in FY 2023-24.
- FY 2022-23 includes the last payment for the 2011 GO which decreases the current annual debt service payment by \$1,315,000.
- For FY 2023-24, the debt payment is anticipated to be \$2,617,822 which is an increase of \$1,028,788 from the FY 2022-23 payment and the increase is related to the anticipated Sports Park annual debt payment of \$2,368,028.
- Starting in FY 2020-21, the trail expansion project funding increases 10% annually.
- The five-year CIP does include annual funding to replace parking lots at the Sports Park, replace playground equipment, and perform capital repairs at various parks.

## FY 2022-23 Five-Year Operating Fund Outlook

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

	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
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<b>Revenues</b>					
Sales Tax	2,094,984	2,147,359	2,201,043	2,256,069	2,312,470
Intergovernmental	114,240	117,668	121,198	124,834	128,579
Other Revenue	108,171	111,416	114,758	118,201	121,747
<b>Total Revenue</b>	<b>\$2,317,395</b>	<b>\$2,376,442</b>	<b>\$2,436,998</b>	<b>\$2,499,103</b>	<b>\$2,562,796</b>

<b>Expenditures</b>					
Personnel services	116,425	120,500	124,717	129,083	133,600
Operations & maintenance	366,259	373,584	381,055	388,676	396,450
Services & other	48,450	49,419	50,407	51,416	52,444
Debt Service	526,575	528,075	528,600	523,750	528,125
Capital outlay	772,121	795,285	819,143	843,717	869,029
Future Anticipated needs	4,428,600	884,020	5,010	226,610	226,610
<b>Total Expenditures</b>	<b>\$6,258,430</b>	<b>\$2,750,882</b>	<b>\$1,908,933</b>	<b>\$2,163,252</b>	<b>\$2,206,258</b>

<b>Variance</b>	<b>\$(3,941,035)</b>	<b>\$(374,440)</b>	<b>\$528,065</b>	<b>\$335,851</b>	<b>\$356,538</b>
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**Five Year Outlook Notes:**

- The KCCPD funds capital purchases for the Police Department such as vehicle replacements, technology, and building improvements.
- FY 2023-24 includes a proposed renovation of the Police building for an estimated cost of \$4,259,000 and will be cash funded with existing fund balance.
- FY 2024-25 includes one-time expenditures of \$351,000 for HVAC replacement and \$144,910 for audio-visual equipment.

## FY 2022-23 Five-Year Operating Fund Outlook

### The Keller Pointe Fund

	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
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#### Revenues

Charges for Service	3,091,072	3,183,804	3,279,318	3,377,697	3,479,028
Other Revenue	73,637	75,846	78,121	80,465	82,879
<b>Total Revenue</b>	<b>\$3,164,708</b>	<b>\$3,259,650</b>	<b>\$3,357,439</b>	<b>\$3,458,162</b>	<b>\$3,561,907</b>

#### Expenditures

Personnel services	1,702,540	1,762,129	1,823,803	1,887,636	1,953,704
Operations & maintenance	329,158	335,741	342,456	349,305	356,291
Services & other	1,068,644	1,090,017	1,111,817	1,134,053	1,156,734
Capital outlay	-	-	-	-	-
Future Anticipated needs	59,000	65,175	55,400	77,290	407,100
<b>Total Expenditures</b>	<b>\$3,159,342</b>	<b>\$3,253,062</b>	<b>\$3,333,476</b>	<b>\$3,448,285</b>	<b>\$3,873,829</b>

<b>Variance</b>	<b>\$5,367</b>	<b>\$6,588</b>	<b>\$23,963</b>	<b>\$9,877</b>	<b>\$(311,922)</b>
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#### Five-Year Outlook Notes:

- The Pointe revenues were negatively impacted by COVID-19 during FY 2019-20 and into FY 2020-21. FY 2021-22 revenues reflected the beginning of normal usage. FY 2022-23 includes a 4% increase to membership fees and anticipates continued return of normal usage. Revenues going forward assume normal usage.
- FY 2023-24 through FY 2026-27 include various one-time building improvements and equipment replacements that averages \$64,216 per year.
- In addition to the annual improvements mentioned above, FY 2027-28 includes one-time costs of \$125,000 for track re-surfacing, \$100,100 for treadmill replacements, \$78,000 for elliptical machine replacements, and \$45,000 for spin bike replacements which are anticipated to be funded with fund balance. The replacements will be reviewed to ensure the Pointe maintains fund balance requirements.



## FY 2022-23 Five-Year Operating Fund Outlook

### Debt Service Fund

	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
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#### Revenues

Property Tax	3,649,381	3,311,517	3,315,867	4,928,726	4,932,201
Other Revenue	6,966	7,175	7,390	7,612	7,840
<b>Total Revenue</b>	<b>\$3,656,347</b>	<b>\$3,318,692</b>	<b>\$3,323,257</b>	<b>\$4,936,338</b>	<b>\$4,940,041</b>

#### Expenditures

Services & other	-	-	-	-	-
Debt Service	3,175,775	1,890,700	1,895,050	1,897,650	1,901,125
Future Anticipated needs	473,606	1,420,817	1,420,817	3,031,076	3,031,076
<b>Total Expenditures</b>	<b>\$3,649,381</b>	<b>\$3,311,517</b>	<b>\$3,315,867</b>	<b>\$4,928,726</b>	<b>\$4,932,201</b>

<b>Variance</b>	<b>\$6,966</b>	<b>\$7,175</b>	<b>\$7,390</b>	<b>\$7,612</b>	<b>\$7,840</b>
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#### **Five-Year Outlook Notes:**

- Based upon the current debt obligations, the FY 2022-23 debt payment is \$3,268,688, which will continue to drop annually to \$601,800 in FY 2034-35 — a decrease of \$2,666,888.
- The City is anticipating issuing \$5M in debt during FY 2022-23 which is an estimated annual cost of \$473,606 and making the total annual debt payment \$3,649,381.
- The total property tax rate is assumed to remain at the same \$0.3540/100 adopted in FY 2022-23 and to grow at 2 percent as a result of new growth from development. The rate is reviewed and adopted annually by the Keller City Council in accordance with state law.
- The City anticipates issuing \$10M for Old Town Keller East/Elm Street in FY 2024-25 with an estimated annual cost of \$947,211. With the proposed debt issuances and current debt obligations declining, the FY 2024-25 annual payment is estimated to be \$3,311,517 or a decrease from FY 2022-23 of \$430,776.
- The City anticipates issuing \$17M for Whitley Road Reconstruction in FY 2026-27 with an estimated annual cost of \$1,610,259. With the proposed debt issuances and current debt obligations declining, the FY 2026-27 annual payment is estimated to be \$4,932,201 or an increase from FY 2022-23 of \$1,186,433.
- This increase is anticipated to continue thru FY 2029-30 and staff will work on ways to mitigate the impact. The City anticipates using fund balance to help offset the initial increase of debt service costs. The City may also consider alternative debt payment terms that better layer the proposed debt with the current debt structure to better match current annual debt payments. In addition, the City may delay the issuance of the Whitley Road Reconstruction debt based upon the effectiveness of FY 2022-23 Whitley Overlay project.

## FY 2022-23 Five-Year Operating Fund Outlook

### Street and Sidewalk Improvements Fund

	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
<b>Revenues</b>					
Sales Tax	2,172,296	2,226,603	2,282,268	2,339,325	2,397,808
Development Fees	-	-	-	-	-
Other Revenue	5,249	5,406	5,569	5,736	5,908
<b>Total Revenue</b>	<b>\$2,173,872</b>	<b>\$2,228,226</b>	<b>\$2,283,940</b>	<b>\$2,341,047</b>	<b>\$2,399,582</b>
<b>Expenditures</b>					
Transfer to Other Funds	2,100,000	2,100,000	2,100,000	2,100,000	2,100,000
Future Anticipated needs	175,000	375,000	-	-	-
<b>Total Expenditures</b>	<b>\$2,285,200</b>	<b>\$2,485,404</b>	<b>\$2,110,612</b>	<b>\$2,110,824</b>	<b>\$2,111,041</b>
<b>Variance</b>	<b>\$(111,328)</b>	<b>\$(257,178)</b>	<b>\$173,328</b>	<b>\$230,223</b>	<b>\$288,541</b>

**Five-Year Outlook Notes:**

- The Street and Sidewalk Improvements Fund cash funds the city's annual street maintenance package. There is no fund balance requirement for the fund, so actual adopted costs matches as close to revenues as possible.
- The five-year CIP includes a one-time transfer of \$175,000 in FY 2023-24 and a one-time transfer of \$375,000 for sidewalks improvements in FY 2024-25 for a total cost of \$550,000.

## FY 2022-23 Five-Year Operating Fund Outlook

### Water & Wastewater Fund

	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
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#### Revenues

Water Sales	20,506,230	21,275,213	22,073,034	22,900,773	23,759,552
Sewer Sales	9,043,387	9,992,943	11,042,202	12,201,633	13,482,804
Charges for Service	424,662	437,402	450,524	464,039	477,961
Intragovernmental	138,535	142,691	146,972	151,381	155,922
Intergovernmental	46,570	47,968	49,407	50,889	52,415
Other Revenue	27,631	28,460	29,313	30,193	31,099
<b>Total Revenue</b>	<b>\$30,187,015</b>	<b>\$31,924,676</b>	<b>\$33,791,451</b>	<b>\$35,798,907</b>	<b>\$37,959,753</b>

#### Expenditures

Personnel services	3,859,898	3,994,994	4,134,819	4,279,538	4,429,322
Operations & maintenance	1,258,137	1,283,300	1,308,966	1,335,145	1,361,848
Services & other	5,423,852	5,732,329	5,642,976	5,755,835	5,870,952
Wholesale Water	10,441,499	11,023,479	11,637,531	12,285,450	12,969,443
TRA Payment	4,947,456	5,948,449	6,930,199	7,493,597	8,102,796
Debt service	3,289,913	2,749,609	3,183,180	3,533,355	3,533,355
Transfers to other funds	1,000,000	650,000	400,000	400,000	1,100,000
Capital outlay	652,833	120,389	122,398	124,467	126,597
<b>Total Expenditures</b>	<b>\$30,873,588</b>	<b>\$31,502,550</b>	<b>\$33,360,069</b>	<b>\$35,207,387</b>	<b>\$37,494,314</b>

<b>Variance</b>	<b>\$(686,574)</b>	<b>\$422,126</b>	<b>\$431,382</b>	<b>\$591,520</b>	<b>\$465,439</b>
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#### Five-Year Outlook Notes:

- The city uses a “normalized year” revenue technique to determine the rate structure needed to cover operational, debt and capital costs, and the rate structure is adopted annually with the budget.
- During FY 2021-22, the City contracted with a rate consultant to help determine the FY 2022-23 rates and help create a five-year model that reflects anticipated wholesale water and wastewater treatment costs. The five-year growth reflects the results of the rate model.
- FY 2022-23 includes the third of three issuances of SWIFT debt of \$4,060,000 for water line replacement and has an estimated annual debt payment of \$288,495.
- FY 2023-24 also includes the issuance of \$5,190,800 for water and wastewater projects which are outlined in the five-year CIP and has an estimated annual debt payment of \$317,452.
- FY 2024-25 includes the issuance of \$3,953,450 for water and wastewater projects which are outlined in the five-year CIP and has an estimated annual debt payment of \$241,780.
- FY 2025-26 includes the issuance of \$6,087,900 for water and wastewater projects and has an estimated annual debt payment of \$372,316.
- Transfers to other funds relate to capital maintenance programs such as line repairs/replacements, tank maintenance, utility relocations, etc. and are included in the five-year CIP.

## **FY 2022-23 Five-Year Operating Fund Outlook**

- The Capital Outlay in FY 2023-24 reflects one-time equipment purchase which will need to be placed due to age but have not been included in replacement funding. The future year costs reflect the on-going replacement cost to prepare for the future replacements.
- FY 2023-24 has a negative fund balance related to the one-time equipment purchases and cash-funding capital projects. FY 2024-25 thru FY 2027-28 reflect positive fund variances. However, the city is currently working on several Master Plan updates that will help identify capital maintenance and project needs. The positive variance shows the estimated cash funding and/or debt capacity available for the capital maintenance and project needs.

## FY 2022-23 Five-Year Operating Fund Outlook

### Drainage Utility Fund

	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
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#### Revenues

Drainage Utility Fees	1,508,884	1,508,884	1,508,884	1,508,884	1,508,884
Charges for Service	600	619	637	656	676
Other Revenue	12,315	13,065	13,457	13,861	14,276
<b>Total Revenue</b>	<b>\$1,522,169</b>	<b>\$1,522,567</b>	<b>\$1,522,978</b>	<b>\$1,523,401</b>	<b>\$1,523,836</b>

#### Expenditures

Personnel Services	731,300	756,895	783,387	810,805	839,184
Operations & Maintenance	149,328	152,315	153,361	158,468	161,637
Services & Other	508,475	518,645	529,017	539,598	550,390
Future Anticipated needs	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$1,389,103</b>	<b>\$1,427,855</b>	<b>\$1,467,765</b>	<b>\$1,508,871</b>	<b>\$1,551,211</b>

<b>Variance</b>	<b>\$133,066</b>	<b>\$94,713</b>	<b>\$55,213</b>	<b>\$14,530</b>	<b>\$(27,374)</b>
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#### Five-Year Outlook Notes:

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

## BUDGET ACTION SUMMARY

The Budget Action Summary provides a list of personnel changes from FY 2021-22 to FY 2022-23, changes from the Proposed Budget to the Adopted Budget, an explanation of fund balances changes of 10% or greater by fund, and a non-financial summary of changes made for the FY 2022-23 Adopted Budget compared to prior years. The Statistical Analysis provides a comparison of the FY 2022-23 Adopted Budget to the FY 2021-22 Adopted Budget, and contains projections by category and fund.

### Personnel Changes:

The chart below shows changes in personnel by fund, department and division between the FY 2021-22 Adopted Budget and the FY 2022-23 Adopted Budget. The FY 2022-23 cost represents both the ongoing cost for the position plus any required one-time costs such as supplies and vehicles. The ongoing cost represents the annual impact of the personnel change.

<b>NEW POSITIONS</b>			
<b>Position/Function</b>	<b>Department-Division</b>	<b>FY 2022-23 Cost</b>	<b>Ongoing Cost</b>
<b>General Fund</b>			
Police Officer - SRO	Police Department-Police Operations	\$105,187	\$105,187
Criminal Investigator	Police Department-Police Operations	\$74,650	\$74,650
<b>RECLASSIFICATIONS</b>			
<b>Position/Function</b>	<b>Department-Division</b>	<b>FY 2022-23 Cost</b>	<b>On-Going Cost</b>
Utility Billing Administrator	Customer Service Department-Administration Division	\$10,830	\$10,830
<b>ELIMINATED POSITIONS</b>			
<b>Position/Function</b>	<b>Department-Division</b>	<b>FTE</b>	<b>Savings</b>
Utility Billing Supervisor	Customer Service Department-Administration Division	1	\$102,923

# BUDGET ACTION SUMMARY

## Changes from the FY 2022-23 Proposed Budget to the FY 2022-23 Adopted Budget:

The FY 2022-23 Proposed Budget included a total operating revenue of \$98,144,945 and an operating expenditure of \$100,581,500. The FY 2022-23 Adopted Budget includes operating revenue of \$98,344,945 – a \$200,000 increase, and operating expenditures of \$103,011,335 – an increase of \$2,429,835. The bullets outline the changes between the Proposed Budget and the Adopted Budget:

### **General Fund**

- Increased expenditures in Fire Operations by \$324,618 related to a Fire Radio Replacement PO rollover.
- Increased expenditures in Fire Operations by \$3,073 related to Bunker Gear PO rollover.
- Increased expenditures in Police Operations by \$30,283 related to ammunition PO rollover.
- Increased expenditures in Code Enforcement by \$2,058 related to Code Ticket Writers PO rollover.

### **Fleet Replacement Fund**

- Increased expenditures by \$1,484,644 related to a PO rollover of a ladder truck.
- Increased expenditures by \$167,552 related to a PO rollover of new vehicles.
- Reduced expenditures by \$105,433 related to the Senior Bus being delivered sooner than anticipated.

### **Information Technology Fund**

- Increased expenditures by \$24,000 related to a Community Development Software RFP PO rollover.
- Increased expenditures by \$12,184 related to a Library Access Control PO rollover.
- Increased expenditures by \$8,078 related to a Keller/Colleyville Network Connection PO rollover.

### **The Keller Pointe Fund**

- Increased expenditures by \$329,642 related to the pool deck PO rollover costs.

### **Facility Capital Replacement Fund**

- Increased revenue by \$200,000 related to the American Rescue Plan Act.
- Increased expenditures by \$149,136 related to an MSC generator PO rollover.

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

### **The Keller Pointe Fund**

- Decrease Fund Balance by 70.3%
  - Indoor pool deck project

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

- Increase Fund Balance by 22.8%
  - FY 2021-22 increase in fund balance will allow the city to grow resources for future cash funding of street projects.

### **Information Technology**

- Increase Fund Balance by 10.8%
  - Delay in server purchase – now in FY 2022-23

# BUDGET ACTION SUMMARY

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

- Decrease Fund Balance by 14.9%
  - Decreased revenue due to change in state law related telecommunications franchise fee

## **Self-Insurance Fund**

- Increase Fund Balance by 11.2%
  - Vacancy savings created less demand on insurance fund.

## **Fleet Replacement Fund**

- Increase Fund Balance by 18.8%
  - Delay in ladder truck into FY 2022-23.

## **Facility Capital Replacement Fund**

- Decrease Fund Balance by 33.2%
  - Hail damage repairs to various facilities – insurance payment was provided in FY 2020-21.

## **Changes in Projected Fund Balance of 10% or more from FY 2021-22 to FY2022-23**

### **General Fund**

- Decrease in Fund Balance by 10.2%
  - FY 2022-23 includes one-time expenditures for Mt. Gilead reconstruction, Whitley Overlay, and Bear Creek bridge.

### **Drainage Utility Fund**

- Decrease in Fund Balance by 10.4%
  - FY 2022-23 includes the use of fund balance for the Nightingale Culvert project of \$325,000.

### **The Keller Pointe Fund**

- Increase in Fund Balance by 61.4%
  - FY 2022-23 includes one-time revenue ARPA recovery funds of \$698,718 and membership fee increases of approximately 4.0%.

### **Information Technology Fund**

- Decrease in Fund Balance by 20.7%
  - FY 2022-23 includes the use of fund balance for the Community Development Software at \$500,000 and Library book sorter at \$120,000.

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

- Decrease in Fund Balance by 14.9%
  - Decreased revenue due to change in state law related telecommunications franchise fee.

## **Fleet Replacement Fund**

- Decrease in Fund Balance by 25.1%
  - FY 2022-23 includes the use of fund balance of \$1.48M for the purchase of a ladder truck.



# BUDGET ACTION SUMMARY

## **Facility Replacement Fund**

- Decrease in Fund Balance by 38.5%
  - FY 2022-23 includes the use of fund balance for the purchase of generators for the MSC.
  - AC replacements at various facilities at a cost of \$903,200

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

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

- SRO moved from the Public Safety fund to the General Fund



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## GENERAL FUND

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

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



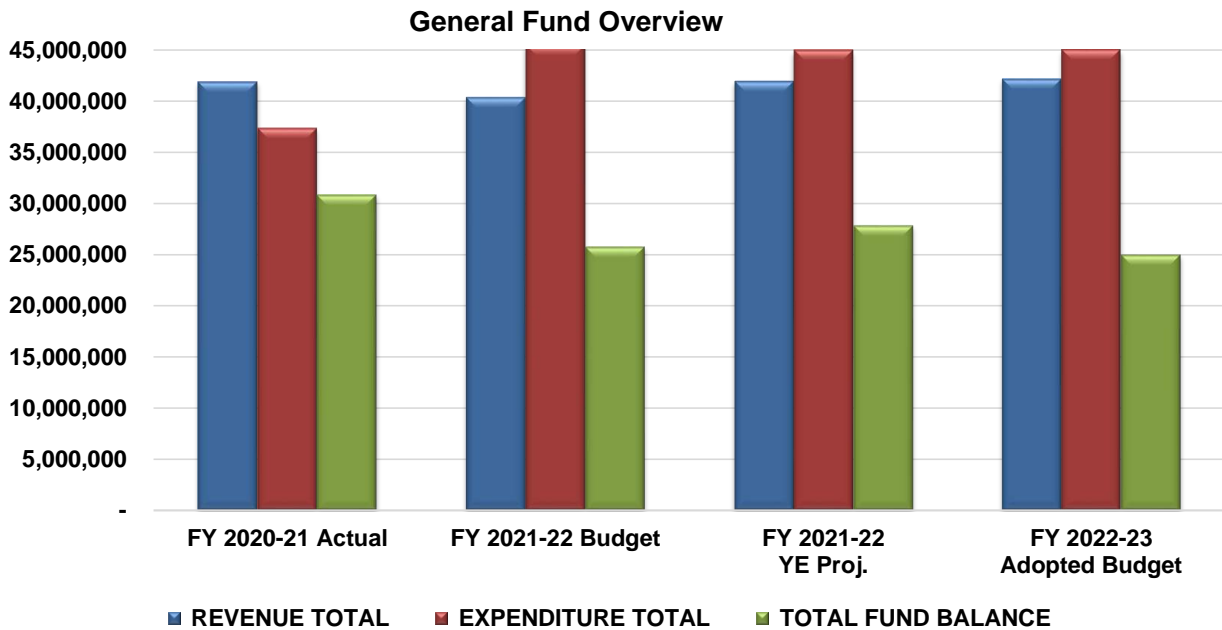
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# GENERAL FUND OVERVIEW

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
<b>REVENUE TOTAL</b>	<b>\$ 41,882,935</b>	<b>\$ 40,363,799</b>	<b>\$ 41,942,968</b>	<b>\$ 42,169,586</b>	<b>\$ 1,805,787</b>
OPERATING EXPENDITURES	37,339,848	37,746,307	37,263,755	40,006,487	2,260,180
ONE-TIME EXPENDITURES	-	7,698,872	7,698,872	5,003,200	(2,695,672)
<b>EXPENDITURE TOTAL</b>	<b>\$ 37,339,848</b>	<b>\$ 45,445,179</b>	<b>\$ 44,962,627</b>	<b>\$ 45,009,687</b>	<b>\$ (435,492)</b>
<b>VARIANCE</b>	<b>\$ 4,543,088</b>	<b>\$ (5,081,380)</b>	<b>\$ (3,019,659)</b>	<b>\$ (2,840,101)</b>	
RESERVE FUND BALANCE	9,334,962	13,211,207	13,042,314	14,002,270	791,063
UNASSIGNED FUND BALANCE	21,519,102	12,561,477	14,792,091	10,992,034	(1,569,443)
<b>TOTAL FUND BALANCE</b>	<b>\$ 30,854,064</b>	<b>\$ 25,772,684</b>	<b>\$ 27,834,405</b>	<b>\$ 24,994,304</b>	<b>\$ (778,380)</b>

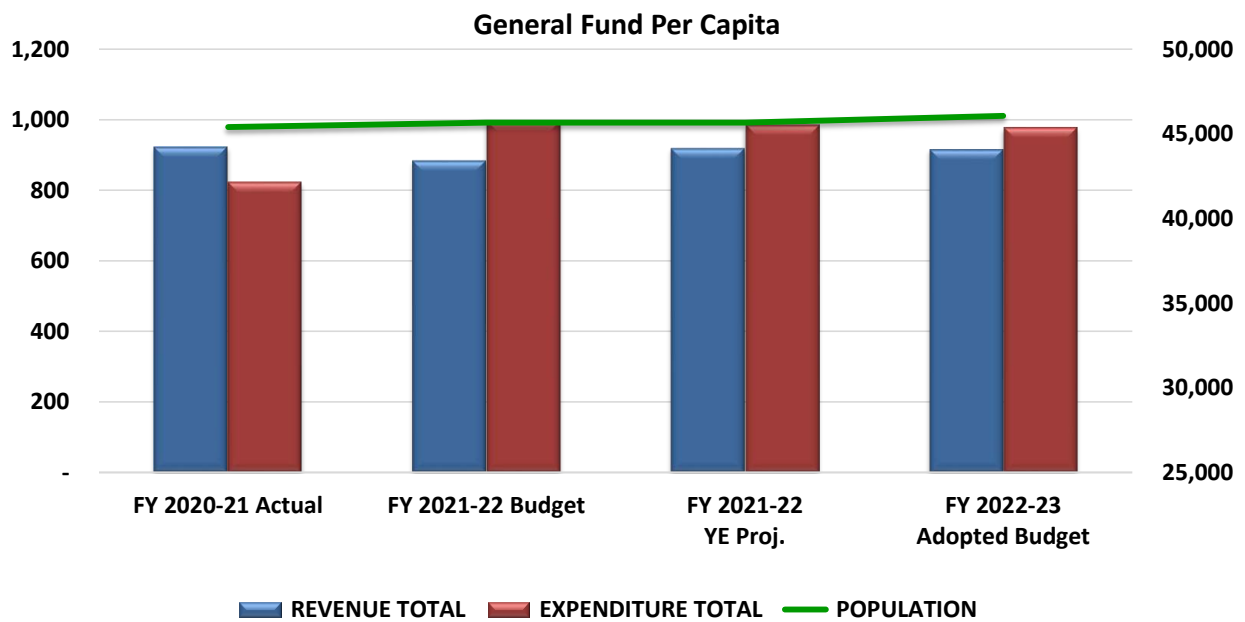
## RESERVE AND UNASSIGNED ANALYSIS

% OF OPERATING EXPENDITURES	82.6%	68.3%	74.7%	62.5%
TARGET % LEVEL	25.0%	35.0%	35.0%	35.0%



# GENERAL FUND REVENUES AND EXPENDITURES PER CAPITA

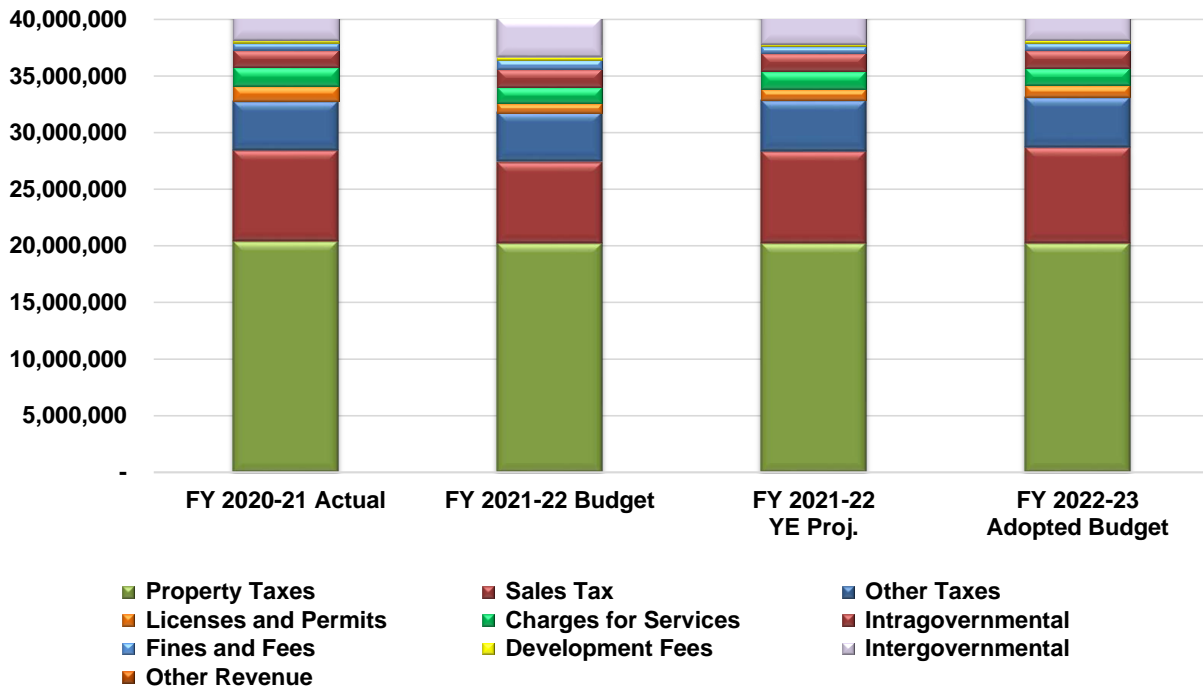
	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
<b>POPULATION</b>	45,400	45,660	45,660	46,060	400
<b>REVENUE TOTAL</b>	923	884	919	916	32
<b>EXPENDITURE TOTAL</b>	822	995	985	977	(18)



# SUMMARY OF GENERAL FUND REVENUES

<u>Revenues</u>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Taxes					
Property Taxes	\$ 20,388,004	\$ 20,242,689	\$ 20,266,634	\$ 20,253,665	\$ 10,976
Sales Tax	8,072,194	7,200,229	8,124,574	8,436,100	1,235,871
Other Taxes	4,327,765	4,336,146	4,500,383	4,472,209	136,063
<b>Total Taxes</b>	<b>\$ 32,787,963</b>	<b>\$ 31,779,064</b>	<b>\$ 32,891,591</b>	<b>\$ 33,161,974</b>	<b>\$ 1,382,910</b>
Licenses and Permits	\$ 1,348,691	\$ 810,068	\$ 983,617	\$ 1,036,249	\$ 226,181
Charges for Services	1,610,160	1,423,327	1,539,876	1,513,592	90,265
Fines and Fees	565,787	823,320	567,189	634,781	(188,539)
Development Fees	350,810	179,073	238,977	226,458	47,385
Intragovernmental	1,556,600	1,617,630	1,617,630	1,604,329	(13,301)
Intergovernmental	3,322,029	3,509,558	3,512,216	3,827,620	318,062
Other Revenue	340,896	221,759	591,873	164,583	(57,176)
<b>Total Other Revenues</b>	<b>\$ 9,094,973</b>	<b>\$ 8,584,735</b>	<b>\$ 9,051,377</b>	<b>\$ 9,007,612</b>	<b>\$ 422,877</b>
<b>TOTAL REVENUES</b>	<b>\$ 41,882,935</b>	<b>\$ 40,363,799</b>	<b>\$ 41,942,968</b>	<b>\$ 42,169,586</b>	<b>\$ 1,805,787</b>

**General Fund Revenues**



## DETAIL OF GENERAL FUND REVENUES

<u>Property Taxes</u>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Current Taxes	\$ 20,259,418	\$ 20,144,362	\$ 20,133,534	\$ 20,121,238	\$ (23,124)
Delinquent Taxes	64,227	48,483	52,286	51,613	3,130
Penalty & Interest-Taxes	64,359	49,844	80,814	80,814	30,970
<b>Total Property Taxes</b>	<b>\$ 20,388,004</b>	<b>\$ 20,242,689</b>	<b>\$ 20,266,634</b>	<b>\$ 20,253,665</b>	<b>\$ 10,976</b>
 <u>Other Local Taxes</u>					
City Sales Taxes	\$ 8,072,194	\$ 7,200,229	\$ 8,124,574	\$ 8,436,100	\$ 1,235,871
Franchise Fees-Txu / Oncor	517,869	540,215	587,278	547,774	7,559
Franchise Fees-Tri County	763,210	757,236	812,622	771,382	14,146
Franchise Fees-Verizon	251,395	275,000	213,746	220,000	(55,000)
Franchise Fees-Atmos Gas	532,459	532,459	713,226	713,226	180,767
Franchise Fees-Tv Cable	202,783	195,859	214,681	205,321	9,462
Franchise Fees-Sbc/At&T	10,399	-	6,708	-	-
Franchise Fees-Solid Waste	390,129	353,875	264,200	331,477	(22,398)
Franchise/In-Lieu Of Taxes-W&S	1,369,250	1,394,585	1,394,585	1,380,075	(14,510)
Franchise/In-Lieu Of Taxes-Drg	107,392	126,430	126,430	125,791	(639)
Franchise Fee-One Source Comm	25,056	-	-	-	-
Franchise Fees-Other Misc	9,446	3,800	28,604	28,604	24,804
Mixed Beverage Taxes	148,376	156,687	138,303	148,559	(8,128)
<b>Total Other Local Taxes</b>	<b>\$ 12,399,959</b>	<b>\$ 11,536,375</b>	<b>\$ 12,624,957</b>	<b>\$ 12,908,309</b>	<b>\$ 1,371,934</b>
 <u>Licenses and Permits</u>					
Plumbing Permits	\$ 68,985	\$ 47,285	\$ 64,094	\$ 117,337	\$ 70,052
Mechanical Permits	43,000	26,864	32,010	65,358	38,494
Building & C.O. Permits	1,188,500	709,390	837,100	762,705	53,315
Fence, Sign & Misc Permits	16,050	13,029	20,545	18,599	5,570
Electrical Permits	32,155	13,500	29,868	72,250	58,750
<b>Total Licenses and Permits</b>	<b>\$ 1,348,691</b>	<b>\$ 810,068</b>	<b>\$ 983,617</b>	<b>\$ 1,036,249</b>	<b>\$ 226,181</b>
 <u>Charges for Services</u>					
Ambulance Service Fees Revenue	\$ 1,112,000	\$ 975,653	\$ 1,021,696	\$ 1,018,739	\$ 43,086
Lease Revenue-Soccer Facility	21,890	17,516	22,691	19,375	1,859
Park Rental Fees-Sports Park	41,767	25,844	49,282	62,446	36,602
Rental-Ksp Non Resident Fee	104,980	99,027	104,120	104,634	5,607
Facility Rental Fees	3,005	3,693	3,031	3,350	(343)
Communication Tower Rental	206,568	187,407	224,438	191,781	4,374
Public Arts Sales Commissions	30	-	6,166	-	-
Right-Of-Way Easements	450	-	450	-	-
Other Services	3,681	5,378	2,589	4,193	(1,185)
Ktc Property Owners Assn Fees	96,393	94,773	94,773	94,773	-
Write Off Recovery	19,398	14,036	10,640	14,301	265
<b>Total Charges for Services</b>	<b>\$ 1,610,160</b>	<b>\$ 1,423,327</b>	<b>\$ 1,539,876</b>	<b>\$ 1,513,592</b>	<b>\$ 90,265</b>



## DETAIL OF GENERAL FUND REVENUES (CONTINUED)

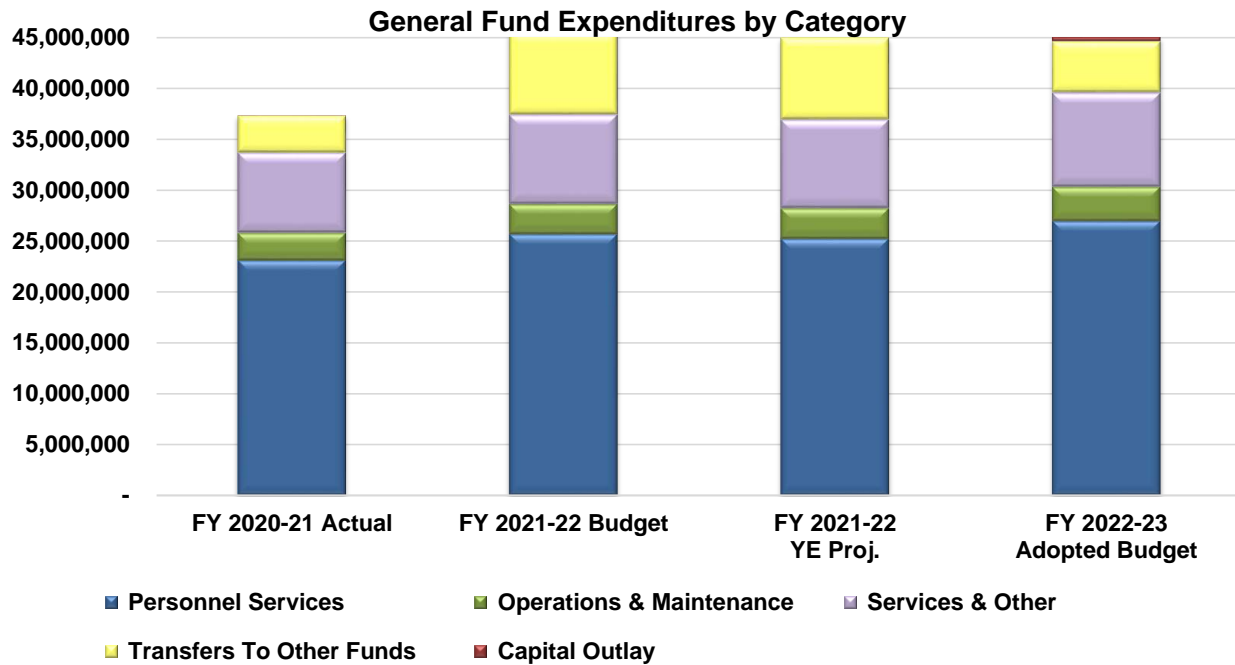
<u><b>Fines and Fees</b></u>	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23	
	Actual	Budget	YE Proj.	Adopted Budget	Budget Variance (\$)
Alarms/Permits/Misc Fees-Pd	\$ 2,123	\$ 2,025	\$ 4,259	\$ 2,545	\$ 520
Permits & Inspection Fees-Fire	53,672	30,135	63,502	47,128	16,993
Finger Printing Fees	560	635	597	806	171
Alarm Permits-Police	61,517	66,231	57,248	53,301	(12,930)
Solicitor Permits	12,360	9,288	4,152	9,488	200
Special Event Fees/Permits	50	284	–	55	(229)
Library Fines Revenue	1,305	–	24	–	–
Library Lost Books Revenue	1,741	2,069	1,072	1,131	(938)
Library Service Fees	8,141	8,718	6,274	7,321	(1,397)
Library Non-Resident Fees	12,013	3,935	16,941	16,941	13,006
Court Fines & Forfeitures	412,307	700,000	413,120	496,065	(203,935)
Animal Control Fees	–	–	–	–	–
<b>Total Fines and Fees</b>	<b>\$ 565,787</b>	<b>\$ 823,320</b>	<b>\$ 567,189</b>	<b>\$ 634,781</b>	<b>\$ (188,539)</b>
 <u><b>Development Fees</b></u>					
Paving/Drainage Inspection Fees	\$ 28,841	\$ 30,293	\$ 26,755	\$ 33,058	\$ 2,765
Construction Plan Review Fees	278,057	108,395	179,362	156,609	48,214
Zoning & Subdivision Fees	39,612	37,472	27,839	31,770	(5,702)
Street Lighting Developer Fees	4,300	2,913	5,021	5,021	2,108
<b>Total Development Fees</b>	<b>\$ 350,810</b>	<b>\$ 179,073</b>	<b>\$ 238,977</b>	<b>\$ 226,458</b>	<b>\$ 47,385</b>
 <u><b>Intragovernmental Revenue</b></u>					
Administrative Svcs-W&S Fund	\$ 1,514,010	\$ 1,574,950	\$ 1,574,950	\$ 1,557,180	\$ (17,770)
Administrative Svcs-Kdc	42,590	42,680	42,680	47,149	4,469
<b>Total Intragovernmental Revenue</b>	<b>\$ 1,556,600</b>	<b>\$ 1,617,630</b>	<b>\$ 1,617,630</b>	<b>\$ 1,604,329</b>	<b>\$ (13,301)</b>
 <u><b>Intergovernmental Revenue</b></u>					
I/G Rev-Southlake	\$ 1,247,377	\$ 1,222,208	\$ 1,222,208	\$ 1,300,860	\$ 78,652
I/G Rev-Roanoke	179,329	198,019	198,019	191,745	(6,274)
I/G Rev-Town Of Westlake	981,026	1,040,363	1,040,363	1,032,869	(7,494)
I/G Rev-Colleyville	814,300	865,404	865,404	948,048	82,644
I/G Rev-Kisd	90,495	183,564	183,564	354,098	170,534
Grant-Fed Txdot	(5)	–	–	–	–
Grant-Fed	9,507	–	2,658	–	–
<b>Total Intergovernmental Revenue</b>	<b>\$ 3,322,029</b>	<b>\$ 3,509,558</b>	<b>\$ 3,512,216</b>	<b>\$ 3,827,620</b>	<b>\$ 318,062</b>

## DETAIL OF GENERAL FUND REVENUES (CONTINUED)

<b><i>Other Revenue</i></b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Wellness Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Revenue	49,549	29,553	285,369	29,553	-
Miscellaneous Rebates	55,825	46,337	28,808	37,617	(8,720)
Auction Proceeds	836	-	90,814	21,597	21,597
Gain/Loss On Disp Of Assets	-	-	-	-	-
Cash Over/Short	258	-	976	-	-
Interest Revenue-Investments	78,600	144,706	83,826	76,762	(67,944)
Reimb-Insurance Proceeds	167,861	-	98,090	-	-
Ticket Sales	-	1,163	2,590	(946)	(2,109)
Use Of Fund Balance	(12,034)	-	1,400	-	-
<b>Total Other Revenue</b>	<b>\$ 340,896</b>	<b>\$ 221,759</b>	<b>\$ 591,873</b>	<b>\$ 164,583</b>	<b>\$ (57,176)</b>
<b>REVENUE BEFORE TRANSFERS</b>	<b>\$ 41,882,935</b>	<b>\$ 40,363,799</b>	<b>\$ 41,942,968</b>	<b>\$ 42,169,586</b>	<b>\$ 1,805,787</b>
<b>TOTAL REVENUES</b>	<b>\$ 41,882,935</b>	<b>\$ 40,363,799</b>	<b>\$ 41,942,968</b>	<b>\$ 42,169,586</b>	<b>\$ 1,805,787</b>

## SUMMARY OF GENERAL FUND EXPENDITURES

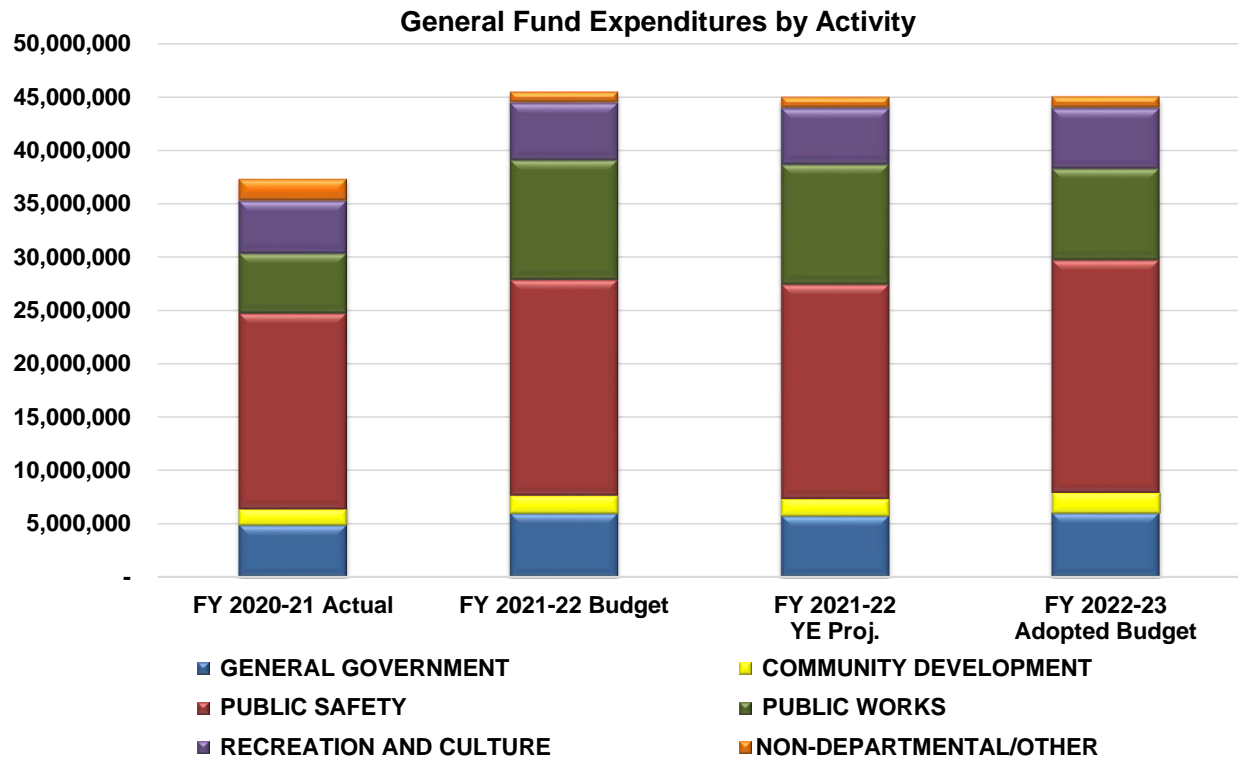
<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel Services	\$ 23,135,432	\$ 25,696,511	\$ 25,232,954	\$ 26,979,762	\$ 1,283,251
Operations & Maintenance	2,702,056	2,966,003	3,017,954	3,374,386	408,383
Services & Other	7,872,925	8,791,941	8,720,995	9,257,654	465,713
Transfers To Other Funds	3,622,936	7,990,724	7,990,724	5,015,667	(2,975,057)
Capital Outlay	6,499	-	-	382,218	382,218
<b>TOTAL</b>	<b>\$ 37,339,848</b>	<b>\$ 45,445,179</b>	<b>\$ 44,962,627</b>	<b>\$ 45,009,687</b>	<b>\$ (435,492)</b>



# SUMMARY OF GENERAL FUND EXPENDITURES

<u>EXPENDITURES BY ACTIVITY/DEPARTMENT:</u>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
<b><u>GENERAL GOVERNMENT</u></b>					
Administration	\$ 1,419,212	\$ 1,639,331	\$ 1,580,306	\$ 1,682,725	\$ 43,394
Town Hall Operations	559,801	585,892	584,670	639,468	53,576
Mayor & City Council	46,696	59,849	40,079	59,608	(241)
Finance & Accounting	1,183,295	1,244,735	1,223,073	1,273,460	28,725
Municipal Court	486,445	540,010	540,010	512,168	(27,842)
Human Resources	773,393	829,519	735,675	842,923	13,404
Economic Development	383,648	1,027,036	986,089	942,127	(84,909)
<b>GENERAL GOVERNMENT</b>	<b>\$ 4,852,491</b>	<b>\$ 5,926,372</b>	<b>\$ 5,689,902</b>	<b>\$ 5,952,479</b>	<b>\$ 26,107</b>
<b><u>COMMUNITY DEVELOPMENT</u></b>					
Planning & Zoning	\$ 495,550	\$ 660,195	\$ 638,306	\$ 886,667	\$ 226,472
Building & Construction Services	715,429	714,123	680,931	714,716	593
Code Enforcement	291,806	323,121	316,214	330,615	7,494
<b>COMMUNITY DEVELOPMENT</b>	<b>\$ 1,502,785</b>	<b>\$ 1,697,439</b>	<b>\$ 1,635,451</b>	<b>\$ 1,931,998</b>	<b>\$ 234,559</b>
<b><u>PUBLIC SAFETY</u></b>					
Police	\$ 9,521,005	\$ 10,567,258	\$ 10,457,065	\$ 11,328,805	\$ 761,547
Fire	8,855,749	9,667,885	9,633,561	10,491,321	823,436
<b>PUBLIC SAFETY</b>	<b>\$ 18,376,754</b>	<b>\$ 20,235,143</b>	<b>\$ 20,090,626</b>	<b>\$ 21,820,126</b>	<b>\$ 1,584,983</b>
<b><u>PUBLIC WORKS</u></b>					
Administration	\$ 496,162	\$ 441,385	\$ 364,201	\$ 561,029	\$ 119,644
Engineering & Inspections	660,131	773,076	767,332	796,671	23,595
Street Maintenance	4,018,771	9,535,311	9,652,340	6,650,335	(2,884,976)
Street Lighting	457,945	452,500	452,500	544,000	91,500
<b>PUBLIC WORKS</b>	<b>\$ 5,633,009</b>	<b>\$ 11,202,272</b>	<b>\$ 11,236,373</b>	<b>\$ 8,552,035</b>	<b>\$ (2,650,237)</b>
<b><u>RECREATION AND CULTURE</u></b>					
Library	\$ 1,653,430	\$ 1,853,368	\$ 1,821,938	\$ 1,916,167	\$ 62,799
Parks & Recreation	3,295,041	3,531,924	3,468,217	3,754,230	222,306
<b>RECREATION AND CULTURE</b>	<b>\$ 4,948,471</b>	<b>\$ 5,385,292</b>	<b>\$ 5,290,155</b>	<b>\$ 5,670,397</b>	<b>\$ 285,105</b>
<b>NON-DEPARTMENTAL/OTHER</b>	<b>\$ 2,026,338</b>	<b>\$ 998,661</b>	<b>\$ 1,020,120</b>	<b>\$ 1,082,652</b>	<b>\$ 83,991</b>
<b>TOTAL</b>	<b>\$ 37,339,848</b>	<b>\$ 45,445,179</b>	<b>\$ 44,962,627</b>	<b>\$ 45,009,687</b>	<b>\$ (435,492)</b>

# SUMMARY OF GENERAL FUND EXPENDITURES

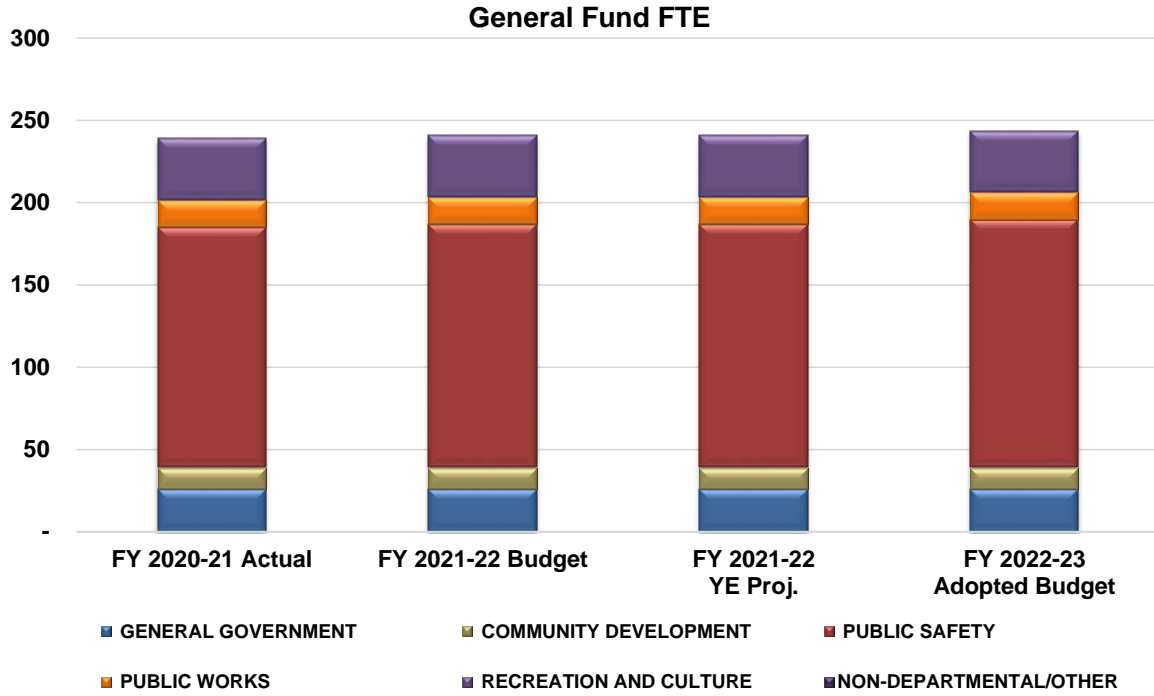


## SUMMARY OF GENERAL FUND PERSONNEL (Full-Time Equivalent Positions - Includes Vacant Positions)

<u>PERSONNEL BY ACTIVITY/DEPARTMENT:</u>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
<b><u>GENERAL GOVERNMENT</u></b>					
Administration	7.00	7.00	7.00	7.00	-
Town Hall Operations	3.00	3.00	3.00	3.00	-
Mayor & City Council	-	-	-	-	-
Finance & Accounting	8.00	8.00	8.00	8.00	-
Municipal Court	-	-	-	-	-
Human Resources	5.48	5.48	5.48	5.48	-
Economic Development	2.48	2.48	2.48	2.48	-
<b>GENERAL GOVERNMENT</b>	<b>25.96</b>	<b>25.96</b>	<b>25.96</b>	<b>25.96</b>	<b>-</b>
<b><u>COMMUNITY DEVELOPMENT</u></b>					
Planning & Zoning	5.00	5.00	5.00	5.00	-
Building & Construction Services	5.00	5.00	5.00	5.00	-
Code Enforcement	3.00	3.00	3.00	3.00	-
<b>COMMUNITY DEVELOPMENT</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>-</b>
<b><u>PUBLIC SAFETY</u></b>					
Police	89.00	91.00	91.00	93.75	2.75
Fire	57.00	57.00	57.00	57.00	-
<b>PUBLIC SAFETY</b>	<b>146.00</b>	<b>148.00</b>	<b>148.00</b>	<b>150.75</b>	<b>2.75</b>
<b><u>PUBLIC WORKS</u></b>					
Administration	3.00	3.00	3.00	3.00	-
Engineering & Inspections	4.00	4.00	4.00	4.00	-
Street Maintenance	9.50	9.50	9.50	9.50	-
Street Lighting	-	-	-	-	-
<b>PUBLIC WORKS</b>	<b>16.50</b>	<b>16.50</b>	<b>16.50</b>	<b>16.50</b>	<b>-</b>
<b><u>RECREATION AND CULTURE</u></b>					
Library	15.52	15.52	15.52	15.52	-
Parks & Recreation	22.00	22.00	22.00	22.00	-
<b>RECREATION AND CULTURE</b>	<b>37.52</b>	<b>37.52</b>	<b>37.52</b>	<b>37.52</b>	<b>-</b>
<b><u>NON-DEPARTMENTAL/OTHER</u></b>					
	-	-	-	-	-
<b>TOTAL</b>	<b>238.98</b>	<b>240.98</b>	<b>240.98</b>	<b>243.73</b>	<b>2.75</b>

# SUMMARY OF GENERAL FUND PERSONNEL

(Full-Time Equivalent Positions - Includes Vacant Positions)



## SUMMARY OF GENERAL FUND ENHANCEMENTS

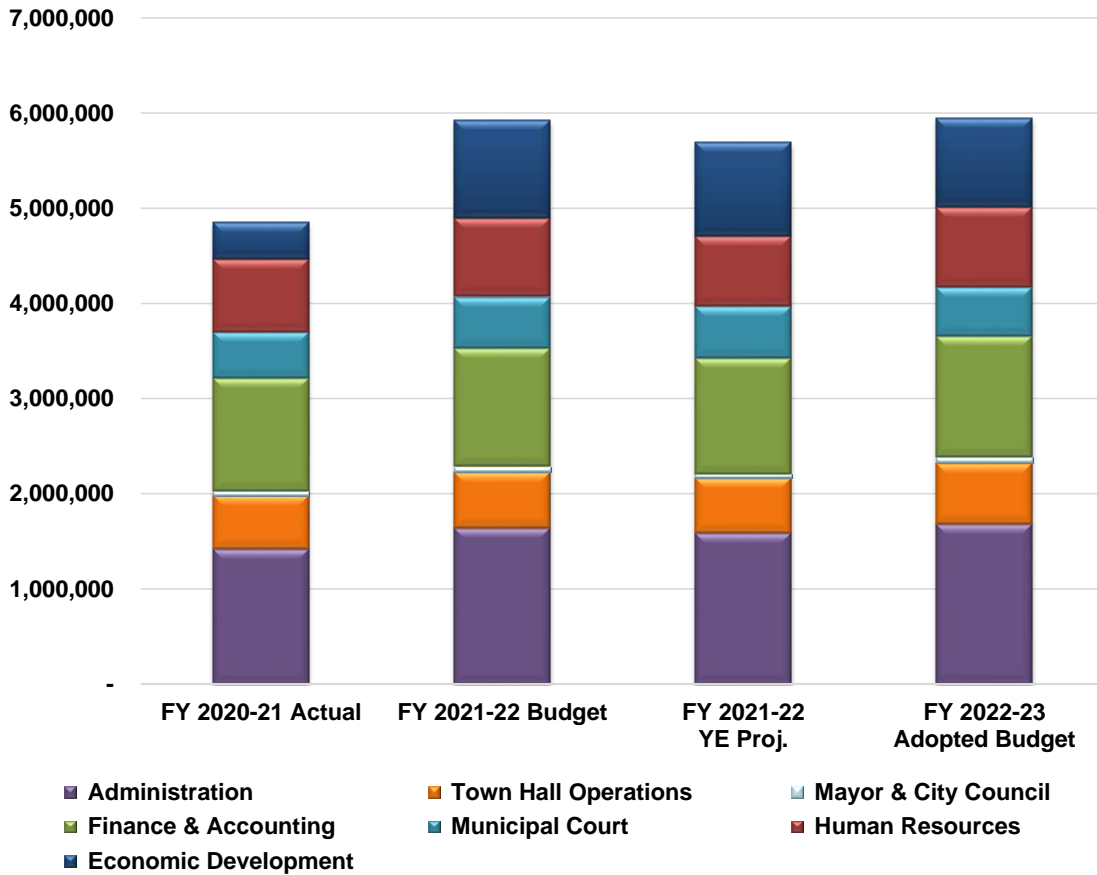
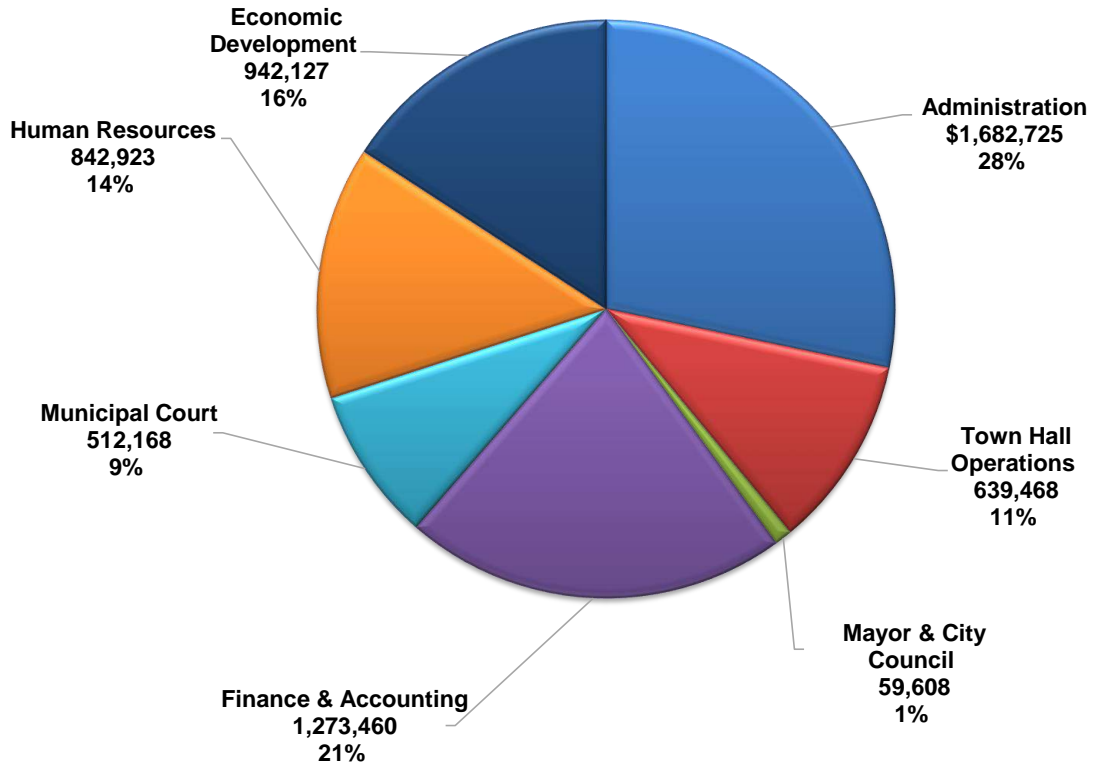
<b>ENHANCEMENTS</b>	<b>FY 2022-23 Adopted Budget</b>
Community Development Software	\$ 250,000
Third Party Franchise Inspections	200,000
Traffic Management Software	32,100
<b>TOTAL</b>	<b>\$ 482,100</b>

## SUMMARY OF GENERAL FUND ONE-TIME EXPENDITURES

<b>ONE-TIME EXPENDITURE COSTS</b>	<b>FY 2022-23 Adopted Budget</b>
Mt. Gilead Reconstruction	2,500,000
Whitley Overlay	1,500,000
Bear Creek Bridge Erosion	400,000
Fire Radio Replacements	324,618
Third Party Franchise Inspections	200,000
Fire Apparatus Repairs	171,000
Community Development Software	120,000
Siren Replacement	42,600
SCBA Replacement	36,000
Traffic Management Software	18,600
Outdoor Warning System Controller Replacement	15,000
<b>TOTAL</b>	<b>\$ 5,327,818</b>



# GENERAL GOVERNMENT



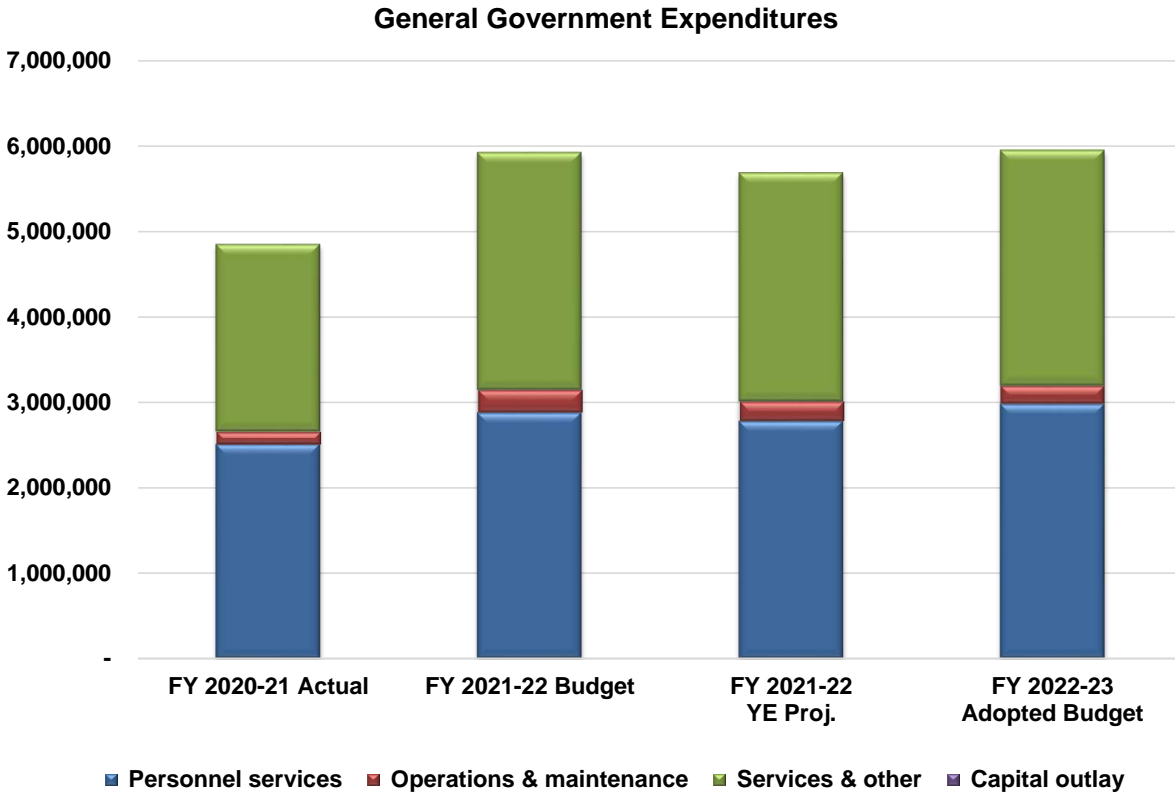
# GENERAL GOVERNMENT

## EXPENDITURE SUMMARY

<b><i>EXPENDITURES BY DIVISION:</i></b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Administration	\$ 1,419,212	\$ 1,639,331	\$ 1,580,306	\$ 1,682,725	\$ 43,394
Town Hall Operations	559,801	585,892	584,670	639,468	53,576
Mayor & City Council	46,696	59,849	40,079	59,608	(241)
Finance & Accounting	1,183,295	1,244,735	1,223,073	1,273,460	28,725
Municipal Court	486,445	540,010	540,010	512,168	(27,842)
Human Resources	773,393	829,519	735,675	842,923	13,404
Economic Development	383,648	1,027,036	986,089	942,127	(84,909)
<b>TOTAL</b>	<b>\$ 4,852,491</b>	<b>\$ 5,926,372</b>	<b>\$ 5,689,902</b>	<b>\$ 5,952,479</b>	<b>\$ 26,107</b>

<b><i>EXPENDITURES BY CATEGORY:</i></b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 2,515,146	\$ 2,881,754	\$ 2,784,591	\$ 2,986,060	\$ 104,306
Operations & maintenance	146,938	266,145	226,460	209,030	(57,115)
Services & other	2,190,408	2,778,473	2,678,851	2,757,389	(21,084)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 4,852,491</b>	<b>\$ 5,926,372</b>	<b>\$ 5,689,902</b>	<b>\$ 5,952,479</b>	<b>\$ 26,107</b>

# GENERAL GOVERNMENT

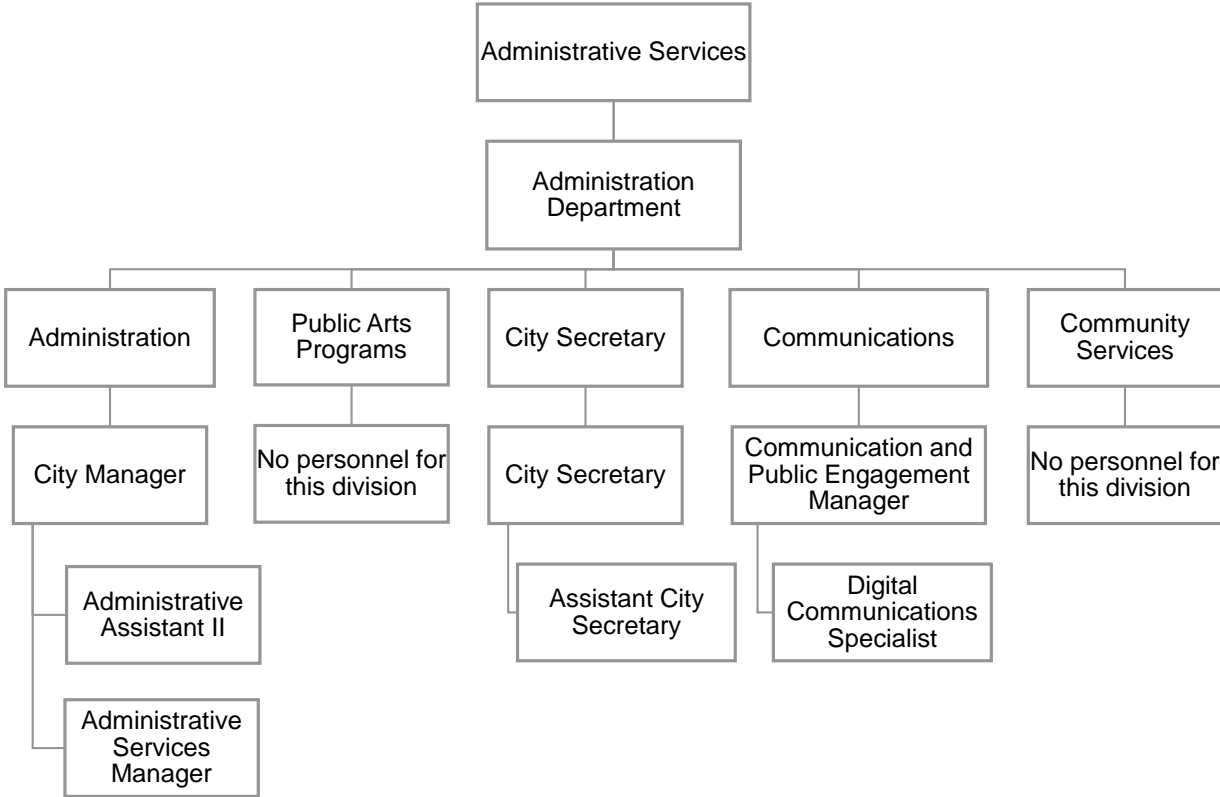


## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
<b>BY DEPARTMENT:</b>					
Administration	7.00	7.00	7.00	7.00	-
Town Hall Operations	3.00	3.00	3.00	3.00	-
Finance & Accounting	8.00	8.00	8.00	8.00	-
Human Resources	5.48	5.48	5.48	5.48	-
Economic Development	2.48	2.48	2.48	2.48	-
<b>TOTAL</b>	<b>25.96</b>	<b>25.96</b>	<b>25.96</b>	<b>25.96</b>	<b>-</b>

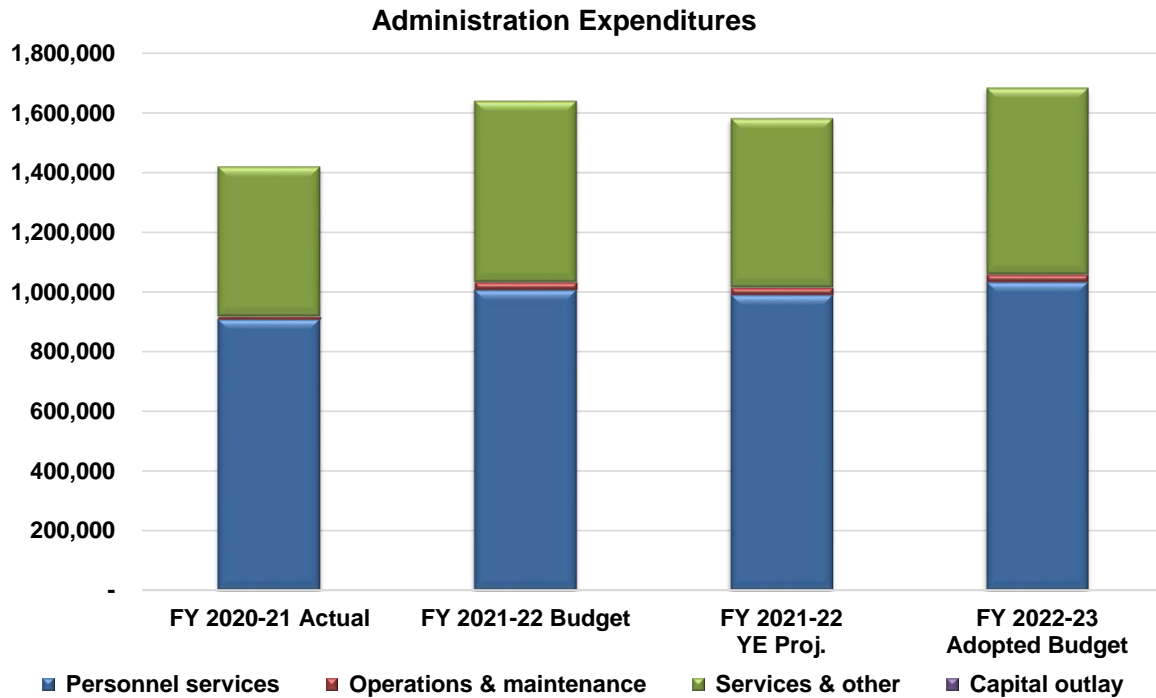
# ADMINISTRATION DEPARTMENT



# ADMINISTRATION DEPARTMENT

## EXPENDITURE SUMMARY

<i><b>EXPENDITURES BY DIVISION:</b></i>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Administration	\$ 794,892	\$ 845,760	\$ 792,502	\$ 849,918	\$ 4,158
Public Arts Programs	8,605	24,953	22,158	24,963	10
City Secretary	286,279	336,873	329,821	349,305	12,432
Communications	205,659	289,828	296,973	316,187	26,359
Community Services	123,777	141,917	138,852	142,352	435
<b>TOTAL</b>	<b>\$ 1,419,212</b>	<b>\$ 1,639,331</b>	<b>\$ 1,580,306</b>	<b>\$ 1,682,725</b>	<b>\$ 43,394</b>
Personnel services	\$ 907,929	\$ 1,005,920	\$ 989,019	\$ 1,032,360	\$ 26,440
Operations & maintenance	8,584	25,250	24,300	25,100	(150)
Services & other	502,700	608,161	566,987	625,265	17,104
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,419,212</b>	<b>\$ 1,639,331</b>	<b>\$ 1,580,306</b>	<b>\$ 1,682,725</b>	<b>\$ 43,394</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i><b>BY DIVISION</b></i>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Administration	3.00	3.00	3.00	3.00	-
City Secretary	2.00	2.00	2.00	2.00	-
Communications	2.00	2.00	2.00	2.00	-
<b>TOTAL</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>-</b>

# ADMINISTRATION DEPARTMENT

## ADMINISTRATION DIVISION (100-10-101)

### **DEPARTMENT DESCRIPTION:**

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

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

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

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

#### **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 Center Stage.
- \* Supported resolution updating incentives policy aimed at promoting Economic Development and stimulating business and commercial activity in the city; establishing guidelines and criteria for approval of tax abatements and other incentives in accordance with Chapter 380 of the Texas Local Government Code and Chapter 312 of the Texas Tax Code.
- \* Oversaw staff efforts on current and future Capital Improvement and other major projects including, but not limited to: new Senior Center construction, Johnson Road reconstruction design, Bear Creek Parkway/Whitley roundabout, Mt. Gilead Reconstruction, Keller Sports Park design contract, Hwy. 377 water line improvements, Overton Ridge park development, Sports Park parking lot improvements, Library/Parks and Recreation Department/Public Arts Board partnership Tail Trail project, and Old Town Keller Phase II project.

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

- \* Oversaw year two of Keller TIRZ No. 2 located along the Hwy. 377 corridor, which will serve as a catalyst for private development and funding source for future infrastructure needs.
- \* Continued school safety partnership with KISD and funded additional school resource officer (SRO) with salary costs for the position being funded 75% by KISD and 25% by Keller.
- \* Implemented findings from staffing analysis and workload assessment that recommended the addition of a detective position to Police Department.
- \* Included \$275,000 for sidewalk repair in this year's budget as a part of continued improvement efforts.

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

- \* Completed transition to new financial software that will improve internal processes across all departments, which includes modern integration with other essential software programs and significantly enhances the customer portal for utility billing.
- \* Managed completion of request for proposals developed by consultant for the purchase of new Community Development software.
- \* Implemented findings from two-year compensation and classification study for all positions that corrected deficiencies and allowed employees and supervisors the opportunity to review and update job descriptions and responsibilities. Staff will continue to monitor personnel to ensure that classifications remain current and compensation sustainable.
- \* Provided a competitive combined merit/market increase for employees with less than 4% impact to the City's General Fund.

# ADMINISTRATION DEPARTMENT

## ADMINISTRATION DIVISION (100-10-101)

**ADMINISTRATION GOALS/ACCOMPLISHMENTS (continued):**

- \* Implemented work/life balance initiatives such as: revision to Sick Leave Use Policy, compressed work week pilot program, increased on-call pay for public works employees, implemented Youth Mentorship Program, revision to The Keller Pointe membership for employee families, held employee roundtable meetings, and extended casual dress code during holidays.
- \* Oversaw first year of self-funded insurance and established Wellness Committee made up of employees with the goal of encouraging healthy lifestyles.

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

- \* Oversaw completion of feasibility study to explore consolidation of Keller and Westlake Fire Departments.
- \* Conducted citywide Community Survey aimed at measuring resident satisfaction, direction of city, importance of amenities, development/growth, safety/security, new investment priorities, etc.
- \* Worked with Keller Sports Park Task Force to develop concept plan for Keller Sports Park renovations.

### EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 513,031	\$ 523,228	\$ 500,875	\$ 527,767	\$ 4,539
Operations & maintenance	2,748	6,950	5,700	6,800	(150)
Services & other	279,113	315,582	285,927	315,351	(231)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 794,892</b>	<b>\$ 845,760</b>	<b>\$ 792,502</b>	<b>\$ 849,918</b>	<b>\$ 4,158</b>

### PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
City Manager	1.00	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
Administrative Services Manager	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>-</b>

# ADMINISTRATION DEPARTMENT

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

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

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

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

**DEPARTMENT/DIVISION OBJECTIVES:**

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

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>
Keller Public Arts Board meetings and work sessions	5	14	12	12
Town Hall Art Shows	0	5	5	5
Public art events and receptions	3	11	11	11



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

**EXPENDITURE SUMMARY**

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>	<b>Variance (\$)</b>
Personnel services	\$ 948	\$ 2,003	\$ 908	\$ 2,013	\$ 10
Operations & maintenance	5,038	17,000	17,300	17,000	-
Services & other	2,620	5,950	3,950	5,950	-
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 8,605</b>	<b>\$ 24,953</b>	<b>\$ 22,158</b>	<b>\$ 24,963</b>	<b>\$ 10</b>

**PERSONNEL SUMMARY**

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>	<b>Variance (\$)</b>
No personnel for this program					
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# ADMINISTRATION DEPARTMENT

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

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

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

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Update the City Secretary portion of the City website.
2. Utilize Legistar to allow citizens to apply for boards and commissions and to track members' terms and information before the 2022 boards and commissions appointment process.
3. Create a new boards and commissions handbook before the 2022 appointments.
4. Continue to improve new records request portal to ensure ease of request submittal and record receipt.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>
City Council Agendas/Minutes created	60	54	58	60
Ordinances and Resolutions completed	187	250	206	225
Process and respond to open records requests	347	325	375	390

**PERFORMANCE INDICATORS**

Percent of meeting minutes presented by next meeting for approval	100%	100%	100%	100%
Open records requests processed through the Office of the Attorney General	1	5	5	5
City Council general, special, and run-off elections held	3	3	2	2

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

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 232,484	\$ 242,962	\$ 245,412	\$ 250,278	\$ 7,316
Operations & maintenance	685	1,000	1,000	1,000	-
Services & other	53,110	92,911	83,409	98,027	5,116
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 286,279</b>	<b>\$ 336,873</b>	<b>\$ 329,821</b>	<b>\$ 349,305</b>	<b>\$ 12,432</b>

## LOCAL GOVERNMENT CODE SECTION 140.0045 STATEMENT

<b>EXPENDITURES:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Newspaper Publications	\$ 12,568	\$ 14,750	\$ 14,750	\$ 14,750	\$ -
Lobbyist/Legislative Influence	\$ -	\$ -	\$ -	\$ -	\$ -

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
City Secretary	1.00	1.00	1.00	1.00	-
Assistant City Secretary	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>-</b>

# ADMINISTRATION DEPARTMENT

## COMMUNICATIONS DIVISION (100-10-104)

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

1. Enhance community relations with citizens via surveys, citizen committees and individual requests, and respond in a timely manner through direct interaction, news releases, marketing and advertising, and Town Hall meetings.
2. Manage and administer the City's website and social media outlets.
3. Prepare presentations and print materials as well as spoken comments as needed for meetings, special events and city leaders' public appearances.
4. Design and distribute newsletters, brochures, and other marketing and advertising materials promoting community news, projects, events and initiatives.
5. Serve as a liaison between city officials, city staff, outside organizations and the media, and as the city spokesperson as
6. Recommend, oversee implementation, and develop policies and procedures for the use of communication technology and 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 website and mobile user experience, including the continuation of website streamlining and analytics-based adjustments, accessibility upgrades, the expansion of story map technology, etc.
3. Partner with department heads to produce citizen-friendly budget and 'State of the City' materials, and with City Council members on new community engagement programs and initiatives.
4. Evaluate and implement strategic new trends in internal and external government communications aimed at better connecting with employees and residents where they're already seeking out information and engagement, including partnerships with and utilization of existing third-party services.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>
Weekly E-Newsletters Published	52	52	52	52
State of the City Presentations Prepared	4	4	4	4
Special Publications Produced	1	2	2	2
Community Surveys Managed & Marketed	5	4	4	4
Social Media Accounts Administered	18	20	21	21
Active Website E-Notification Subscribers	17,985	18,400	19,150	20,000
SirenGPS/Mass Notification Subscribers	7,330	15,000	15,000	16,000
<b>PERFORMANCE INDICATORS</b>				
Average Facebook Post Impressions (largest account - City of Keller Gov)	9,620	9,900	10,990	11,500
Average Twitter Monthly Impressions (largest account - @kellerpolice)	138,000	200,000	82,500	100,000
Connect Newsletter Engagement	66%	66%	63%	65%
Unique Website Page Views	1.36M	1.48M	1.3M	1.4M

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

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 146,693	\$ 214,844	\$ 222,006	\$ 229,318	\$ 14,474
Operations & maintenance	113	300	300	300	-
Services & other	58,852	74,684	74,667	86,569	11,885
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 205,659</b>	<b>\$ 289,828</b>	<b>\$ 296,973</b>	<b>\$ 316,187</b>	<b>\$ 26,359</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Communication & Public Engagement Manager	1.00	1.00	1.00	1.00	-
Digital Communications Specialist	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>-</b>

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

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

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

**DEPARTMENT/DIVISION OBJECTIVES:**

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

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>
Shredding events held	2	2	2	2
Keller Farmers Market events supported	29	29	29	29
Northeast Transportation Service trips	3,100	3,500	3,300	3,500

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

## EXPENDITURE SUMMARY

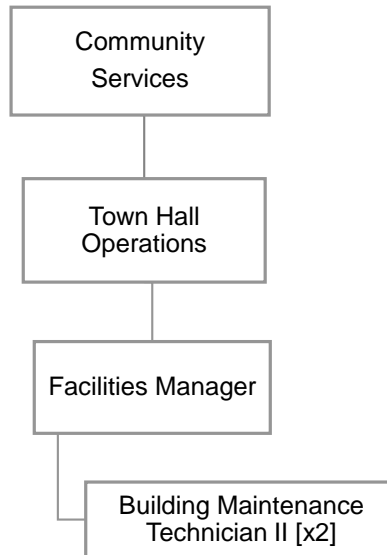
<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 14,772	\$ 22,883	\$ 19,818	\$ 22,984	\$ 101
Operations & maintenance	-	-	-	-	-
Services & other	109,005	119,034	119,034	119,368	334
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 123,777</b>	<b>\$ 141,917</b>	<b>\$ 138,852</b>	<b>\$ 142,352</b>	<b>\$ 435</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
No personnel for this program					
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# TOWN HALL OPERATIONS





# TOWN HALL OPERATIONS

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

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

1. Manage and provide for day maintenance of the designated facilities. Provide occasional facility maintenance support to the following buildings; Friends of the Library and City owned properties.
2. Continue to monitor building energy consumption and recommend changes to improve overall energy efficiency and conservation within the cities facilities.
3. Maintain routine preventative 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 preventative 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 preventative maintenance.
5. Inspect and perform minor painting, carpentry, door maintenance, and lighting system maintenance within each building.
6. Review and recommend annual service and warranty contracts for designated facilities.
7. Manage monthly art show set-up and take down, assist with annual art programs, and coordinate set-up for many events and activities.
8. Coordinate and setup conference rooms and Town Hall for meetings, training, voting, and special events.
9. Daily monitoring of facilities computerized building automation equipment. Manage door and HVAC schedules to accommodate meetings and conference room schedules.
10. Manage janitorial service contract, HVAC preventative maintenance contract, fire alarm/sprinkler system contract, generator contract, elevator contract, backflow prevention inspections, plant contract, floor and window cleaning contract, clock tower preventative maintenance contract, and all facilities.

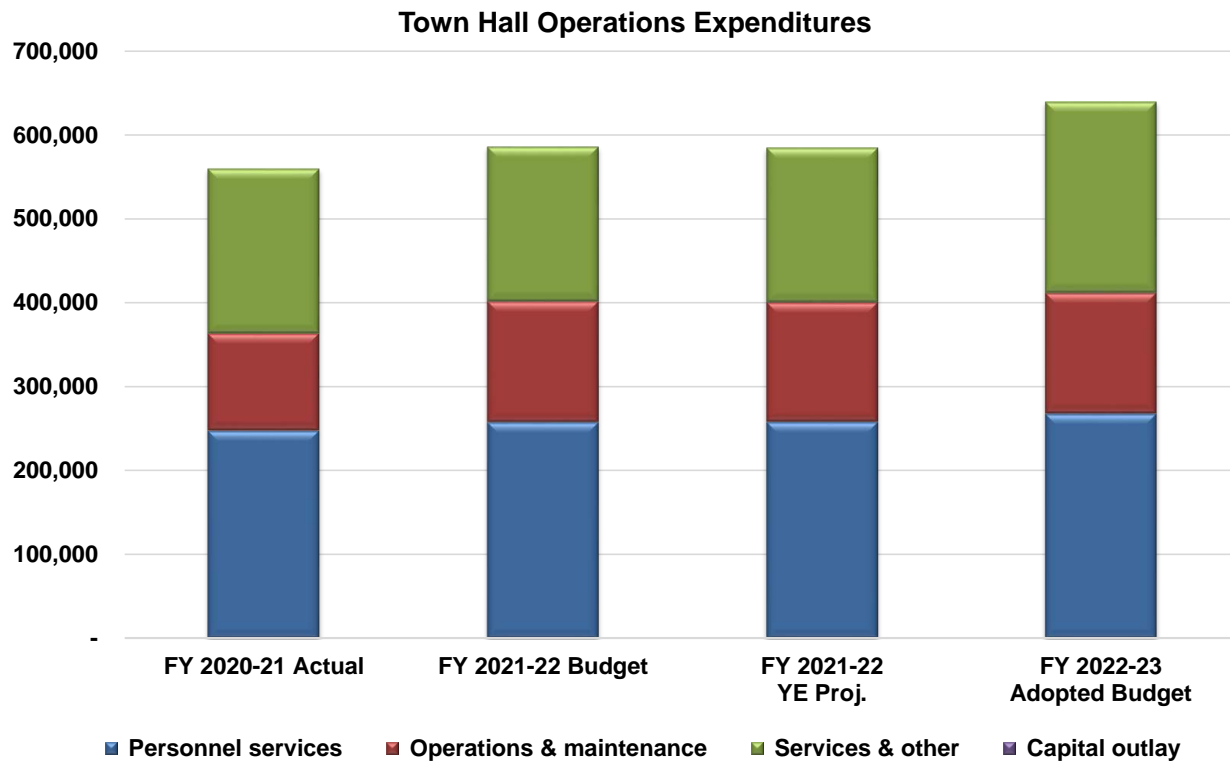
**SERVICE LEVEL ANALYSIS:**

SERVICES PROVIDED	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23
	Actual	Budget	YE Proj.	Adopted Budget
Square Footage Maintained:	200,000	223,000	223,000	221,000
HVAC's	63	65	67	67
HVAC Systems	4	4	5	5
Electrical & Plumbing Systems	11	12	12	11
Elevators	2	2	2	2
Fire & Sprinkler Systems	8	9	9	9
Generators	7	7	7	7
Facility Inspections	11	12	12	11
Special events supported	30+	30+	30+	30+
Contracts Supported by Facilities	10	11	11	11

# TOWN HALL OPERATIONS

## EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 247,393	\$ 257,499	\$ 257,777	\$ 267,419	\$ 9,920
Operations & maintenance	115,953	144,100	142,600	144,100	-
Services & other	196,456	184,293	184,293	227,949	43,656
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 559,801</b>	<b>\$ 585,892</b>	<b>\$ 584,670</b>	<b>\$ 639,468</b>	<b>\$ 53,576</b>

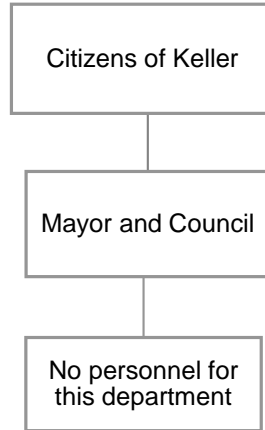


## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Facilities Manager	1.00	1.00	1.00	1.00	-
Facility Maintenance Worker	2.00	2.00	2.00	2.00	-
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>-</b>

# MAYOR AND COUNCIL



# MAYOR & CITY COUNCIL

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

### **DEPARTMENT DESCRIPTION:**

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

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

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

- \* Held second annual Keller Lights event to allow residents to celebrate Independence Day in a local setting.
- \* Prioritized improvements at Keller Sports Park as one of the top goals for the immediate future and worked with Task Force to develop recommendations on upgrading the park. Concept plans were approved in March 2022.
- \* Approved replacement of the Chase Oaks Activity Node playground equipment and Keller Sports Park parking lot improvements.
- \* Maintained funding and support for public safety activities and personnel. Oversaw the conclusion of a feasibility study to determine if Keller residents might benefit from merging the Keller and Westlake Fire Departments.
- \* Participated in and won an inaugural Fit City Challenge against the City of Southlake aimed at promoting physical and mental wellness and health in the community.  
Received Gold Start Affiliate recognition from Keep Texas Beautiful for Keller's efforts to build and maintain a clean, green and beautiful community.

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

- \* Continued investing in the growth and redevelopment of Old Town Keller by advancing design work for the second phase of the project focused east of Hwy. 377, and approving construction on an initial set of improvements.
- \* Oversaw Tax Increment Reinvestment Zone No. 2 located along the Hwy. 377 corridor established to encourage development and create a mechanism to capture new tax dollars for future infrastructure funding.
- \* Received award for Economic Excellence Recognition from the Texas Economic Development Council.

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

- \* Maintained the state maximum homestead exemption rate of 20% for FY 2022-23 (Tax Year 2022).
- \* Earned three Transparency Stars from the Texas State Comptroller's Office.
- \* Continued the funding of Open Government Financial Software that allows citizens access to City financial data.
- \* Lowered the fiscal year 2022-23 tax rate to \$0.354 per \$100 of taxable value, the fifth year Keller is at or below the no-new-revenue rate.
- \* Cash funded Capital Improvement Projects, vehicle and building replacement funds and one time-equipment purchases to avoid issuing debt.
- \* Maintained current bond ratings at AAA (Standard & Poor's and Moody's).
- \* Conducted budget overview work sessions with the City Manager and staff, and worked with staff to manage expenses while responding to needs and accomplishing set goals.

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

- \* Included just over \$275,000 for one-time sidewalk maintenance in annual budget.
- \* Monitored completion of construction on the Senior Center facility approved by voters in the 2018 bond election.
- \* Oversaw construction for street expansions and enhancements to manage growth and traffic patterns, including the Bear Creek/Whitley roundabout.
- \* Worked with CIAC on updates to Impact Fee Study and Major Thoroughfare Plan Study.

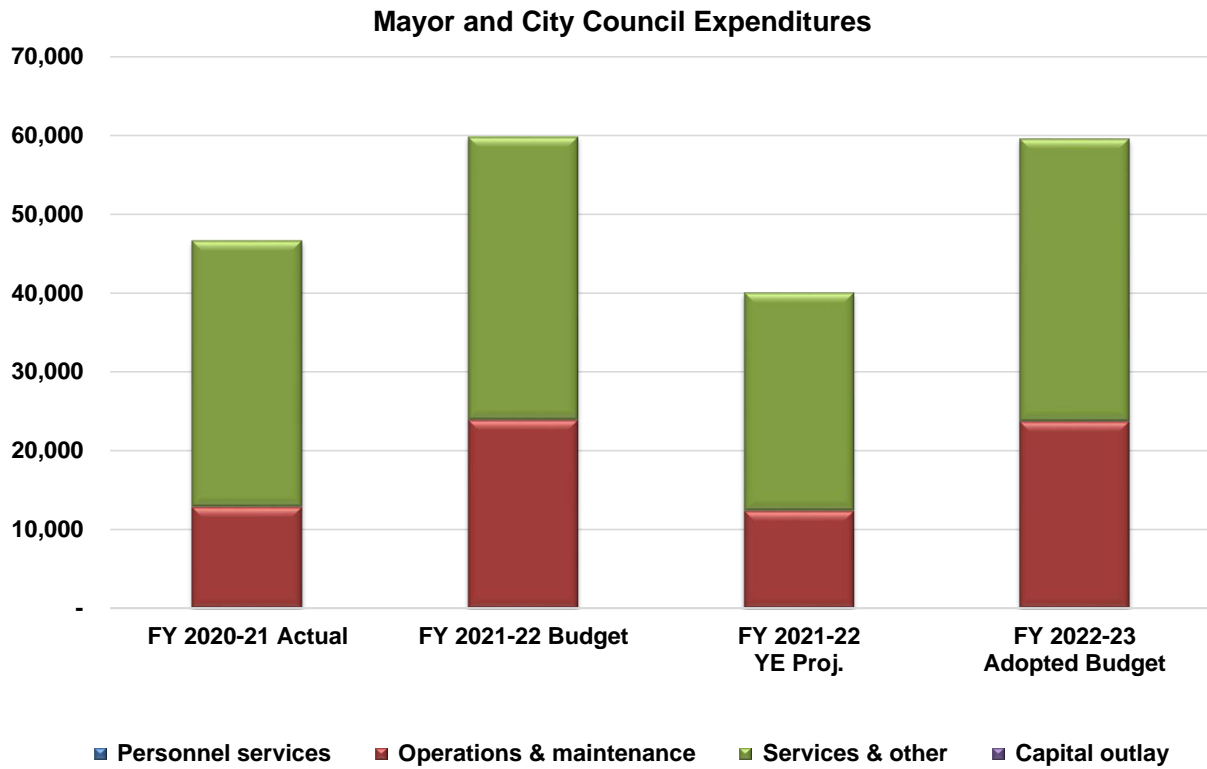
#### **5. Put people first**

- \* Efficiently communicated citizen concerns, complaints and comments to the City Manager for resolution and follow-up.
- \* Oversaw city response and communication efforts related to COVID-19 and pandemic recovery efforts.
- \* Supported implementation of work/life balance initiatives for employees, including a revision to Sick Leave Use Policy, an increase to on-call pay for public works employees, a compressed work week pilot program, implementation of a Youth Mentorship Program, a revision to The Keller Pointe Membership Policy, the return of employee roundtable meetings, and an extension of the casual dress code during holidays.
- \* Approved sustainable pay increases for civilian and public safety personnel.
- \* Implemented findings from employee engagement survey and updated compensation and classification plan.

# MAYOR & CITY COUNCIL

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	12,876	23,900	12,400	23,700	(200)
Services & other	33,820	35,949	27,679	35,908	(41)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 46,696</b>	<b>\$ 59,849</b>	<b>\$ 40,079</b>	<b>\$ 59,608</b>	<b>\$ (241)</b>

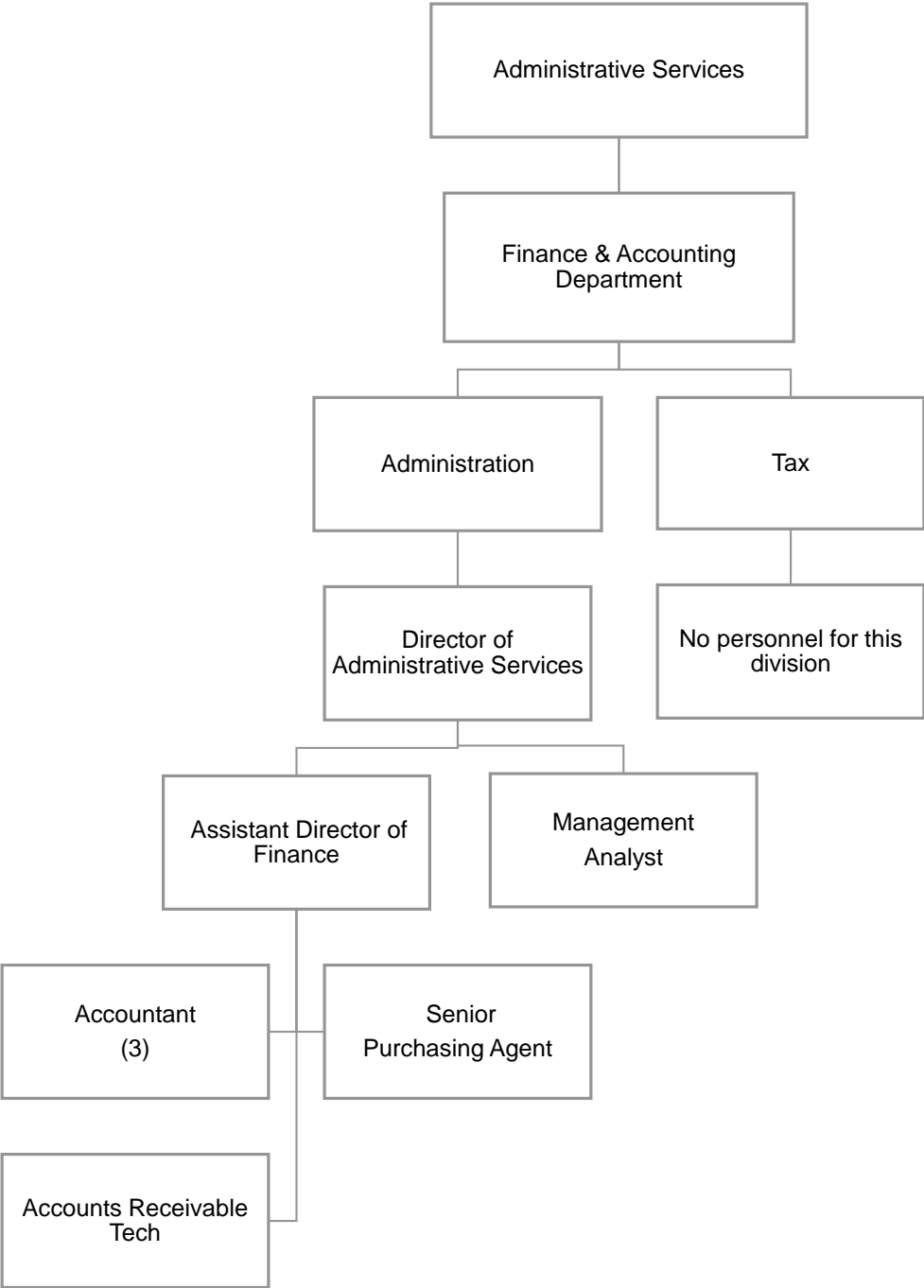


## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# FINANCE & ACCOUNTING DEPARTMENT



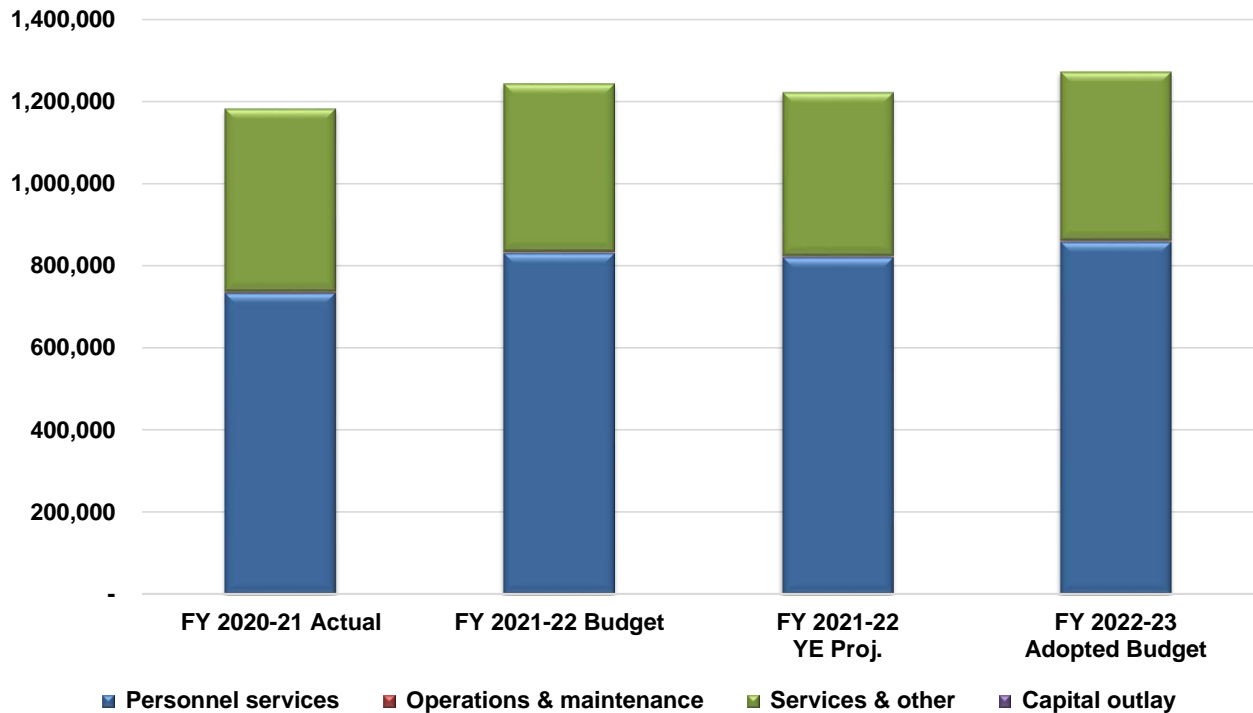
# FINANCE & ACCOUNTING DEPARTMENT

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23	Budget Variance (\$)
	Actual	Budget	YE Proj.	Adopted Budget	
Administration	\$ 1,053,021	\$ 1,105,575	\$ 1,090,413	\$ 1,134,300	\$ 28,725
Tax	130,274	139,160	132,660	139,160	-
<b>TOTAL</b>	<b>\$ 1,183,295</b>	<b>\$ 1,244,735</b>	<b>\$ 1,223,073</b>	<b>\$ 1,273,460</b>	<b>\$ 28,725</b>

<b>EXPENDITURES BY CATEGORY:</b>	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23	Budget Variance (\$)
Personnel services	\$ 734,444	\$ 831,530	\$ 821,578	\$ 858,947	\$ 27,417
Operations & maintenance	2,459	2,960	2,450	2,810	(150)
Services & other	446,391	410,245	399,045	411,703	1,458
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,183,295</b>	<b>\$ 1,244,735</b>	<b>\$ 1,223,073</b>	<b>\$ 1,273,460</b>	<b>\$ 28,725</b>

**Finance And Accounting Expenditures**



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23	Budget Variance (\$)
	Actual	Budget	YE Proj.	Adopted Budget	
Administration	8.00	8.00	8.00	8.00	-
Tax	-	-	-	-	-
<b>TOTAL</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>-</b>

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

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

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

**DEPARTMENT/DIVISION OBJECTIVES:**

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

**SERVICE LEVEL ANALYSIS:**

SERVICES PROVIDED	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget
Accounting Activities:				
Accounts payable checks processed	5,599	4,250	5,562	5,500
Invoice Payments Processed	8,174	7,000	7,980	8,000
Journal entries processed	3,018	4,500	3,024	3,500
Payroll checks processed	9,900	12,000	9,773	11,000
Employee W-2's issued	515	600	512	550
Purchasing Activities:				
Total Purchasing Card Transactions	5,883	7,000	6,817	7,000
Total Purchase Orders Processed	302	500	402	450
Total Bids	21	25	30	25
Budgeting Activities:				
Number of budget amendments	1	2	1	2
Number of budget transfers	24	30	20	25
Investing/Banking Activities:				
Number of Quarterly Investment Reports	4	4	4	4
Number of bank reconciliations	15	15	15	15



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

## SERVICE LEVEL ANALYSIS: (CONTINUED)

<b>PERFORMANCE INDICATORS</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>
<b>Accounting Activities:</b>				
Avg # of Days for bank reconciliation	40	25	28	25
% of Voided checks to checks issued	2.5%	<1%	0.3%	<1%
% of Employees on direct deposit	100%	100%	100%	100%
<b>Budgeting Activities:</b>				
General Fund Exp. Budget Vs. Actual %	5.58%	0.50%	1.06%	0.50%
<b>Investing/Banking Activities:</b>				
Avg Weighted Investment Yield to Maturity	0.19%	1.00%	0.94%	1.25%
% of Funds invested long-term	10.8%	40%	35%	40%

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 734,444	\$ 831,530	\$ 821,578	\$ 858,947	\$ 27,417
Operations & maintenance	2,459	2,960	2,450	2,810	(150)
Services & other	316,117	271,085	266,385	272,543	1,458
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,053,021</b>	<b>\$ 1,105,575</b>	<b>\$ 1,090,413</b>	<b>\$ 1,134,300</b>	<b>\$ 28,725</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Director of Administrative Services	1.00	1.00	1.00	1.00	-
Assistant Director of Finance	1.00	1.00	1.00	1.00	-
Management Analyst	-	-	1.00	1.00	1.00
Budget Analyst	1.00	1.00	-	-	(1.00)
Senior Purchasing Agent	1.00	1.00	1.00	1.00	-
Accountant	3.00	3.00	3.00	3.00	-
Accounting Technician	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>-</b>

# FINANCE & ACCOUNTING DEPARTMENT

## TAX DIVISION (100-13-139)

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

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

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>
Total property tax accounts	17,918	17,960	17,960	18,032
Total number of tax ceiling accounts	3,199	3,404	3,404	3,664
Taxable value of tax ceiling accounts (millions)	\$934	\$980	\$980	\$1,178
Total (taxable) value of new construction (millions)	\$73	\$72	\$71	\$72
Total (taxable) value of new residential construction (millions)	\$51	\$43	\$43	\$62
Total number of new residential properties	205	245	245	268
Total (taxable) value of new commercial construction (millions)	\$22	\$28	\$28	\$9
Total number of new commercial properties	15	10	10	8

# FINANCE & ACCOUNTING DEPARTMENT

## TAX DIVISION (100-13-139)

**SERVICE LEVEL ANALYSIS: (CONTINUED)**

PERFORMANCE INDICATORS	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget
Percentage of taxes collected (services to be provided by the Tarrant County Tax Assessor/Collector)	99.25%	99.25%	99.25%	99.25%
Average market residential value	\$421,784	\$447,816	\$447,816	\$529,254
Average taxable residential value	\$351,817	\$347,898	\$347,898	\$387,603
Actual tax rate per \$100 of taxable value	0.39500	0.39500	0.39500	0.35450
No new revenue tax rate per \$100 of taxable value	0.417588	\$0.406220	0.40622	0.36028
Voter-approval tax rate per \$100 of taxable value	0.416278	\$0.40626	0.40626	0.37456
Average City of Keller tax bill (actual rate)	\$1,390	\$1,374	\$1,374	\$1,374
Average taxable value of tax ceiling accounts	\$292,252	\$287,944	\$287,944	\$321,390
Percentage of new construction by property category:				
Residential	70%	60%	60%	86%
Commercial	30%	40%	40%	12%

### EXPENDITURE SUMMARY

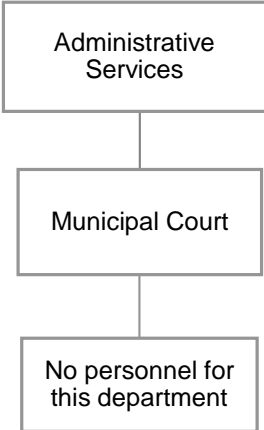
EXPENDITURES BY CATEGORY:	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-	-
Services & other	130,274	139,160	132,660	139,160	-
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 130,274</b>	<b>\$ 139,160</b>	<b>\$ 132,660</b>	<b>\$ 139,160</b>	<b>\$ -</b>

### PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# MUNICIPAL COURT



# MUNICIPAL COURT

## MUNICIPAL COURT (100-16-161)

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

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

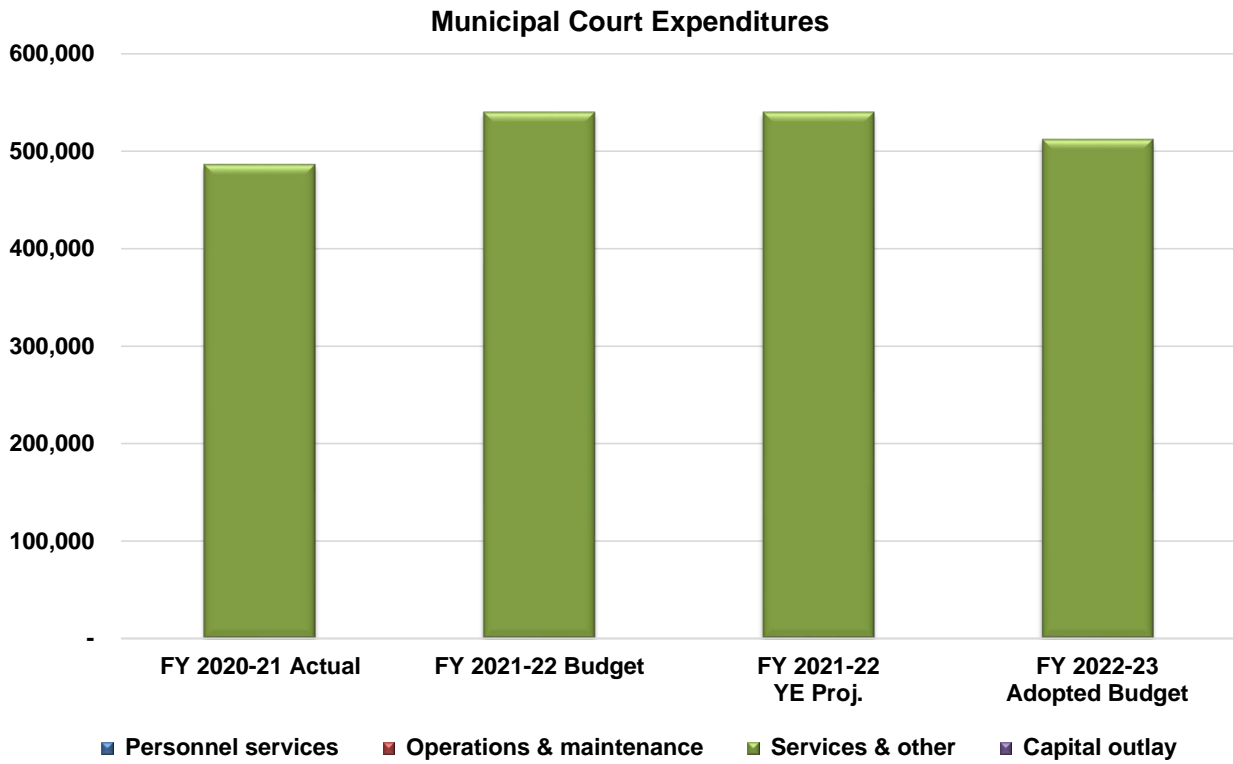
### ***DEPARTMENT/DIVISION GOALS:***

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

# MUNICIPAL COURT

## EXPENDITURE SUMMARY

<i>EXPENDITURES BY CATEGORY:</i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-	-
Services & other	486,445	540,010	540,010	512,168	(27,842)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 486,445</b>	<b>\$ 540,010</b>	<b>\$ 540,010</b>	<b>\$ 512,168</b>	<b>\$ (27,842)</b>

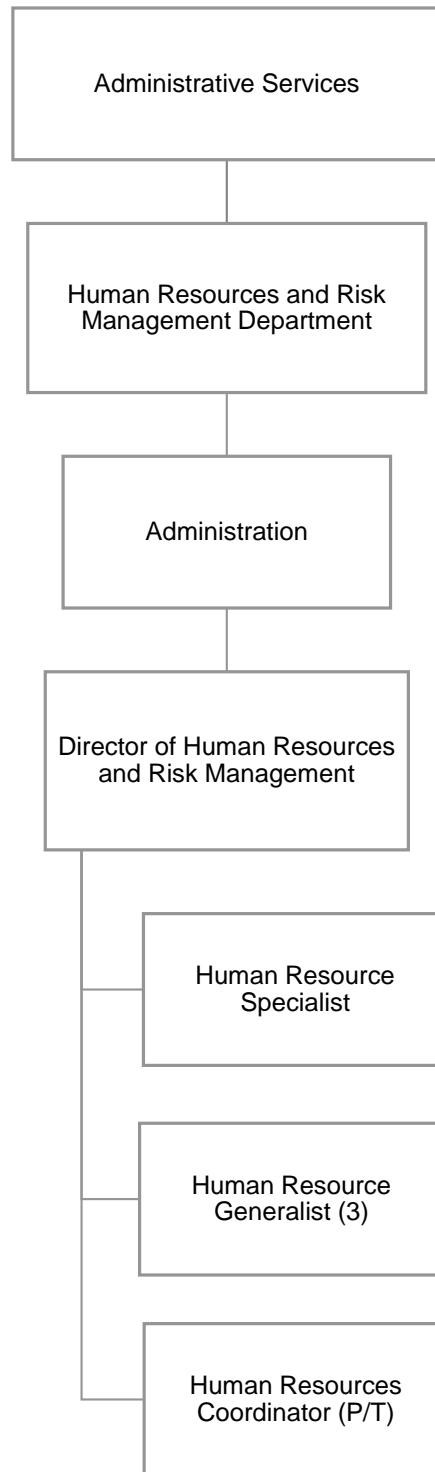


## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# HUMAN RESOURCES DEPARTMENT



# HUMAN RESOURCES DEPARTMENT

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

**DEPARTMENT DESCRIPTION:**

The Human Resources & 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. Enhance Safety Program.
2. Review Employee Handbook (personnel policies) and make recommendations for revision(s).
3. Implement new wellness initiatives.
4. Implement Succession Planning Program.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>
<u>Employee Attrition:</u>				
Attrition (%)	16%	10%	14%	14%
Applications Received (#)	1,360	1,000	1,400	1,400
<u>Employee Events:</u>				
Employee Activities Team (#)	12	12	10	12
Health Fair (#)	1	1	1	1
Benefits Fair (#)	1	1	1	1
Awards Ceremonies (#)	1	1	1	1
	15	15	13	15
<u>Risk Management:</u>				
Quarterly Safety Meetings (#)	13	40	20	20
Workers' Comp Claims (#)	64	16	50	20

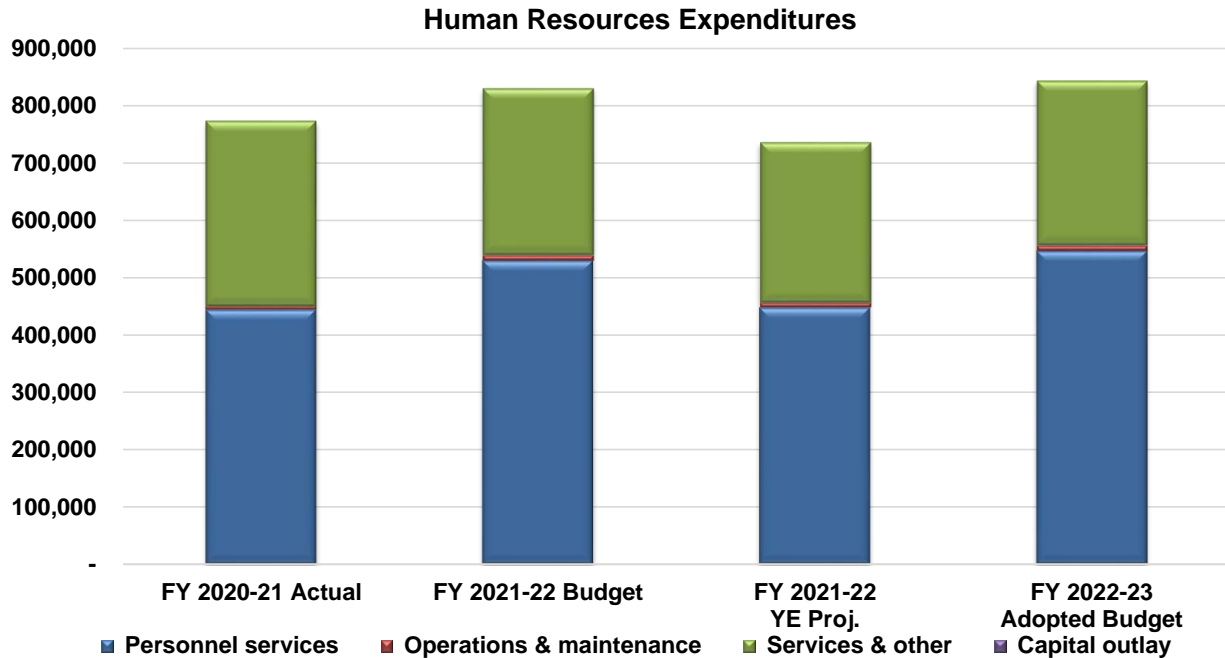


# HUMAN RESOURCES DEPARTMENT

## EXPENDITURE SUMMARY

<i>EXPENDITURES BY DIVISION:</i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Administration	\$ 773,393	\$ 829,519	\$ 735,675	\$ 842,923	\$ 13,404
<b>TOTAL</b>	<b>\$ 773,393</b>	<b>\$ 829,519</b>	<b>\$ 735,675</b>	<b>\$ 842,923</b>	<b>\$ 13,404</b>

<i>EXPENDITURES BY CATEGORY:</i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 443,847	\$ 529,200	\$ 447,594	\$ 546,265	\$ 17,065
Operations & maintenance	5,912	10,020	8,410	10,020	-
Services & other	323,634	290,299	279,671	286,638	(3,661)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 773,393</b>	<b>\$ 829,519</b>	<b>\$ 735,675</b>	<b>\$ 842,923</b>	<b>\$ 13,404</b>

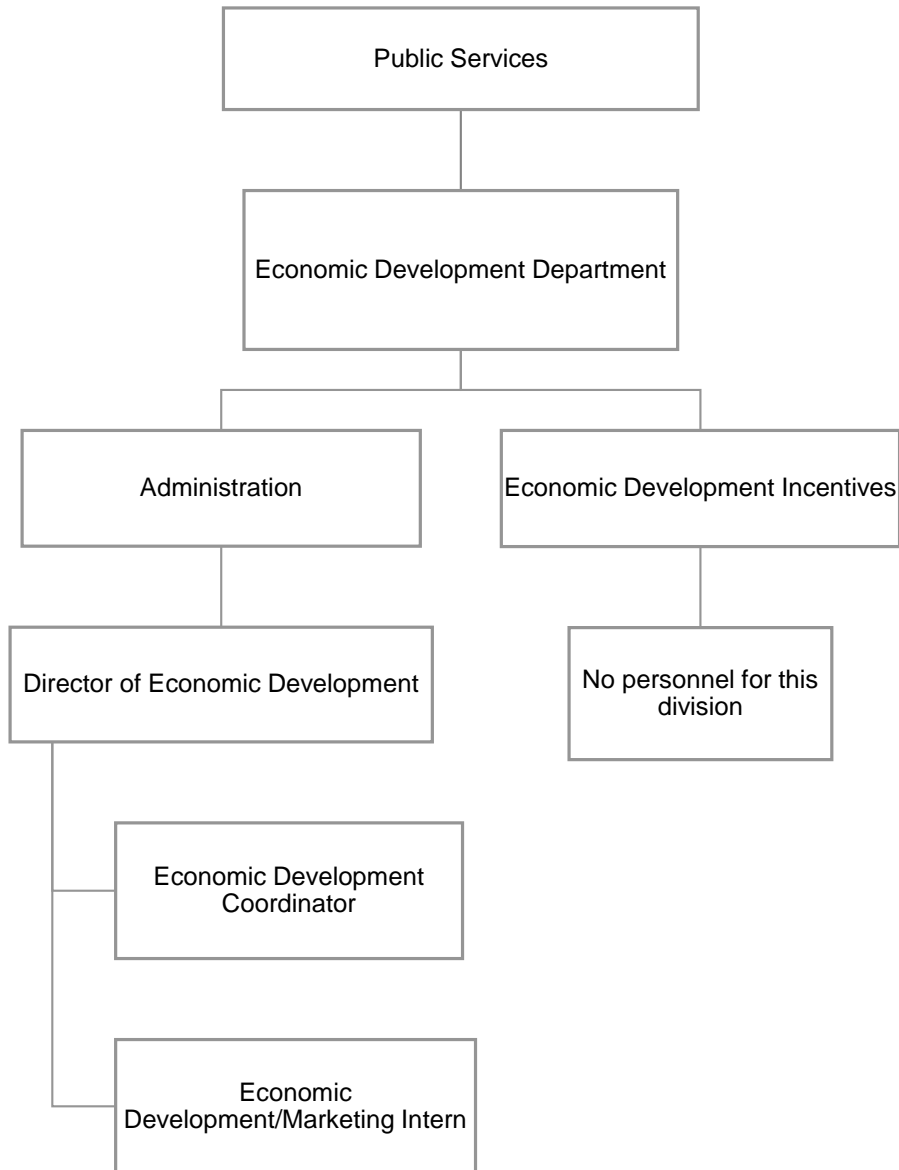


## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Director of Human Resources	1.00	1.00	1.00	1.00	-
Human Resources Generalist	2.00	2.00	3.00	3.00	1.00
Human Resources Specialist	1.00	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	-	-	(1.00)
Human Resources Coordinator	0.48	0.48	0.48	0.48	-
<b>TOTAL</b>	<b>5.48</b>	<b>5.48</b>	<b>5.48</b>	<b>5.48</b>	<b>-</b>

# ECONOMIC DEVELOPMENT DEPARTMENT



# ECONOMIC DEVELOPMENT DEPARTMENT

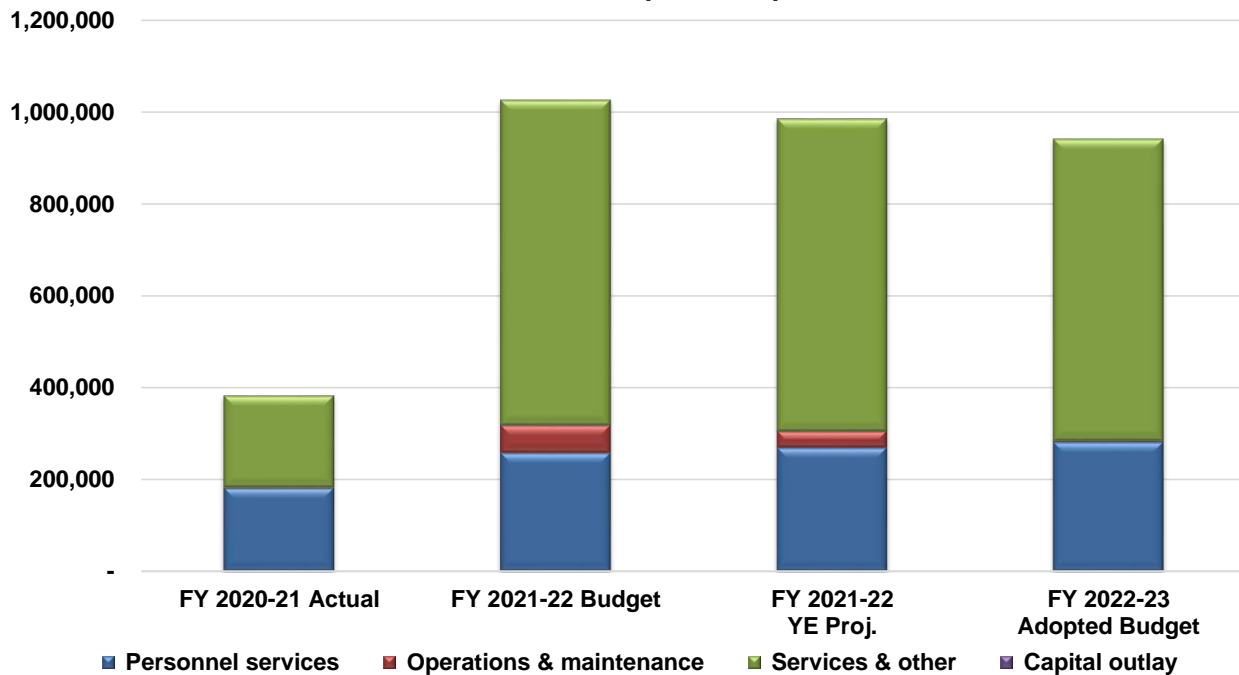
## EXPENDITURE SUMMARY

<i>EXPENDITURES BY DIVISION:</i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Administration	\$ 301,433	\$ 546,364	\$ 505,417	\$ 514,090	\$ (32,274)
Economic Development Incentives	82,216	480,672	480,672	428,037	(52,635)
<b>TOTAL</b>	<b>\$ 383,648</b>	<b>\$ 1,027,036</b>	<b>\$ 986,089</b>	<b>\$ 942,127</b>	<b>\$ (84,909)</b>

### *EXPENDITURES BY CATEGORY:*

Personnel services	\$ 181,533	\$ 257,605	\$ 268,623	\$ 281,069	\$ 23,464
Operations & maintenance	1,153	59,915	36,300	3,300	(56,615)
Services & other	200,962	709,516	681,166	657,758	(51,758)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 383,648</b>	<b>\$ 1,027,036</b>	<b>\$ 986,089</b>	<b>\$ 942,127</b>	<b>\$ (84,909)</b>

### Economic Development Expenditures



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY DIVISION</i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Administration	2.48	2.48	2.48	2.48	-
<b>TOTAL</b>	<b>2.48</b>	<b>2.48</b>	<b>2.48</b>	<b>2.48</b>	<b>-</b>

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

## ***DEPARTMENT DESCRIPTION:***

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

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

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

Attraction and Retention Activities:

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

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

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

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

**SERVICE LEVEL ANALYSIS:**

SERVICES PROVIDED	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget
<b>Recruitment:</b>				
Business Recruitment List	89	150	150	150
Recruited Businesses Opened	2	3	4	3
Recruitment Scouting Trips	3	12	4	12
Incentive Applications	1	2	2	2
Active Incentive Agreements	12	5	12	10
Façade Improvement Grant Apps	3	5	5	5
<b>Promotion:</b>				
KIIK FB Posts	106	175	200	200
KIIK FB Post Avg Impressions	818	917	800	917
Business Participation in KIIK Events	63	65	70	75
Active Newsletter Subscribers	1,300	1,518	1,400	1,518
KIIK Website Sessions	34,000	30,000	35,000	33,000
<b>Retention:</b>				
BRE Surveys	0	400	0	400
Ribbon Cuttings/Grand Openings	7	20	12	20
<b>Expansion:</b>				
# Businesses Identified for Expansion	0	10	0	10
Business Expansions	4	2	5	2
<b>Performance Indicators</b>				
New Businesses	52	35	65	35
Businesses Closed/Relocated	20	15	15	15
Net New Businesses	32	20	50	20
Retail Occupancy Average Rate**	94%	93%	94%	95%
Office Occupancy Average Rate**	92%	92%	92%	92%
Property Tax Base (\$ Millions)	\$ 6,008.35	\$ 6,040.11	\$ 6,040.11	\$ 6,775.06
Sales Tax Revenue	\$ 16,025,875	\$ 14,316,571	\$ 16,162,679	\$ 16,797,140

\*\* As indicated by third party consultant

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

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 181,533	\$ 257,605	\$ 268,623	\$ 281,069	\$ 23,464
Operations & maintenance	1,153	59,915	36,300	3,300	(56,615)
Services & other	118,747	228,844	200,494	229,721	877
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 301,433</b>	<b>\$ 546,364</b>	<b>\$ 505,417</b>	<b>\$ 514,090</b>	<b>\$ (32,274)</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Economic Development Director	1.00	1.00	1.00	1.00	-
Economic Development Specialist	1.00	1.00	1.00	1.00	-
Economic Development Intern	0.48	0.48	0.48	0.48	-
<b>TOTAL</b>	<b>2.48</b>	<b>2.48</b>	<b>2.48</b>	<b>2.48</b>	<b>-</b>

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

## EXPENDITURE SUMMARY

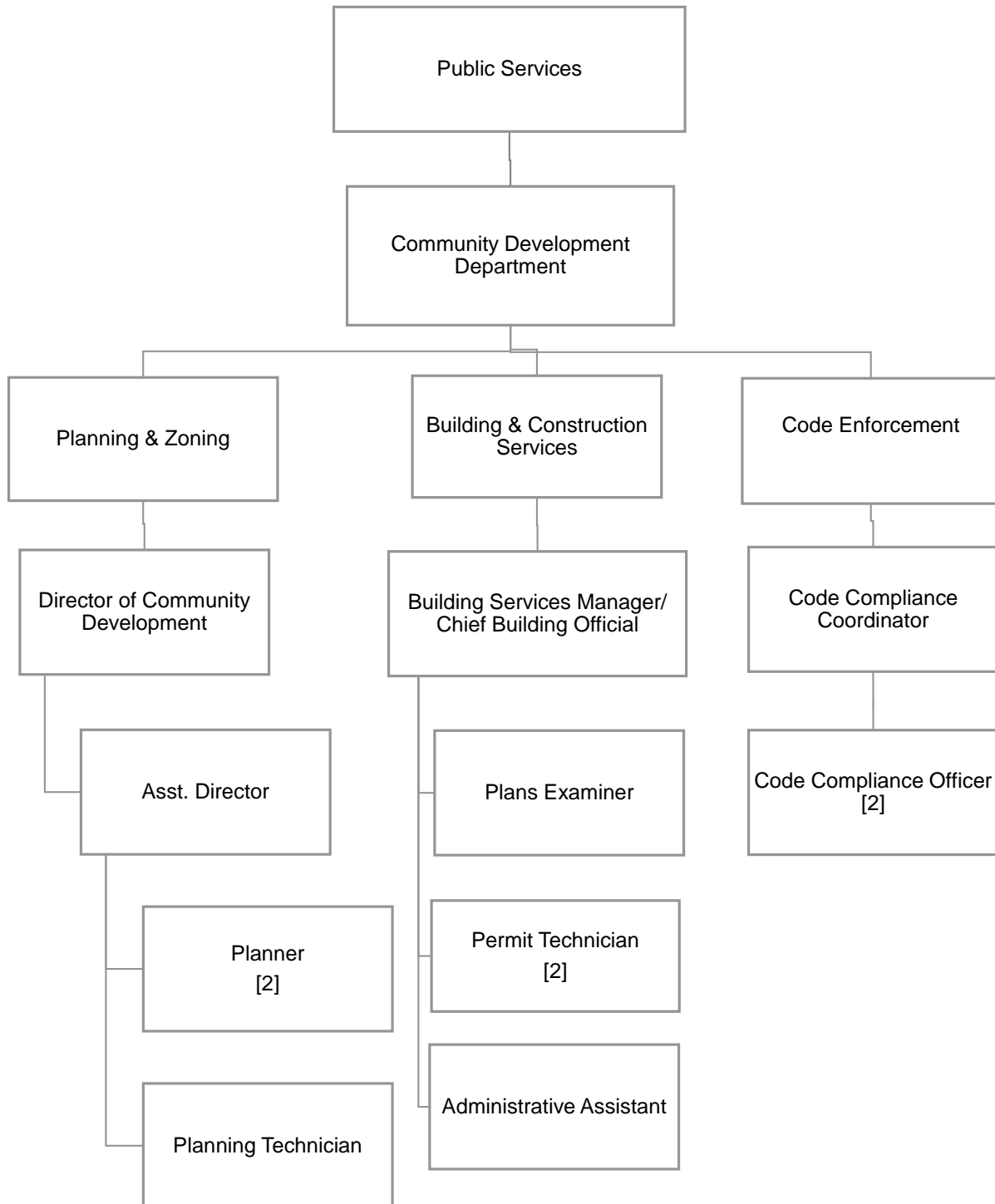
<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-	-
Services & other	82,216	480,672	480,672	428,037	(52,635)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 82,216</b>	<b>\$ 480,672</b>	<b>\$ 480,672</b>	<b>\$ 428,037</b>	<b>\$ (52,635)</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

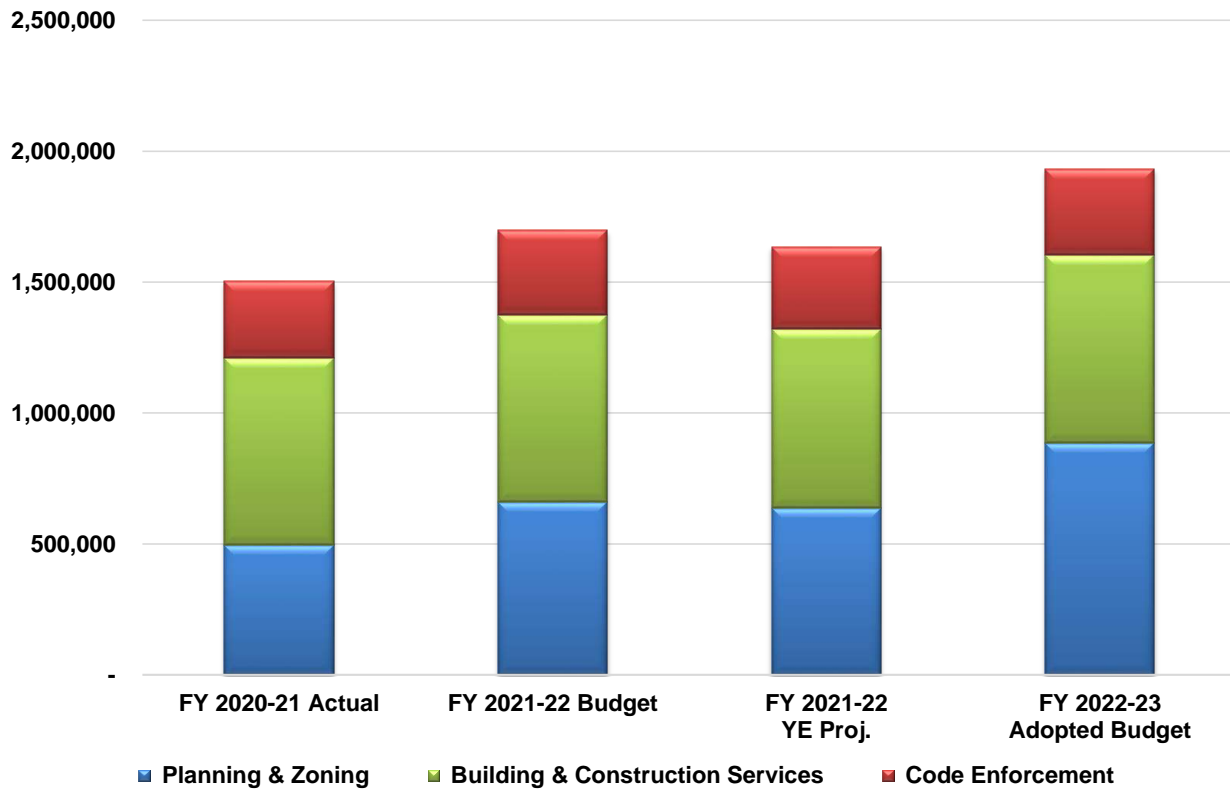
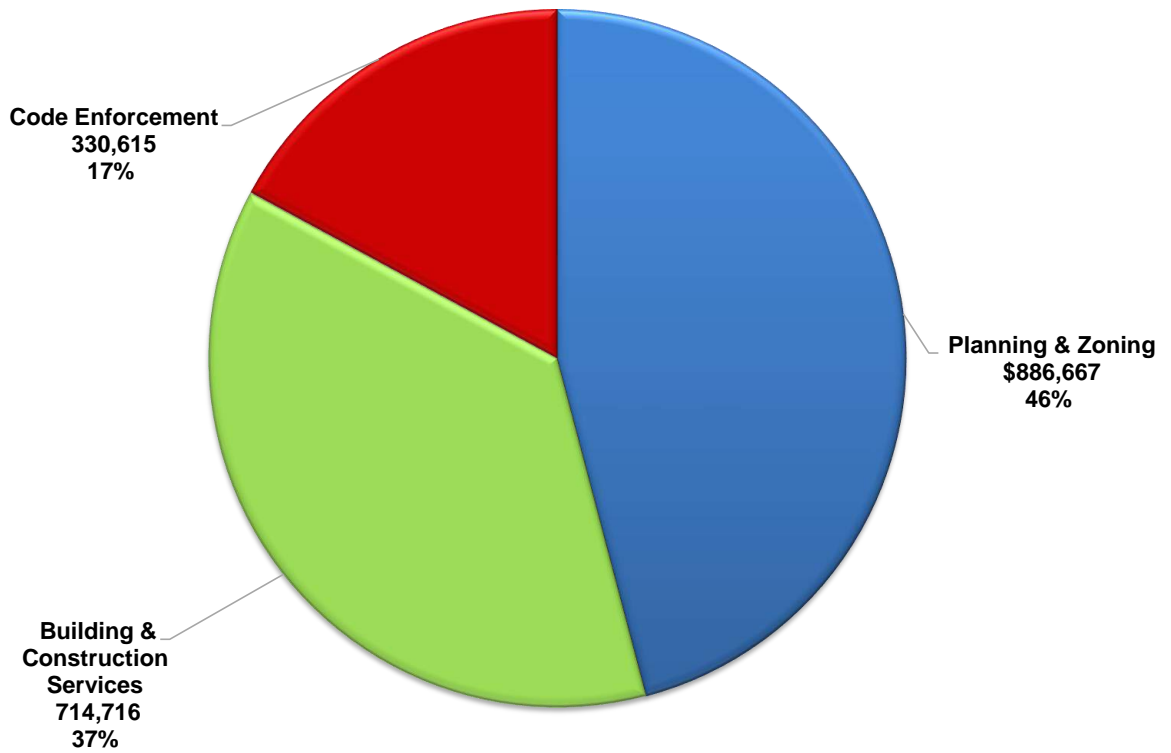
<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# COMMUNITY DEVELOPMENT DEPARTMENT





# COMMUNITY DEVELOPMENT

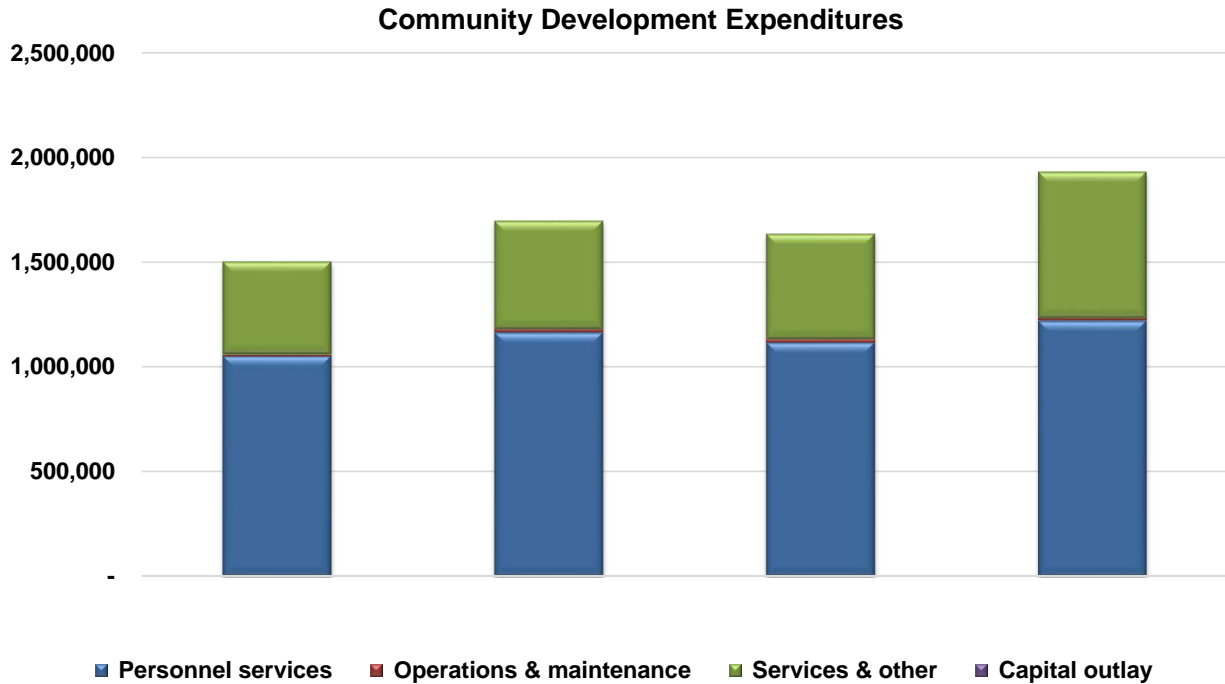


# COMMUNITY DEVELOPMENT DEPARTMENT

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Planning & Zoning	\$ 495,550	\$ 660,195	\$ 638,306	\$ 886,667	\$ 226,472
Building & Construction Services	715,429	714,123	680,931	714,716	593
Code Enforcement	291,806	323,121	316,214	330,615	7,494
<b>TOTAL</b>	<b>\$ 1,502,785</b>	<b>\$ 1,697,439</b>	<b>\$ 1,635,451</b>	<b>\$ 1,931,998</b>	<b>\$ 234,559</b>

<b>EXPENDITURES BY CATEGORY:</b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 1,051,307	\$ 1,162,497	\$ 1,114,909	\$ 1,218,648	\$ 56,151
Operations & maintenance	7,764	15,955	15,755	12,713	(3,242)
Services & other	443,715	518,987	504,787	700,637	181,650
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,502,785</b>	<b>\$ 1,697,439</b>	<b>\$ 1,635,451</b>	<b>\$ 1,931,998</b>	<b>\$ 234,559</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY DIVISION</b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Planning & Zoning	5.00	5.00	5.00	5.00	-
Building & Construction Services	5.00	5.00	5.00	5.00	-
Code Enforcement	3.00	3.00	3.00	3.00	-
<b>TOTAL</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>-</b>

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

## ***DEPARTMENT DESCRIPTION:***

The Community Development Department's Planning and Zoning Division is responsible for short- and long-term planning as well as 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 and the adopted Unified Development Code. These efforts involve zoning, commercial development, residential subdivision plan review and the attendant processes: platting, planned developments, specific use permits, variances, and coordination of permit and impact fees. The Division provides project management and coordination among other development-related departments (Public Works, Economic Development, Fire and Police Departments, Community Services, and Utility Billing) by managing the Development Review Committee and providing the primary City contact and coordination for property owners/developers and their construction projects. The Division is the liaison for the Planning and Zoning Commission and provides support to the Economic Development Board and the Zoning Board of Adjustments. Staff carries Commission recommendations to the City Council. Master planning (the Future Land Use Plan) and code amendments (the Unified Development Code) are coordinated by this Division through Commission and Council procedures.

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

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

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

1. Update the tree, accessory dwelling unit and home occupation ordinances.
2. Review UDC sections that are confusing or problematic and amend as needed, including zoning-FLUP conflicts.
3. Shift permitting and planning software to a more effective system to improve customer service capabilities.
4. In conjunction with the City Attorney, develop a policy for implementing Specific Use Permits for commercial businesses.

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

<b>SERVICES PROVIDED</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>
Unified Development Code Amendments and New Ordinances	8	10	10	10
Plat applications (all types) reviewed*	52	40	40	-
Zoning Change requests (straight) reviewed*	4	5	5	-
Planned Development Applications reviewed*	9	5	5	-
Future Land Use Plan Amendment Applications*	5	3	3	-
Site Plans reviewed*	32	30	30	-
Specific Use Permits (SUP) reviewed*	38	30	30	-
Unified Development Code Variance Applications*	1	5	5	-
Tree Preservation Plan Review*	33	30	30	-
Major Reviews (FLUP, SUPs, UDC Variances, PDs, etc.)	-	-	-	148
Special Event Permit Reviews*	58	60	60	-
Certificate of Occupancy Applications*	131	125	125	-
Landscape Screening Wall Applications*	5	5	5	-
Sign Permits reviewed*	293	150	200	-
Texas Alcoholic Beverage Commission Reviews*	5	5	5	-
Building Permits reviewed*	300	225	225	-
Minor Reviews (SPERTs, COs, TABC, etc.)	-	-	-	620
Public Notices Sent	128	110	120	120
Site Final Inspections	23	30	25	25
Development Review Committee Applicants	44	60	50	50

\*Measures to be combined and reflected as total

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

## EXPENDITURE SUMMARY

<i><b>EXPENDITURES BY CATEGORY:</b></i>	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23	Budget
	Actual	Budget	YE Proj.	Adopted Budget	Variance (\$)
Personnel services	\$ 410,793	\$ 501,081	\$ 479,192	\$ 536,492	\$ 35,411
Operations & maintenance	2,184	2,160	2,160	2,160	-
Services & other	82,574	156,954	156,954	348,015	191,061
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 495,550</b>	<b>\$ 660,195</b>	<b>\$ 638,306</b>	<b>\$ 886,667</b>	<b>\$ 226,472</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i><b>BY POSITION TITLE:</b></i>	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23	Budget
	Actual	Budget	YE Proj.	Adopted Budget	Variance (\$)
Director of Community Development	1.00	1.00	1.00	1.00	-
Assistant Dir. of Community Development	-	-	1.00	1.00	1
Planner	3.00	3.00	2.00	2.00	(1)
Planning Technician	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>-</b>

# COMMUNITY DEVELOPMENT DEPARTMENT

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

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

1. Continue to work with the building community to overcome the current material and supply issues plaguing the construction industry.
2. Streamline the permitting process utilizing current digital trends within the industry pending new software acquisition.
3. Utilize the Building Services website page and new software system to build strong professional relationships with the development and residential communities. By improving the electronic interface between the Building Services Division and its customers, the permitting process can be smoother and less cumbersome.
4. Be flexible and open for the unfamiliar permitting issues as we transition to a more digital format within Building Services.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Update our permit software and processes to support our digital submittal efforts and plan review efficiencies.
2. Provide step-by-step permitting process details to contractors during feedback meetings in order to avoid confusion and unnecessary delays related to permitting. These meetings shall provide an opportunity for property owners, developers, and builders to ask questions related to the permitting and construction processes as well as give feedback to the department on how it could improve.
3. Reorganize and edit the Frequently Asked Questions section to more clearly address the most common questions.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>
New Commercial Permits	22	10	10	10
New Commercial Permit Revenue	\$3,280,744	\$800,000	\$1,200,000	\$1,200,000
New Single-Family Permits	108	90	90	90
New Single-Family Revenue	\$1,452,868	\$1,750,000	\$1,400,000	\$1,400,000
All Other Permits (Accessory Structures, Remodels, MEPs, Fences, etc.)	2,368	2,050	2,100	2,100
All Other Permit Revenue	\$278,982	\$225,500	\$250,000	\$250,000
Staff Inspections (Fences (primary), Accessory Structures, Commercial COs, and Residential)	175	400	200	200
Contracted Inspections	4,882	4,800	4,800	4,800
Staff Plan Review	851	700	700	700
Contracted Plan Review (commercial)	44	40	40	40
Contractor Registration Annual	273	330	250	250

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

**EXPENDITURE SUMMARY**

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 362,408	\$ 376,873	\$ 358,081	\$ 390,242	\$ 13,369
Operations & maintenance	2,691	3,670	3,470	3,945	275
Services & other	350,330	333,580	319,380	320,529	(13,051)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 715,429</b>	<b>\$ 714,123</b>	<b>\$ 680,931</b>	<b>\$ 714,716</b>	<b>\$ 593</b>

**PERSONNEL SUMMARY**

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Building Services Manager/CBO	1.00	1.00	1.00	1.00	-
Plans Examiner	1.00	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
Permit Technician	2.00	2.00	2.00	2.00	-
<b>TOTAL</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>-</b>

# COMMUNITY DEVELOPMENT DEPARTMENT

## CODE ENFORCEMENT DIVISION (100-20-208)

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

1. Continue to work with residents and owners to bring their properties into compliance voluntarily, while exhibiting empathy and sympathy for their individual situations. All parties shall be treated with respect, dignity, equality and fairness.
2. Recommend Code revisions and amendments when needed to be reflective of the Keller community and its values.
3. Continue to identify and work with volunteer organizations, especially ministry organizations, to assist underprivileged property owners with Code Compliance issues.
4. Continue to search for creative solutions for difficult, situational circumstances.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Write and implement a Standard Operating Procedure based on the Substandard Building ordinance to support quality of life goals and property values.
2. Identify and apply property maintenance items that relate to structures during 360 inspections.
3. Work with Fire Department to develop Standard Operating Procedures related to burnouts.
4. Update informational slides related to common code violations for the monitor in the lobby at the Permit Desk. The slides will focus on recently adopted and new ordinances related to short-term rentals, junked vehicles and substandard structures.

**SERVICE LEVEL ANALYSIS:**

SERVICES PROVIDED	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23
	Actual	Budget	YE Proj.	Adopted Budget
Code Cases Opened	861	950	1,014	925
Code Inspections - Initial	850	950	966	900
Code Inspections - Re-Inspection	1,922	1,425	2,271	1,700
Number of Cases: One Notice	626	634	711	630
Number of Cases: 2+ Notices	239	316	303	316
Citations	16	10	15	10
City Abated	14	10	9	10
Violations Referred to Municipal Court	16	8	13	-
Citations Referred to Municipal Court	-	-	-	8
% of Cases: One Notice	72.71%	66.74%	70.12%	68.11%
% of Cases: 2+ Notices	27.76%	33.26%	29.88%	34.16%
% of Cases Resulting in a Citation	1.86%	1.05%	1.48%	1.08%



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

**EXPENDITURE SUMMARY**

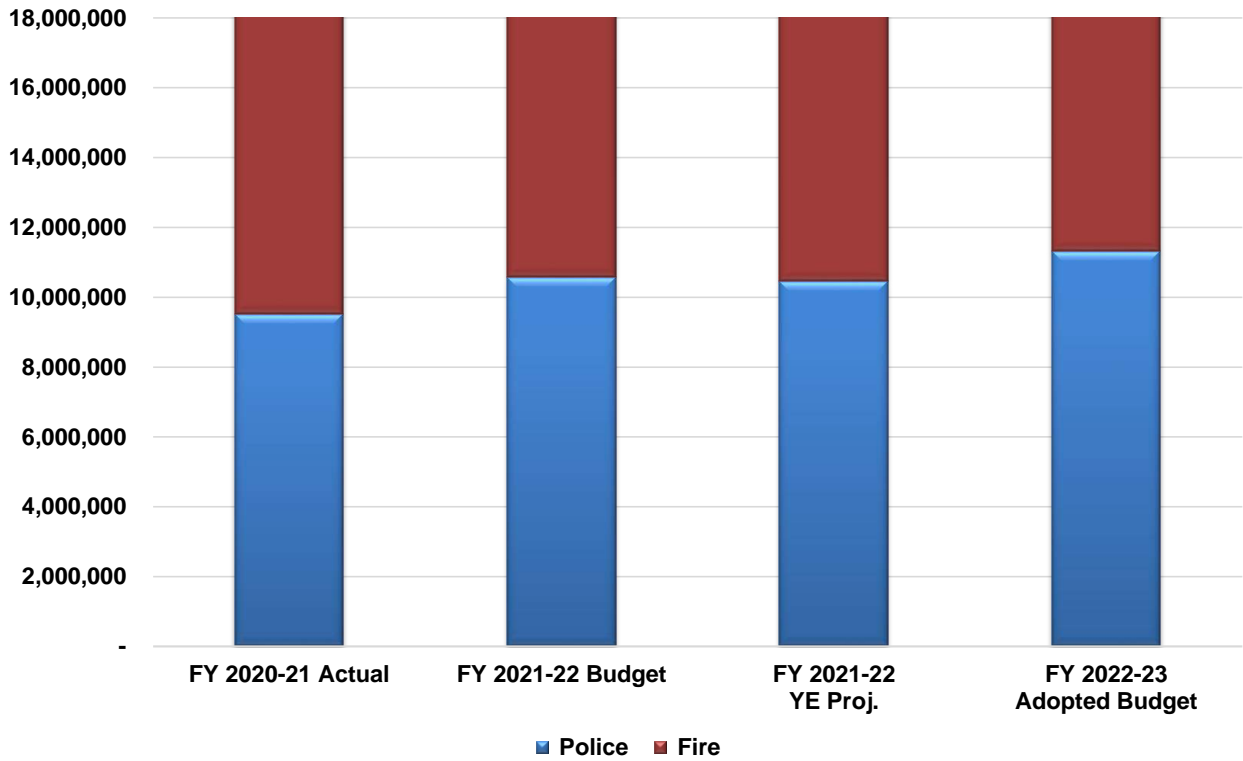
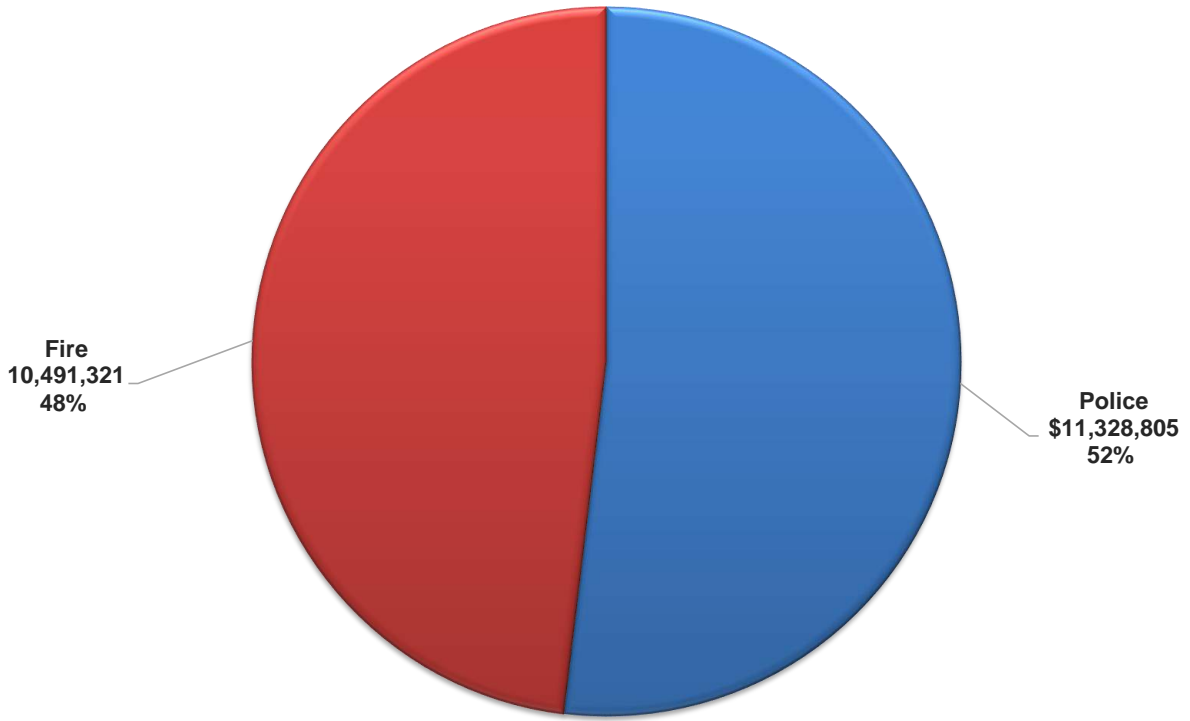
<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 278,106	\$ 284,543	\$ 277,636	\$ 291,914	\$ 7,371
Operations & maintenance	2,889	10,125	10,125	6,608	(3,517)
Services & other	10,811	28,453	28,453	32,093	3,640
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 291,806</b>	<b>\$ 323,121</b>	<b>\$ 316,214</b>	<b>\$ 330,615</b>	<b>\$ 7,494</b>

**PERSONNEL SUMMARY**

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Code Compliance Coordinator	1.00	1.00	1.00	1.00	-
Code Compliance Officer	2.00	2.00	2.00	2.00	-
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>-</b>

# PUBLIC SAFETY

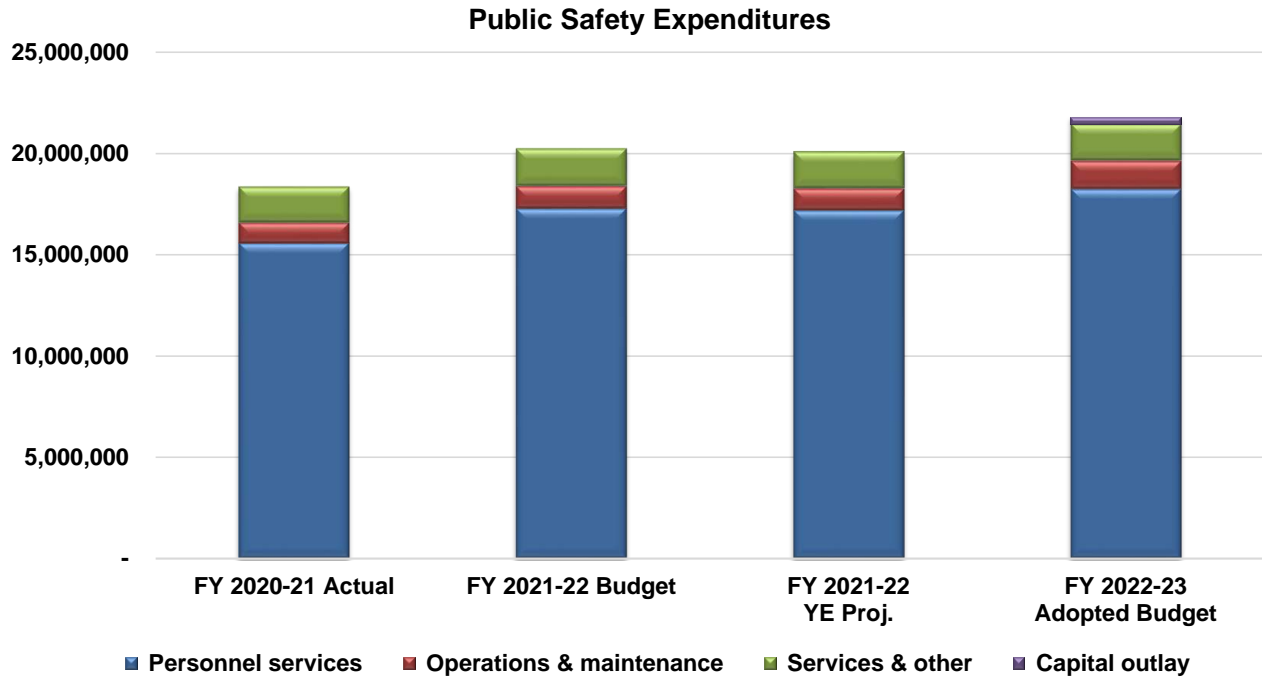


# PUBLIC SAFETY

## EXPENDITURE SUMMARY

<b><i>EXPENDITURES BY DEPARTMENT:</i></b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Police	\$ 9,521,005	\$ 10,567,258	\$ 10,457,065	\$ 11,328,805	\$ 761,547
Fire	8,855,749	9,667,885	9,633,561	10,491,321	823,436
<b>TOTAL</b>	<b>\$ 18,376,754</b>	<b>\$ 20,235,143</b>	<b>\$ 20,090,626</b>	<b>\$ 21,820,126</b>	<b>\$ 1,584,983</b>

<b><i>EXPENDITURES BY CATEGORY:</i></b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 15,577,842	\$ 17,286,092	\$ 17,201,366	\$ 18,255,133	\$ 969,041
Operations & maintenance	1,041,450	1,113,692	1,081,787	1,389,709	276,017
Services & other	1,757,461	1,835,359	1,807,473	1,793,066	(42,293)
Capital outlay	-	-	-	382,218	382,218
<b>TOTAL</b>	<b>\$ 18,376,754</b>	<b>\$ 20,235,143</b>	<b>\$ 20,090,626</b>	<b>\$ 21,820,126</b>	<b>\$ 1,584,983</b>



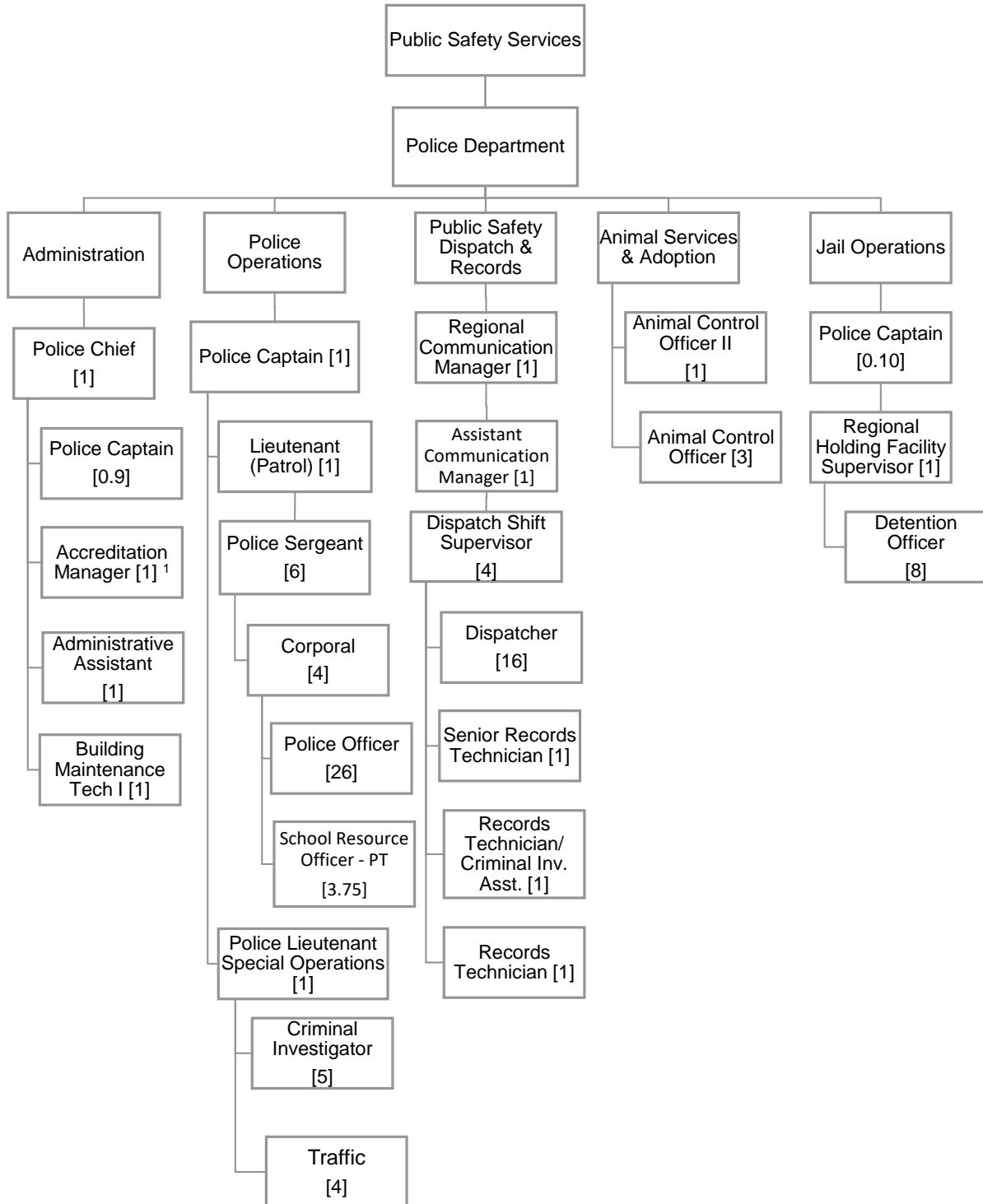
## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b><i>BY DEPARTMENT:</i></b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Police	89.00	91.00	91.00	93.75	2.75
Fire	57.00	57.00	57.00	57.00	-
<b>TOTAL</b>	<b>146.00</b>	<b>148.00</b>	<b>148.00</b>	<b>150.75</b>	<b>2.75</b>

# POLICE DEPARTMENT

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



1 - The Accreditation Manager is funded in the KCCPD Fund

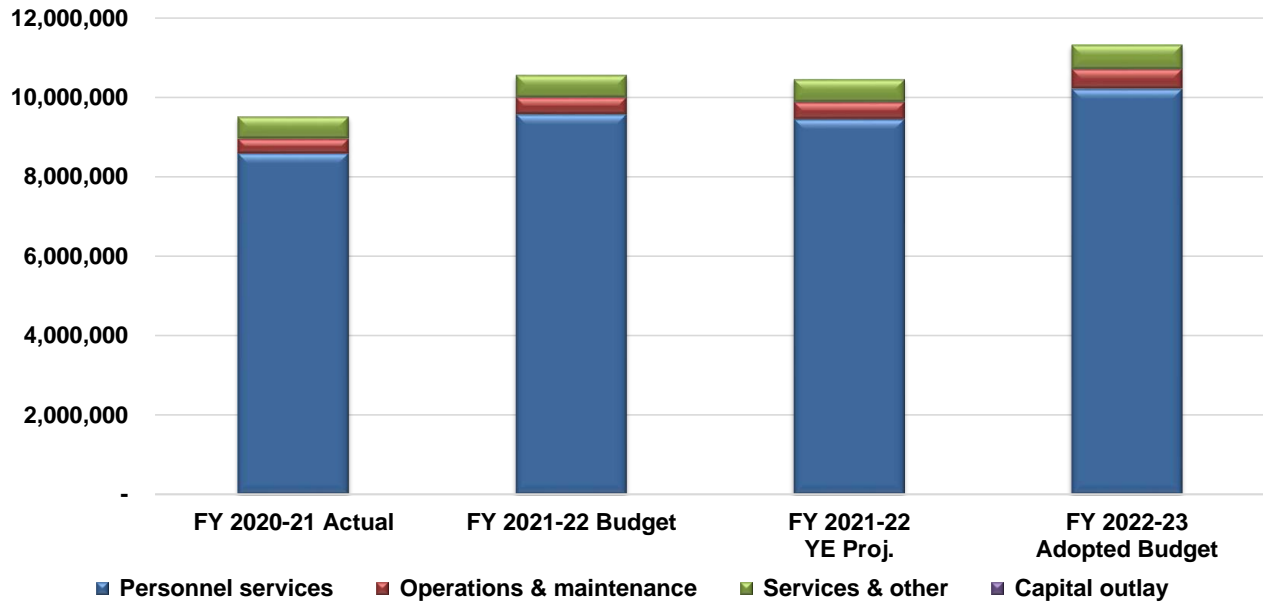
# POLICE DEPARTMENT

## EXPENDITURE SUMMARY

<i><b>EXPENDITURES BY DIVISION:</b></i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Administration	\$ 767,357	\$ 717,994	\$ 770,290	\$ 754,232	\$ 36,238
Police Operations	5,596,494	6,184,486	6,120,225	6,668,906	484,420
Public Safety Dispatch & Records	2,133,775	2,387,443	2,307,209	2,566,735	179,292
Animal Services & Adoption	371,894	474,055	487,902	496,728	22,673
Jail Operations	651,485	803,280	771,439	842,204	38,924
<b>TOTAL</b>	<b>\$ 9,521,005</b>	<b>\$ 10,567,258</b>	<b>\$ 10,457,065</b>	<b>\$ 11,328,805</b>	<b>\$ 761,547</b>

<i><b>EXPENDITURES BY CATEGORY:</b></i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 8,591,620	\$ 9,572,911	\$ 9,449,854	\$ 10,213,881	\$ 640,970
Operations & maintenance	379,431	427,289	433,089	498,033	70,744
Services & other	549,953	567,058	574,122	616,891	49,833
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 9,521,005</b>	<b>\$ 10,567,258</b>	<b>\$ 10,457,065</b>	<b>\$ 11,328,805</b>	<b>\$ 761,547</b>

### Police Expenditures



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i><b>BY DIVISION</b></i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Administration	3.90	3.90	3.90	3.90	0.00
Police Operations	48.00	49.00	49.00	51.75	2.75
Public Safety Dispatch & Records	25.00	25.00	25.00	25.00	0.00
Animal Services & Adoption	4.00	4.00	4.00	4.00	0.00
Jail Operations	8.10	9.10	9.10	9.10	0.00
<b>TOTAL</b>	<b>89.00</b>	<b>91.00</b>	<b>91.00</b>	<b>93.75</b>	<b>2.75</b>

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

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

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

**DEPARTMENT/DIVISION OBJECTIVES:**

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

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>
<u>Crime Rate:</u>				
Part I Major Crimes	315	340	320	340
Crime Rate	6.29	7.7	7	7.5
<u>Traffic Safety:</u>				
Reported Traffic Collisions	221	250	300	250
<u>Timely Service:</u>				
Priority 1 Response Times (Goal is in 4 minutes or less)	3:48	4:00	3:50	4:00

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

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 584,957	\$ 542,177	\$ 587,134	\$ 557,102	\$ 14,925
Operations & maintenance	65,022	58,600	59,600	58,400	(200)
Services & other	117,378	117,217	123,556	138,730	21,513
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 767,357</b>	<b>\$ 717,994</b>	<b>\$ 770,290</b>	<b>\$ 754,232</b>	<b>\$ 36,238</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Police Chief	1.00	1.00	1.00	1.00	-
Police Captain	0.90	0.90	0.90	0.90	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
Building Maintenance Technician	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>3.90</b>	<b>3.90</b>	<b>3.90</b>	<b>3.90</b>	<b>-</b>

# **POLICE DEPARTMENT**

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

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

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

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

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

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

1. Continue to run four (4) shifts consisting of a Sergeant, Corporal and five (5) sector officers to facilitate police services for both City of Keller and the Town of Westlake.
2. During the school year the Patrol Division's goal is to conduct 900 school campus patrols. These patrols will provide a heightened level of security and safety for the staff and students of these campuses, thus enhancing their educational experience.
3. Make the KPD4KYD available to the Municipal Judge or regional municipal court to assign as an alternative or in addition to community service for court dispositions. Offer the class free of charge to the parents experiencing difficulties with wayward teenagers during the officers' routine community interactions. Continue to monitor the number of young adults utilizing this alternative service through the regional municipal court.
4. Deploy an officer to bike patrol when weather permits and minimum staffing has been satisfied. Continue to conduct International Police Mountain Bike Association (IPMBA) training. Continue to deploy bike patrol officers during community events and parades. Continue to deploy bike unit at the High School Football Stadium upon KISD request.



# POLICE DEPARTMENT

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

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

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

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>
Total arrest made	432	1,000	800	800
Total cases investigated by CID	1,769	1,900	1,800	1,800
Alarm Responses	1,650	2,000	1,800	2,000
Volunteers in Policing total hours	1,885	2,500	2,500	2,500
Crime Prevention Presentations	21*	250	35	35
Citizen-Initiated calls for service	20,804	21,000	21,000	21,000
Officer-Initiated calls for service	60,729	60,000	60,000	61,000
<b>PERFORMANCE INDICATORS</b>				
Case Clearance Rate	45%	65%	50%	65%
Part 1 Crime clearance rate	15%	40%	20%	40%

\* Previously the count included all HOA meetings that were held in the Community Room, now it is just the amount that the Community Service Officer performed.

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

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 5,178,444	\$ 5,758,227	\$ 5,693,966	\$ 6,178,558	\$ 420,331
Operations & maintenance	240,080	263,542	264,542	320,483	56,941
Services & other	177,971	162,717	161,717	169,865	7,148
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 5,596,494</b>	<b>\$ 6,184,486</b>	<b>\$ 6,120,225</b>	<b>\$ 6,668,906</b>	<b>\$ 484,420</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Police Captain	1.00	1.00	1.00	1.00	-
Police Lieutenant	1.00	1.00	1.00	1.00	-
Police Lieutenant CID	1.00	1.00	1.00	1.00	-
Police Officer	31.00	32.00	32.00	33.75	1.75
Police Sergeant	6.00	6.00	6.00	6.00	-
Police Corporal	4.00	4.00	4.00	4.00	-
Criminal Investigator	4.00	4.00	4.00	5.00	1.00
<b>TOTAL</b>	<b>48.00</b>	<b>49.00</b>	<b>49.00</b>	<b>51.75</b>	<b>2.75</b>

# **POLICE DEPARTMENT**

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

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

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

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

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

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

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

# POLICE DEPARTMENT

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

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>
<b>Total number of authorized division personnel:</b>				
Manager	1	1	1	1
Assistant Manger	1	1	1	1
Dispatcher	16	20	20	20
Records Technician	3	3	3	3
<b>Police Activities process by NETCOM:</b>				
<b>Dispatched Calls and Self Initiated:</b>				
Keller	62,776	60,000	60,000	63,000
Southlake	64,233	60,000	60,000	65,000
Westlake	15,150	17,000	17,000	17,000
Colleyville	68,154	69,000	69,000	69,000
Total	210,313	206,000	206,000	214,000
<b>Number of Fire/EMS calls for service:</b>				
Keller	4,527	4,500	4,500	4,600
Southlake	3,939	3,500	3,500	4,000
Westlake	614	550	550	600
Colleyville	2,181	2,000	2,000	2,100
Total	11,261	10,550	10,550	11,300
<b>Number of 9-1-1 calls received:</b>				
Keller	16,286	16,000	16,000	16,500
Southlake	13,168	14,000	14,000	14,000
Westlake	412	300	300	500
Colleyville	6,063	6,000	6,000	6,100
Total	35,929	36,300	36,300	37,100
Number of in-coming phone calls	86,049	90,000	90,000	90,000
Open record request processed (Keller)	2,284	2,700	2,700	2,700
<b>Efficiency/Effectiveness:</b>				
Average time from call receipt to dispatch				
Police emergency calls (minutes)	:44	:50	:50	:50
Fire/EMS emergency calls (minutes)	:29	:40	:40	:40
Percent of 911 phone calls answered within 10 seconds	99	99	99	99

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

**EXPENDITURE SUMMARY**

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 2,034,501	\$ 2,273,902	\$ 2,191,729	\$ 2,447,930	\$ 174,028
Operations & maintenance	7,830	20,450	20,450	20,050	(400)
Services & other	91,444	93,091	95,030	98,755	5,664
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,133,775</b>	<b>\$ 2,387,443</b>	<b>\$ 2,307,209</b>	<b>\$ 2,566,735</b>	<b>\$ 179,292</b>

**PERSONNEL SUMMARY**

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Regional Communication Manager	1.00	1.00	1.00	1.00	-
Records Technician	1.00	1.00	1.00	1.00	-
Senior Records Technician	2.00	2.00	2.00	2.00	-
Regional Comm. Asst. Mgr.	-	1.00	1.00	1.00	-
Dispatcher	17.00	16.00	16.00	16.00	-
Dispatch Shift Supervisor	4.00	4.00	4.00	4.00	-
<b>TOTAL</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>-</b>

# POLICE DEPARTMENT

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

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

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

**DEPARTMENT/DIVISION OBJECTIVES:**

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

**SERVICE LEVEL ANALYSIS:**

SERVICES PROVIDED	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23
	Actual	Budget	YE Proj.	Adopted Budget
Stray Animals Impounded	836	1,100	1,100	1,100
Public Education Programs	4	5*	5	5*
Total Calls for Service	4,263	3,800	4,200	4,300
Animal Bite Reports Taken	94	150	150	150
Reported Rabies Incidents	9	15	23	20
Animal Transfer/Reclamation	729	1,500	1,200	1,200

\*New Performance Measure FY 2021-22

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

**EXPENDITURE SUMMARY**

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 250,492	\$ 309,500	\$ 322,054	\$ 330,859	\$ 21,359
Operations & maintenance	31,689	45,097	46,297	40,500	(4,597)
Services & other	89,713	119,458	119,551	125,369	5,911
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 371,894</b>	<b>\$ 474,055</b>	<b>\$ 487,902</b>	<b>\$ 496,728</b>	<b>\$ 22,673</b>

**PERSONNEL SUMMARY**

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Animal Control Officer	4.00	4.00	4.00	4.00	-
<b>TOTAL</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>-</b>

# POLICE DEPARTMENT

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

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

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

**DEPARTMENT/DIVISION OBJECTIVES:**

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

**SERVICE LEVEL ANALYSIS:**

SERVICES PROVIDED	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23
	Actual	Budget	YE Proj.	Adopted Budget
Keller Prisoners Detained	432	1,000	800	800
Southlake Prisoners Detained	449	900	900	800
Westlake Prisoners Detained	87	200	200	200
Colleyville Prisoners Detained	386	600	500	600
Roanoke Prisoners Detained	264	500	300	300



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

## EXPENDITURE SUMMARY

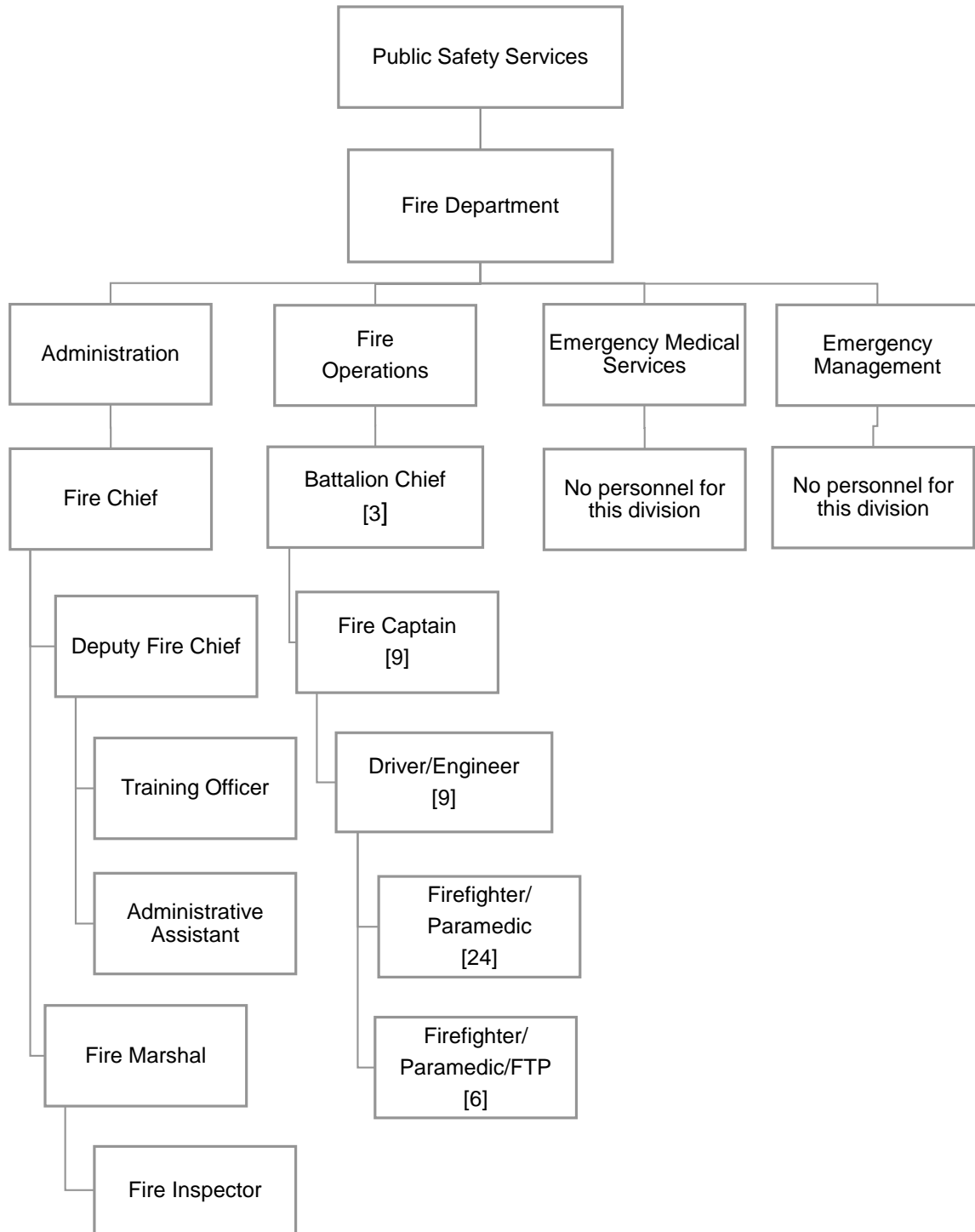
<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 543,227	\$ 689,105	\$ 654,971	\$ 699,432	\$ 10,327
Operations & maintenance	34,810	39,600	42,200	58,600	19,000
Services & other	73,448	74,575	74,268	84,172	9,597
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 651,485</b>	<b>\$ 803,280</b>	<b>\$ 771,439</b>	<b>\$ 842,204</b>	<b>\$ 38,924</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Police Captain	0.10	0.10	0.10	0.10	-
Detention Officer	7.00	8.00	8.00	8.00	-
Regional Holding Facility Supervisor	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>8.10</b>	<b>9.10</b>	<b>9.10</b>	<b>9.10</b>	<b>-</b>

# FIRE DEPARTMENT

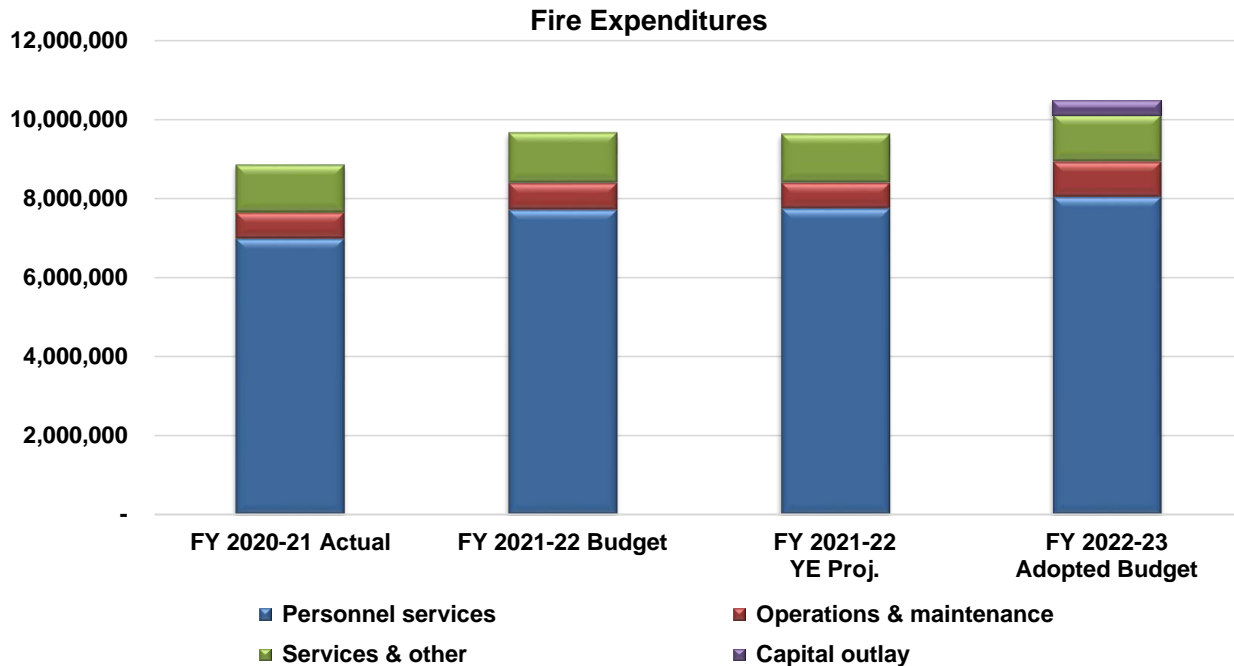


# FIRE DEPARTMENT

## EXPENDITURE SUMMARY

<b><i>EXPENDITURES BY DIVISION:</i></b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Administration	\$ 922,480	\$ 1,114,417	\$ 962,438	\$ 1,138,624	\$ 24,207
Fire Operations	7,527,704	8,085,288	8,226,713	8,820,708	735,420
Emergency Medical Services	370,972	403,705	386,935	443,914	40,209
Emergency Management	34,593	64,475	57,475	88,075	23,600
<b>TOTAL</b>	<b>\$ 8,855,749</b>	<b>\$ 9,667,885</b>	<b>\$ 9,633,561</b>	<b>\$ 10,491,321</b>	<b>\$ 823,436</b>

<b><i>EXPENDITURES BY CATEGORY:</i></b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 6,986,222	\$ 7,713,181	\$ 7,751,512	\$ 8,041,252	\$ 328,071
Operations & maintenance	662,020	686,403	648,698	891,676	205,273
Services & other	1,207,508	1,268,301	1,233,351	1,176,175	(92,126)
Capital outlay	-	-	-	382,218	382,218
<b>TOTAL</b>	<b>\$ 8,855,749</b>	<b>\$ 9,667,885</b>	<b>\$ 9,633,561</b>	<b>\$ 10,491,321</b>	<b>\$ 823,436</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b><i>BY DIVISION</i></b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Administration	6.00	6.00	6.00	6.00	-
Fire Operations	51.00	51.00	51.00	51.00	-
<b>TOTAL</b>	<b>57.00</b>	<b>57.00</b>	<b>57.00</b>	<b>57.00</b>	<b>-</b>

# FIRE DEPARTMENT

## ADMINISTRATION DIVISION (100-35-351)

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

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

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

1. Participate in the Texas Fire Chiefs Association Best Practices Program and maintain agency recognition by continuously reviewing and comparing current department operations with the twelve performance areas identified within the program.
2. Expand current fire safety and injury prevention programs, as identified by comments within the 2016 citizen survey, through the development of a community outreach program and interaction with stakeholders within the community, civic groups, and the school district.
3. Review, revise, and implement Employee Development and Succession Planning programs within the department to provide a career progression template for current and future members to follow for career advancement and to establish continuity within the department.
4. Review and revise response benchmarks established by the department through the Best Practices Program that are utilized as performance measurement indicators for the department.
5. Continue to annually review and revise departmental policies and procedures to ensure they are current and meet the dynamic nature of the fire service.
6. Continue the preparation process to seek national accreditation for the department through the Center for Public Safety Excellence Accreditation Program administered by the Commission on Fire Accreditation International, with a goal of the initial onsite review in 2023.

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

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

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

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>
Total calls for service	4,253	4,305	4,246	4,671
- Fire Incidents	1,082	994	983	1,081
- Public Service	529	624	478	529
- EMS Incidents	2,642	2,500	2,785	3,064
Commercial fire inspections conducted	1,765	1,800	1,331	1,945
Commercial construction plans/plats reviewed	960	1,100	861	985
Public fire education programs provided	41	80	59	65
Fire investigations conducted	3	10	12	13

<b>PERFORMANCE INDICATORS</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>
<b>Response Data (Emergency Only)</b>				
Average total emergency response time	5:05	5:00	4:47	5:00
Fractile total emergency response time (90% of the time)	8:02	8:15	7:28	8:15
Fire (Goal of 8:30 90% of the time)	9:53	8:30	8:43	8:30
EMS (Goal of 7:30 90% of the time)	7:00	7:30	6:50	7:30
Fire commission certifications obtained	12	20	15	20

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>	<b>Variance (\$)</b>
Personnel services	\$ 764,933	\$ 914,462	\$ 765,233	\$ 937,557	\$ 23,095
Operations & maintenance	(3,677)	16,450	14,700	16,950	500
Services & other	161,224	183,505	182,505	184,117	612
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 922,480</b>	<b>\$ 1,114,417</b>	<b>\$ 962,438</b>	<b>\$ 1,138,624</b>	<b>\$ 24,207</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>	<b>Variance (\$)</b>
Fire Chief	1.00	1.00	1.00	1.00	-
Deputy Fire Chief	1.00	1.00	1.00	1.00	-
Fire Marshal	1.00	1.00	1.00	1.00	-
Fire Training Officer	1.00	1.00	1.00	1.00	-
Fire Inspector	1.00	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>-</b>

# FIRE DEPARTMENT

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

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

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

**DEPARTMENT/DIVISION OBJECTIVES:**

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

**SERVICE LEVEL ANALYSIS:**

SERVICES PROVIDED	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23
	Actual	Budget	YE Proj.	Adopted Budget
Fire and non-EMS calls	1,082	1,000	983	1,000
Public Service calls	529	600	478	550
Fire Training Classes	3,135	2,600	1,738	2,500
Fire Training Hours	17,377	18,000	9,638	18,000
Fire Hydrant Testing/Inspection (changed to annual from bi-annual)	2,201	1,800	798	1,800
Commercial Preplans (changed to annual from bi-annual)	1,296	1,100	1,334	1,300
Company-based fire inspections	674	720	334	720

# FIRE DEPARTMENT

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

**SERVICE LEVEL ANALYSIS: (CONTINUED)**

<b>PERFORMANCE INDICATORS</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>
Response Data (Emergency only)				
<b>Turnout Time (Dispatch to en route in seconds)</b>				
Fire (Goal of 80 seconds 90% of the time)	96%	96%	96%	96%
EMS (Goal of 60 seconds 90% of the time)	94%	95%	95%	95%
<b>Travel Time (en route to on-scene in seconds)</b>				
<b>Fire (Goal of 370 seconds 90% of the time)</b>				
District 1	85%	90%	81%	86%
District 2	85%	70%	81%	86%
District 3	85%	90%	80%	86%
<b>EMS (Goal of 330 seconds 90% of the time)</b>				
District 1	79%	90%	74%	80%
District 2	79%	70%	74%	80%
District 3	79%	90%	74%	80%

### EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 6,221,288	\$ 6,798,719	\$ 6,986,279	\$ 7,103,695	\$ 304,976
Operations & maintenance	500,754	452,163	413,918	686,436	234,273
Services & other	805,662	834,406	826,516	705,959	(128,447)
Capital outlay	-	-	-	324,618	324,618
<b>TOTAL</b>	<b>\$ 7,527,704</b>	<b>\$ 8,085,288</b>	<b>\$ 8,226,713</b>	<b>\$ 8,820,708</b>	<b>\$ 735,420</b>

### PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Battalion Chief	3.00	3.00	3.00	3.00	-
Fire Captain	9.00	9.00	9.00	9.00	-
Driver/Engineer	9.00	9.00	9.00	9.00	-
Firefighter/Paramedic	24.00	24.00	24.00	24.00	-
Field Training Paramedic	6.00	6.00	6.00	6.00	-
<b>TOTAL</b>	<b>51.00</b>	<b>51.00</b>	<b>51.00</b>	<b>51.00</b>	<b>-</b>

# FIRE DEPARTMENT

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

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

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

**DEPARTMENT/DIVISION OBJECTIVES:**

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

**SERVICE LEVEL ANALYSIS:**

SERVICES PROVIDED	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23
	Actual	Budget	YE Proj.	Adopted Budget
EMS/Rescue calls for service	2,642	2,500	2,785	2,924
EMS total patients not transported	637	470	673	706
EMS total patient transports	2,005	2,000	2,112	2,218

**PERFORMANCE INDICATORS**

Ambulance transport out of service time (average in minutes)	56	70	60	65
Simulation scenarios conducted	49	75	65	75
Charts reviewed for Continuous Quality Improvement	100%	100%	100%	100%
Patient contact to 12-lead EKG time (average in minutes)	5:55	4:00	5:30	5:00
STEMI recognition to cardiac cath lab activation	5:27	5:00	5:00	5:00
Patient contact to cardiologist intervention (average in minutes)	68	65	65	65



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

## EXPENDITURE SUMMARY

<i><b>EXPENDITURES BY CATEGORY:</b></i>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	161,928	168,875	173,915	174,375	5,500
Services & other	209,044	234,830	213,020	269,539	34,709
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 370,972</b>	<b>\$ 403,705</b>	<b>\$ 386,935</b>	<b>\$ 443,914</b>	<b>\$ 40,209</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i><b>BY POSITION TITLE:</b></i>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# **FIRE DEPARTMENT**

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

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

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

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

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

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

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

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

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>
CERT Volunteer Hours	535	1,200	1,000	1,100
Initial CERT Training Programs	1	1	1	1
Tabletop EOC Exercises	1	1	1	1

## EXPENDITURE SUMMARY

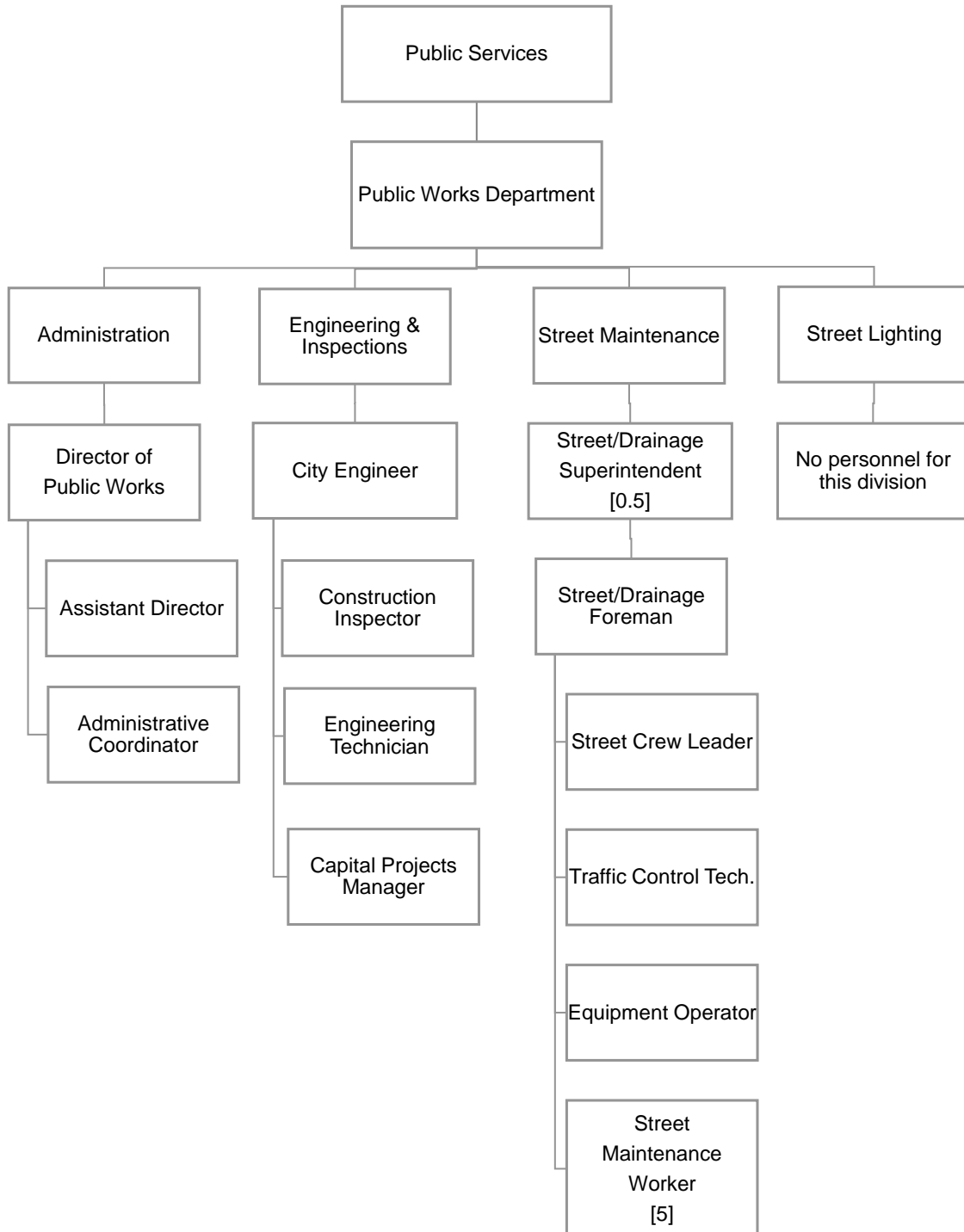
<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	3,015	48,915	46,165	13,915	(35,000)
Services & other	31,578	15,560	11,310	16,560	1,000
Capital outlay	-	-	-	57,600	57,600
<b>TOTAL</b>	<b>\$ 34,593</b>	<b>\$ 64,475</b>	<b>\$ 57,475</b>	<b>\$ 88,075</b>	<b>\$ 23,600</b>

## PERSONNEL SUMMARY

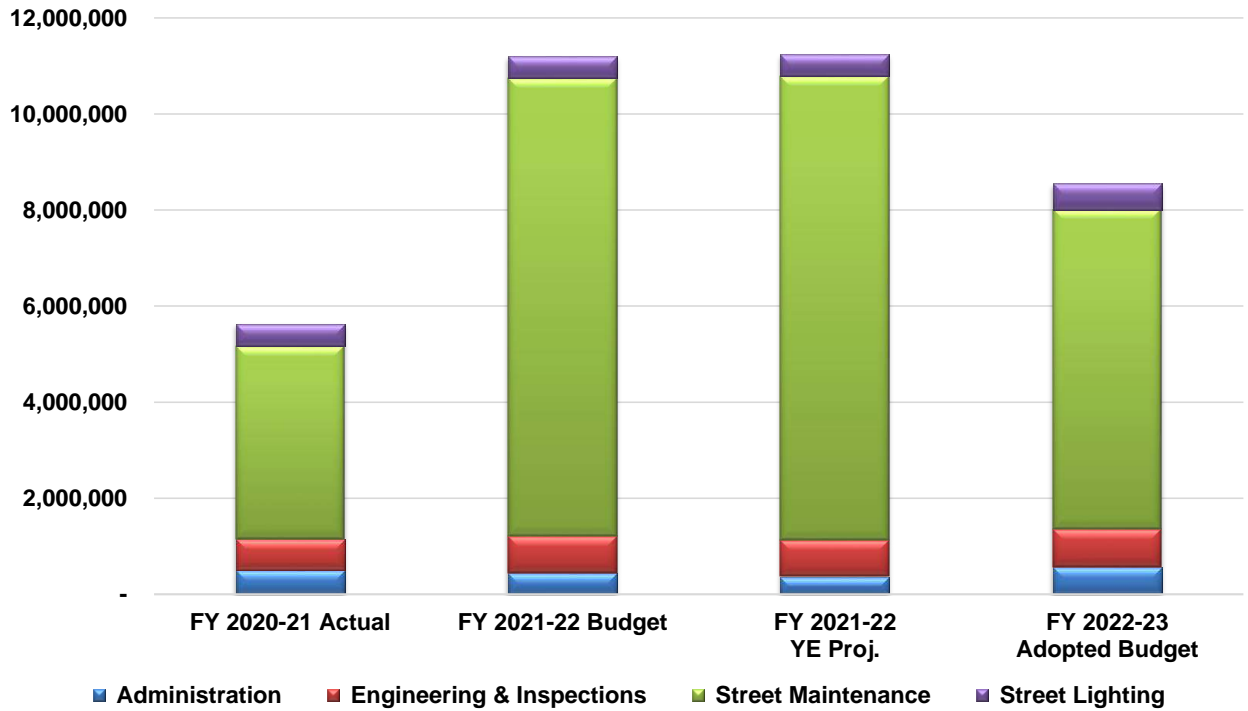
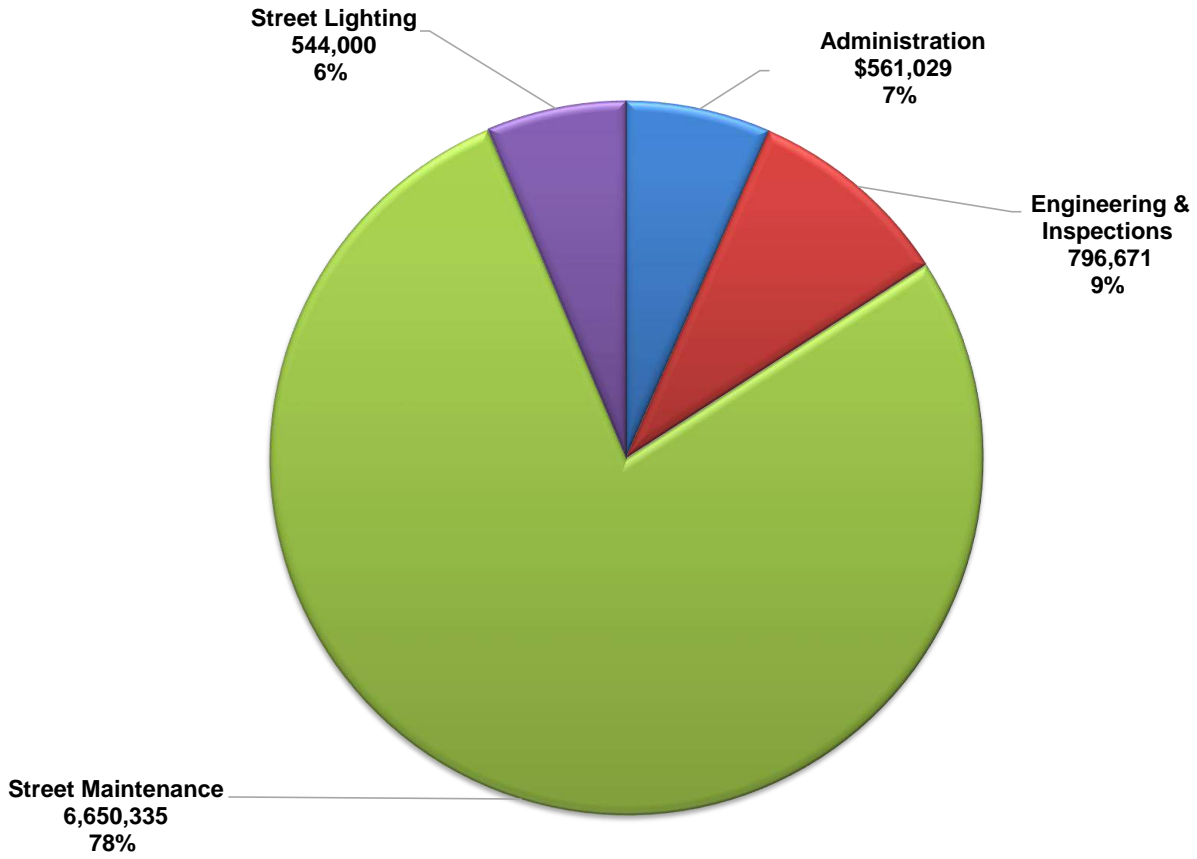
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# PUBLIC WORKS DEPARTMENT - GENERAL FUND



# PUBLIC WORKS

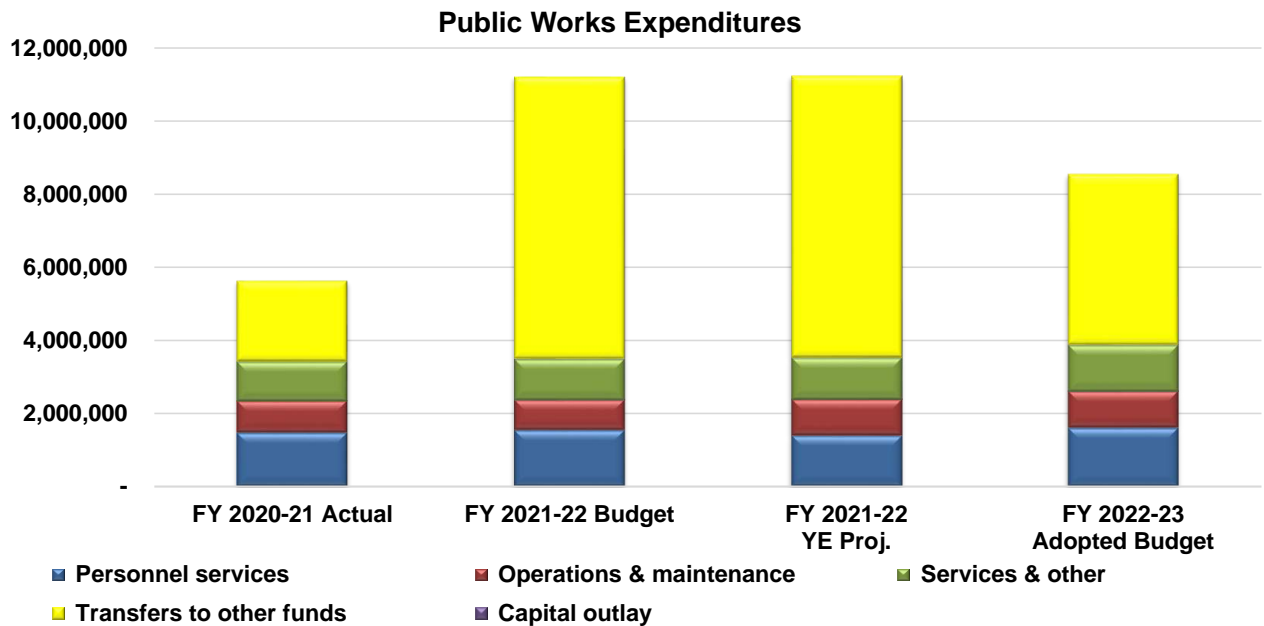


# PUBLIC WORKS DEPARTMENT

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Administration	\$ 496,162	\$ 441,385	\$ 364,201	\$ 561,029	\$ 119,644
Engineering & Inspections	660,131	773,076	767,332	796,671	23,595
Street Maintenance	4,018,771	9,535,311	9,652,340	6,650,335	(2,884,976)
Street Lighting	457,945	452,500	452,500	544,000	91,500
<b>TOTAL</b>	<b>\$ 5,633,009</b>	<b>\$ 11,202,272</b>	<b>\$ 11,236,373</b>	<b>\$ 8,552,035</b>	<b>\$ (2,650,237)</b>

<b>EXPENDITURES BY CATEGORY:</b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 1,484,495	\$ 1,550,391	\$ 1,402,135	\$ 1,616,679	\$ 66,288
Operations & maintenance	856,950	820,088	980,768	983,237	163,149
Services & other	1,091,228	1,131,736	1,153,413	1,277,119	145,383
Transfers to other funds	2,200,336	7,700,057	7,700,057	4,675,000	(3,025,057)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 5,633,009</b>	<b>\$ 11,202,272</b>	<b>\$ 11,236,373</b>	<b>\$ 8,552,035</b>	<b>\$ (2,650,237)</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY DEPARTMENT:</b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Administration	3.00	3.00	3.00	3.00	-
Engineering & Inspections	4.00	4.00	4.00	4.00	-
Street Maintenance	9.50	9.50	9.50	9.50	-
Street Lighting	-	-	-	-	-
<b>TOTAL</b>	<b>16.50</b>	<b>16.50</b>	<b>16.50</b>	<b>16.50</b>	<b>-</b>

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

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

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

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Continue surveys to track customer service interactions and satisfaction.
2. Sustain professional training opportunities for all staff.
3. Work with third-party consultant to develop RFP for workorder software replacement.

**SERVICE LEVEL ANALYSIS**

<b>SERVICES PROVIDED</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>
Customer Service Contacts	1,821	3,000	2,180	2,500
Invoices Processed	1,358	800	1,200	1,200
Permits Processed	386	550	390	400
<b>PERFORMANCE INDICATORS</b>				
Permits Processed within 3 Days	85%	100%	80%	100%
PO Issued before Invoiced	90%	100%	90%	100%
Invoices Paid within 2 Weeks	90%	100%	85%	90%

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

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 397,965	\$ 354,176	\$ 279,487	\$ 415,519	\$ 61,343
Operations & maintenance	1,604	4,591	2,318	1,400	(3,191)
Services & other	96,593	82,618	82,396	144,110	61,492
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 496,162</b>	<b>\$ 441,385</b>	<b>\$ 364,201</b>	<b>\$ 561,029</b>	<b>\$ 119,644</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Director of Public Works	1.00	1.00	1.00	1.00	-
Senior Project Engineer	1.00	1.00	1.00	1.00	-
Administrative Coordinator	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>-</b>



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

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

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

**DEPARTMENT/DIVISION OBJECTIVES:**

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

**SERVICE LEVEL ANALYSIS:**

SERVICES PROVIDED	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23
	Actual	Budget	YE Proj.	Adopted Budget
Construction plans reviewed	21	25	12	15
Projects Managed	25	25	33	25
Development plans reviewed	574	200	450	450
Project inspections conducted	8,500	7,000	13,700	13,000
Residential inspections conducted	4,240	2,400	8,800	9,000
Customer services requests completed	4,500	4,500	4,600	5,000
Capital Projects Budget	14	10	20	7
Capital Projects Completed	8	5	8	10
<b>PERFORMANCE INDICATORS</b>				
% of Capital Improvement Projects completed on time vs. initial budget	63%	40%	75%	80%
% of Capital Improvement Projects completed on/under budget vs. initial	75%	80%	88%	80%
% of construction plans reviewed within 10 days	99%	100%	99%	100%
% of development plans reviewed within 5 days	99%	100%	99%	100%

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

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 440,728	\$ 471,381	\$ 461,976	\$ 494,052	\$ 22,671
Operations & maintenance	2,848	3,800	3,650	5,300	1,500
Services & other	216,555	297,895	301,706	297,319	(576)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 660,131</b>	<b>\$ 773,076</b>	<b>\$ 767,332</b>	<b>\$ 796,671</b>	<b>\$ 23,595</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
City Engineer	1.00	1.00	1.00	1.00	-
Capital Projects Manager	1.00	1.00	1.00	1.00	-
Construction Inspector	1.00	1.00	1.00	1.00	-
Engineering Technician	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>-</b>

# PUBLIC WORKS DEPARTMENT

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

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

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

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Continue to prioritize and address sidewalk repairs.
2. Develop, implement, and maintain an effective pavement marking program.
3. Develop a continually updated activity dashboard.

**SERVICE LEVEL ANALYSIS:**

SERVICES PROVIDED	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23
	Actual	Budget	YE Proj.	Adopted Budget
Total lane-miles of roadway maintained	442	442	442	442
Curb miles of street sweeping completed	966	1,000	950	1,000
Acres of contracted right of way mowing	240	240	82	84
Acres of City mowed right of way	6	6	4	2
Linear feet of sidewalks repaired	3,049	70,000	40,000	5,000
Lane miles of pavement crack-sealed	4	10	8	10
Tons of asphalt used	4,017	4,200	3,800	4,000

**PERFORMANCE INDICATORS**

% of streets swept at least 3x per year	10%	10%	10%	10%
% of right of way mowed at least 6x per	90%	90%	90%	90%
% of sidewalk backlog more than 30 days	99%	50%	50%	10%
% of pavement addressed per the Pavement Management System	0.0%	13.0%	0.70%	1.5%
% of sidewalk maintained on schedule	1%	50%	50%	10%
% of roadway system above 70 on the Pavement Condition Index	64%	79%	61%	58%

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

## EXPENDITURE SUMMARY

<i><b>EXPENDITURES BY CATEGORY:</b></i>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
				<b>Budget</b>	
Personnel services	\$ 645,802	\$ 724,834	\$ 660,672	\$ 707,108	\$ (17,726)
Operations & maintenance	852,498	811,697	974,800	976,537	164,840
Services & other	320,135	298,723	316,811	291,690	(7,033)
Transfers to other funds	2,200,336	7,700,057	7,700,057	4,675,000	(3,025,057)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 4,018,771</b>	<b>\$ 9,535,311</b>	<b>\$ 9,652,340</b>	<b>\$ 6,650,335</b>	<b>\$ (2,884,976)</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i><b>BY POSITION TITLE:</b></i>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
				<b>Budget</b>	
Street/Drainage Superintendent	0.50	0.50	0.50	0.50	-
Street/Drainage Foreman	1.00	1.00	1.00	1.00	-
Street Crew leader	1.00	1.00	1.00	1.00	-
Traffic Control Tech.	1.00	1.00	1.00	1.00	-
Equipment Operator	1.00	1.00	1.00	1.00	-
Street Maintenance Worker	5.00	5.00	5.00	5.00	-
<b>TOTAL</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>	<b>-</b>

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

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

1. Provide effective street illumination throughout the City.

**DEPARTMENT/DIVISION OBJECTIVES:**

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

**SERVICE LEVEL ANALYSIS:**

<u>SERVICES PROVIDED</u>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget
Number of street lights provided	2,799	2,815	2,799	2,799

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

**PERFORMANCE INDICATORS**

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

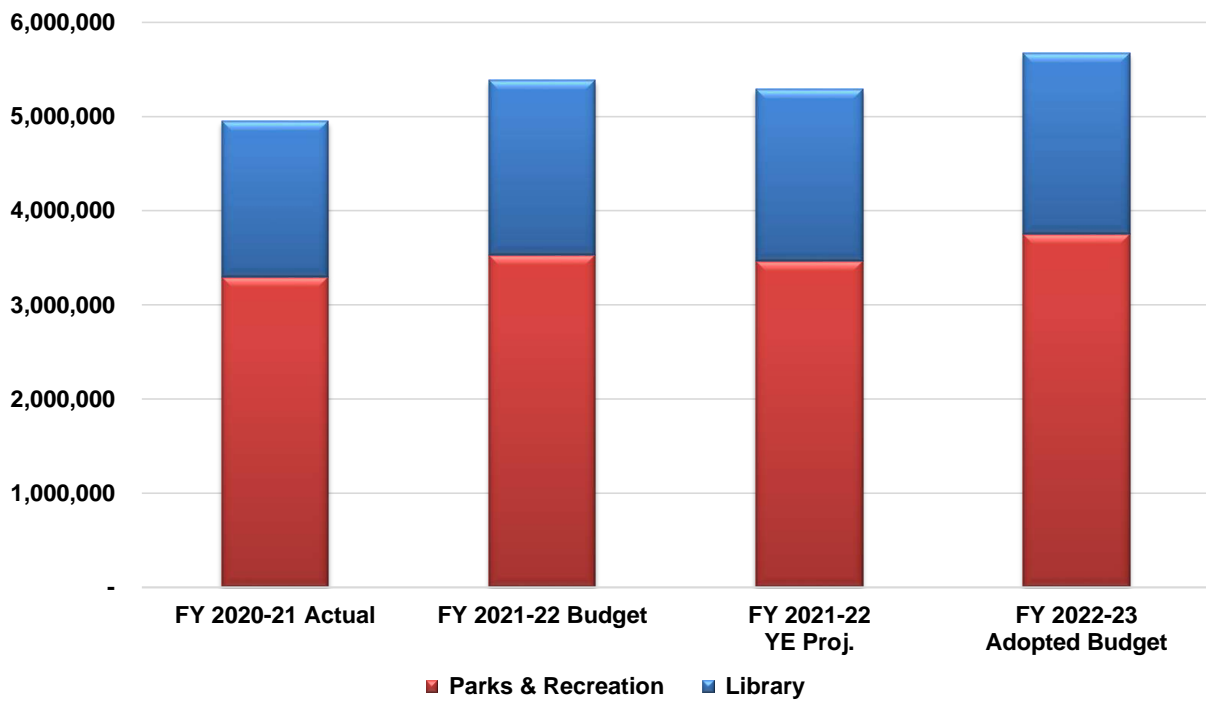
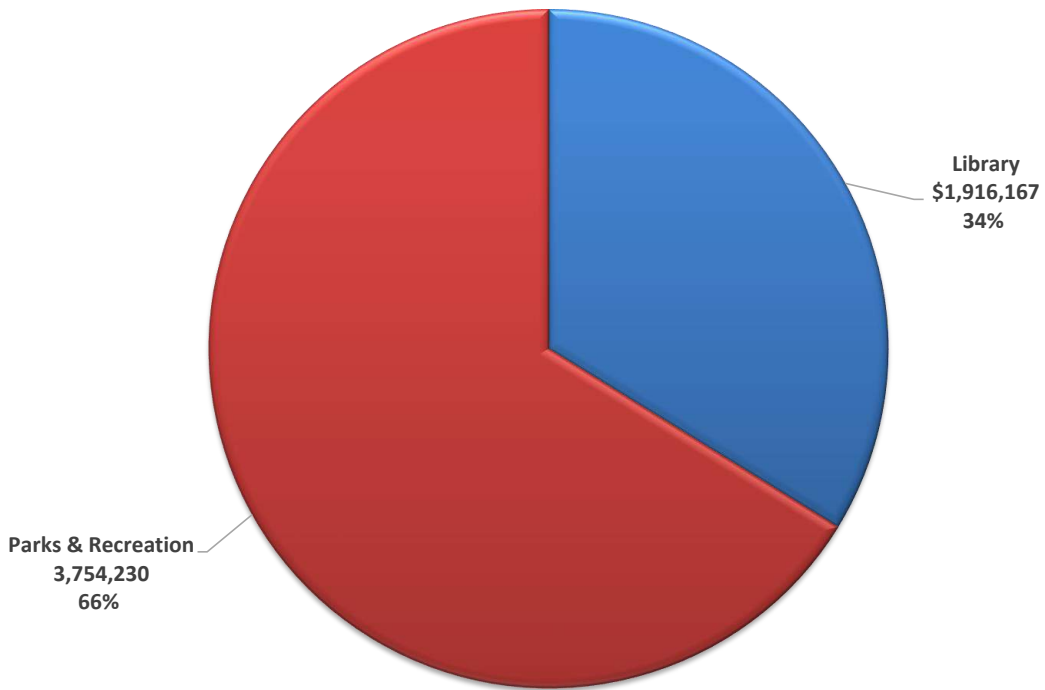
<u>EXPENDITURES BY CATEGORY:</u>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-	-
Services & other	457,945	452,500	452,500	544,000	91,500
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 457,945</b>	<b>\$ 452,500</b>	<b>\$ 452,500</b>	<b>\$ 544,000</b>	<b>\$ 91,500</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<u>BY POSITION TITLE:</u>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# RECREATION AND CULTURE



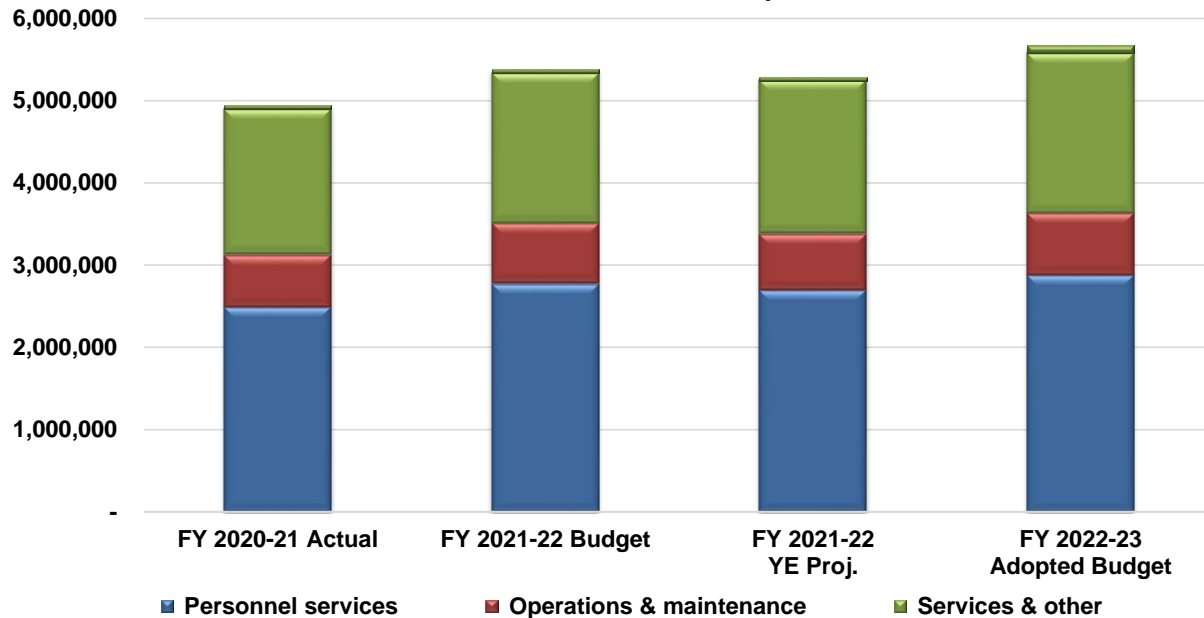
# RECREATION AND CULTURE

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Library	\$ 1,653,430	\$ 1,853,368	\$ 1,821,938	\$ 1,916,167	\$ 62,799
Parks & Recreation	3,295,041	3,531,924	3,468,217	3,754,230	222,306
<b>TOTAL</b>	<b>\$ 4,948,471</b>	<b>\$ 5,385,292</b>	<b>\$ 5,290,155</b>	<b>\$ 5,670,397</b>	<b>\$ 285,105</b>

<b>EXPENDITURES BY CATEGORY:</b>					
Personnel services	\$ 2,487,675	\$ 2,775,777	\$ 2,689,953	\$ 2,873,242	\$ 97,465
Operations & maintenance	637,447	729,003	692,064	758,577	29,574
Services & other	1,769,249	1,832,912	1,860,538	1,940,978	108,066
Transfers to other funds	47,600	47,600	47,600	97,600	50,000
Capital outlay	6,499	-	-	-	-
<b>TOTAL</b>	<b>\$ 4,948,471</b>	<b>\$ 5,385,292</b>	<b>\$ 5,290,155</b>	<b>\$ 5,670,397</b>	<b>\$ 285,105</b>

Recreation and Culture Expenditures

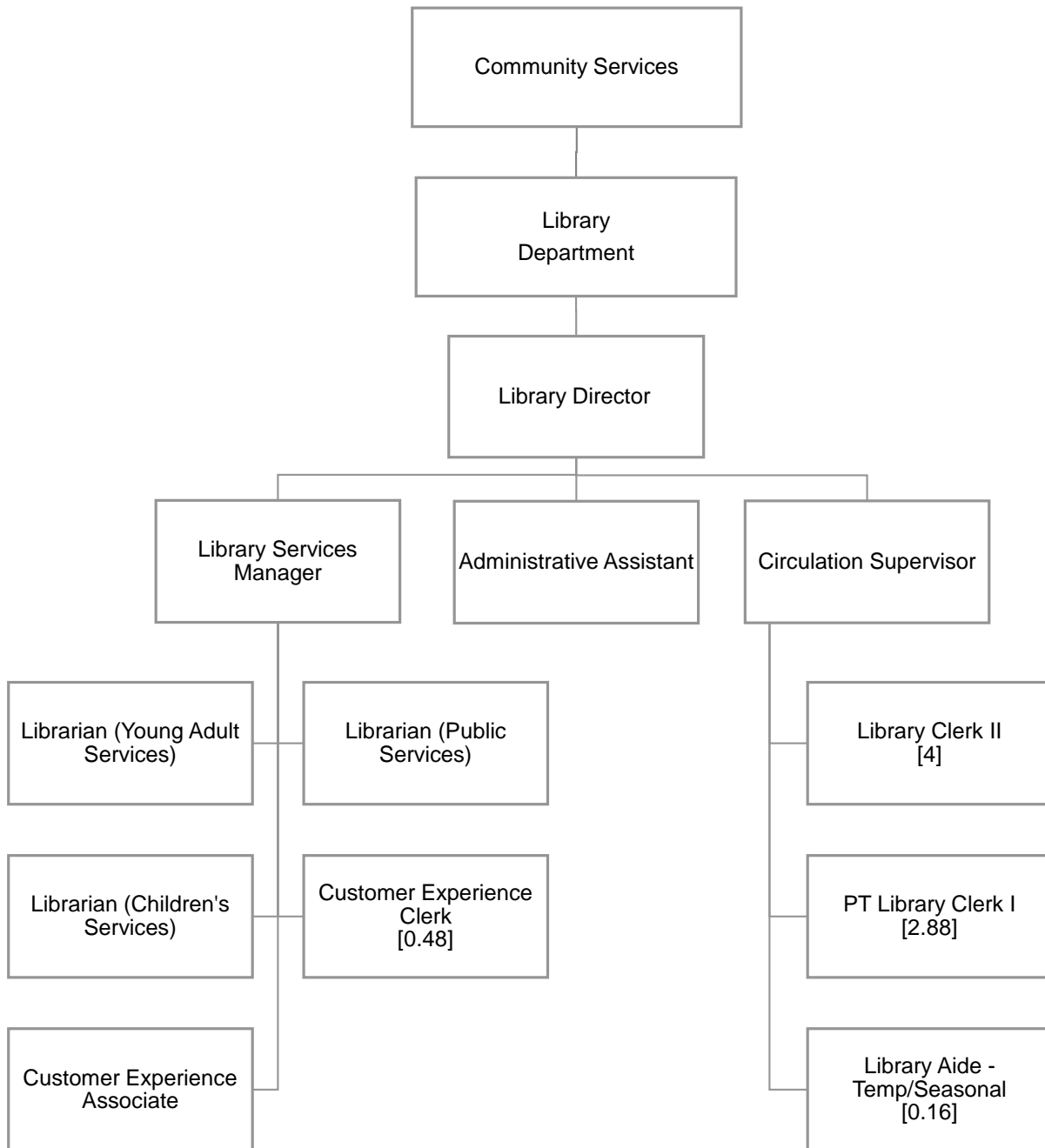


## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY DEPARTMENT:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Library	15.52	15.52	15.52	15.52	-
Parks & Recreation	22.00	22.00	22.00	22.00	-
<b>TOTAL</b>	<b>37.52</b>	<b>37.52</b>	<b>37.52</b>	<b>37.52</b>	<b>-</b>

# LIBRARY DEPARTMENT





# LIBRARY

## LIBRARY (100-60-601)

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

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

**DEPARTMENT/DIVISION OBJECTIVES:**

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

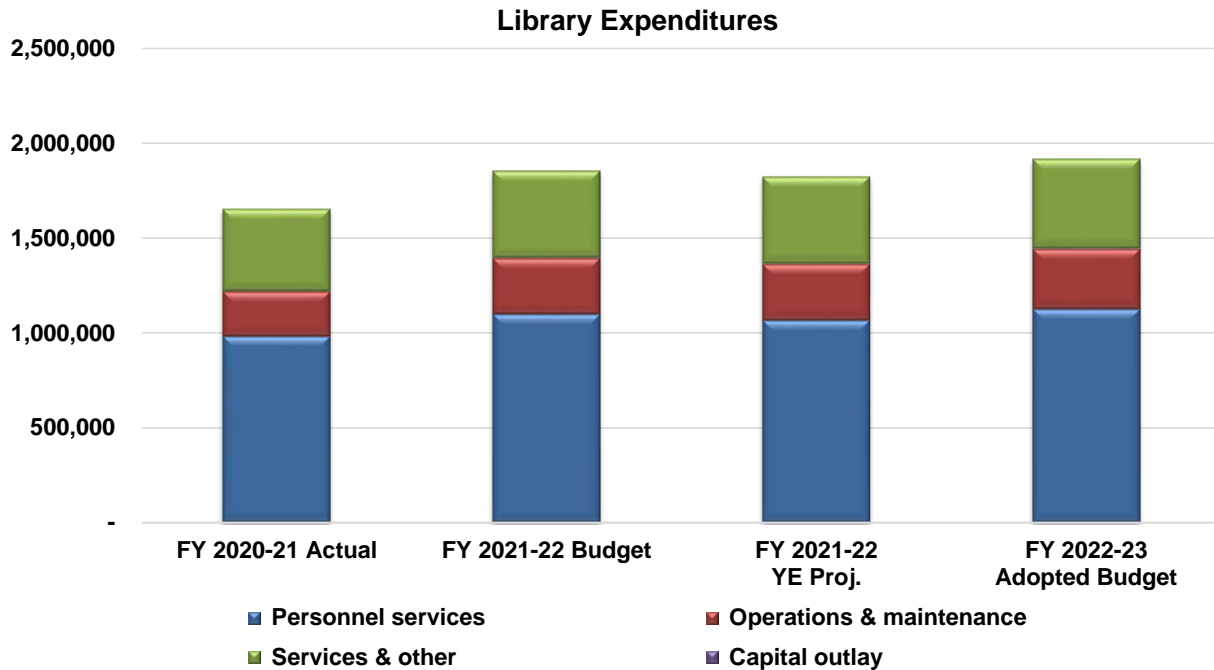
**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>
Visits to Library	126,375	180,000	120,000	125,000
Number of checkouts	463,720	510,000	440,000	460,000
Library programs participants	16,731	20,000	15,000	17,000
<b>PERFORMANCE INDICATORS</b>				
Checkouts per FTE employee as a measure of workload (Texas average of 15,031 checkouts per FTE)	30,914	30,000	25,633	30,666
Library visits per capita (Texas average 3.3)	3.70	4.00	2.56	2.67
Library checkouts per capita ( Texas average 4.91)	10.09	11.00	9.39	9.82

# LIBRARY

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 981,766	\$ 1,097,013	\$ 1,065,583	\$ 1,124,471	\$ 27,458
Operations & maintenance	238,650	299,325	299,325	320,475	21,150
Services & other	433,013	457,030	457,030	471,221	14,191
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,653,430</b>	<b>\$ 1,853,368</b>	<b>\$ 1,821,938</b>	<b>\$ 1,916,167</b>	<b>\$ 62,799</b>

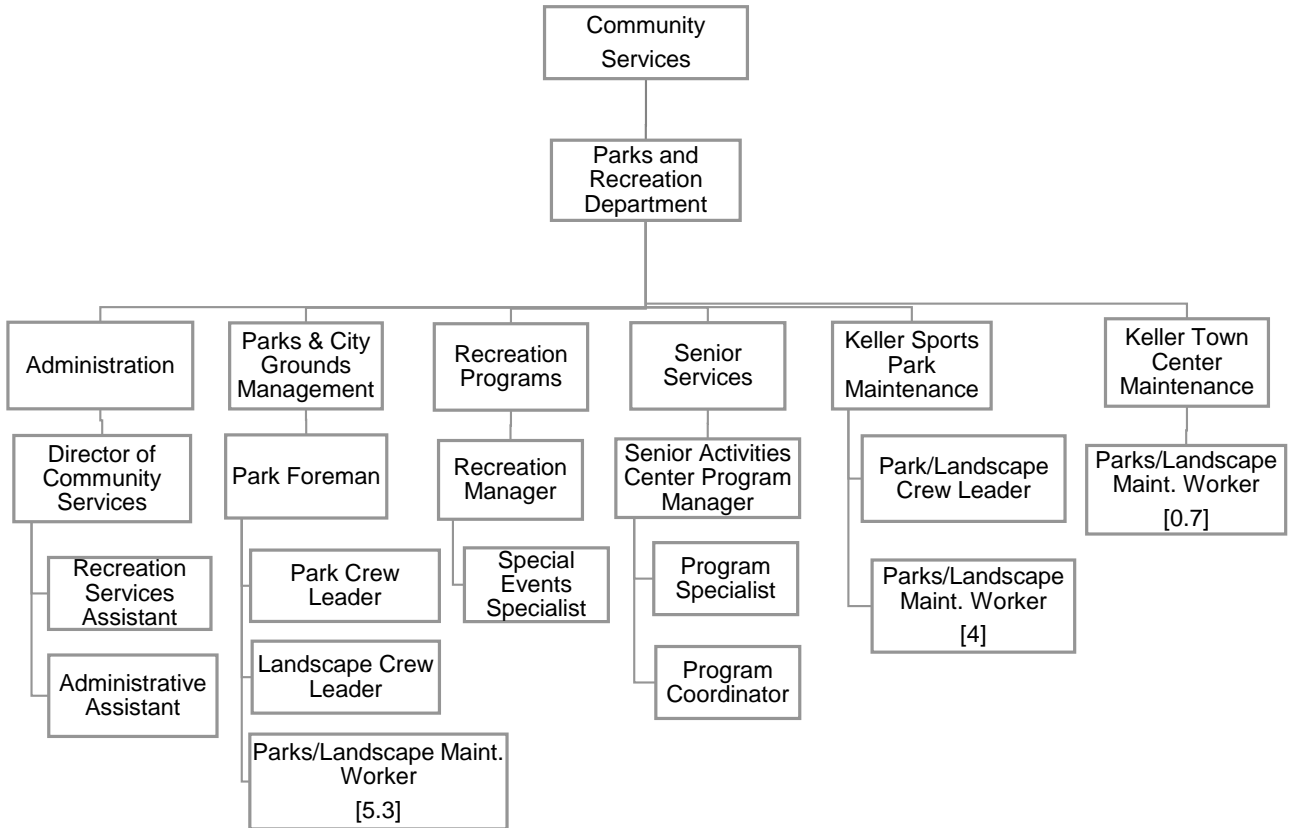


## PERSONNEL SUMMARY

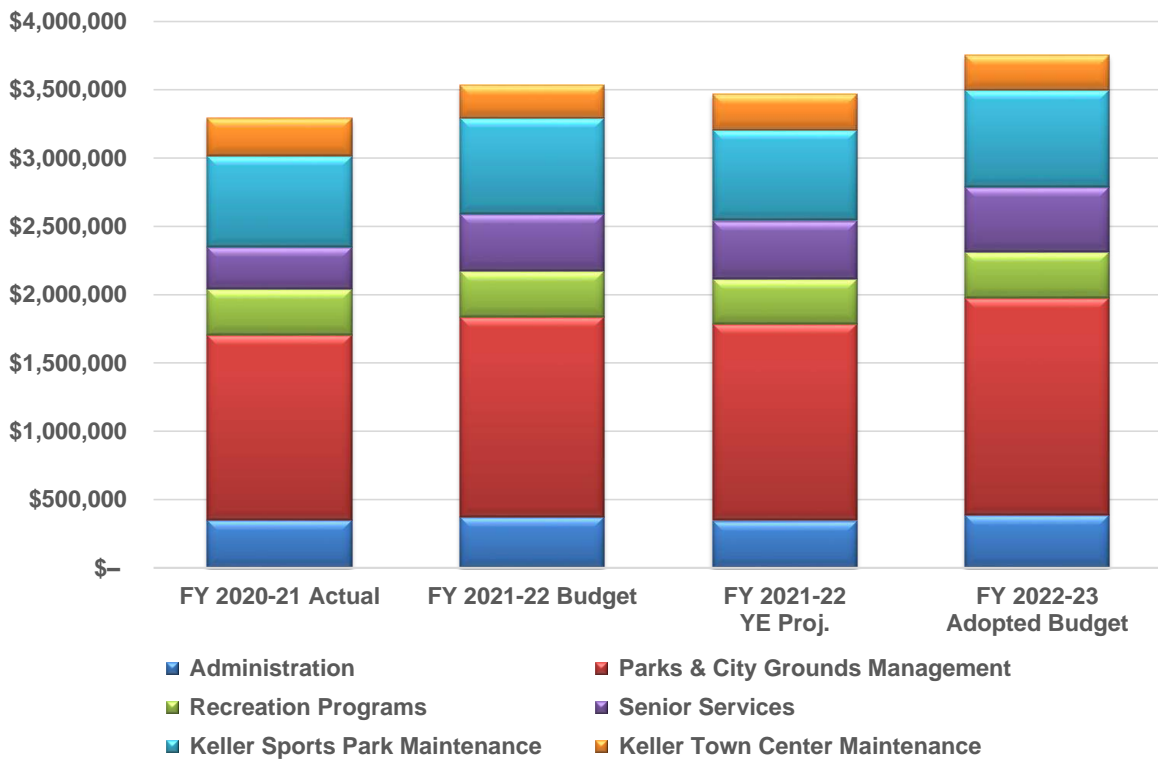
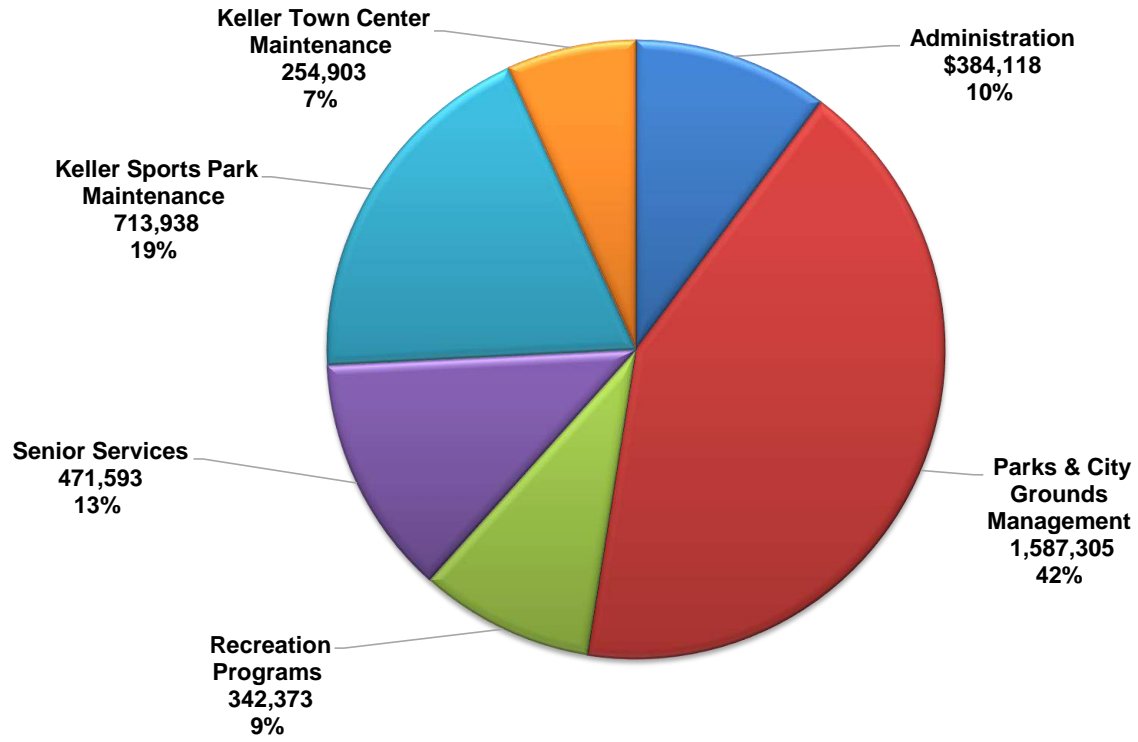
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>DEPARTMENT / DIVISION:</b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Library Director	1.00	1.00	1.00	1.00	-
Library Services Manager	1.00	1.00	1.00	1.00	-
Librarian	3.00	3.00	3.00	3.00	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
Customer Experience Associate	1.48	1.48	1.48	1.48	-
Circulation Supervisor	1.00	1.00	1.00	1.00	-
Library Clerk	6.88	6.88	6.88	6.88	-
Library Aide - Temporary/Seasonal	0.16	0.16	0.16	0.16	-
<b>TOTAL</b>	<b>15.52</b>	<b>15.52</b>	<b>15.52</b>	<b>15.52</b>	<b>-</b>

# PARKS AND RECREATION DEPARTMENT



# PARKS AND RECREATION

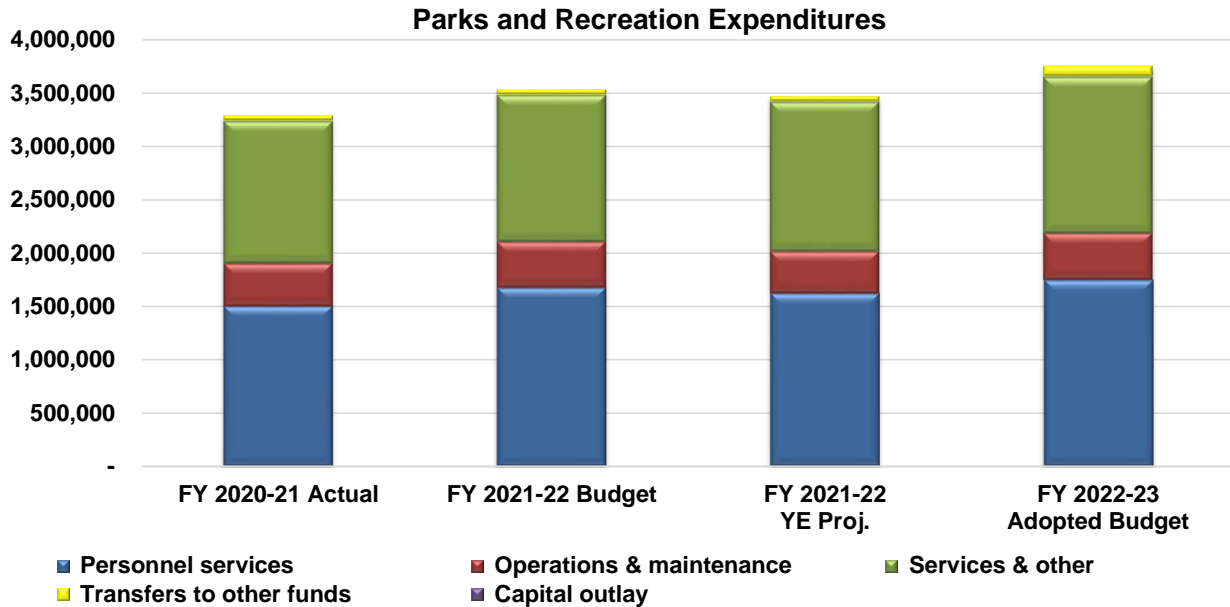


# PARKS AND RECREATION DEPARTMENT

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Administration	\$ 347,447	\$ 374,009	\$ 345,311	\$ 384,118	\$ 10,109
Parks & City Grounds Management	1,355,024	1,461,638	1,439,952	1,587,305	125,667
Recreation Programs	335,416	334,396	331,931	342,373	7,977
Senior Services	306,876	417,406	424,948	471,593	54,187
Keller Sports Park Maintenance	669,433	702,256	664,588	713,938	11,682
Keller Town Center Maintenance	280,845	242,219	261,487	254,903	12,684
<b>TOTAL</b>	<b>\$ 3,295,041</b>	<b>\$ 3,531,924</b>	<b>\$ 3,468,217</b>	<b>\$ 3,754,230</b>	<b>\$ 222,306</b>

<b>EXPENDITURES BY CATEGORY:</b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 1,505,909	\$ 1,678,764	\$ 1,624,370	\$ 1,748,771	\$ 70,007
Operations & maintenance	398,797	429,678	392,739	438,102	8,424
Services & other	1,336,236	1,375,882	1,403,508	1,469,757	93,875
Transfers to other funds	47,600	47,600	47,600	97,600	50,000
Capital outlay	6,499	-	-	-	-
<b>TOTAL</b>	<b>\$ 3,295,041</b>	<b>\$ 3,531,924</b>	<b>\$ 3,468,217</b>	<b>\$ 3,754,230</b>	<b>\$ 222,306</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY DIVISION</b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Administration	3.00	3.00	3.00	3.00	-
Parks & City Grounds Management	8.50	8.50	8.50	8.50	-
Recreation Programs	2.00	2.00	2.00	2.00	-
Senior Services	3.00	3.00	3.00	3.00	-
Keller Sports Park Maintenance	5.00	5.00	5.00	5.00	-
Keller Town Center Maintenance	0.50	0.50	0.50	0.50	-
<b>TOTAL</b>	<b>22.00</b>	<b>22.00</b>	<b>22.00</b>	<b>22.00</b>	<b>-</b>

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

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

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

**DEPARTMENT/DIVISION OBJECTIVES:**

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

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>
Board/Committee Meetings Organized	17	16	14	14
Facility & Park Reservations	751	900	1,000	1,000
<b>PERFORMANCE INDICATORS</b>				
Per capita annual investment in parks and recreation operations	\$52	\$57	\$57	\$58
Capital replacement projects completed	4	5	6	6

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

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 291,568	\$ 316,274	\$ 293,106	\$ 326,296	\$ 10,022
Operations & maintenance	2,399	3,000	2,250	2,800	(200)
Services & other	53,480	54,735	49,955	55,022	287
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 347,447</b>	<b>\$ 374,009</b>	<b>\$ 345,311</b>	<b>\$ 384,118</b>	<b>\$ 10,109</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Director of Community Services	1.00	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
Program Coordinator	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>-</b>

# PARKS AND RECREATION DEPARTMENT

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

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

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

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>
Total park acreage (including undeveloped land, but not including Keller Sports Park)	305	305	305	305
Total developed park acreage	219	230	219	230
Total undeveloped park acreage	86	75	86	75
Total miles of hike/bike trails maintained	27.5	28.0	27.6	28.2
Total playgrounds maintained	9	9	9	10

<b>PERFORMANCE INDICATORS</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>
Total developed park acreage per 1,000 residents	4.86	5.07	4.82	5.03
Parks investment per developed acre*	\$6,187	\$6,674	\$6,674	\$6,652
Parks investment per resident*	\$30.05	\$32.19	\$32.19	\$33.43
Developed park acres per full-time maintenance staff	24.33	24.33	24.33	25.56

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



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

**EXPENDITURE SUMMARY**

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>	<b>Variance (\$)</b>
Personnel services	\$ 484,249	\$ 584,013	\$ 523,241	\$ 605,367	\$ 21,354
Operations & maintenance	188,323	211,085	193,200	215,509	4,424
Services & other	675,953	666,540	723,511	766,429	99,889
Capital outlay	6,499	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,355,024</b>	<b>\$ 1,461,638</b>	<b>\$ 1,439,952</b>	<b>\$ 1,587,305</b>	<b>\$ 125,667</b>

**PERSONNEL SUMMARY**

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>	<b>Variance (\$)</b>
Foreman (Parks)	1.00	1.00	1.00	1.00	-
Crew Leader (Parks)	1.00	1.00	1.00	1.00	-
Landscape Crew Leader	1.00	1.00	1.00	1.00	-
Maintenance Worker (Parks)	5.50	5.50	5.50	5.50	-
<b>TOTAL</b>	<b>8.50</b>	<b>8.50</b>	<b>8.50</b>	<b>8.50</b>	<b>-</b>

# PARKS AND RECREATION DEPARTMENT

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

**DEPARTMENT DESCRIPTION:**

The Recreation Programs division of the Parks and Recreation Department manages the City's Special Events, programs, and activities. Annual special events administered by the department include Flannel Fest, 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), and Adopt-a-Street. Approximately 50% of the funding for special events and programs is supported by the general fund. The remaining 50% 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 increased social media following by 25%.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>
Special events provided annually	23	23	23	23
Recreation Program Volunteers	1,080	1,500	1,500	1,500
Number of partnerships developed	6	12	10	10
Programs provided annually	30	30	30	30
<b>PERFORMANCE INDICATORS</b>				
Special event guests	34,000	40,000	40,000	40,000
Recreation program volunteer hours	3,147	4,000	3,500	3,500
Recreation partnership dollars generated	15,998	45,000	40,000	50,000

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

**EXPENDITURE SUMMARY**

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 182,456	\$ 192,862	\$ 193,612	\$ 191,682	\$ (1,180)
Operations & maintenance	6,833	11,499	11,499	11,499	-
Services & other	112,028	95,935	92,720	55,092	(40,843)
Transfers to other funds	34,100	34,100	34,100	84,100	50,000
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 335,416</b>	<b>\$ 334,396</b>	<b>\$ 331,931</b>	<b>\$ 342,373</b>	<b>\$ 7,977</b>

**PERSONNEL SUMMARY**

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Recreation Manager	1.00	1.00	1.00	1.00	-
Event Specialist	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>-</b>

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

**DEPARTMENT DESCRIPTION:**

The Keller Senior Activities Center is an essential element of a healthy and vibrant community, providing individual, social and economic value. The Senior Services division of the Parks and Recreation Department encourages individuals and groups to connect with one another to create a welcoming, diverse and fun environment by providing a wide range of health and wellness, enrichment, education, travel opportunities, meal program and special events for the 55-plus population. Our new facility that was opened in January 2022 includes one large activity room that can be divided into 3 individual multipurpose rooms, a full size gym, fitness room, game room, dedicated arts & craft room, classroom, a lounge space for socializing and a catering kitchen.

**DEPARTMENT/DIVISION GOALS:**

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

**DEPARTMENT/DIVISION OBJECTIVES:**

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

**SERVICE LEVEL ANALYSIS \***

<b>SERVICES PROVIDED</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>
Number of Annual Memberships	1,614	1,400	2,700	2,800
Annual Senior Services Programs Provided	808	1,500	1,550	1,750
Number of Trips offered	3	25	30	40
Number of Community Partners	40	50	55	55
Number of Donations Provided to Senior Center	44	65	50	55

**PERFORMANCE INDICATORS**

Annual Facility Attendance	4,240	13,000	20,000	24,000
Annual Senior Services Program Attendance	16,476	20,000	22,000	24,000
Special Event Participants	386	1,500	1,100	1,500
Trip Participants	58	450	595	650
Annual Donation Total	\$1,375	\$15,000	\$8,500	\$10,000

\*Note - During FY 2020-21 the facility was closed due to Covid19 and reopened on March 1, 2021. The facility offered programming with a transitional approach in addition to curbside programs, virtual programs and services with limited capacity.

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

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 213,720	\$ 229,621	\$ 237,163	\$ 252,498	\$ 22,877
Operations & maintenance	12,982	36,060	36,060	43,060	7,000
Services & other	80,174	151,725	151,725	176,035	24,310
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 306,876</b>	<b>\$ 417,406</b>	<b>\$ 424,948</b>	<b>\$ 471,593</b>	<b>\$ 54,187</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Program Supervisor (Senior Activities Center Supervisor)	1.00	1.00	1.00	1.00	-
Program Specialist (Recreation)	1.00	1.00	1.00	1.00	-
Program Coordinator	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>-</b>

# **PARKS AND RECREATION DEPARTMENT**

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

***DEPARTMENT DESCRIPTION:***

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

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

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

***DEPARTMENT/DIVISION GOALS:***

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

# PARKS AND RECREATION DEPARTMENT

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

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>
Total Sports Park acreage	175	175	175	175
Total Sports Park acreage maintained privately	18	18	18	18
Contracted developed park acreage maintained	50	50	50	50
Total Sports Park acreage undeveloped	50	50	50	50
Total facility square footage maintained	13,277	13,277	13,277	13,277
<b>PERFORMANCE INDICATORS</b>				
Sports Park operating & maintenance cost per acre*	\$6,711	\$6,999	\$6,999	\$7,748
Sports Park operating & maintenance cost per capita*	\$16.76	\$17.48	\$17.48	\$19.35
Developed Sports Park acres per maintenance staff*	20.86	21.4	21.4	21.4
Non-Resident Fees Collected	\$100,000	\$110,000	\$140,000	\$140,000

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

### EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 275,925	\$ 325,445	\$ 325,031	\$ 338,379	\$ 12,934
Operations & maintenance	148,797	129,534	113,230	126,234	(3,300)
Services & other	244,711	247,277	226,327	249,325	2,048
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 669,433</b>	<b>\$ 702,256</b>	<b>\$ 664,588</b>	<b>\$ 713,938</b>	<b>\$ 11,682</b>

### PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Crew Leader (Parks)	1.00	1.00	1.00	1.00	-
Maintenance Worker (Parks)	4.00	4.00	4.00	4.00	-
<b>TOTAL</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>-</b>

# PARKS AND RECREATION DEPARTMENT

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

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

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

**SERVICE LEVEL ANALYSIS:**

SERVICES PROVIDED	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23
	Actual	Budget	YE Proj.	Adopted Budget
Association fee revenue	\$96,393	\$99,544	\$94,773	\$94,773
Association meetings held	1	1	1	1
Total Town Center property acreage	161.6	161.6	161.6	161.6
Public property acreage	100.2	100.2	100.2	100.2
Private property acreage	61.4	61.4	61.4	61.4



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

**EXPENDITURE SUMMARY**

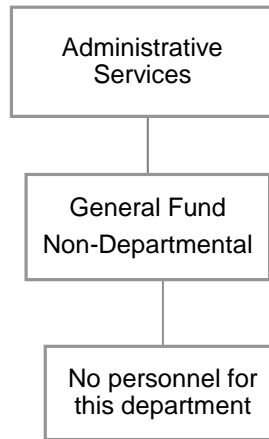
<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 57,991	\$ 30,549	\$ 52,217	\$ 34,549	\$ 4,000
Operations & maintenance	39,464	38,500	36,500	39,000	500
Services & other	169,891	159,670	159,270	167,854	8,184
Transfers to other funds	13,500	13,500	13,500	13,500	-
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 280,845</b>	<b>\$ 242,219</b>	<b>\$ 261,487</b>	<b>\$ 254,903</b>	<b>\$ 12,684</b>

**PERSONNEL SUMMARY**

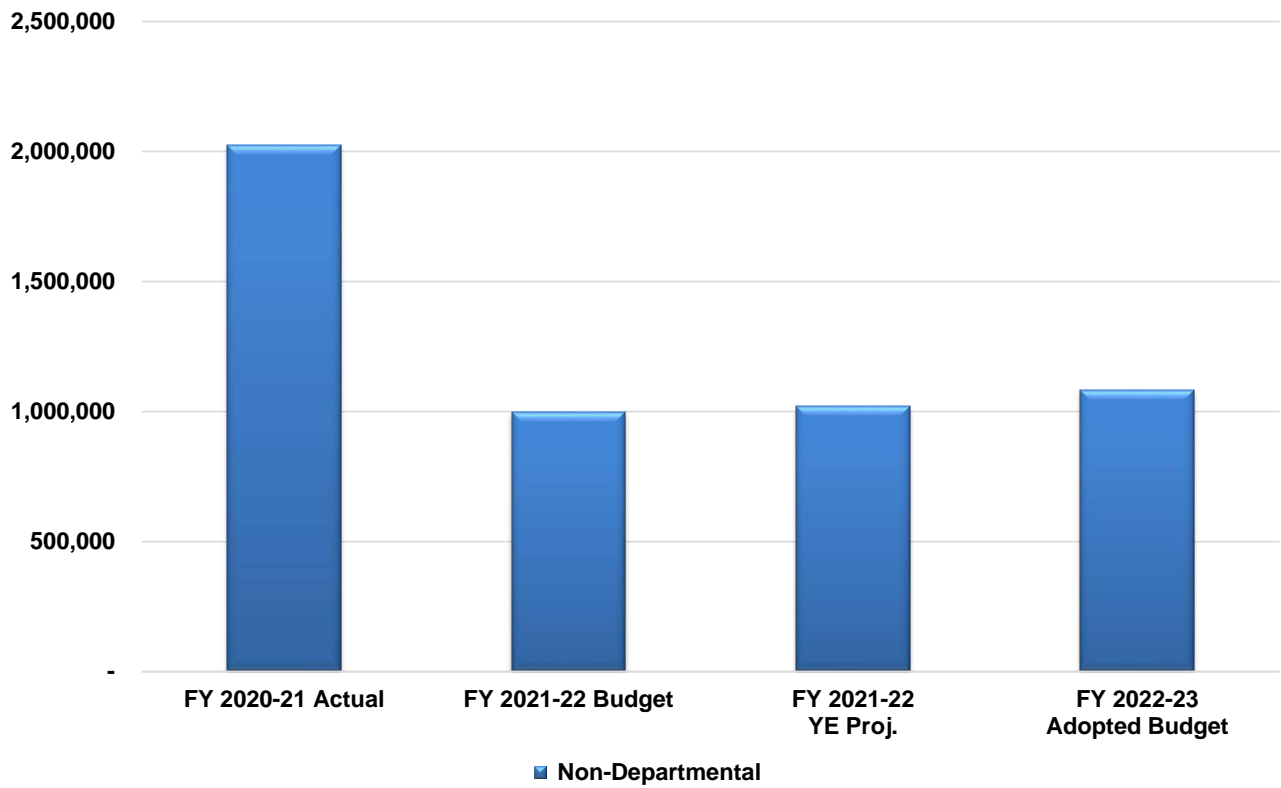
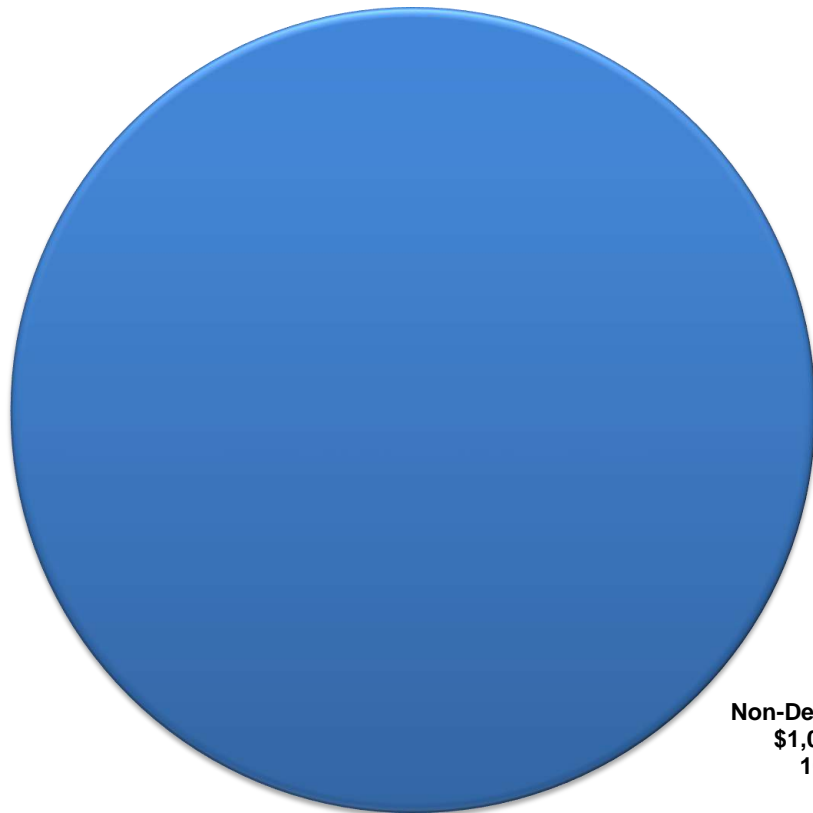
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Maintenance Worker (Parks)	0.50	0.50	0.50	0.50	-
<b>TOTAL</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>-</b>

# GENERAL FUND NON-DEPARTMENTAL



# GENERAL FUND NON-DEPARTMENTAL

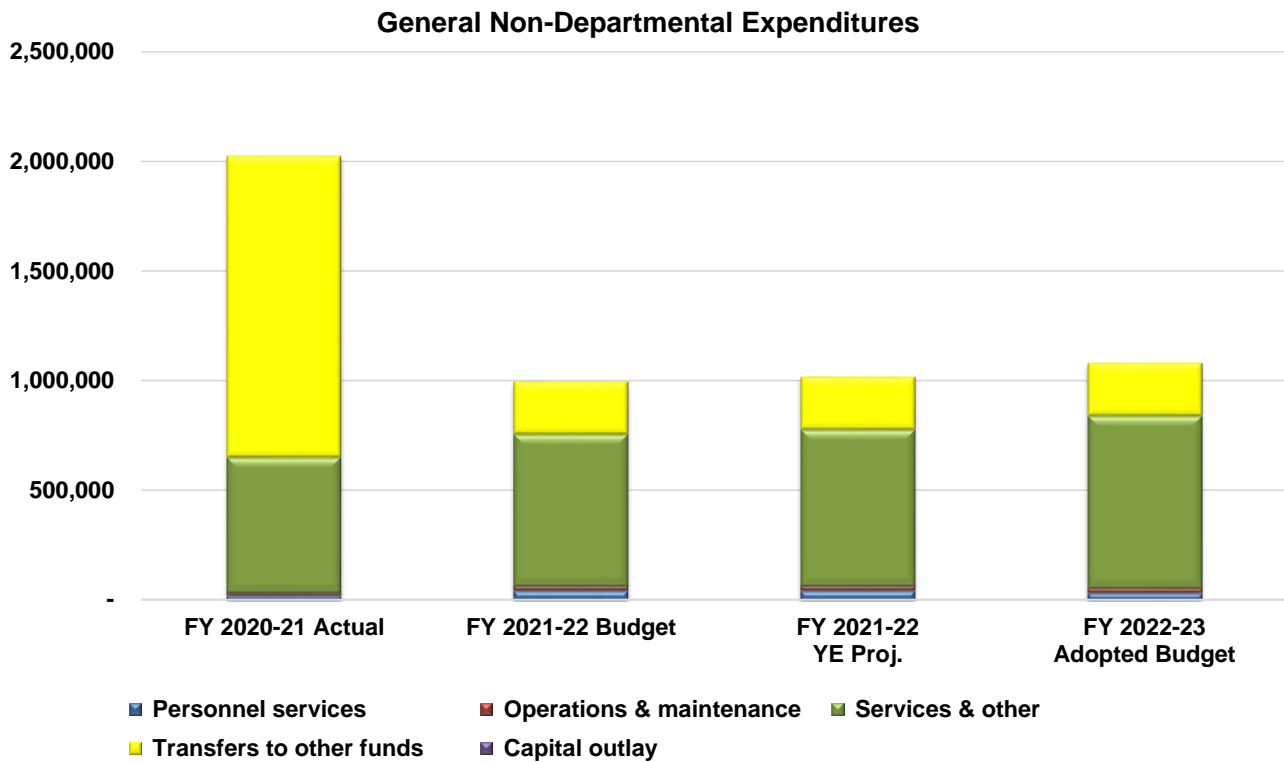


# GENERAL FUND NON-DEPARTMENTAL DEPARTMENT

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Non-Departmental	\$ 2,026,338	\$ 998,661	\$ 1,020,120	\$ 1,082,652	\$ 83,991
<b>TOTAL</b>	<b>\$ 2,026,338</b>	<b>\$ 998,661</b>	<b>\$ 1,020,120</b>	<b>\$ 1,082,652</b>	<b>\$ 83,991</b>

<b>EXPENDITURES BY CATEGORY:</b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 18,967	\$ 40,000	\$ 40,000	\$ 30,000	\$ -
Operations & maintenance	11,507	21,120	21,120	21,120	-
Services & other	620,864	694,474	715,933	788,465	93,991
Transfers to other funds	1,375,000	243,067	243,067	243,067	-
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,026,338</b>	<b>\$ 998,661</b>	<b>\$ 1,020,120</b>	<b>\$ 1,082,652</b>	<b>\$ 83,991</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY DEPARTMENT:</b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## 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.



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# WATER AND WASTEWATER FUND OVERVIEW

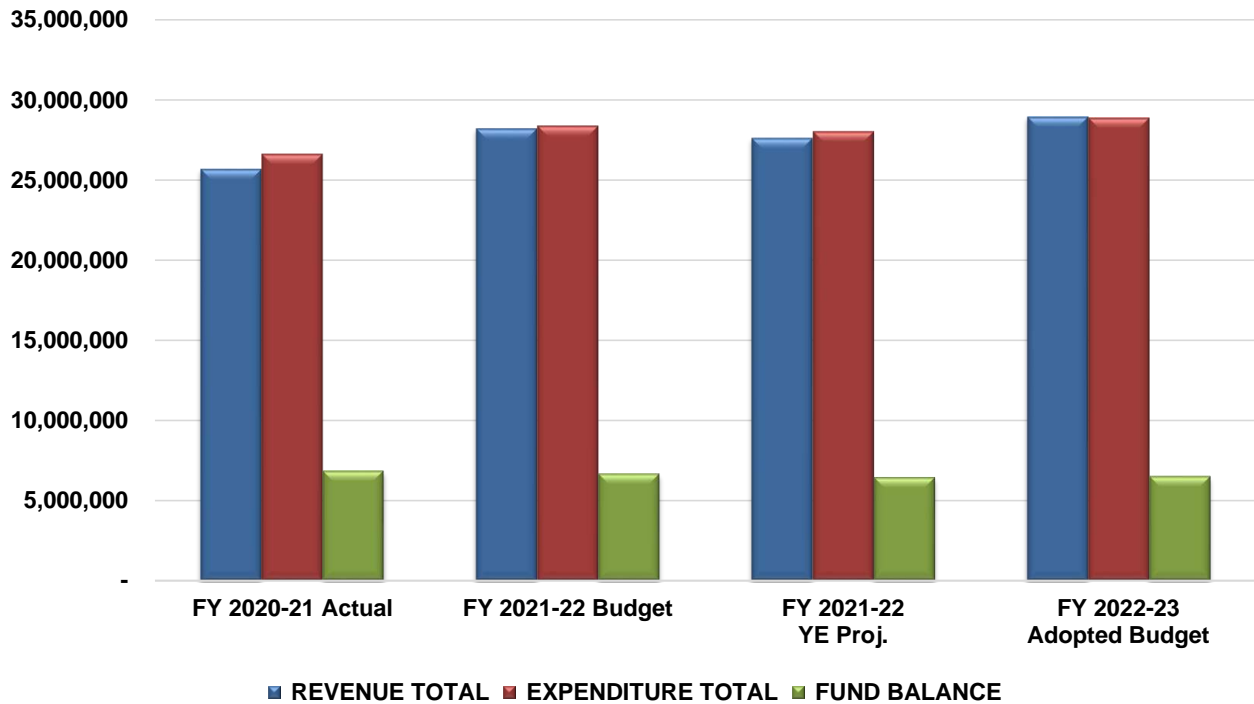
**FUND DESCRIPTION:**

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
<b>REVENUE TOTAL</b>	<b>\$ 25,690,614</b>	<b>\$ 28,203,138</b>	<b>\$ 27,625,760</b>	<b>\$ 28,940,247</b>	<b>\$ 737,109</b>
OPERATING EXPENDITURES	26,620,827	28,387,424	28,030,278	28,882,645	495,221
<b>EXPENDITURE TOTAL</b>	<b>\$ 26,620,827</b>	<b>\$ 28,387,424</b>	<b>\$ 28,030,278</b>	<b>\$ 28,882,645</b>	<b>\$ 495,221</b>
<b>VARIANCE</b>	<b>\$ (930,213)</b>	<b>\$ (184,286)</b>	<b>\$ (404,518)</b>	<b>\$ 57,602</b>	<b>\$ 241,888</b>
RESERVE FUND BALANCE	6,183,266	6,737,912	6,642,009	6,997,809	259,897
UNASSIGNED FUND BALANCE	639,247	(99,685)	(224,014)	(522,212)	(422,527)
<b>FUND BALANCE</b>	<b>\$ 6,822,513</b>	<b>\$ 6,638,227</b>	<b>\$ 6,417,995</b>	<b>\$ 6,475,597</b>	<b>\$ (162,630)</b>

**RESERVE AND UNASSIGNED ANALYSIS**

% OF OPERATING EXPENDITURES	2.4%	-0.4%	-0.8%	-1.8%
TARGET % LEVEL	23.2%	23.7%	23.7%	24.2%

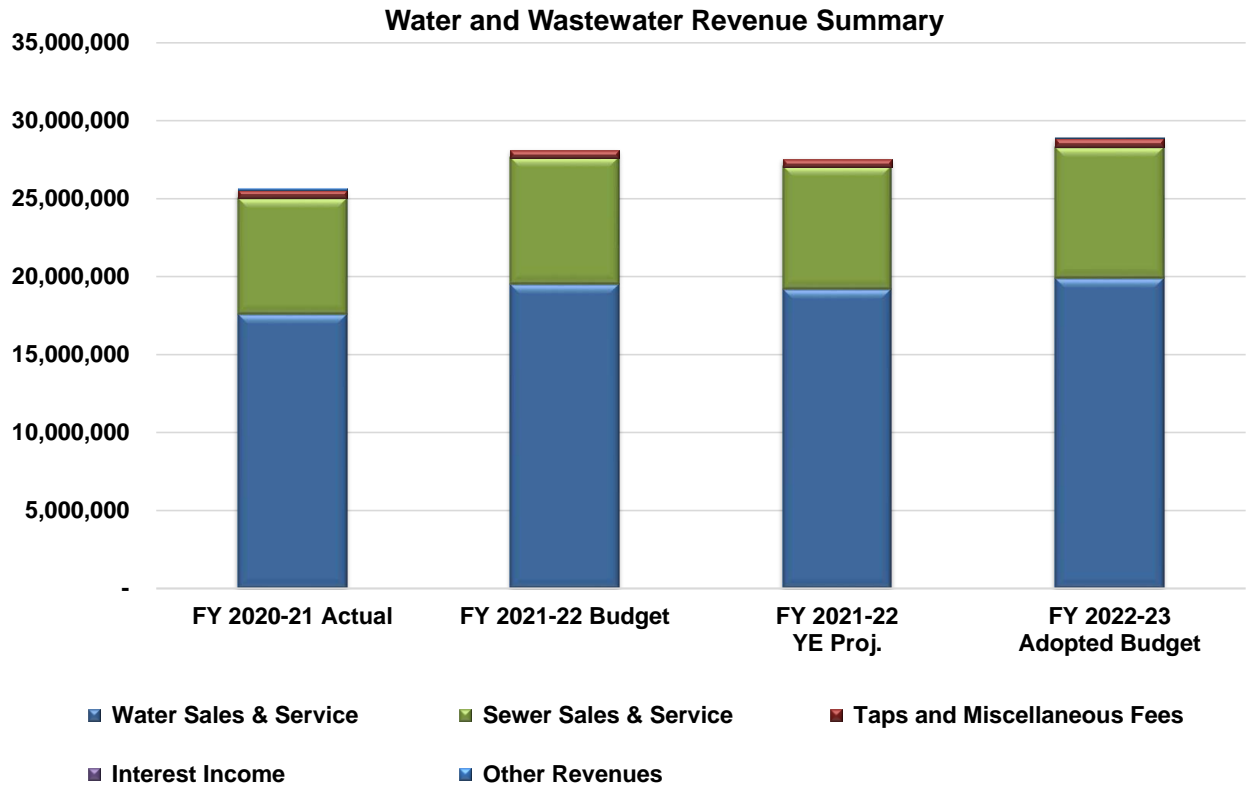
**Water and Wastewater Summary**



# WATER AND WASTEWATER FUND OVERVIEW

## SUMMARY OF WATER AND WASTEWATER FUND REVENUES

<i>Revenues</i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
<b>Operating Revenues</b>					
Water Sales & Service	\$ 17,580,967	\$ 19,485,355	\$ 19,193,131	\$ 19,911,562	\$ 426,207
Sewer Sales & Service	7,475,581	8,147,260	7,862,106	8,412,453	265,193
<b>Total Operating Revenues</b>	<b>\$ 25,056,547</b>	<b>\$ 27,632,615</b>	<b>\$ 27,055,237</b>	<b>\$ 28,324,015</b>	<b>\$ 691,400</b>
<b>Other Revenue</b>					
Taps and Miscellaneous Fees	\$ 478,896	\$ 512,901	\$ 512,901	\$ 541,396	\$ 28,495
Interest Income	38,754	16,209	16,209	20,215	4,006
Other Revenues	116,417	41,413	41,413	54,621	13,208
<b>Total Other Revenues</b>	<b>\$ 634,067</b>	<b>\$ 570,523</b>	<b>\$ 570,523</b>	<b>\$ 616,232</b>	<b>\$ 45,709</b>
<b>TOTAL REVENUES</b>	<b>\$ 25,690,614</b>	<b>\$ 28,203,138</b>	<b>\$ 27,625,760</b>	<b>\$ 28,940,247</b>	<b>\$ 737,109</b>



# WATER AND WASTEWATER FUND OVERVIEW

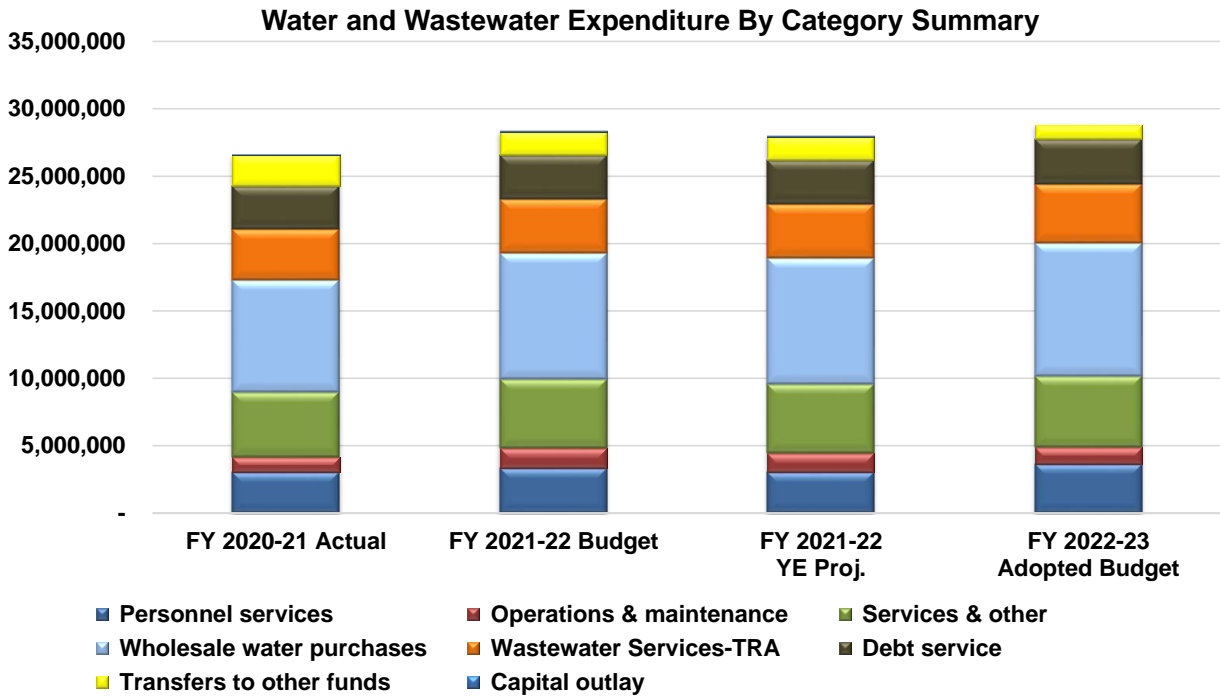
## DETAIL OF WATER AND WASTEWATER FUND REVENUES

	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23	Budget
<i><b>Operating Revenues</b></i>	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
Water Sales & Service	\$ 17,578,135	\$ 19,481,584	\$ 19,189,360	\$ 19,908,961	\$ 427,377
Unclassified Water Revenue	2,832	3,771	3,771	2,601	(1,170)
Sewer Sales & Service	7,475,581	8,147,260	7,862,106	8,412,453	265,193
<b>Total Operating Revenues</b>	<b>\$ 25,056,547</b>	<b>\$ 27,632,615</b>	<b>\$ 27,055,237</b>	<b>\$ 28,324,015</b>	<b>\$ 691,400</b>
 <i><b>Miscellaneous Fees</b></i>					
Water Taps & Connect Fees	\$ 88,830	\$ 54,349	\$ 54,349	\$ 68,728	\$ 14,379
Hydrant Meter Rental/Penalty	8,220	4,804	4,804	10,055	5,251
Sewer Tap Fees	18,518	8,773	8,773	11,916	3,143
Sewer Camera System Services	30,150	23,895	23,895	22,488	(1,407)
Reconnect Fees	19,775	28,236	28,236	31,967	3,731
Account Activation Fee	26,655	25,237	25,237	21,059	(4,178)
Account Transfer Fee	480	1,170	1,170	1,255	85
Inspection Fees-W&S	38,262	22,653	22,653	28,160	5,507
Penalty Revenue	137,687	205,365	205,365	205,365	-
Other Services	5,250	8,099	8,099	5,903	(2,196)
Administrative Svcs-Drainage	105,070	130,320	130,320	134,500	4,180
<b>Total Miscellaneous Fees</b>	<b>\$ 478,896</b>	<b>\$ 512,901</b>	<b>\$ 512,901</b>	<b>\$ 541,396</b>	<b>\$ 28,495</b>
 <i><b>Other Revenue</b></i>					
Interest Revenue-Investments	\$ 38,754	\$ 16,209	\$ 16,209	\$ 20,215	\$ 4,006
Write Off Recovery	9,601	4,022	4,022	2,796	(1,226)
Premium On Debt Issuance	(2)	-	-	-	-
I/G Rev-Southlake	57,881	32,529	32,529	45,214	12,685
Cash Over/Short	(56)	-	-	-	-
Miscellaneous Revenue	1,547	4,862	4,862	6,611	1,749
Use Of Fund Balance	47,445	-	-	-	-
<b>Total Other Revenue</b>	<b>\$ 155,171</b>	<b>\$ 57,622</b>	<b>\$ 57,622</b>	<b>\$ 74,836</b>	<b>\$ 17,214</b>
 <b>TOTAL REVENUES</b>	 <b>\$ 25,690,614</b>	 <b>\$ 28,203,138</b>	 <b>\$ 27,625,760</b>	 <b>\$ 28,940,247</b>	 <b>\$ 737,109</b>

# WATER AND WASTEWATER FUND OVERVIEW

## SUMMARY OF WATER AND WASTEWATER FUND EXPENDITURES

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
				<b>Budget</b>	
Personnel services	\$ 3,042,934	\$ 3,335,676	\$ 3,070,304	\$ 3,646,370	\$ 310,694
Operations & maintenance	1,132,685	1,487,153	1,380,178	1,218,468	(268,685)
Services & other	4,797,560	5,086,306	5,113,907	5,287,502	201,196
Wholesale water purchases	8,306,796	9,370,292	9,370,292	9,889,956	519,664
Wastewater Services-TRA	3,782,395	4,015,793	4,015,793	4,387,384	371,591
Debt service	3,236,028	3,252,204	3,252,204	3,312,965	60,761
Transfers to other funds	2,238,905	1,725,000	1,725,000	1,075,000	(650,000)
Capital outlay	83,524	115,000	102,600	65,000	(50,000)
<b>TOTAL</b>	<b>\$ 26,620,827</b>	<b>\$ 28,387,424</b>	<b>\$ 28,030,278</b>	<b>\$ 28,882,645</b>	<b>\$ 495,221</b>

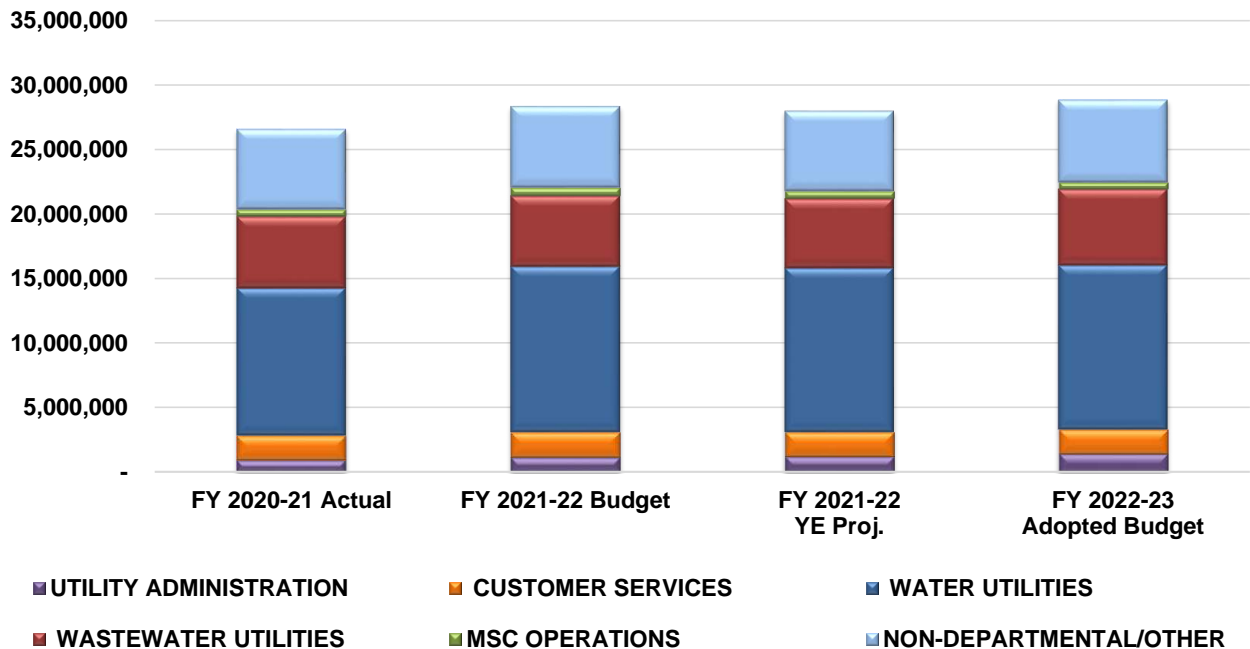


# WATER AND WASTEWATER FUND OVERVIEW

## EXPENDITURES

<u>EXPENDITURES BY ACTIVITY/DEPARTMENT:</u>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
<b>UTILITY ADMINISTRATION</b>	\$ 910,012	\$ 1,104,529	\$ 1,177,759	\$ 1,367,821	\$ 263,292
<b><u>CUSTOMER SERVICES</u></b>					
Administration	\$ 1,097,282	\$ 1,164,003	\$ 1,096,887	\$ 1,089,563	\$ (74,440)
Field Services	788,096	781,843	781,614	805,800	23,957
<b>CUSTOMER SERVICES</b>	<b>\$ 1,885,378</b>	<b>\$ 1,945,846</b>	<b>\$ 1,878,501</b>	<b>\$ 1,895,363</b>	<b>\$ (50,483)</b>
<b><u>WATER UTILITIES</u></b>					
Water Production	\$ 9,215,852	\$ 10,305,820	\$ 10,294,189	\$ 10,927,759	\$ 621,939
Water Distribution	2,251,419	2,562,882	2,453,967	1,828,640	(734,242)
<b>WATER UTILITIES</b>	<b>\$ 11,467,271</b>	<b>\$ 12,868,702</b>	<b>\$ 12,748,156</b>	<b>\$ 12,756,399</b>	<b>\$ (112,303)</b>
<b><u>WASTEWATER UTILITIES</u></b>					
Wastewater Collection	\$ 1,773,835	\$ 1,475,660	\$ 1,365,705	\$ 1,526,821	\$ 51,161
Wastewater Treatment	3,782,395	4,015,793	4,015,793	4,387,384	371,591
<b>WASTEWATER UTILITIES</b>	<b>\$ 5,556,230</b>	<b>\$ 5,491,453</b>	<b>\$ 5,381,498</b>	<b>\$ 5,914,205</b>	<b>\$ 422,752</b>
<b>MSC OPERATIONS</b>	<b>\$ 542,379</b>	<b>\$ 632,212</b>	<b>\$ 584,564</b>	<b>\$ 508,879</b>	<b>\$ (123,333)</b>
<b>NON-DEPARTMENTAL/OTHER</b>	<b>\$ 6,259,557</b>	<b>\$ 6,344,682</b>	<b>\$ 6,259,800</b>	<b>\$ 6,439,978</b>	<b>\$ 95,296</b>
<b>TOTAL</b>	<b>\$ 26,620,827</b>	<b>\$ 28,387,424</b>	<b>\$ 28,030,278</b>	<b>\$ 28,882,645</b>	<b>\$ 495,221</b>

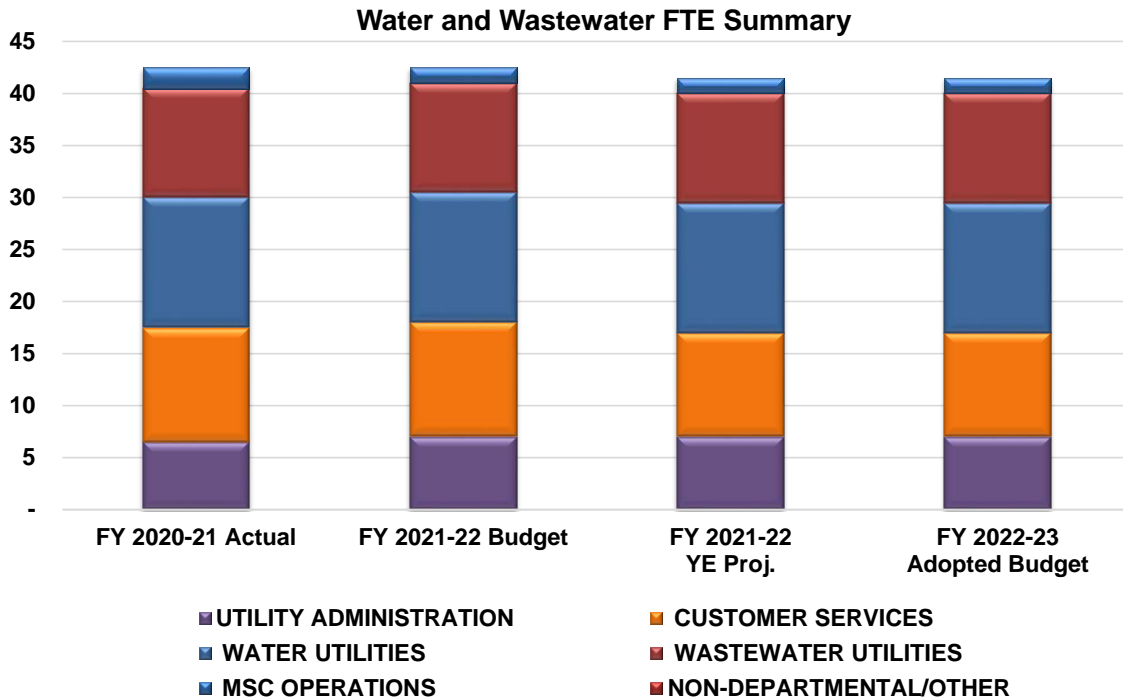
**Water and Wastewater Expenditure Summary By Department**



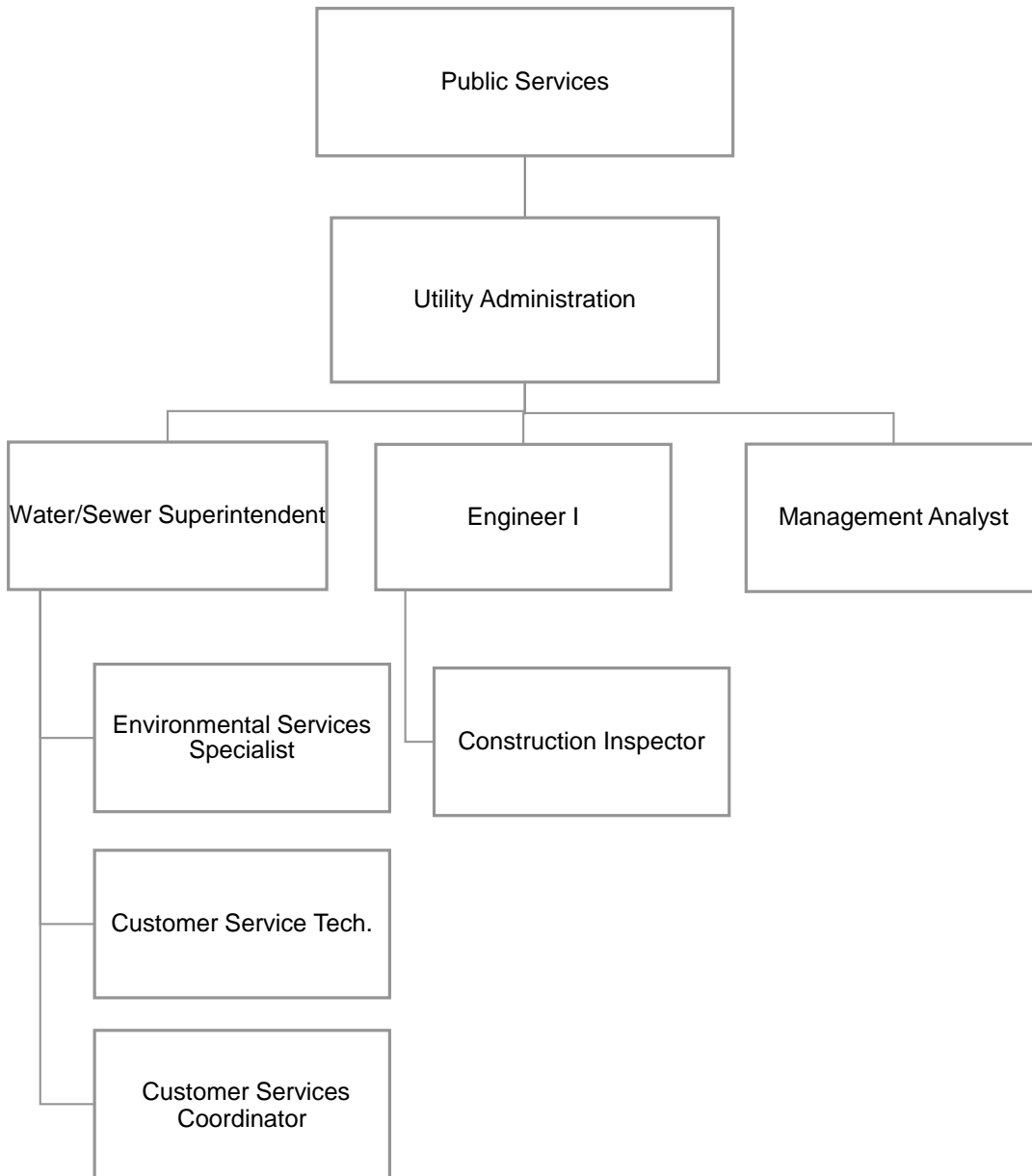
# WATER AND WASTEWATER FUND OVERVIEW

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

<i>PERSONNEL BY ACTIVITY/DEPT:</i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
<b>UTILITY ADMINISTRATION</b>	6.48	7.00	7.00	7.00	-
<b><u>CUSTOMER SERVICES</u></b>					
Administration	7.00	7.00	6.00	6.00	(1.00)
Field Services	4.00	4.00	4.00	4.00	-
<b>CUSTOMER SERVICES</b>	<b>11.00</b>	<b>11.00</b>	<b>10.00</b>	<b>10.00</b>	<b>(1.00)</b>
<b><u>WATER UTILITIES</u></b>					
Water Production	5.00	5.00	5.00	5.00	-
Water Distribution	7.50	7.50	7.50	7.50	-
<b>WATER UTILITIES</b>	<b>12.50</b>	<b>12.50</b>	<b>12.50</b>	<b>12.50</b>	<b>-</b>
<b><u>WASTEWATER UTILITIES</u></b>					
Wastewater Collection	10.50	10.50	10.50	10.50	-
Wastewater Treatment	-	-	-	-	-
<b>WASTEWATER UTILITIES</b>	<b>10.50</b>	<b>10.50</b>	<b>10.50</b>	<b>10.50</b>	<b>-</b>
<b>MSC OPERATIONS</b>	<b>2.00</b>	<b>1.48</b>	<b>1.48</b>	<b>1.48</b>	<b>-</b>
<b>NON-DEPARTMENTAL/OTHER</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>42.48</b>	<b>42.48</b>	<b>41.48</b>	<b>41.48</b>	<b>(1.00)</b>



# UTILITY ADMINISTRATION DEPARTMENT



# UTILITY ADMINISTRATION

## UTILITY ADMINISTRATION (200-70-701)

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

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

**DEPARTMENT/DIVISION OBJECTIVES:**

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

**SERVICE LEVEL ANALYSIS:**

SERVICES PROVIDED	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23
	Actual	Budget	YE Proj.	Adopted Budget
Customer Service Inspections (CSI)	626	600	847	700
Backflow devices tested	2,779	3,000	2,188	3,000
Mosquito samples collected and tested	155	90	90	90
Mosquito spraying events conducted	29	5	5	6

**PERFORMANCE INDICATORS**

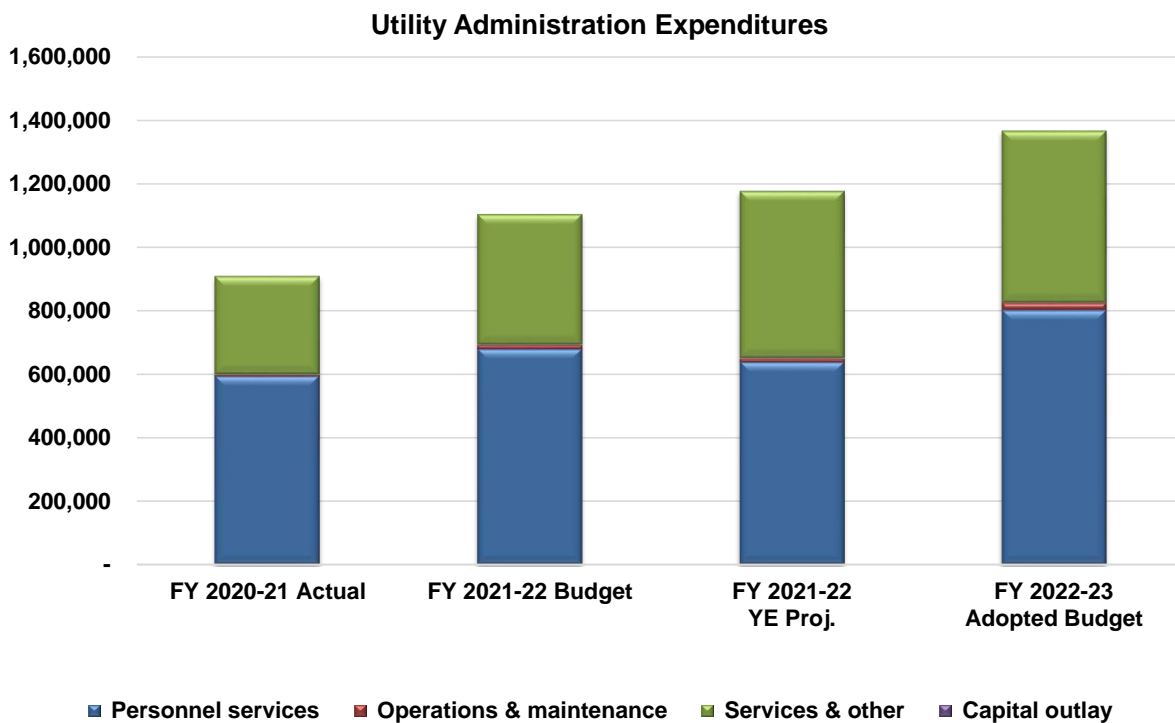
% of Double Positive Mosquito test sites	2%	0%	0%	0%
% of CSI plan being met	100%	100%	85%	100%



# UTILITY ADMINISTRATION

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23	Budget
	Actual	Budget	YE Proj.	Adopted Budget	Variance (\$)
Personnel services	\$ 593,923	\$ 679,481	\$ 637,965	\$ 800,882	\$ 121,401
Operations & maintenance	5,040	12,668	12,176	23,855	11,187
Services & other	311,050	412,380	527,618	543,084	130,704
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 910,012</b>	<b>\$ 1,104,529</b>	<b>\$ 1,177,759</b>	<b>\$ 1,367,821</b>	<b>\$ 263,292</b>

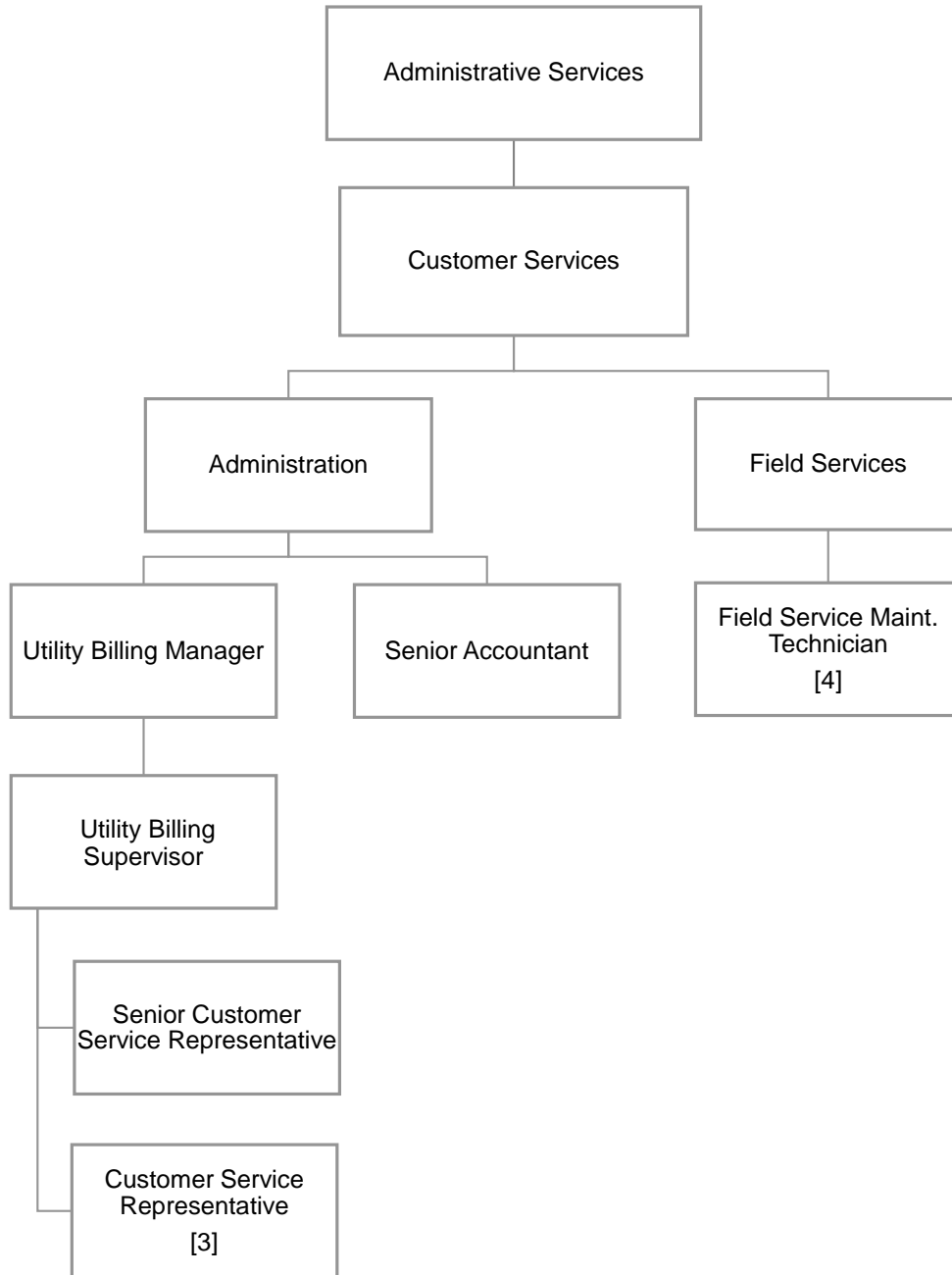


## PERSONNEL SUMMARY

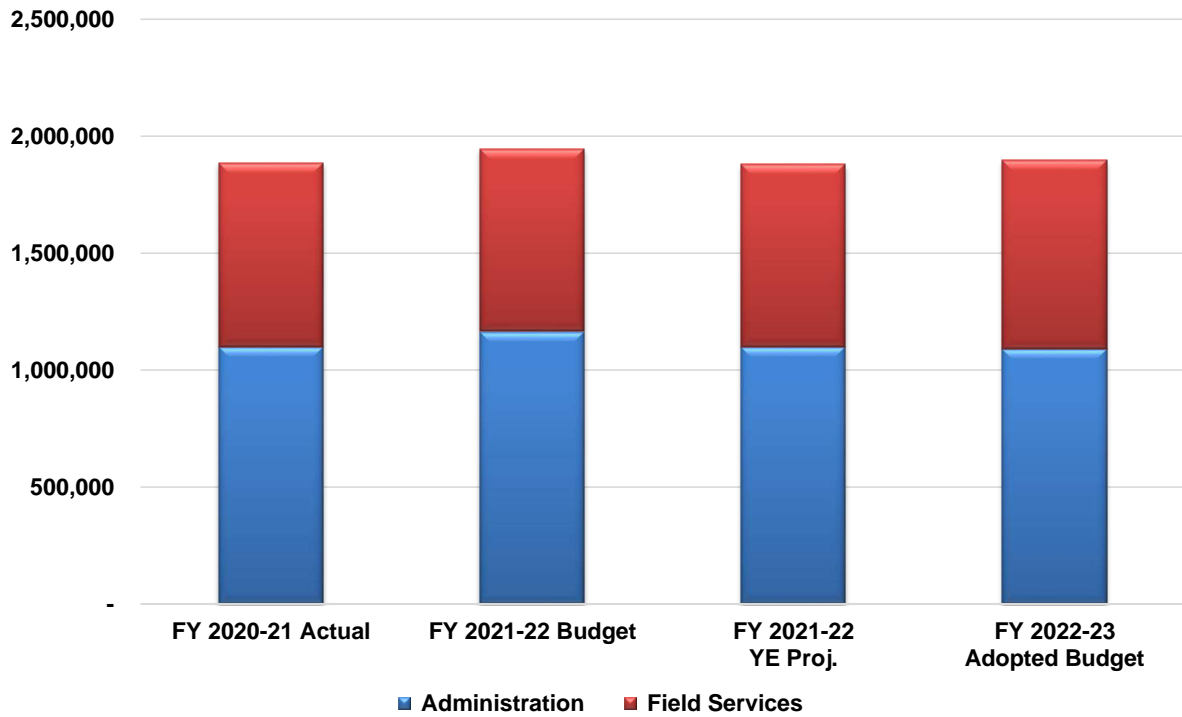
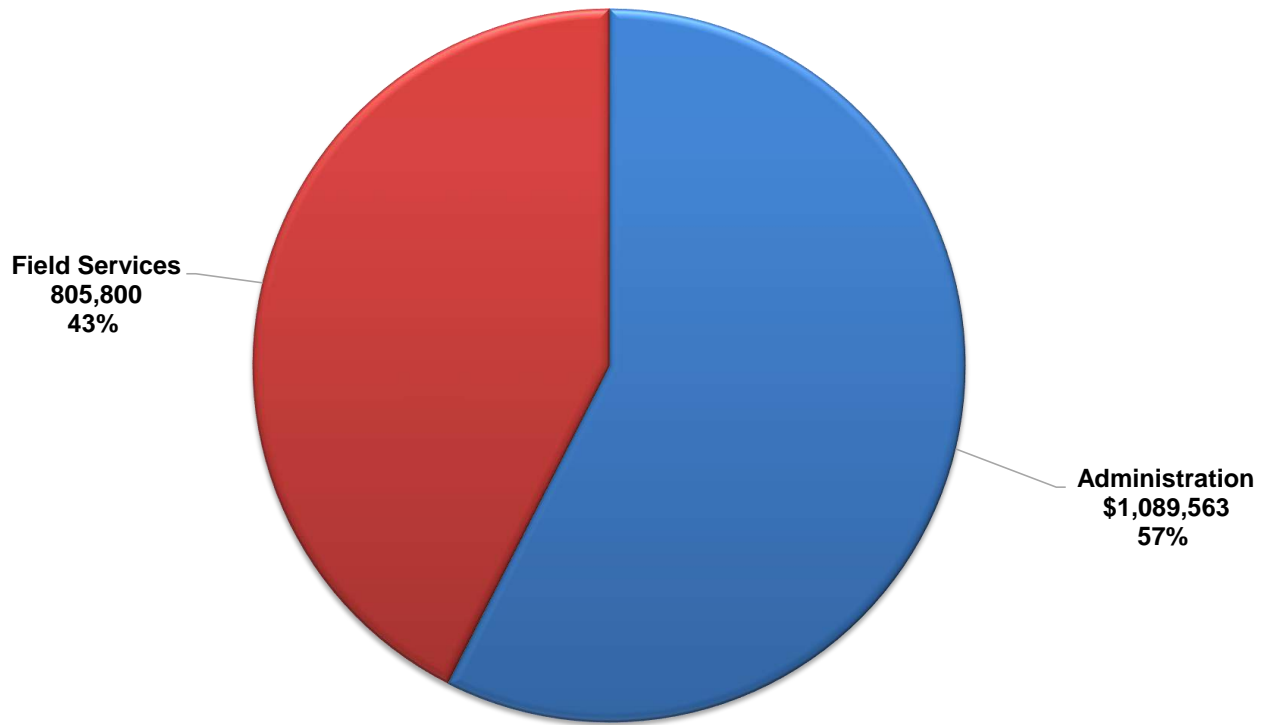
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Water/Sewer Superintendent	1.00	1.00	1.00	1.00	-
Engineer	1.00	1.00	1.00	1.00	-
Construction Inspector	1.00	1.00	1.00	1.00	-
Environmental Services Specialist	1.00	1.00	1.00	1.00	-
Customer Service Coordinator	1.00	1.00	1.00	1.00	-
Customer Service Tech.	1.00	1.00	1.00	1.00	-
Management Assistant	-	1.00	1.00	1.00	-
Environmental Services Technician	0.48	-	-	-	-
<b>TOTAL</b>	<b>6.48</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>-</b>

# CUSTOMER SERVICES DEPARTMENT



# CUSTOMER SERVICES

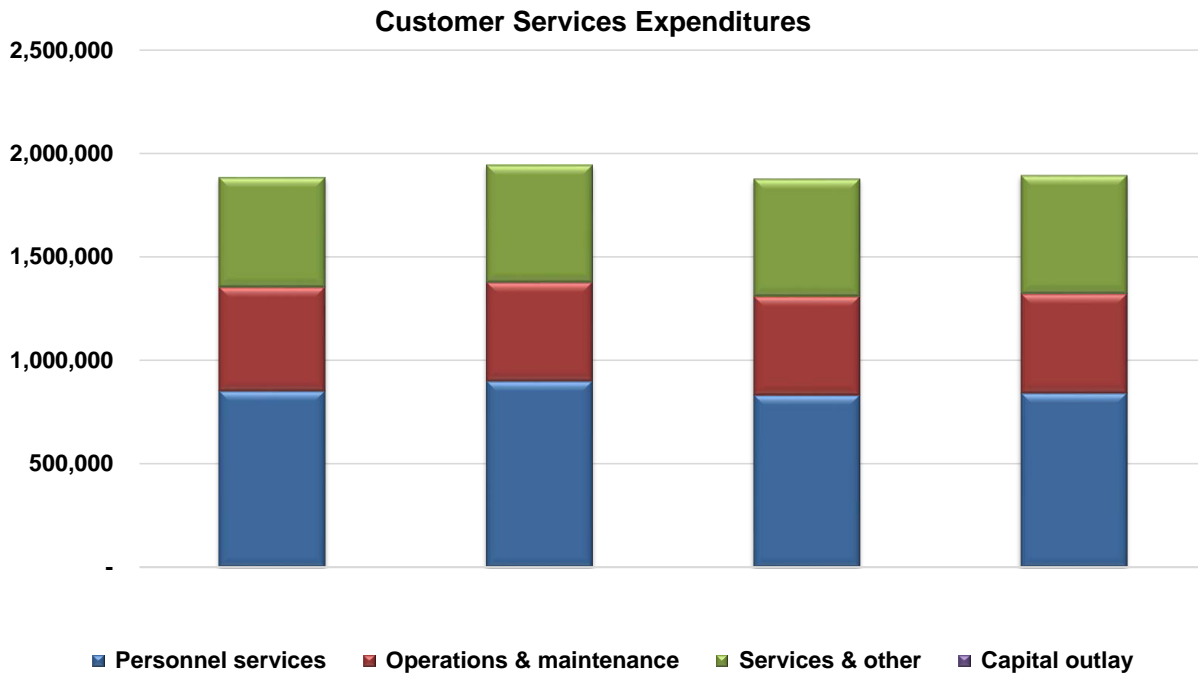


# CUSTOMER SERVICES DEPARTMENT

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Administration	\$ 1,097,282	\$ 1,164,003	\$ 1,096,887	\$ 1,089,563	\$ (74,440)
Field Services	788,096	781,843	781,614	805,800	23,957
<b>TOTAL</b>	<b>\$ 1,885,378</b>	<b>\$ 1,945,846</b>	<b>\$ 1,878,501</b>	<b>\$ 1,895,363</b>	<b>\$ (50,483)</b>

<b>EXPENDITURES BY CATEGORY:</b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 853,264	\$ 901,084	\$ 833,739	\$ 843,319	\$ (57,765)
Operations & maintenance	499,765	475,363	475,363	478,663	3,300
Services & other	532,349	569,399	569,399	573,381	3,982
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,885,378</b>	<b>\$ 1,945,846</b>	<b>\$ 1,878,501</b>	<b>\$ 1,895,363</b>	<b>\$ (50,483)</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY DIVISION</b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Administration	7.00	7.00	6.00	6.00	(1.00)
Field Services	4.00	4.00	4.00	4.00	-
<b>TOTAL</b>	<b>11.00</b>	<b>11.00</b>	<b>10.00</b>	<b>10.00</b>	<b>(1.00)</b>

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

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

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

**DEPARTMENT/DIVISION OBJECTIVES:**

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

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>
Customer meter reading routes maintained	70	70	70	70
# of Billing Cycles	2	2	2	2
Water customers billed	183,627	192,000	193,200	194,000
Sewer customers billed	158,202	164,500	165,800	166,700
Drainage customers billed	176,584	184,600	185,700	186,100
Garbage customers billed	167,482	175,000	176,100	176,800
Total water gallons billed (millions gallons)	21,474	3,000	3,300	3,200
Annual delinquent statements processed	11,200	11,000	14,900	13,600
E-mailed delinquent statements processed	2,900	3,500	3,200	3,000
Customer security deposits processed	1,582	1,620	1,380	1,400
Services disconnected for non-payment	842	1,200	1,140	1,000
Customer transfers & final accounts processed	969	1,300	1,160	1,200
# of on-line automated payments (000's)	126,994	102,900	105,200	106,000
Total amount of online automated payments (000's)	\$2,026	\$1,600	\$93,100	1,100
# of lockbox payments processed	19,152	18,000	15,000	14,580
Total amount of lockbox payments processed (000's)	\$3,638	\$3,800	\$3,100	\$3,239

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

### SERVICES PROVIDED: (CONTINUED)

# of credit card draft payments (000's)	35,163	46,700	88,056	85,290
Total amount of credit card draft payments (000's)	\$5,732	\$6,700	\$14,404	\$15,341
# of bank draft payments (000's)	27,603	39,000	29,474	26,076
Total amount of bank draft payments (000's)	\$4,498	\$6,000	\$4,638	\$4,290

PERFORMANCE INDICATORS	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23
	Actual	Budget	YE Proj.	Adopted Budget
Average monthly water customers billed	15,944	16,200	16,268	16,500
Average monthly sewer customers billed	13,790	13,800	13,813	14,000
Average monthly drainage customers billed	15,346	15,380	15,472	16,000
Average monthly garbage customers billed	14,580	14,775	14,662	15,000
Average water usage per customer	7,656	13,400	8,500	8,000
Average water bill per customer	\$58.70	\$80.00	\$64.07	\$70.00
Average sewer bill per customer	\$44.15	\$45.00	\$48.81	\$49.00
Average drainage bill per customer	\$8.06	\$8.00	\$8.11	\$7.00
Average garbage bill per customer	\$16.87	\$17.00	\$18.22	\$19.00
Average daily phone inquires	124	140	148	137

### EXPENDITURE SUMMARY

EXPENDITURES BY CATEGORY:	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23	Budget Variance (\$)
	Actual	Budget	YE Proj.	Adopted Budget	
Personnel services	\$ 534,844	\$ 571,482	\$ 504,366	\$ 496,724	\$ (74,758)
Operations & maintenance	76,073	72,070	72,070	71,520	(550)
Services & other	486,366	520,451	520,451	521,319	868
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,097,282</b>	<b>\$ 1,164,003</b>	<b>\$ 1,096,887</b>	<b>\$ 1,089,563</b>	<b>\$ (74,440)</b>

### PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23	Budget Variance (\$)
	Actual	Budget	YE Proj.	Adopted Budget	
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)
Utility Billing Administrator	-	-	1.00	1.00	1.00
Utility Billing Representative	4.00	4.00	3.00	3.00	(1.00)
<b>TOTAL</b>	<b>7.00</b>	<b>7.00</b>	<b>6.00</b>	<b>6.00</b>	<b>(1.00)</b>

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

**DEPARTMENT DESCRIPTION:**

The Customer Service/Field Services Division is responsible for field activities for utility billing duties. Included within these activities are the meter reading, customer connects and disconnects, customer transfers, and investigations of billing inquiries. The Field Services Division is also responsible for new meter installation and meter maintenance. Included within these activities are new meter sets, state mandated testing and replacement programs, electronic troubleshooting, meter box replacement and maintenance.

**DEPARTMENT/DIVISION GOALS:**

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

**DEPARTMENT/DIVISION OBJECTIVES:**

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

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>
Customer meter reading routes maintained	70	70	70	70
Service calls made to customers (including re-reads)	4,487	4,000	3,777	4,000
Total water meters read (monthly average)	16,489	16,600	16,569	16,900
Work orders completed	6,506	6,200	6,400	6,000
Annual new meter exchanges	1,802	1,600	1,620	1,600
Annual new meter sets	182	150	170	200
<b>PERFORMANCE INDICATORS</b>				
Billing cycles read on schedule	100%	100%	100%	100%
Meter reading accuracy rate	100%	100%	100%	100%
Average hours to read a billing cycle	24	24	24	24
Manual re-reads as a % of total meter reads	0.01%	0.01%	0.01%	0.01%

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

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 318,421	\$ 329,602	\$ 329,373	\$ 346,595	\$ 16,993
Operations & maintenance	423,692	403,293	403,293	407,143	3,850
Services & other	45,983	48,948	48,948	52,062	3,114
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 788,096</b>	<b>\$ 781,843</b>	<b>\$ 781,614</b>	<b>\$ 805,800</b>	<b>\$ 23,957</b>

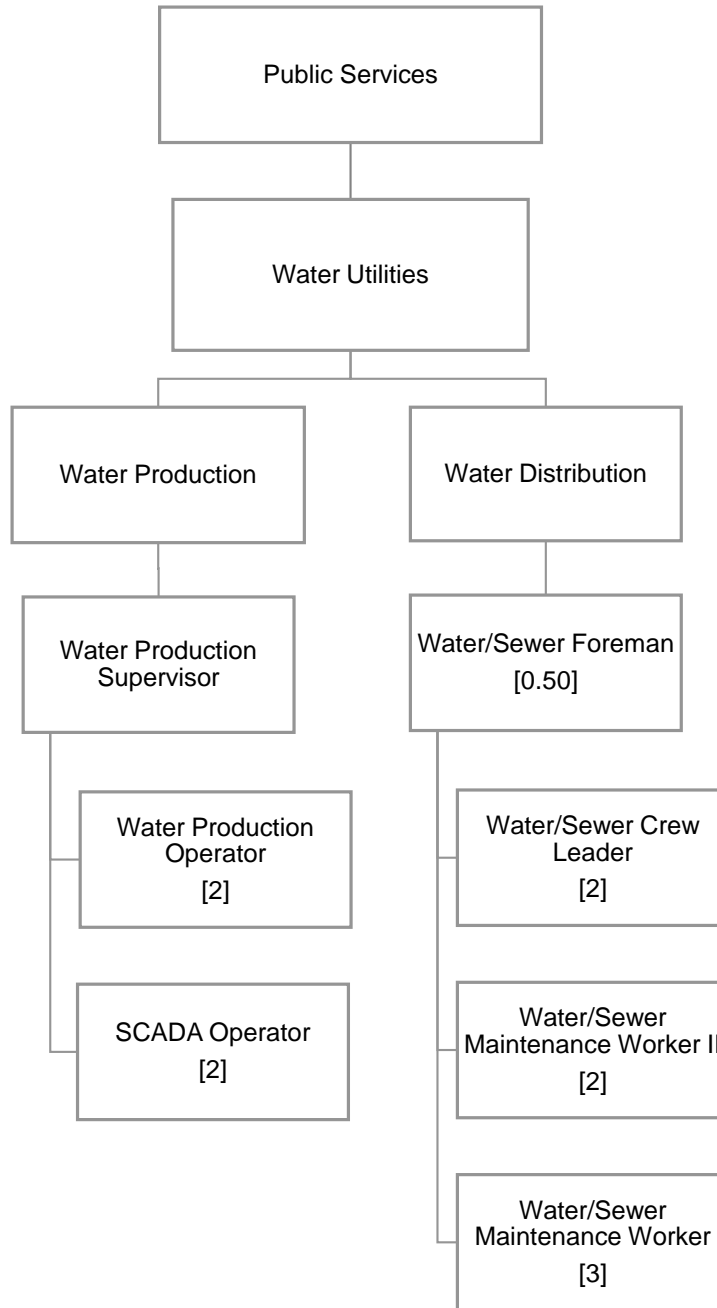
## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

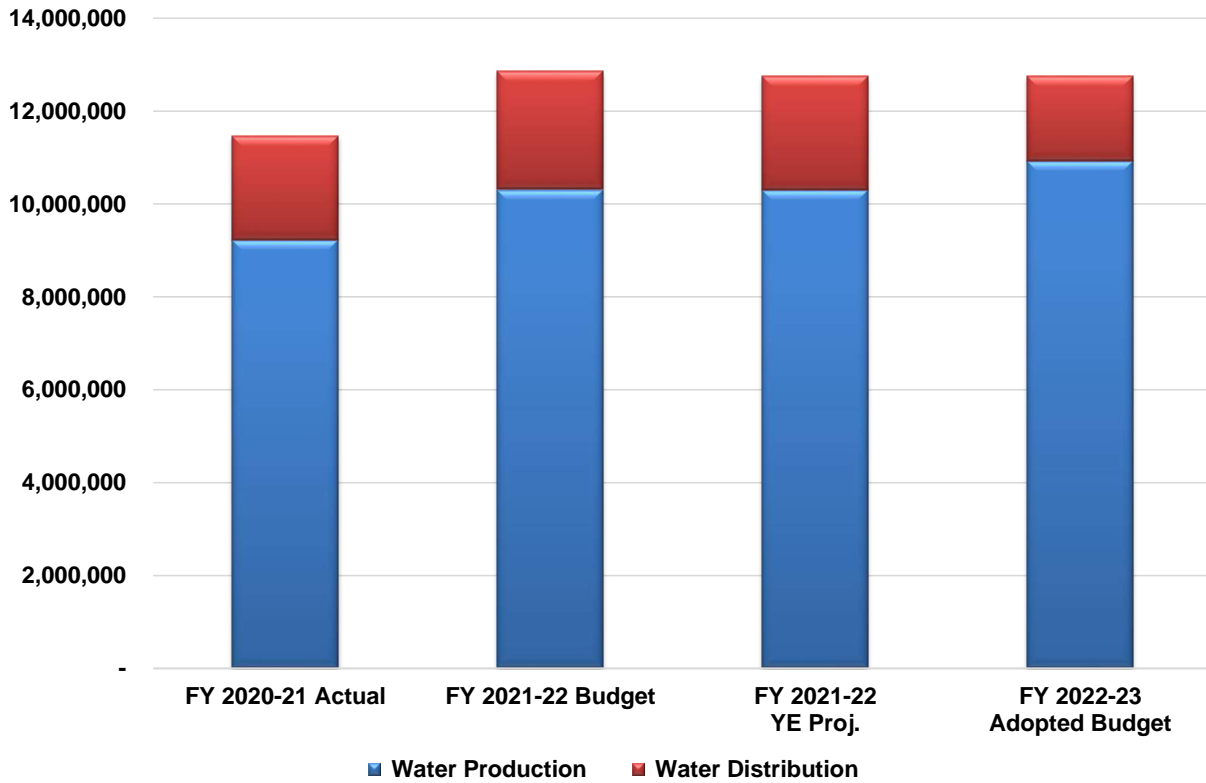
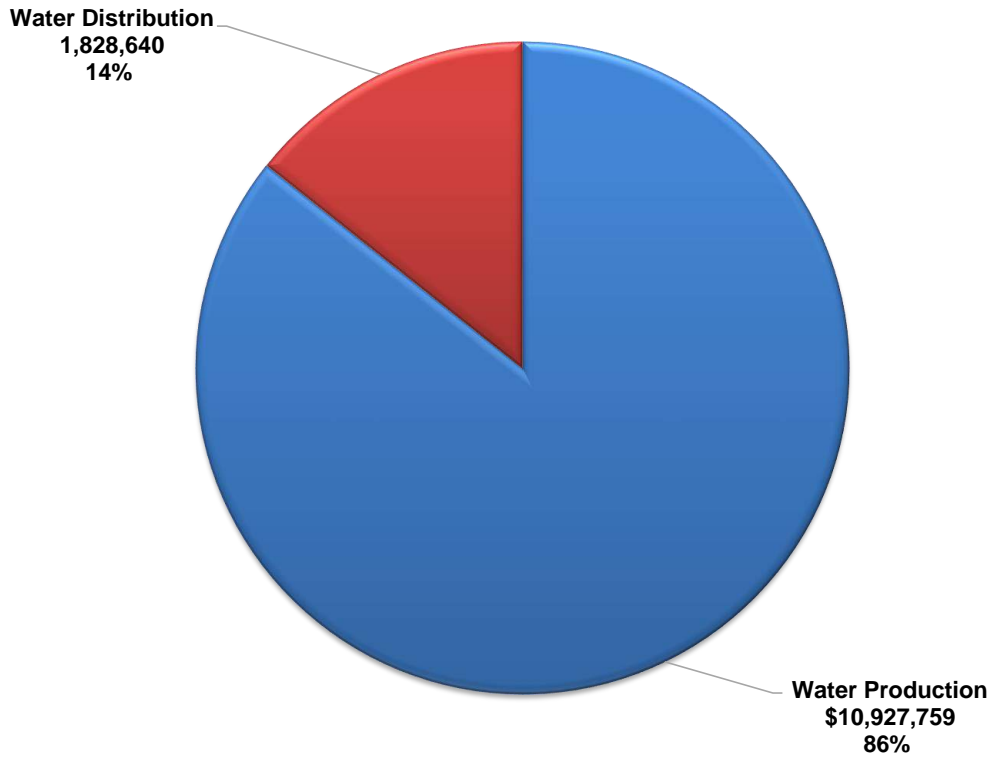
<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Field Service Maint. Technician	4.00	4.00	4.00	4.00	-
<b>TOTAL</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>-</b>



# WATER UTILITIES DEPARTMENT



# WATER UTILITIES

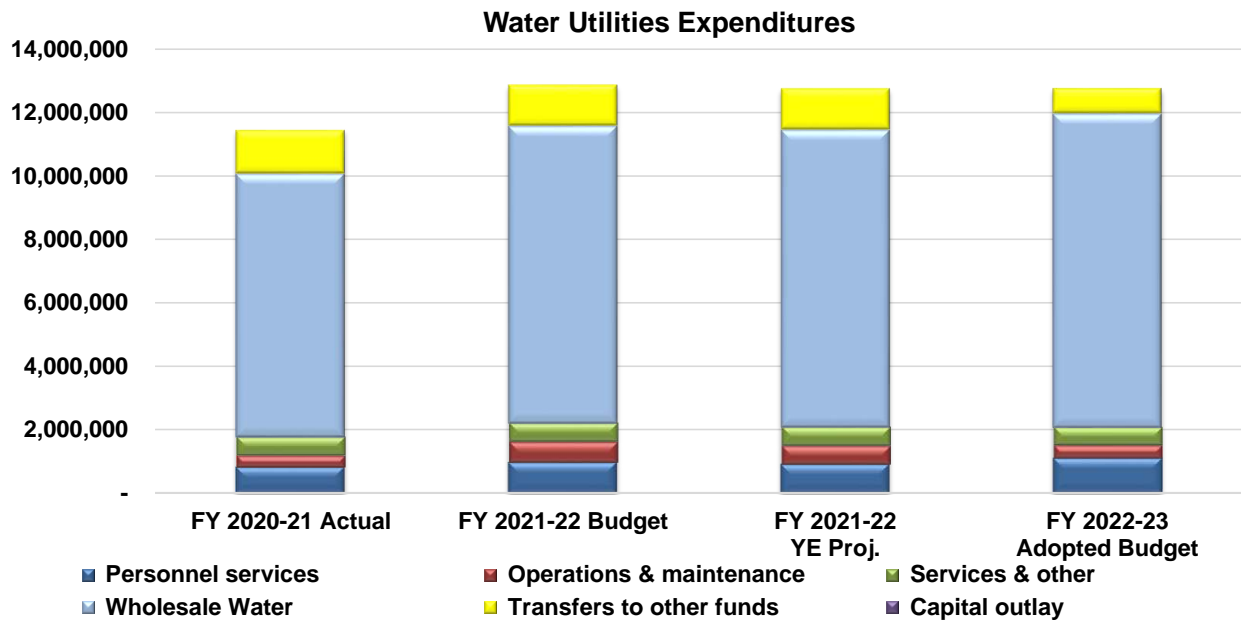


# WATER UTILITIES DEPARTMENT

## EXPENDITURE SUMMARY

<i><b>EXPENDITURES BY DIVISION:</b></i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Water Production	\$ 9,215,852	\$ 10,305,820	\$ 10,294,189	\$ 10,927,759	\$ 621,939
Water Distribution	2,251,419	2,562,882	2,453,967	1,828,640	(734,242)
<b>TOTAL</b>	<b>\$ 11,467,271</b>	<b>\$ 12,868,702</b>	<b>\$ 12,748,156</b>	<b>\$ 12,756,399</b>	<b>\$ (112,303)</b>

<i><b>EXPENDITURES BY CATEGORY:</b></i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 821,207	\$ 967,951	\$ 906,974	\$ 1,097,095	\$ 129,144
Operations & maintenance	364,935	636,465	580,114	403,350	(233,115)
Services & other	578,977	593,994	590,776	565,998	(27,996)
Wholesale Water	8,306,796	9,370,292	9,370,292	9,889,956	519,664
Transfers to other funds	1,373,905	1,300,000	1,300,000	800,000	(500,000)
Capital outlay	21,451	-	-	-	-
<b>TOTAL</b>	<b>\$ 11,467,271</b>	<b>\$ 12,868,702</b>	<b>\$ 12,748,156</b>	<b>\$ 12,756,399</b>	<b>\$ (112,303)</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i><b>BY DIVISION</b></i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Water Production	5.00	5.00	5.00	5.00	-
Water Distribution	7.50	7.50	7.50	7.50	-
<b>TOTAL</b>	<b>12.50</b>	<b>12.50</b>	<b>12.50</b>	<b>12.50</b>	<b>-</b>

# WATER UTILITIES DEPARTMENT

## WATER PRODUCTION DIVISION (200-73-734)

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

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

**DEPARTMENT/DIVISION OBJECTIVES:**

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

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>
Total gallons purchased (million gallons)	2,953	3,000	3,000	3,000
Peak day water demand (million gallons)	17.6	22.0	22.0	22.0
Daily site inspections performed	2,028	2,000	2,000	2,000
Water samples collected/tested	641	700	700	700
Dead-end water lines flushed	1,308	1,300	1,300	1,300
# of water pressure complaints received	50	50	50	50
# of water complaints (taste & odor)	10	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 (200-73-734)

## EXPENDITURE SUMMARY

<i><b>EXPENDITURES BY CATEGORY:</b></i>	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23	Budget
	Actual	Budget	YE Proj.	Adopted Budget	Variance (\$)
Personnel services	\$ 461,006	\$ 456,197	\$ 466,616	\$ 509,556	\$ 53,359
Operations & maintenance	95,252	113,350	89,850	113,850	500
Services & other	352,798	365,981	367,431	414,397	48,416
Wholesale Water	8,306,796	9,370,292	9,370,292	9,889,956	519,664
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 9,215,852</b>	<b>\$ 10,305,820</b>	<b>\$ 10,294,189</b>	<b>\$ 10,927,759</b>	<b>\$ 621,939</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i><b>BY POSITION TITLE:</b></i>	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23	Budget
	Actual	Budget	YE Proj.	Adopted 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	-
<b>TOTAL</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>-</b>

# WATER UTILITIES DEPARTMENT

## WATER DISTRIBUTION DIVISION (200-73-735)

**DEPARTMENT DESCRIPTION:**

The Water Distribution Division is responsible for operating and maintaining the water distribution facilities necessary to serve the City's residential, commercial and industrial water customers. Included in the division's responsibilities are installing and maintaining water meters, repairing and replacing water mains and services, installing new water mains and water taps, and installing and maintaining water valves and fire hydrants.

**DEPARTMENT/DIVISION GOALS:**

Perform necessary maintenance and repairs to water mains and services, water valves, fire hydrants, and related facilities throughout the distribution system in order to minimize any disruption of service.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Locate and repair water main and service line leaks.
2. Maintain, inspect, repair, and replace water valves. Collect GPS coordinates.
3. Inspect, repair, and maintain fire hydrants in good working condition.
4. Contract water service lines (water taps) as required for new customers.
5. Locate City-owned water lines for contractors and excavators.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>
Total miles of water mains maintained	295	295	296	297
Total number of water valves maintained	6,800	6,800	6,900	7,000
Total number of fire hydrants maintained	2,450	2,500	2,500	2,550
Work orders completed	1,389	1,400	1,200	1,200
Water leaks repaired (water mains)	23	20	20	20
Water leaks repaired (water services)	76	100	70	70
Water valves repaired/replaced	4	6	6	6
Fire hydrants repaired/replaced	61	50	40	40
Water taps installed	14	15	20	20
Line locates performed	361	400	400	400
# active water customers on Sept 30th	15,829	16,200	16,250	16,500

**PERFORMANCE INDICATORS**

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

# WATER UTILITIES DEPARTMENT WATER DISTRIBUTION DIVISION (200-73-735)

## EXPENDITURE SUMMARY

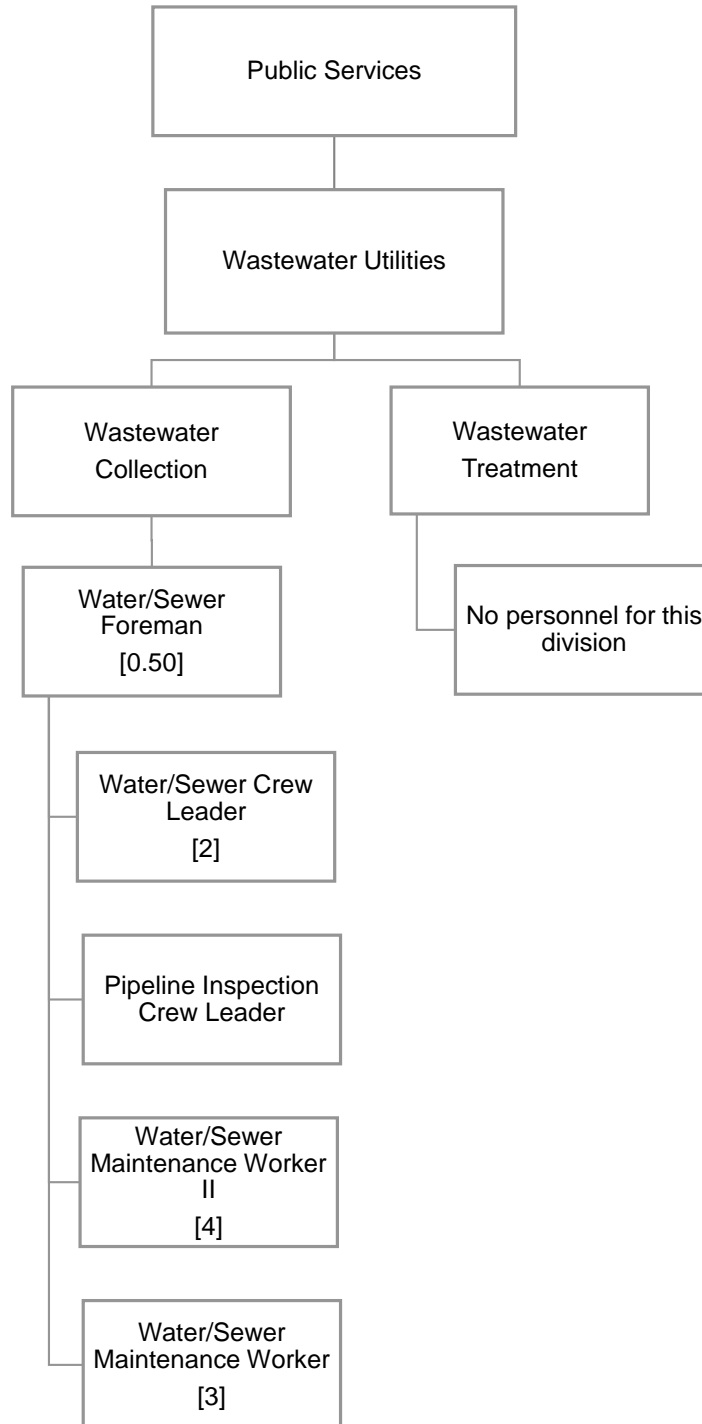
<i><b>EXPENDITURES BY CATEGORY:</b></i>	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23	Budget
	Actual	Budget	YE Proj.	Adopted Budget	Variance (\$)
Personnel services	\$ 360,200	\$ 511,754	\$ 440,358	\$ 587,539	\$ 75,785
Operations & maintenance	269,684	523,115	490,264	289,500	(233,615)
Services & other	226,179	228,013	223,345	151,601	(76,412)
Transfers to other funds	1,373,905	1,300,000	1,300,000	800,000	(500,000)
Capital outlay	21,451	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,251,419</b>	<b>\$ 2,562,882</b>	<b>\$ 2,453,967</b>	<b>\$ 1,828,640</b>	<b>\$ (734,242)</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

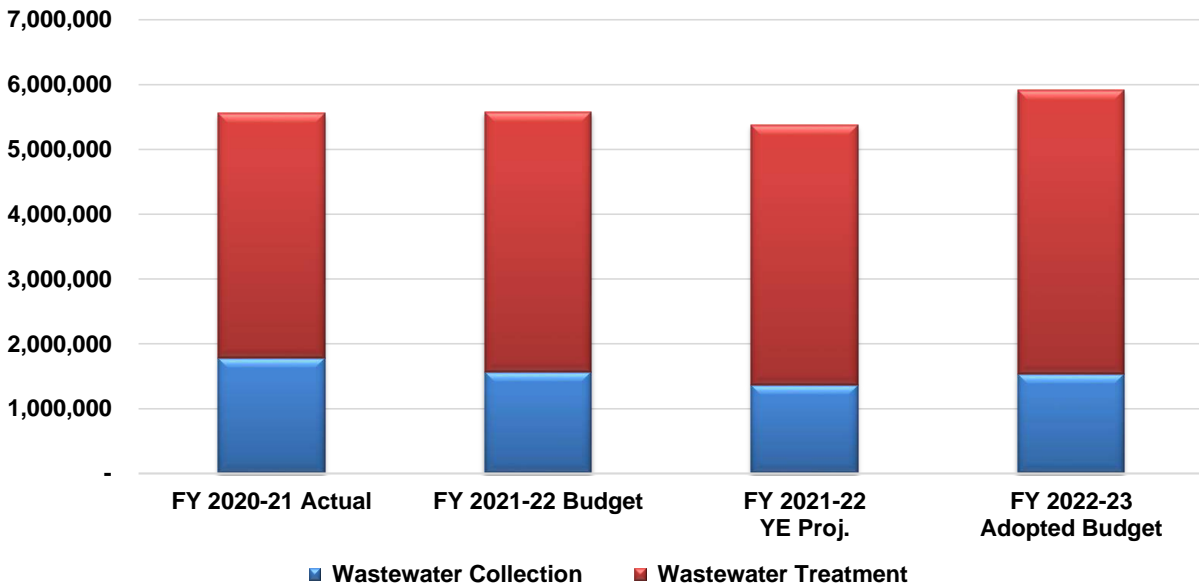
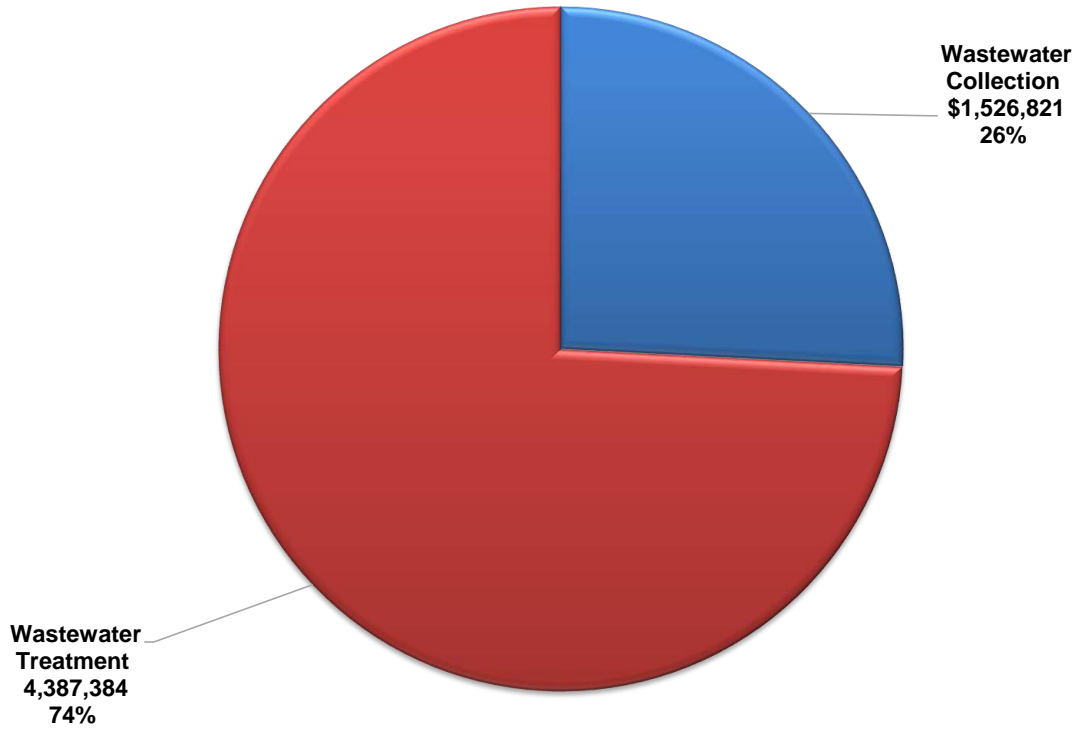
<i><b>BY POSITION TITLE:</b></i>	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23	Budget
	Actual	Budget	YE Proj.	Adopted Budget	Variance (\$)
Water/Sewer Foreman	0.50	0.50	0.50	0.50	-
Water/Sewer Crew Leader	2.00	2.00	2.00	3.00	1.00
Water/Sewer Maintenance Worker	5.00	5.00	5.00	4.00	(1.00)
<b>TOTAL</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>	<b>-</b>

# WASTEWATER UTILITIES DEPARTMENT





# WASTEWATER UTILITIES

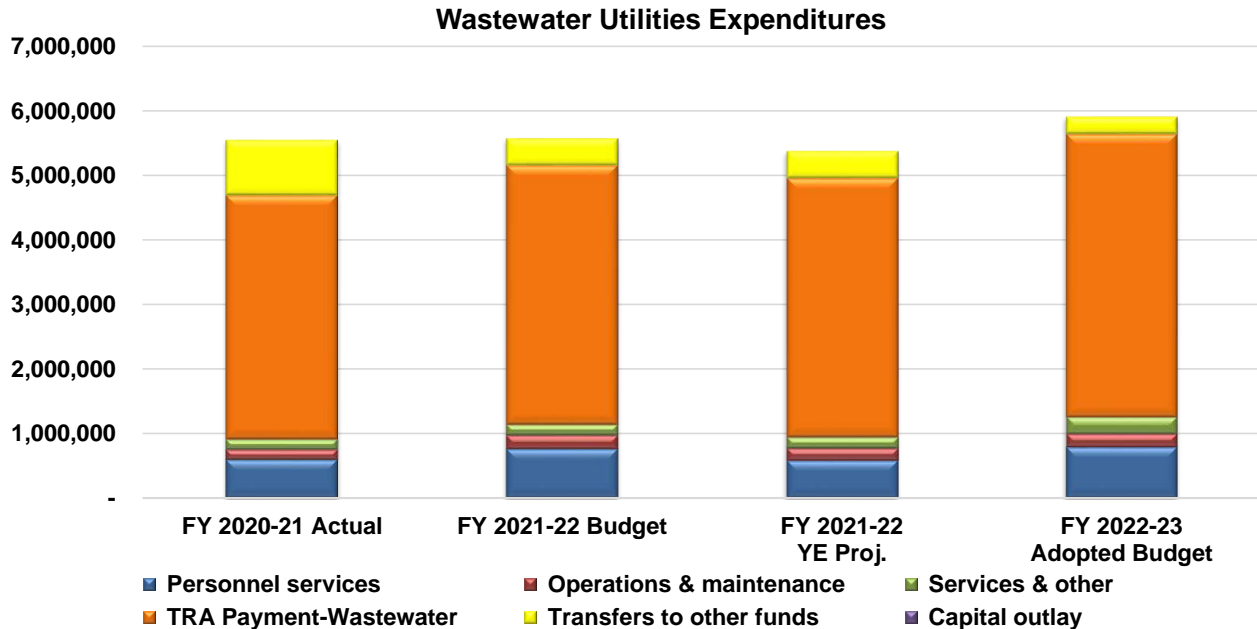


# WASTEWATER UTILITIES DEPARTMENT

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Wastewater Collection	\$ 1,773,835	\$ 1,562,056	\$ 1,365,705	\$ 1,526,821	\$ (35,235)
Wastewater Treatment	3,782,395	4,015,793	4,015,793	4,387,384	371,591
<b>TOTAL</b>	<b>\$ 5,556,230</b>	<b>\$ 5,577,849</b>	<b>\$ 5,381,498</b>	<b>\$ 5,914,205</b>	<b>\$ 336,356</b>

<b>EXPENDITURES BY CATEGORY:</b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 591,301	\$ 753,912	\$ 581,740	\$ 781,143	\$ 27,231
Operations & maintenance	158,567	215,200	191,021	206,700	(8,500)
Services & other	158,966	167,944	167,944	263,978	96,034
TRA Payment-Wastewater	3,782,395	4,015,793	4,015,793	4,387,384	371,591
Transfers to other funds	865,000	425,000	425,000	275,000	(150,000)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 5,556,230</b>	<b>\$ 5,577,849</b>	<b>\$ 5,381,498</b>	<b>\$ 5,914,205</b>	<b>\$ 336,356</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY DIVISION</b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Wastewater Collection	10.50	10.50	10.50	10.50	-
Wastewater Treatment	-	-	-	-	-
<b>TOTAL</b>	<b>10.50</b>	<b>10.50</b>	<b>10.50</b>	<b>10.50</b>	<b>-</b>

# WASTEWATER UTILITIES DEPARTMENT

## WASTEWATER COLLECTION DIVISION (200-75-752)

**DEPARTMENT DESCRIPTION:**

The Wastewater Collection Division is responsible for operating and maintaining the facilities necessary to serve the City's residential, commercial and industrial wastewater customers. This includes facilities for collecting and transporting wastewater from the point of origin to the main interceptor line (Trinity River Authority), while providing a safe and healthy environment. Duties of the division also include maintenance of lift stations, wastewater manholes, mains and services, and installation of new wastewater mains, taps and services.

**DEPARTMENT/DIVISION GOALS:**

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

**DEPARTMENT/DIVISION OBJECTIVES:**

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

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>
Total miles of WW mains maintained	214.6	213	216	217
Total miles of WW mains cleaned	40.4	40.0	20.0	20.0
Total miles of WW lines videoed	2.9	3.0	2.0	2.0
Work orders completed	663	700	400	400
Sewer manholes maintained	3,600	3,600	3,650	3,700
Sewer manholes inspected	164	100	100	100
Lift stations maintained	6	6	6	6
Sewer taps installed	4	3	3	3
Line locates performed	361	400	400	400
# of WW main line blockages	4	6	10	10
# active WW customers on Sept 30th	13,855	13,900	13,900	13,950
<b>PERFORMANCE INDICATORS</b>				
% blocked mains cleaned w/in 24 hrs	100%	100%	100%	100%
% WW lines cleaned as scheduled	100%	100%	100%	100%

# WASTEWATER UTILITIES DEPARTMENT WASTEWATER COLLECTION DIVISION (200-75-752)

## EXPENDITURE SUMMARY

<i><b>EXPENDITURES BY CATEGORY:</b></i>	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23	Budget
	Actual	Budget	YE Proj.	Adopted Budget	Variance (\$)
Personnel services	\$ 591,301	\$ 667,516	\$ 581,740	\$ 781,143	\$ 113,627
Operations & maintenance	158,567	215,200	191,021	206,700	(8,500)
Services & other	158,966	167,944	167,944	263,978	96,034
Transfers to other funds	865,000	425,000	425,000	275,000	(150,000)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,773,835</b>	<b>\$ 1,475,660</b>	<b>\$ 1,365,705</b>	<b>\$ 1,526,821</b>	<b>\$ 51,161</b>

## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i><b>BY POSITION TITLE:</b></i>	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23	Budget
	Actual	Budget	YE Proj.	Adopted Budget	Variance (\$)
Water/Sewer Foreman	0.50	0.50	0.50	0.50	-
Water/Sewer Utility Crew Leader	2.00	2.00	2.00	2.00	-
Water/Sewer Maintenance Worker	7.00	7.00	7.00	7.00	-
Crew Leader (Pipeline Inspections)	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>10.50</b>	<b>10.50</b>	<b>10.50</b>	<b>10.50</b>	<b>-</b>

# WASTEWATER UTILITIES DEPARTMENT

## WASTEWATER TREATMENT DIVISION (200-75-754)

**DEPARTMENT DESCRIPTION:**

The Wastewater Treatment Division is responsible for the management of the Trinity River Authority (TRA) wastewater treatment contract with the City. The City contracts with TRA to provide wastewater treatment services on behalf of the City's wastewater customers. The City's wastewater is collected in the collection system and then treated by the TRA, at their Central Regional Wastewater Treatment Plant, or the Denton Creek Wastewater Treatment Plant. Other duties of the division include accurate record keeping of wastewater flows and accurate data collection of industrial sampling to ensure proper management of and conformance with the contract.

**DEPARTMENT/DIVISION GOALS:**

1. Review pretreatment sampling records to ensure compliance with State and Federal rules and regulations.
2. Review monthly wastewater flows from the collection system to facilitate decisions regarding capacity of the collection system and TRA treatment plants.

### EXPENDITURE SUMMARY

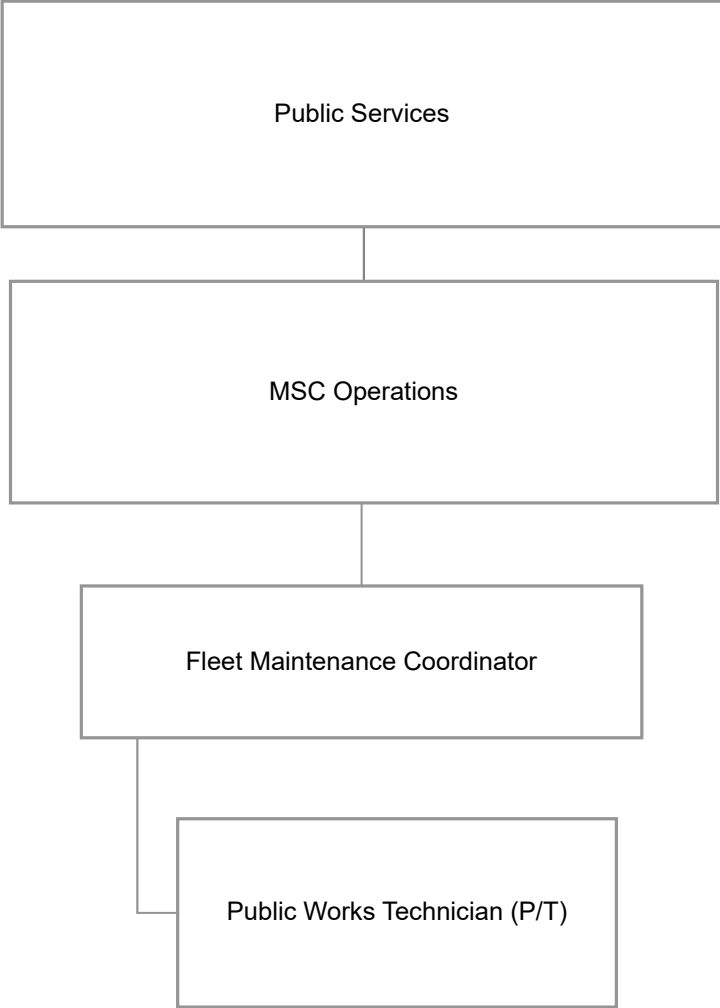
<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
TRA Payment-Wastewater	3,782,395	4,015,793	4,015,793	4,387,384	371,591
<b>TOTAL</b>	<b>\$ 3,782,395</b>	<b>\$ 4,015,793</b>	<b>\$ 4,015,793</b>	<b>\$ 4,387,384</b>	<b>\$ 371,591</b>

### PERSONNEL SUMMARY

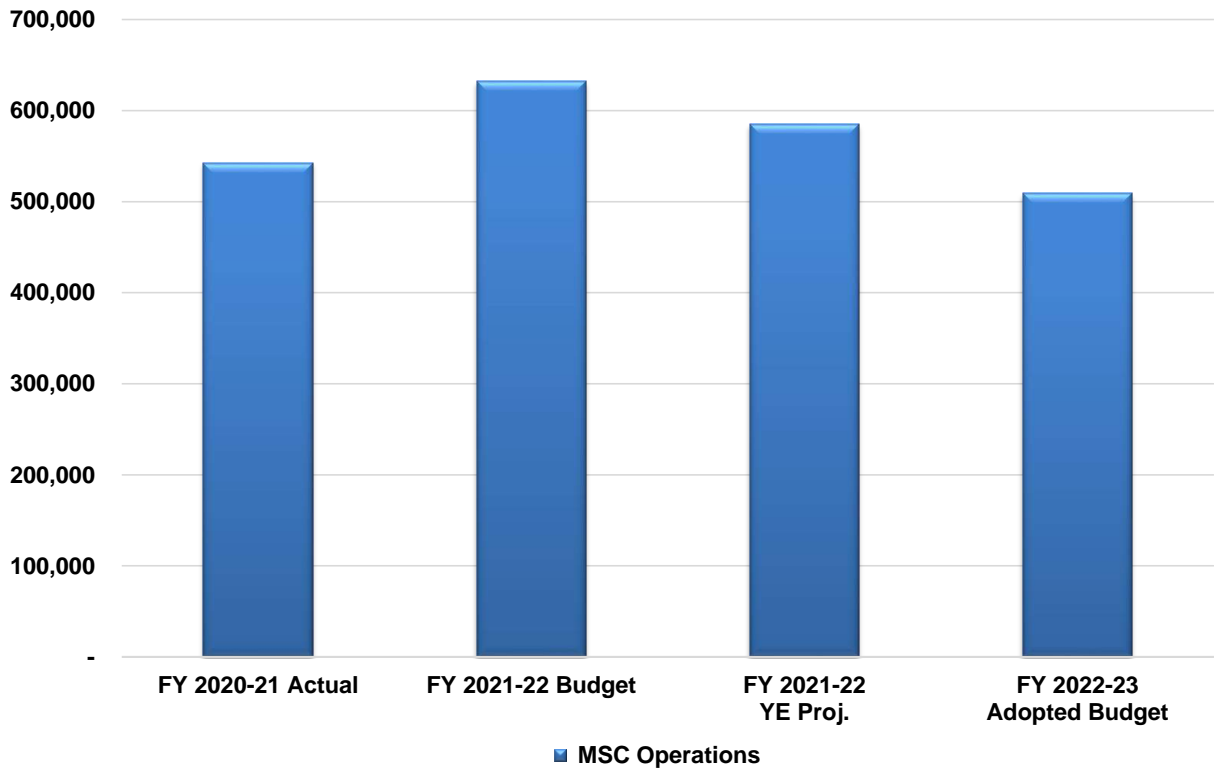
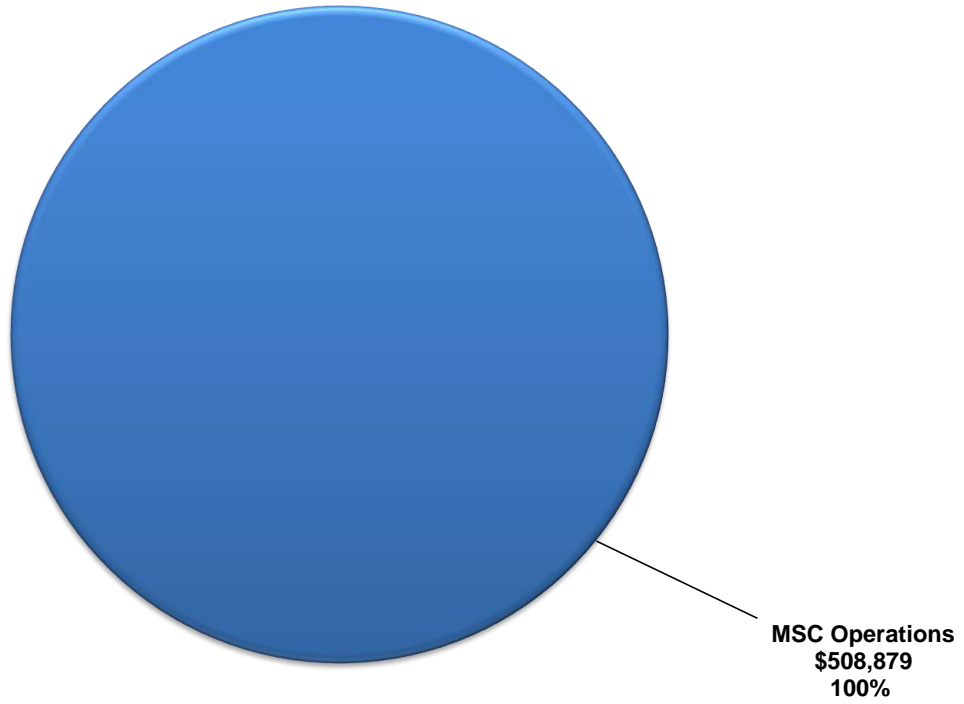
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
No personnel for this division					
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# MSC OPERATIONS DEPARTMENT



# MSC OPERATIONS



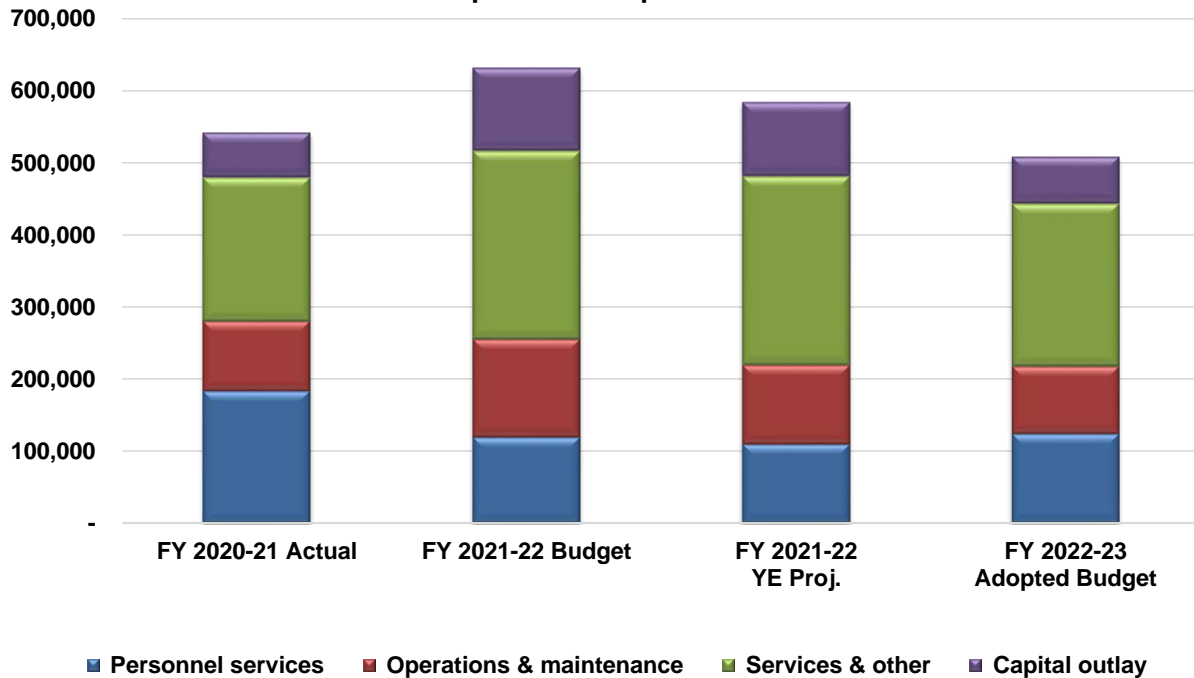
# MSC OPERATIONS DEPARTMENT

## EXPENDITURE SUMMARY

<i>EXPENDITURES BY DIVISION:</i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
MSC Operations	\$ 542,379	\$ 632,212	\$ 584,564	\$ 508,879	\$ (123,333)
<b>TOTAL</b>	<b>\$ 542,379</b>	<b>\$ 632,212</b>	<b>\$ 584,564</b>	<b>\$ 508,879</b>	<b>\$ (123,333)</b>

<i>EXPENDITURES BY CATEGORY:</i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Personnel services	\$ 183,239	\$ 119,644	\$ 109,886	\$ 123,931	\$ 4,287
Operations & maintenance	96,820	135,657	109,704	94,100	(41,557)
Services & other	200,247	261,911	262,374	225,848	(36,063)
Capital outlay	62,073	115,000	102,600	65,000	(50,000)
<b>TOTAL</b>	<b>\$ 542,379</b>	<b>\$ 632,212</b>	<b>\$ 584,564</b>	<b>\$ 508,879</b>	<b>\$ (123,333)</b>

### MSC Operations Expenditures



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY DIVISION:</i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
MSC Operations	2.00	1.48	1.48	1.48	-
<b>TOTAL</b>	<b>2.00</b>	<b>1.48</b>	<b>1.48</b>	<b>1.48</b>	<b>-</b>



# MSC OPERATIONS DEPARTMENT

## MSC OPERATIONS DIVISION (200-77-772)

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

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

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Complete conversion of parking areas to increase external storage.
2. Convert asphalt parking area to concrete.
3. Replace distressed landscaping and trees as needed.
4. Installation of occupancy sensors and other equipment to improve building energy efficiency.

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>
% light vehicles serviced on PM schedule	100%	95%	100%	95%
% heavy vehicles serviced on PM schedule	95%	90%	95%	90%
% equipment serviced on PM schedule	80%	70%	90%	80%
% landscaping work performed on schedule	100%	100%	100%	100%
% facility repairs; emergency vs. planned	40%	70%	20%	50%
% inventory received w/in 1 business day	45%	70%	45%	50%
% negative on-hand quantities inventory	2%	1%	2%	2%
Inventory Accuracy	62%	70%	65%	65%

# MSC OPERATIONS DEPARTMENT MSC OPERATIONS DIVISION (200-77-772)

## EXPENDITURE SUMMARY

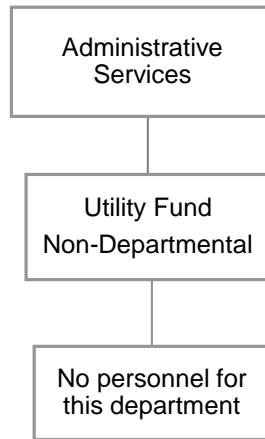
<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 183,239	\$ 119,644	\$ 109,886	\$ 123,931	\$ 4,287
Operations & maintenance	96,820	135,657	109,704	94,100	(41,557)
Services & other	200,247	261,911	262,374	225,848	(36,063)
Capital outlay	62,073	115,000	102,600	65,000	(50,000)
<b>TOTAL</b>	<b>\$ 542,379</b>	<b>\$ 632,212</b>	<b>\$ 584,564</b>	<b>\$ 508,879</b>	<b>\$ (123,333)</b>

## PERSONNEL SUMMARY

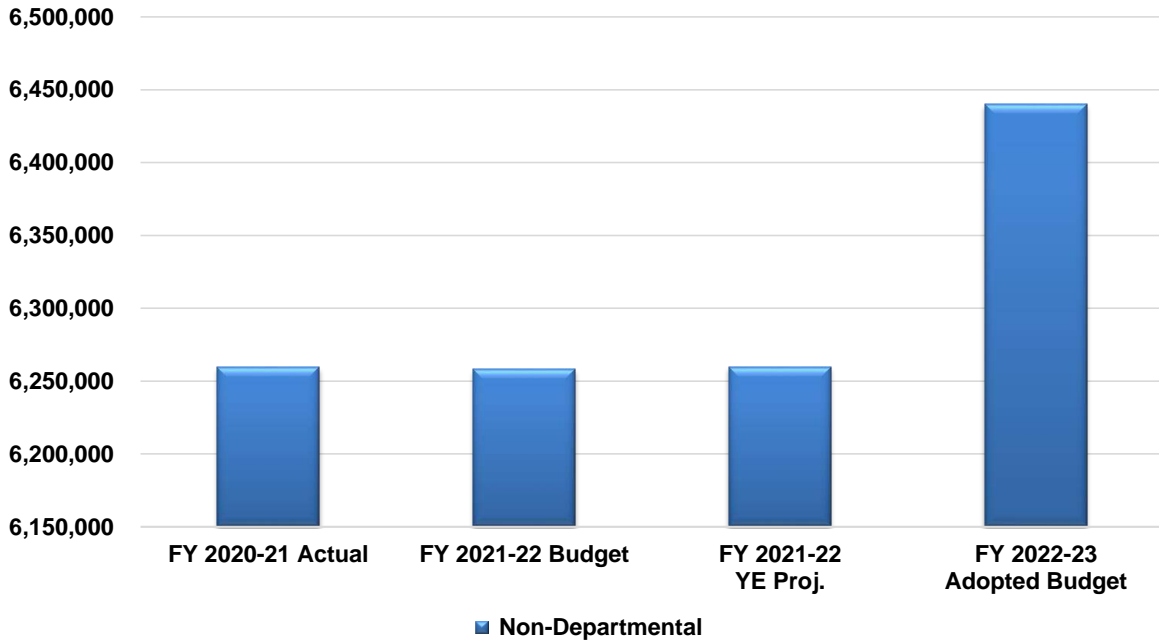
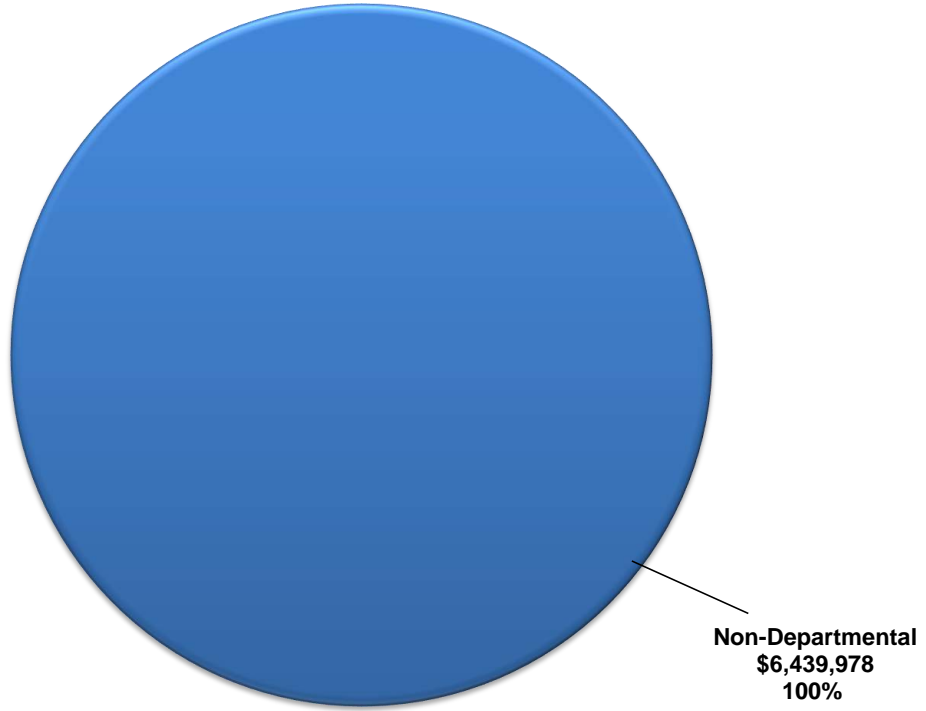
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Fleet Maintenance Coordinator	1.00	1.00	1.00	1.00	-
Management Assistant	1.00	-	-	-	-
PT Public Works Technician	-	0.48	0.48	0.48	-
<b>TOTAL</b>	<b>2.00</b>	<b>1.48</b>	<b>1.48</b>	<b>1.48</b>	<b>-</b>

# UTILITY FUND NON-DEPARTMENTAL



# UTILITY FUND NON-DEPARTMENTAL



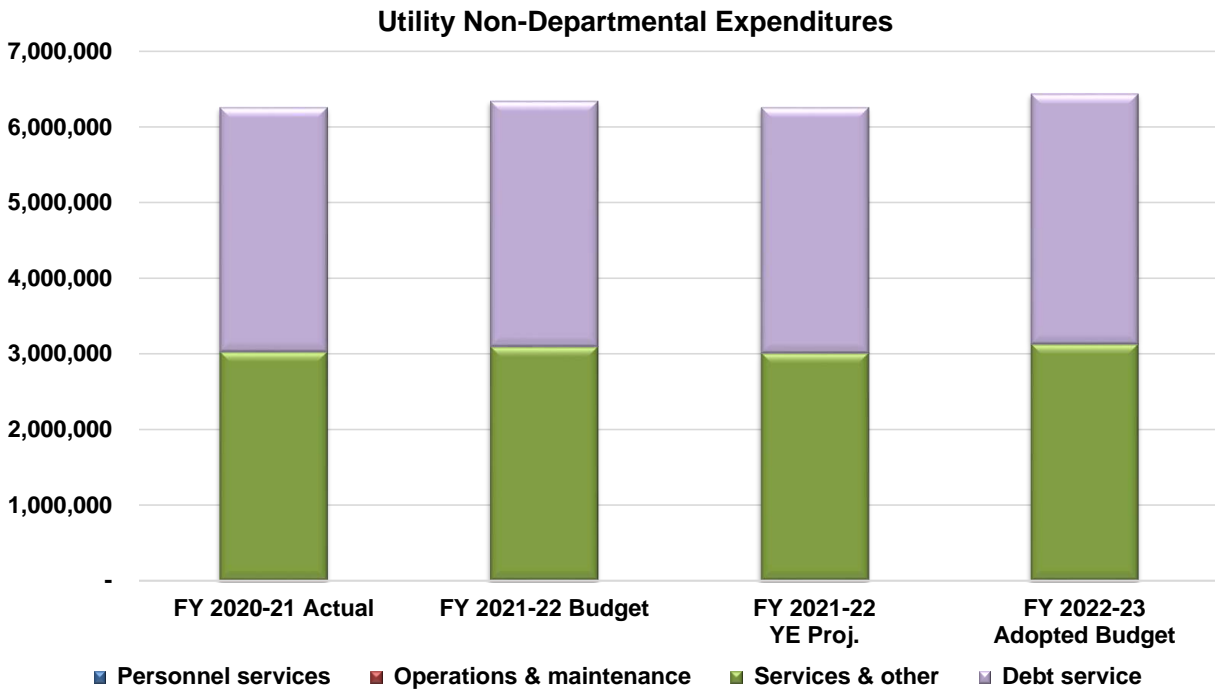
# UTILITY FUND NON-DEPARTMENTAL DEPARTMENT

## EXPENDITURE SUMMARY

<i>EXPENDITURES BY DIVISION:</i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Non-Departmental	\$ 6,259,557	\$ 6,344,682	\$ 6,259,800	\$ 6,439,978	\$ 95,296
<b>TOTAL</b>	<b>\$ 6,259,557</b>	<b>\$ 6,344,682</b>	<b>\$ 6,259,800</b>	<b>\$ 6,439,978</b>	<b>\$ 95,296</b>

### EXPENDITURES BY CATEGORY:

Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	7,559	11,800	11,800	11,800	-
Services & other	3,015,971	3,080,678	2,995,796	3,115,213	34,535
Debt service	3,236,028	3,252,204	3,252,204	3,312,965	60,761
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 6,259,557</b>	<b>\$ 6,344,682</b>	<b>\$ 6,259,800</b>	<b>\$ 6,439,978</b>	<b>\$ 95,296</b>



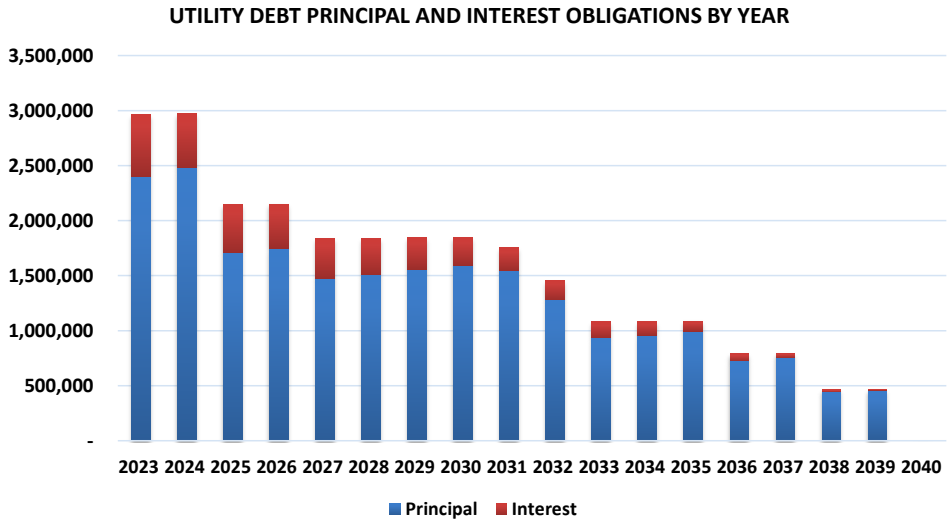
## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**UTILITY DEBT BY PRINCIPAL AND INTEREST**

Year	Principal	Interest	Total P+I
2023	\$ 2,400,000	\$ 561,119	\$ 2,961,119
2024	2,480,000	490,998	2,970,998
2025	1,710,000	436,617	2,146,617
2026	1,750,000	400,476	2,150,476
2027	1,475,000	365,816	1,840,816
2028	1,510,000	331,527	1,841,527
2029	1,555,000	293,734	1,848,734
2030	1,595,000	253,295	1,848,295
2031	1,545,000	213,023	1,758,023
2032	1,280,000	175,947	1,455,947
2033	935,000	145,468	1,080,468
2034	960,000	119,207	1,079,207
2035	995,000	91,822	1,086,822
2036	725,000	65,400	790,400
2037	755,000	40,075	795,075
2038	445,000	20,475	465,475
2039	460,000	6,900	466,900
2040	-	-	-
<b>Total</b>	<b>\$ 22,575,000</b>	<b>\$ 4,011,897</b>	<b>\$ 26,586,897</b>

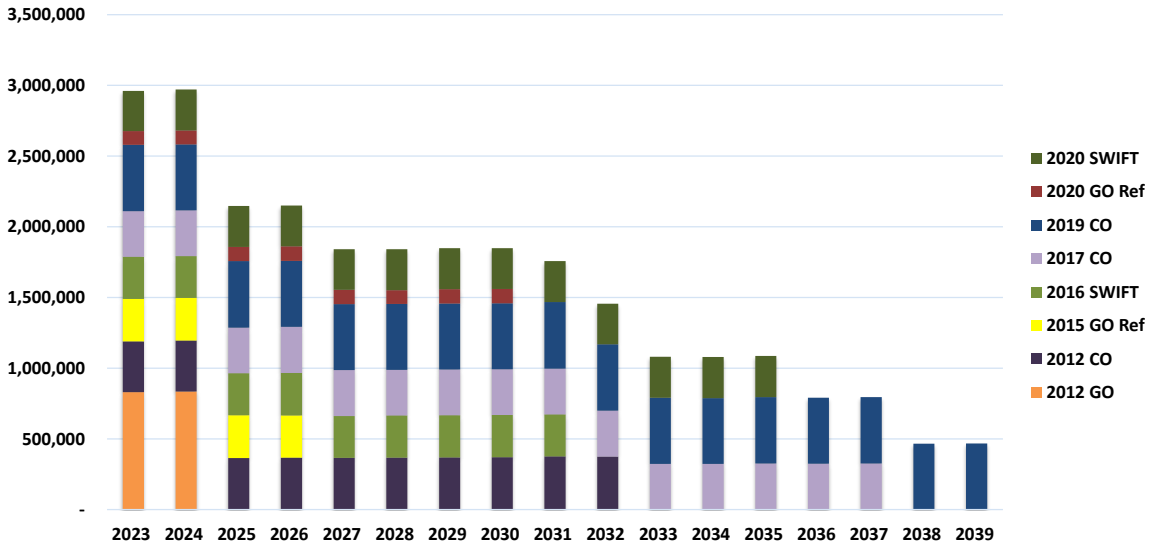


## UTILITY OUTSTANDING TOTAL DEBT OBLIGATIONS BY ISSUE

Year	2012 GENERAL OBLIGATION	2012 CERTIFICATE OF OBLIGATION	2015 GENERAL OBLIGATION REF & IMP	2016 TWDB SWIFT	2017 CERTIFICATE OF OBLIGATION	2019 CERTIFICATE OF OBLIGATION	2020 GENERAL OBLIGATION REF & IMP	2020 TWDB SWIFT	TOTAL
Standards & Pooers Rating:	AA	N/A	AAA	N/A	AAA	AAA	AAA	N/A	
Moodys Rating:	Aa2	N/A	Aa1	N/A	Aa1	AAA	AAA	N/A	
Purpose:	Debt Refunding/ Retirement	Wastewater Improvements - TWDB Bonds	Debt Refunding/ Retirement	Water Line Replacements - TWDB Bonds	New Pump Station & Water Line Improvements	New Pump Station & Water Line Improvements	Refunding	Water Line Replacements - TWDB Bonds	
2023	\$ 830,000	\$ 360,018	\$ 299,325	\$ 298,225	\$ 323,538	\$ 468,150	\$ 97,050	\$ 284,814	\$ 2,961,119
2024	835,375	359,625	301,750	295,668	323,475	467,300	98,425	289,380	2,970,998
2025	-	363,648	303,200	297,872	322,550	469,775	100,750	288,823	2,146,617
2026	-	367,088	299,425	299,832	326,400	465,550	104,100	288,081	2,150,476
2027	-	365,055	-	296,450	325,025	466,100	101,125	287,061	1,840,816
2028	-	367,451	-	297,675	322,400	466,350	96,875	290,776	1,841,527
2029	-	369,115	-	298,307	323,400	466,300	102,375	289,237	1,848,734
2030	-	370,103	-	298,274	324,000	465,950	102,500	287,469	1,848,295
2031	-	375,495	-	297,817	324,200	470,225	-	290,286	1,758,023
2032	-	375,273	-	-	324,000	469,125	-	287,550	1,455,947
2033	-	-	-	-	323,400	467,725	-	289,343	1,080,468
2034	-	-	-	-	322,400	466,025	-	290,782	1,079,207
2035	-	-	-	-	325,900	468,950	-	291,972	1,086,822
2036	-	-	-	-	323,900	466,500	-	-	790,400
2037	-	-	-	-	326,400	468,675	-	-	795,075
2038	-	-	-	-	-	465,475	-	-	465,475
2039	-	-	-	-	-	466,900	-	-	466,900
2040	-	-	-	-	-	-	-	-	-

<b>Total</b>	<b>\$ 1,665,375</b>	<b>\$ 3,672,869</b>	<b>\$ 1,203,700</b>	<b>\$ 2,680,118</b>	<b>\$ 4,860,988</b>	<b>\$ 7,945,075</b>	<b>\$ 803,200</b>	<b>\$ 3,755,572</b>	<b>\$ 26,586,897</b>
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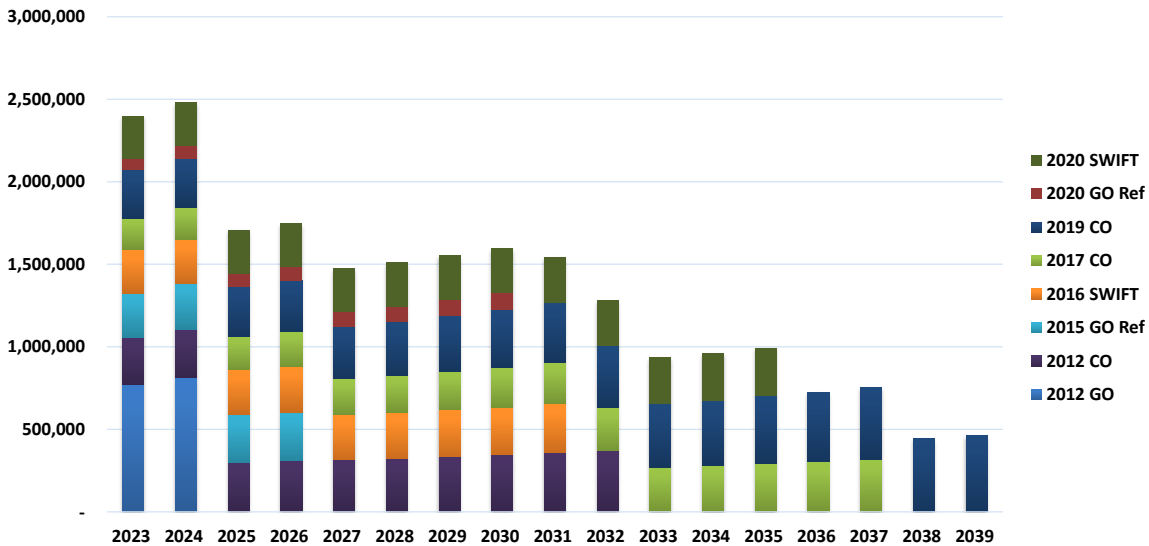
### UTILITY TOTAL DEBT OBLIGATIONS BY YEAR AND ISSUANCE



## UTILITY OUTSTANDING PRINCIPAL DEBT OBLIGATIONS BY ISSUE

Year	2012 GENERAL OBLIGATION	2012 CERTIFICATE OF OBLIGATION	2015 GENERAL OBLIGATION REF & IMP	2016 TWDB SWIFT	2017 CERTIFICATE OF OBLIGATION	2019 CERTIFICATE OF OBLIGATION	2020 GENERAL OBLIGATION REF & IMP	2020 TWDB SWIFT	TOTAL
Standards & Poors Rating:	AA	N/A	AAA	N/A	AAA	AAA	AAA	N/A	
Moodys Rating:	Aa2	N/A	Aa1	N/A	Aa1	AAA	AAA	N/A	
Purpose:	Debt Refunding/Retirement	Wastewater Improvements - TWDB Bonds	Debt Refunding/Retirement	Water Line Replacements - TWDB Bonds	New Pump Station & Water Line Improvements	New Pump Station & Water Line Improvements	Refunding	Water Line Replacements - TWDB Bonds	
2023	\$ 770,000	\$ 285,000	\$ 270,000	\$ 265,000	\$ 190,000	\$ 290,000	\$ 70,000	\$ 260,000	\$ 2,400,000
2024	815,000	290,000	280,000	265,000	195,000	295,000	75,000	265,000	2,480,000
2025	-	300,000	290,000	270,000	200,000	305,000	80,000	265,000	1,710,000
2026	-	310,000	295,000	275,000	210,000	310,000	85,000	265,000	1,750,000
2027	-	315,000	-	275,000	215,000	320,000	85,000	265,000	1,475,000
2028	-	325,000	-	280,000	220,000	330,000	85,000	270,000	1,510,000
2029	-	335,000	-	285,000	230,000	340,000	95,000	270,000	1,555,000
2030	-	345,000	-	290,000	240,000	350,000	100,000	270,000	1,595,000
2031	-	360,000	-	295,000	250,000	365,000	-	275,000	1,545,000
2032	-	370,000	-	-	260,000	375,000	-	275,000	1,280,000
2033	-	-	-	-	270,000	385,000	-	280,000	935,000
2034	-	-	-	-	280,000	395,000	-	285,000	960,000
2035	-	-	-	-	295,000	410,000	-	290,000	995,000
2036	-	-	-	-	305,000	420,000	-	-	725,000
2037	-	-	-	-	320,000	435,000	-	-	755,000
2038	-	-	-	-	-	445,000	-	-	445,000
2039	-	-	-	-	-	460,000	-	-	460,000
2040	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 1,585,000</b>	<b>\$ 3,235,000</b>	<b>\$ 1,135,000</b>	<b>\$ 2,500,000</b>	<b>\$ 3,680,000</b>	<b>\$ 6,230,000</b>	<b>\$ 675,000</b>	<b>\$ 3,535,000</b>	<b>\$ 22,575,000</b>

### UTILITY PRINCIPAL OBLIGATIONS BY YEAR AND ISSUANCE

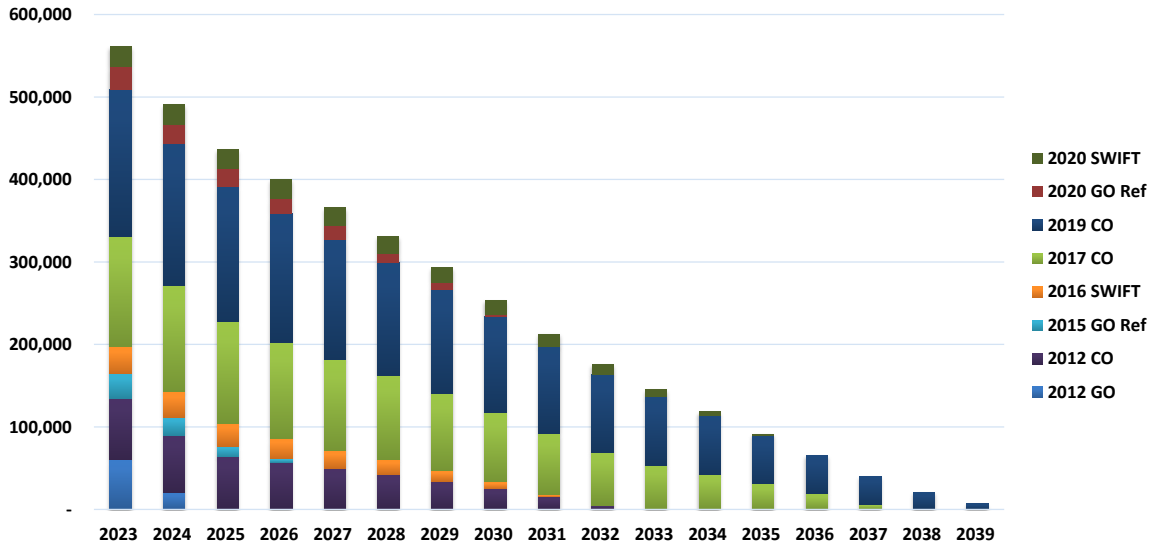




## UTILITY OUTSTANDING INTEREST DEBT OBLIGATIONS BY ISSUE

Year	2012 GENERAL OBLIGATION	2012 CERTIFICATE OF OBLIGATION	2015 GENERAL OBLIGATION REF & IMP	2016 TWDB SWIFT	2017 CERTIFICATE OF OBLIGATION	2019 CERTIFICATE OF OBLIGATION	2020 GENERAL OBLIGATION REF & IMP	2020 TWDB SWIFT	TOTAL
Standards & Poors Rating:	AA	N/A	AAA	N/A	AAA	AAA	AAA	N/A	
Moodys Rating:	Aa2	N/A	Aa1	N/A	Aa1	AAA	AAA	N/A	
Purpose:	Debt Refunding/ Retirement	Wastewater Improvements - TWDB Bonds	Debt Refunding/ Retirement	Water Line Replacements - TWDB Bonds	New Pump Station & Water Line Improvements	New Pump Station & Water Line Improvements	Refunding	Water Line Replacements - TWDB Bonds	
2023	\$ 60,000	\$ 75,018	\$ 29,325	\$ 33,225	\$ 133,538	\$ 178,150	\$ 27,050	\$ 24,814	\$ 561,119
2024	20,375	69,625	21,750	30,668	128,475	172,300	23,425	24,380	490,998
2025	-	63,648	13,200	27,872	122,550	164,775	20,750	23,823	436,617
2026	-	57,088	4,425	24,832	116,400	155,550	19,100	23,081	400,476
2027	-	50,055	-	21,450	110,025	146,100	16,125	22,061	365,816
2028	-	42,451	-	17,675	102,400	136,350	11,875	20,776	331,527
2029	-	34,115	-	13,307	93,400	126,300	7,375	19,237	293,734
2030	-	25,103	-	8,274	84,000	115,950	2,500	17,469	253,295
2031	-	15,495	-	2,817	74,200	105,225	-	15,286	213,023
2032	-	5,273	-	-	64,000	94,125	-	12,550	175,947
2033	-	-	-	-	53,400	82,725	-	9,343	145,468
2034	-	-	-	-	42,400	71,025	-	5,782	119,207
2035	-	-	-	-	30,900	58,950	-	1,972	91,822
2036	-	-	-	-	18,900	46,500	-	-	65,400
2037	-	-	-	-	6,400	33,675	-	-	40,075
2038	-	-	-	-	-	20,475	-	-	20,475
2039	-	-	-	-	-	6,900	-	-	6,900
2040	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 80,375</b>	<b>\$ 437,869</b>	<b>\$ 68,700</b>	<b>\$ 180,118</b>	<b>\$ 1,180,988</b>	<b>\$ 1,715,075</b>	<b>\$ 128,200</b>	<b>\$ 220,572</b>	<b>\$ 4,011,897</b>

### UTILITY INTEREST OBLIGATIONS BY YEAR AND ISSUANCE



# DRAINAGE UTILITY FUND

**FUND DESCRIPTION:**

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

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Write Off Recovery	\$ 296	\$ 583	\$ 583	\$ 583	\$ -
Drainage Utility Fees	1,493,567	1,432,375	1,508,884	1,508,884	76,509
Miscellaneous Revenue	-	-	-	-	-
Auction Proceeds	-	-	-	-	-
Interest Revenue-Investments	12,450	16,201	2,995	12,315	(3,886)
Use Of Fund Balance	(11,898)	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,494,414</b>	<b>\$ 1,449,159</b>	<b>\$ 1,512,462</b>	<b>\$ 1,521,782</b>	<b>\$ 72,623</b>

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Drainage Maintenance	\$ 788,845	\$ 994,635	\$ 826,319	\$ 1,035,974	\$ 41,339
Capital Improvements	568,000	425,000	425,000	325,000	(100,000)
Non-Departmental	219,762	300,090	293,416	315,501	15,411
<b>TOTAL</b>	<b>\$ 1,576,607</b>	<b>\$ 1,719,725</b>	<b>\$ 1,544,735</b>	<b>\$ 1,676,475</b>	<b>\$ (43,250)</b>

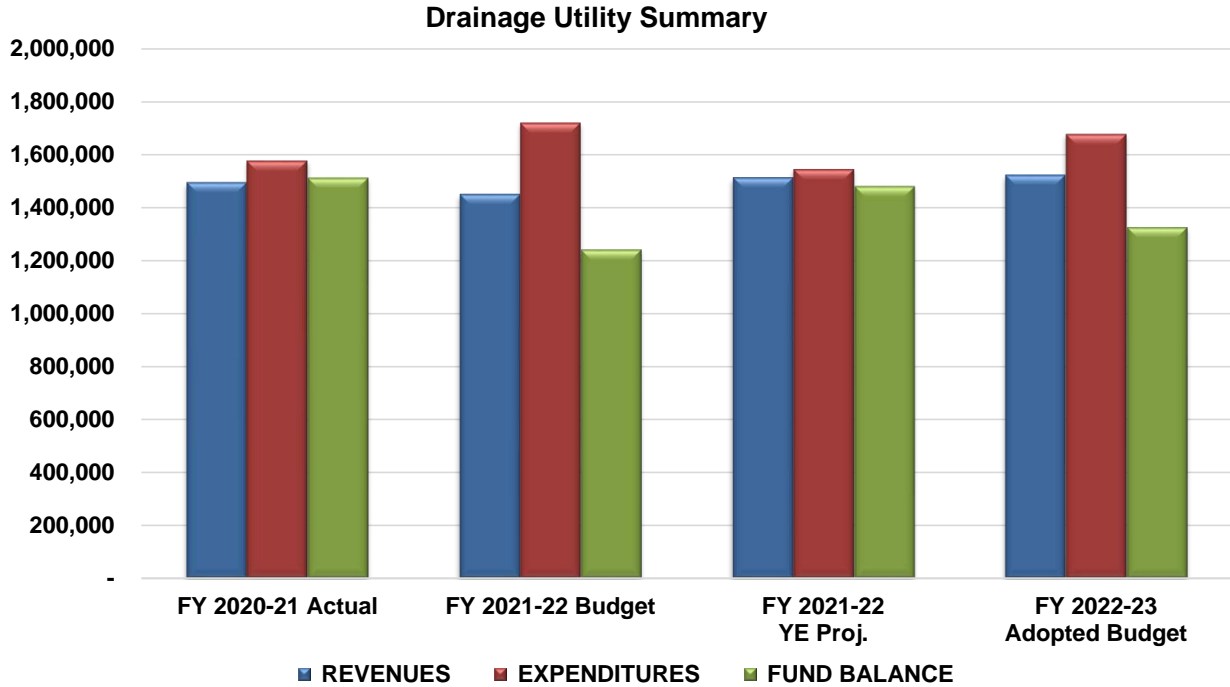
**EXPENDITURES BY CATEGORY:**

Personnel services	\$ 542,715	\$ 668,248	\$ 482,099	\$ 706,570	\$ 38,322
Operations & maintenance	98,875	124,973	140,800	146,400	21,427
Services & other	367,017	501,504	496,836	498,505	(2,999)
Transfers to other funds	568,000	425,000	425,000	325,000	(100,000)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,576,607</b>	<b>\$ 1,719,725</b>	<b>\$ 1,544,735</b>	<b>\$ 1,676,475</b>	<b>\$ (43,250)</b>

# DRAINAGE UTILITY FUND

## FUND BALANCE SUMMARY

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 1,494,414	\$ 1,449,159	\$ 1,512,462	\$ 1,521,782	\$ 72,623
EXPENDITURES	1,576,607	1,719,725	1,544,735	1,676,475	(43,250)
VARIANCE	(82,193)	(270,566)	(32,273)	(154,693)	115,873
<b>FUND BALANCE</b>	<b>\$ 1,513,329</b>	<b>\$ 1,242,763</b>	<b>\$ 1,481,056</b>	<b>\$ 1,326,363</b>	<b>\$ 83,600</b>

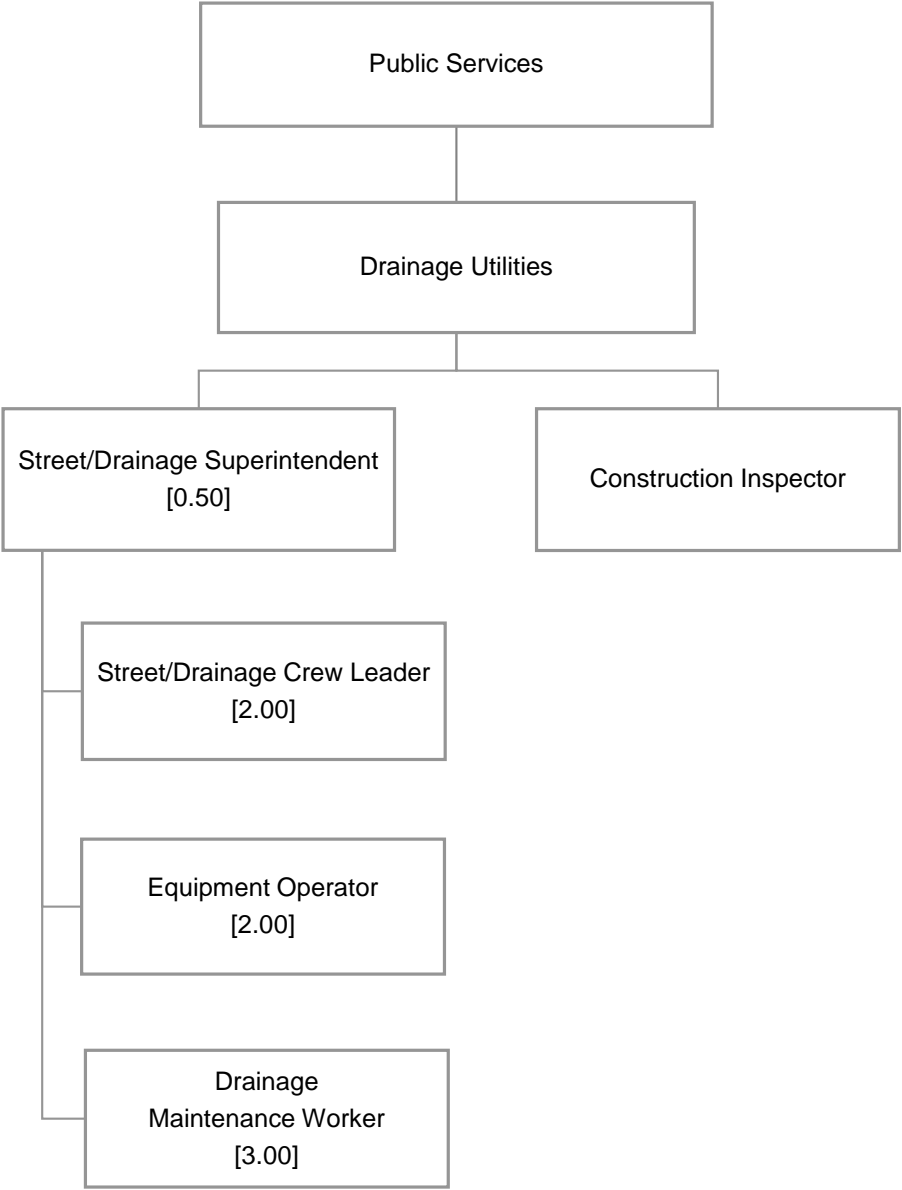


## PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Drainage Maintenance	8.50	8.50	8.50	8.50	-
<b>TOTAL</b>	-	-	-	-	-

# DRAINAGE UTILITIES FUND



# DRAINAGE UTILITY FUND

## DRAINAGE UTILITY FUND

### DRAINAGE MAINTENANCE DIVISION (400-81-815)

**DEPARTMENT DESCRIPTION:**

The Drainage Maintenance Division of the Public Works Department is responsible for the repair and maintenance of the storm water collection and transportation infrastructure in a manner that mitigates flooding and property damage. Revenues for the services are derived primarily from drainage fees which were established by City Ordinance No. 638, adopted November 20, 1990.

**DEPARTMENT/DIVISION GOALS:**

1. Continuously review work processes to determine efficiency improvements and cost reduction opportunities.
2. Comply with Phase II of the National Pollutant Discharge Elimination System (NPDES) program (MS4) requirements.
3. Maintain bridges and culverts, ditches, channels and other related infrastructure to reduce restrictions and erosion.
4. Provide channel preventative maintenance using herbicide, mowing, debris removal and erosion repair.
5. Inspect specific locations after significant rain events for stoppages or damage, clear and/or repair.

**DEPARTMENT/DIVISION OBJECTIVES:**

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

**SERVICE LEVEL ANALYSIS:**

<b>SERVICES PROVIDED</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>
Miles of drainage channels (not creeks)	11.3	11.3	11.3	11.3
Acres of channels in mowing program	42.0	42.0	26.2	26.2
Miles of roadside ditches	118	118	84.7	85
Miles of drainage pipe system	85.7	85.7	84.1	84.1
Debris swept from streets (cubic yards)	787	900	900	900
# Drainage structures (inlets, manholes...)	2,981	2,981	3,043	3,043
<b>PERFORMANCE INDICATORS</b>				
% of inlets/culverts cleaned annually	5%	10%	5%	10%
% of channels mowed 8x annually	100%	100%	100%	100%
% of channels herbicide treated annually	100%	100%	100%	100%

# DRAINAGE UTILITY FUND

## DRAINAGE UTILITY FUND DRAINAGE MAINTENANCE DIVISION (400-81-815)

### EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
				<b>Budget</b>	
Personnel services	\$ 542,715	\$ 668,248	\$ 482,099	\$ 706,570	\$ 38,322
Operations & maintenance	98,875	124,973	140,800	146,400	21,427
Services & other	147,255	201,414	203,420	183,004	(18,410)
Transfers to other funds	-	-	-	-	-
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 788,845</b>	<b>\$ 994,635</b>	<b>\$ 826,319</b>	<b>\$ 1,035,974</b>	<b>\$ 41,339</b>

### PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
				<b>Budget</b>	
Street/Drainage Superintendent	0.50	0.50	0.50	0.50	-
Construction Inspector	1.00	1.00	1.00	1.00	-
Street/Drainage Crew Leader	2.00	2.00	2.00	2.00	-
Equipment Operator	2.00	2.00	2.00	2.00	-
Drainage Maintenance Worker	3.00	3.00	3.00	3.00	-
<b>TOTAL</b>	<b>8.50</b>	<b>8.50</b>	<b>8.50</b>	<b>8.50</b>	<b>-</b>

# DRAINAGE UTILITY FUND

## DRAINAGE UTILITY FUND CAPITAL IMPROVEMENTS DIVISION (400-89-898)

### EXPENDITURE SUMMARY

<i><b>EXPENDITURES BY CATEGORY:</b></i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-	-
Services & other	-	-	-	-	-
Transfers to other funds	568,000	425,000	425,000	325,000	(100,000)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 568,000</b>	<b>\$ 425,000</b>	<b>\$ 425,000</b>	<b>\$ 325,000</b>	<b>\$ (100,000)</b>

### PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i><b>BY POSITION TITLE:</b></i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# DRAINAGE UTILITY FUND

## DRAINAGE UTILITY FUND NON-DEPARTMENTAL DIVISION (400-89-899)

### EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-	-
Services & other	219,762	300,090	293,416	315,501	15,411
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 219,762</b>	<b>\$ 300,090</b>	<b>\$ 293,416</b>	<b>\$ 315,501</b>	<b>\$ 15,411</b>

### PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



# THE KELLER POINTE FUND

**FUND DESCRIPTION:**

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

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>	<b>Variance (\$)</b>
Facility Rental Fees	\$ 26,596	\$ 48,000	\$ 37,658	\$ 37,658	\$ (10,342)
Daily Ticket Sales	165,433	144,000	150,859	224,718	80,718
Annual Ticket Sales	1,613,481	2,110,000	1,670,981	1,876,762	(233,238)
Employee Pass Revenue	96,396	96,396	108,507	100,252	3,856
Empl Dependent Pass Revenue	20,308	19,200	19,392	21,158	1,958
Party Revenues	63,270	82,000	52,601	85,044	3,044
Expired Gift Card Revenue	6,048	-	-	-	-
Concession Sales/Proceeds	588	445	2,024	4,414	3,969
Merchandise Sales	26	1,200	-	351	(849)
Aquatics Merchandise Sales	3,517	2,470	2,700	3,443	973
Outdoor Concession Sales	-	-	-	197	197
Outdoor Merchandise Sales	-	-	-	-	-
Revenue-Special Events	8,712	5,558	8,454	10,965	5,407
Aquatics Program Revenues	99,197	100,000	35,161	74,112	(25,888)
Fitness Program Revenues	-	-	-	-	-
Group Exercise Revenue	714	360	293	587	227
Personal Training Revenue	12,720	12,000	3,114	10,158	(1,842)
Recreation Program Revenue	191,821	147,000	233,000	233,000	86,000
Spring/Summer Camp	151,158	166,600	164,958	166,600	-
Martial Arts	30,350	54,000	83,836	83,836	29,836
Gym Rental Fees	1,660	1,700	1,271	1,018	(682)
Pool Rental Fees	23,965	14,000	20,520	18,629	4,629
Write Off Recovery	6,301	2,700	3,531	3,788	1,088
Miscellaneous Revenue	52,983	1,200	3,446	705,599	704,399
Auction Proceeds	4,091	5,000	763	1,222	(3,778)
Gain/Loss On Disp Of Assets	1,350	-	7,000	-	-
Cash Over/Short	95	-	-	-	-
Interest Revenue-Investments	4,409	15,913	3,549	14,671	(1,242)
Reimb-Insurance Proceeds	-	-	-	-	-
Donations-Sr Svs	-	-	-	-	-
Use Of Fund Balance	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,585,190</b>	<b>\$ 3,029,742</b>	<b>\$ 2,613,618</b>	<b>\$ 3,678,182</b>	<b>\$ 648,440</b>

# THE KELLER POINTE FUND

## THE KELLER POINTE FUND ALL PROGRAMS

### **DEPARTMENT DESCRIPTION:**

The Keller Pointe is an enterprise facility intended to be a self-supporting operation; therefore, the revenues generated by the facility should fully support the facility's direct operating costs. The primary source of revenue is generated through membership and day pass sales, with the second largest revenue source being leisure program sales. Additional revenue sources include facility rentals, merchandise sales, party reservations and personal training. Facility programming includes a wide range of programs to appeal to all age groups of recreation, aquatic and fitness users. The facility and its programs are available to members and non-members, residents and non-residents. The Keller Pointe exceeds community expectations and achieves fiscal success by providing unprecedented service and award-winning programs.

The Keller Pointe Budget is divided into the following six divisions: (a) The General Administration Division includes administrative staff, office supplies and maintenance, facility marketing, utilities and general insurance; (b) the Aquatics Division includes aquatic staff and contract instructors, pool equipment maintenance and supplies, aquatic merchandise sales and aquatic program supplies; (c) the Fitness Division includes fitness program staff and contract instructors, fitness equipment maintenance and fitness program supplies; (d) the Recreation Division includes recreation staff and contract instructors/referees, birthday party supplies, recreation program and league supplies and gymnasium equipment; (e) the Facility Maintenance Division includes building maintenance staff and contract janitorial services, janitorial supplies, and facility maintenance; and (f) the Customer Service Division includes customer service staff at the front desk, office supplies, merchandise sales and concessions contractors.

The Keller Development Corporation provided financing for construction and capital costs of the facility (and subsequent annual principal and interest payments).

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

Ensure sustainability of The Keller Pointe through management of a self-sufficient enterprise fund to continue to prevent subsidization from the general fund by:

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

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

# THE KELLER POINTE FUND

## SERVICE LEVEL ANALYSIS:

SERVICES PROVIDED	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23
	Actual	Budget	YE Proj.	Adopted Budget
Recreation programs provided (class list)	850	850	162	850
Leagues provided	10	12	12	12
Special events provided	1	4	4	4
Group exercise classes offered	1,863	2,080	2,088	2,100
Number of partnerships developed	6	6	3	6
Number of annual memberships	2,713	3,000	2,750	3,700
Annual attendance (day pass & member visits)	238,696	180,000	225,071	230,000
Recreation program participants (attendance)	3,052	6,100	4,100	6,100
League participants:				
Teams	66	96	107	110
Participants	563	1,000	1,210	1,240
Special event attendance	191	800	600	800
Facility rentals/birthday parties	443	600	500	600
Group exercise attendance	14,826	13,000	17,125	18,000
Partnership dollars generated	0	2,000	2,000	2,000
<b>PERFORMANCE INDICATORS</b>				
Net Promoter Score	66	67	67	67

## EXPENDITURE SUMMARY

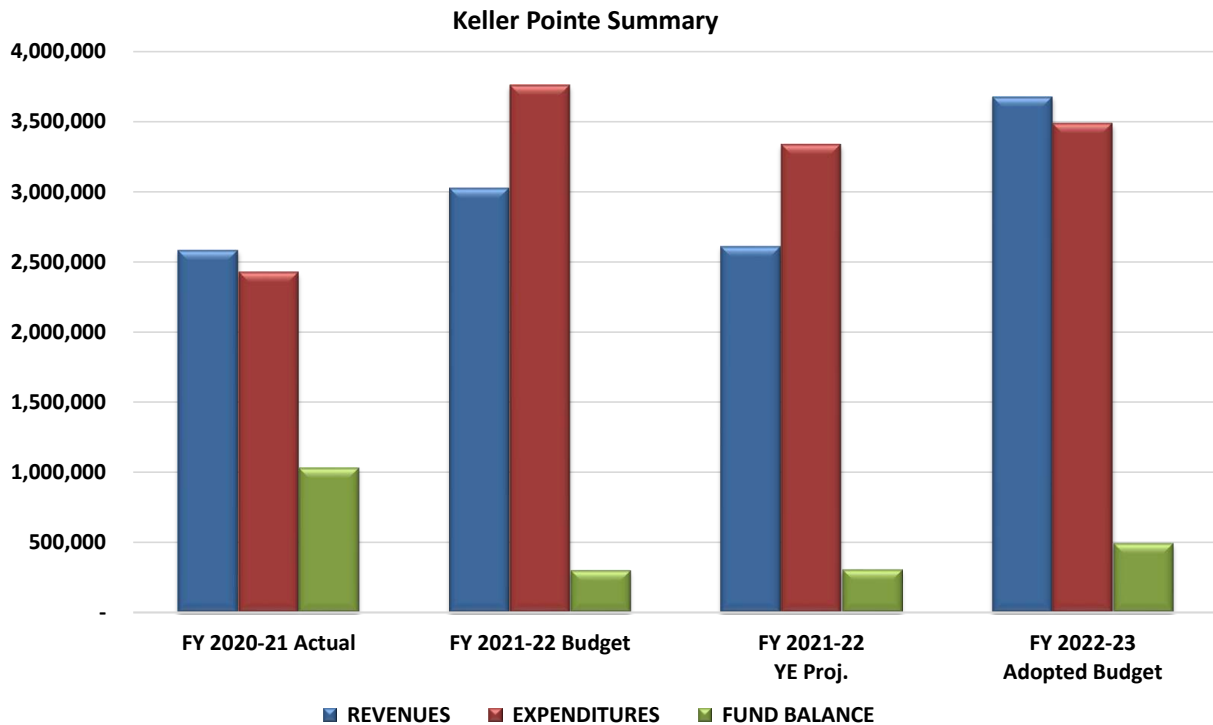
EXPENDITURES BY DIVISION:	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23	Budget
	Actual	Budget	YE Proj.	Adopted Budget	Variance (\$)
Administration	\$ 689,238	\$ 917,658	\$ 793,259	\$ 920,259	\$ 2,601
Aquatics	492,517	605,663	515,316	533,296	(72,367)
Fitness Programs	106,441	96,402	89,461	114,227	17,825
Recreation	427,324	613,381	484,299	658,770	45,389
Facility Maintenance	475,312	463,263	445,302	481,247	17,984
Customer Service/Concessions	238,723	310,016	220,349	307,561	(2,455)
Seasonal Outdoor Concessions	-	-	-	-	-
Capital Replacement	-	754,231	791,431	474,642	(279,589)
Non-Departmental	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,429,554</b>	<b>\$ 3,760,614</b>	<b>\$ 3,339,417</b>	<b>\$ 3,490,002</b>	<b>\$ (270,612)</b>

EXPENDITURES BY CATEGORY:	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23	Budget
	Actual	Budget	YE Proj.	Adopted Budget	Variance (\$)
Personnel services	\$ 1,194,004	\$ 1,516,432	\$ 1,247,838	\$ 1,644,966	128,534
Operations & maintenance	316,749	322,286	288,698	322,704	418
Services & other	902,642	1,167,665	1,011,450	1,047,690	(119,975)
Transfers to other funds	-	-	-	-	-
Capital outlay	16,160	754,231	791,431	474,642	(279,589)
<b>TOTAL</b>	<b>\$ 2,429,554</b>	<b>\$ 3,760,614</b>	<b>\$ 3,339,417</b>	<b>\$ 3,490,002</b>	<b>(270,612)</b>

# THE KELLER POINTE FUND

## FUND BALANCE SUMMARY

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 2,585,190	\$ 3,029,742	\$ 2,613,618	\$ 3,678,182	\$ 648,440
EXPENDITURES	2,429,554	3,760,614	3,339,417	3,490,002	(270,612)
VARIANCE	155,636	(730,872)	(725,799)	188,180	919,052
<b>FUND BALANCE</b>	<b>\$ 1,032,070</b>	<b>\$ 301,198</b>	<b>\$ 306,271</b>	<b>\$ 494,451</b>	<b>\$ 193,253</b>

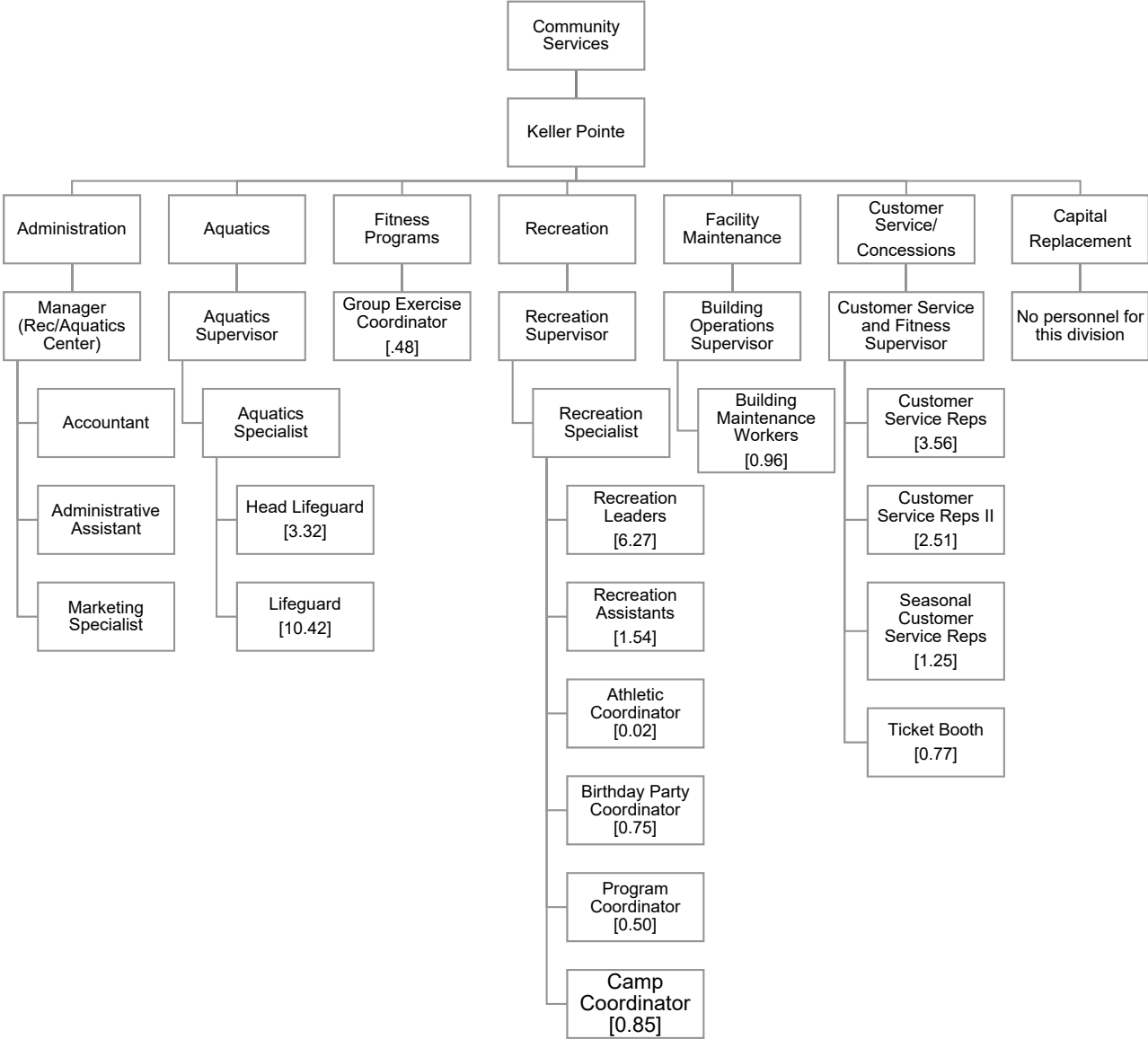


## PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Administration	3.48	4.00	4.00	4.00	-
Aquatics	15.74	15.74	15.74	15.74	-
Fitness Programs	0.48	0.48	0.48	0.48	-
Recreation	11.93	11.93	11.93	11.93	-
Facility Maintenance	1.96	1.96	1.96	1.96	-
Customer Service/Concessions	9.09	9.09	9.09	9.09	-
<b>TOTAL</b>	<b>42.68</b>	<b>43.20</b>	<b>43.20</b>	<b>43.20</b>	<b>-</b>

# THE KELLER POINTE FUND



# THE KELLER POINTE FUND

## THE KELLER POINTE FUND ADMINISTRATION DIVISION (125-65-651)

### EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 243,400	\$ 349,892	\$ 300,405	\$ 336,924	\$ (12,968)
Operations & maintenance	8,636	16,300	14,130	16,300	-
Services & other	437,202	551,466	478,724	567,035	15,569
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 689,238</b>	<b>\$ 917,658</b>	<b>\$ 793,259</b>	<b>\$ 920,259</b>	<b>\$ 2,601</b>

### PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Manager (Rec/Aquatics Center)	1.00	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	1.00	-
Accountant	1.00	1.00	1.00	1.00	-
Marketing Specialist	0.48	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>3.48</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>-</b>

# THE KELLER POINTE FUND

## THE KELLER POINTE FUND AQUATICS DIVISION (125-65-652)

### EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 324,825	\$ 320,843	\$ 275,623	\$ 389,212	\$ 68,369
Operations & maintenance	56,584	79,642	65,458	70,860	(8,782)
Services & other	111,108	205,178	174,235	73,224	(131,954)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 492,517</b>	<b>\$ 605,663</b>	<b>\$ 515,316</b>	<b>\$ 533,296</b>	<b>\$ (72,367)</b>

### PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Aquatics Supervisor	1.00	1.00	1.00	1.00	-
Aquatics Specialist	1.00	1.00	1.00	1.00	-
Head Lifeguard	3.32	3.32	3.32	3.32	-
Lifeguard	10.42	10.42	10.42	10.42	-
<b>TOTAL</b>	<b>15.74</b>	<b>15.74</b>	<b>15.74</b>	<b>15.74</b>	<b>-</b>

# THE KELLER POINTE FUND

## THE KELLER POINTE FUND FITNESS PROGRAMS DIVISION (125-65-653)

### EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 9,967	\$ 18,402	\$ 19,101	\$ 17,648	\$ (754)
Operations & maintenance	10,608	18,000	17,360	12,500	(5,500)
Services & other	69,707	60,000	53,000	84,079	24,079
Capital outlay	16,160	-	-	-	-
<b>TOTAL</b>	<b>\$ 106,441</b>	<b>\$ 96,402</b>	<b>\$ 89,461</b>	<b>\$ 114,227</b>	<b>\$ 17,825</b>

### PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Group Exercise Coordinator	0.48	0.48	0.48	0.48	-
<b>TOTAL</b>	<b>0.48</b>	<b>0.48</b>	<b>0.48</b>	<b>0.48</b>	<b>-</b>



# THE KELLER POINTE FUND

## THE KELLER POINTE FUND RECREATION DIVISION (125-65-654)

### EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 297,459	\$ 406,711	\$ 319,959	\$ 484,415	\$ 77,704
Operations & maintenance	16,440	29,700	30,000	25,700	(4,000)
Services & other	113,424	176,970	134,340	148,655	(28,315)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 427,324</b>	<b>\$ 613,381</b>	<b>\$ 484,299</b>	<b>\$ 658,770</b>	<b>\$ 45,389</b>

### PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Recreation Supervisor	1.00	1.00	1.00	1.00	-
Recreation Specialist	1.00	1.00	1.00	1.00	-
Recreation Leaders	6.27	6.27	6.27	6.27	-
Recreation Assistants	1.54	1.54	1.54	1.54	-
Athletic Coordinator	0.02	0.02	0.02	0.02	-
Birthday Party Coordinator	0.75	0.75	0.75	0.75	-
Program Coordinator	0.50	0.50	0.50	0.50	-
Camp Coordinator	0.85	0.85	0.85	0.85	-
<b>TOTAL</b>	<b>11.93</b>	<b>11.93</b>	<b>11.93</b>	<b>11.93</b>	<b>-</b>

# THE KELLER POINTE FUND

## THE KELLER POINTE FUND FACILITY MAINTENANCE DIVISION (125-65-655)

### EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 87,699	\$ 123,813	\$ 126,446	\$ 123,714	\$ (99)
Operations & maintenance	221,341	166,694	149,300	185,394	18,700
Services & other	166,272	172,756	169,556	172,139	(617)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 475,312</b>	<b>\$ 463,263</b>	<b>\$ 445,302</b>	<b>\$ 481,247</b>	<b>\$ 17,984</b>

### PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Building Operations Supervisor	1.00	1.00	1.00	1.00	-
Building Maintenance Workers	0.96	0.96	0.96	0.96	-
<b>TOTAL</b>	<b>1.96</b>	<b>1.96</b>	<b>1.96</b>	<b>1.96</b>	<b>-</b>

# THE KELLER POINTE FUND

## THE KELLER POINTE FUND CUSTOMER SERVICE/CONCESSIONS DIVISION (125-65-656)

### EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 230,654	\$ 296,771	\$ 206,304	\$ 293,053	\$ (3,718)
Operations & maintenance	3,140	11,950	12,450	11,950	-
Services & other	4,929	1,295	1,595	2,558	1,263
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 238,723</b>	<b>\$ 310,016</b>	<b>\$ 220,349</b>	<b>\$ 307,561</b>	<b>\$ (2,455)</b>

### PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Customer Service Supervisor	1.00	1.00	1.00	1.00	-
Customer Service Reps	3.56	3.56	3.56	3.56	-
Customer Service Reps II	2.51	2.51	2.51	2.51	-
Seasonal Cust Service Reps	1.25	1.25	1.25	1.25	-
Ticket Booth	0.77	0.77	0.77	0.77	-
<b>TOTAL</b>	<b>9.09</b>	<b>9.09</b>	<b>9.09</b>	<b>9.09</b>	<b>-</b>

# THE KELLER POINTE FUND

## THE KELLER POINTE FUND CAPITAL REPLACEMENT DIVISION (125-65-658)

### EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-	-
Services & other	-	-	-	-	-
Transfers to other funds	-	-	-	-	-
Capital outlay	-	754,231	791,431	474,642	(279,589)
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 754,231</b>	<b>\$ 791,431</b>	<b>\$ 474,642</b>	<b>\$ (279,589)</b>

### PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## **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 July 1, 2022. 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 19, 2022.

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
City Sales Taxes	\$ 4,036,097	\$ 3,600,114	\$ 4,062,287	\$ 4,218,050	\$ 617,936
Rental Property Revenue	16,000	16,000	16,000	16,000	-
Premium On Debt Issuance	-	-	-	-	-
Debt Issuance-Refunding Bonds	-	-	-	-	-
Grant-Local	-	-	-	-	-
Interest Revenue-Investments	24,896	21,882	7,500	15,000	(6,882)
Gain/Loss On Disp Of Assets	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 4,076,993</b>	<b>\$ 3,637,996</b>	<b>\$ 4,085,787</b>	<b>\$ 4,249,050</b>	<b>\$ 611,054</b>

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
All Programs	\$ 68,730	\$ 83,940	\$ 83,740	\$ 387,149	\$ 303,209
Capital Improvements	1,583,934	1,581,419	1,581,419	1,589,044	7,625
Non-Departmental	1,656,987	1,987,500	1,987,500	2,062,750	75,250
<b>TOTAL</b>	<b>\$ 3,309,650</b>	<b>\$ 3,652,859</b>	<b>\$ 3,652,659</b>	<b>\$ 4,038,943</b>	<b>\$ 386,084</b>

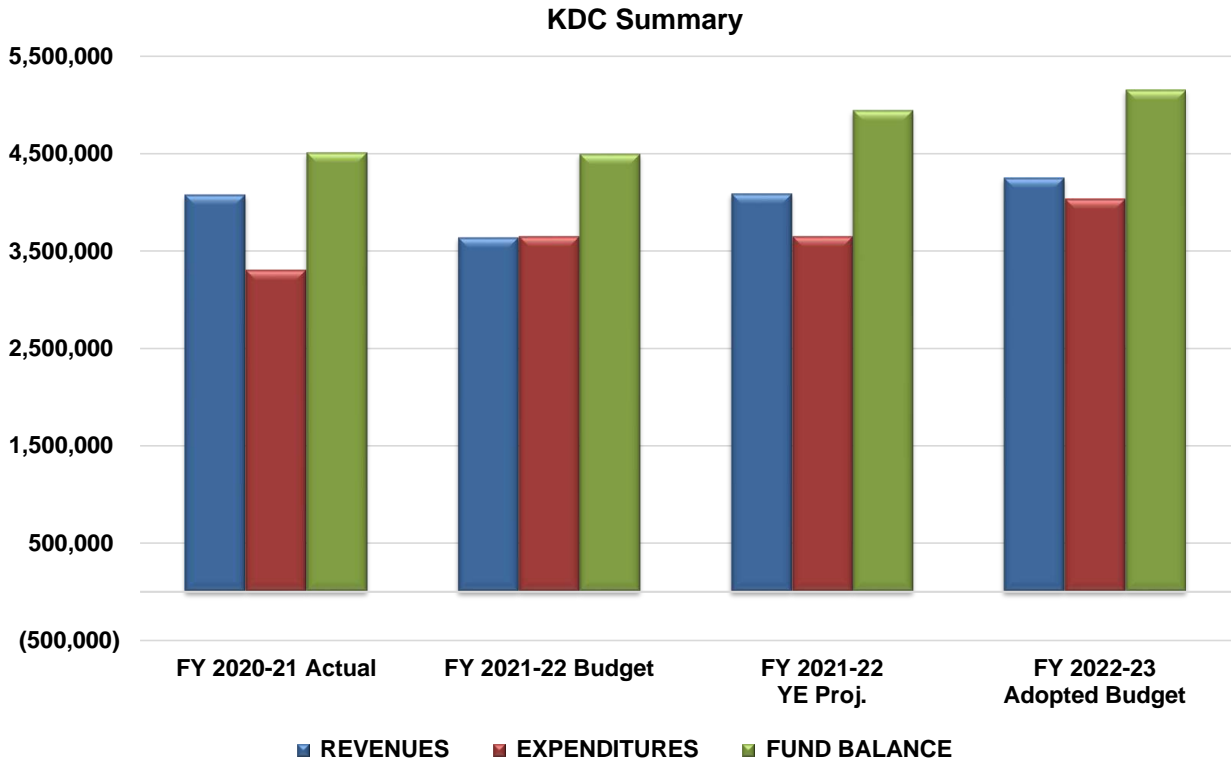
**EXPENDITURES BY CATEGORY:**

Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	26,140	25,000	24,800	125,000	100,000
Services & other	42,590	58,940	58,940	47,149	(11,791)
Debt service	1,583,934	1,581,419	1,581,419	1,589,044	7,625
Transfers to other funds	1,656,987	1,987,500	1,987,500	2,062,750	75,250
Capital outlay	-	-	-	215,000	215,000
<b>TOTAL</b>	<b>\$ 3,309,650</b>	<b>\$ 3,652,859</b>	<b>\$ 3,652,659</b>	<b>\$ 4,038,943</b>	<b>\$ 386,084</b>

# KELLER DEVELOPMENT CORPORATION FUND

## FUND BALANCE SUMMARY

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 4,076,993	\$ 3,637,996	\$ 4,085,787	\$ 4,249,050	\$ 611,054
EXPENDITURES	3,309,650	3,652,859	3,652,659	4,038,943	386,084
VARIANCE	767,343	(14,863)	433,128	210,107	224,970
<b>FUND BALANCE</b>	<b>\$ 4,509,800</b>	<b>\$ 4,494,937</b>	<b>\$ 4,942,928</b>	<b>\$ 5,153,035</b>	<b>\$ 658,098</b>



## PERSONNEL SUMMARY

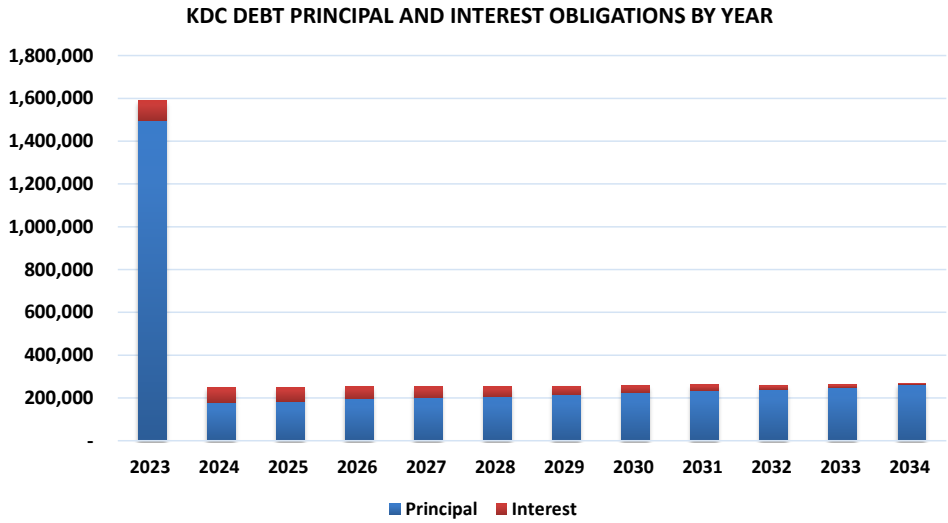
(Full-Time Equivalent Positions - Includes Vacant Positions)

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
<b>BY POSITION TITLE:</b>					
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



**KELLER DEVELOPMENT CORPORATION (KDC) DEBT BY PRINCIPAL AND INTEREST**

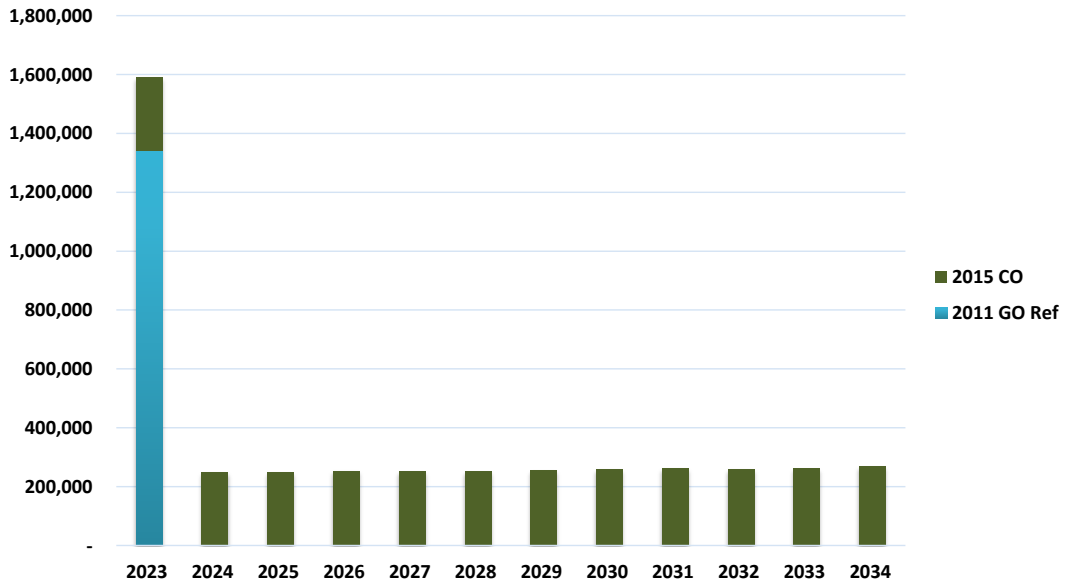
Year	Principal	Interest	Total P+I
2023	\$ 1,495,000	\$ 94,044	\$ 1,589,044
2024	180,000	69,794	249,794
2025	185,000	64,319	249,319
2026	195,000	58,619	253,619
2027	200,000	52,694	252,694
2028	205,000	46,619	251,619
2029	215,000	40,319	255,319
2030	225,000	33,719	258,719
2031	235,000	26,819	261,819
2032	240,000	19,694	259,694
2033	250,000	12,188	262,188
2034	265,000	4,141	269,141
2035	-	-	-
2036	-	-	-
2037	-	-	-
2038	-	-	-
2039	-	-	-
2040	-	-	-
<b>Total</b>	<b>\$ 3,890,000</b>	<b>\$ 522,966</b>	<b>\$ 4,412,966</b>



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

Year	2011 GENERAL OBLIGATION REF & IMP	2015 CERTIFICATE OF OBLIGATION	TOTAL
Standards & Poors Rating:	AA	AAA	
Moodys Rating:	Aa2	Aa1	
Purpose:	Debt Refunding/ Retirement	Rec Center Expansion / Park Improvements	
2023	\$ 1,339,800	\$ 249,244	\$ 1,589,044
2024	-	249,794	249,794
2025	-	249,319	249,319
2026	-	253,619	253,619
2027	-	252,694	252,694
2028	-	251,619	251,619
2029	-	255,319	255,319
2030	-	258,719	258,719
2031	-	261,819	261,819
2032	-	259,694	259,694
2033	-	262,188	262,188
2034	-	269,141	269,141
2035	-	-	-
2036	-	-	-
2037	-	-	-
2038	-	-	-
2039	-	-	-
2040	-	-	-
<b>Total</b>	<b>\$ 1,339,800</b>	<b>\$ 3,073,166</b>	<b>\$ - \$ - \$ - \$ - \$ - \$ 4,412,966</b>

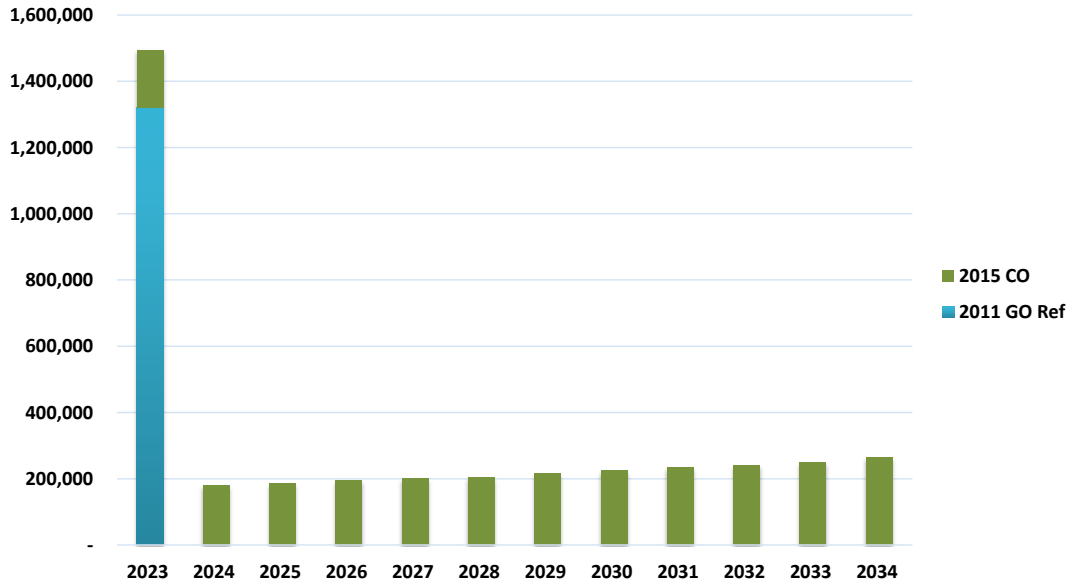
**KDC TOTAL DEBT OBLIGATIONS BY YEAR AND ISSUANCE**



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

Year	2011 GENERAL OBLIGATION REF & IMP	2015 CERTIFICATE OF OBLIGATION	TOTAL
Standards & Poors Rating:	AA	AAA	
Moodys Rating:	Aa2	Aa1	
Purpose:	Debt Refunding/ Retirement	Rec Center Expansion / Park Improvements	
2023	\$ 1,320,000	\$ 175,000	\$ 1,495,000
2024	-	180,000	180,000
2025	-	185,000	185,000
2026	-	195,000	195,000
2027	-	200,000	200,000
2028	-	205,000	205,000
2029	-	215,000	215,000
2030	-	225,000	225,000
2031	-	235,000	235,000
2032	-	240,000	240,000
2033	-	250,000	250,000
2034	-	265,000	265,000
2035	-	-	-
2036	-	-	-
2037	-	-	-
2038	-	-	-
2039	-	-	-
2040	-	-	-
<b>Total</b>	<b>\$ 1,320,000</b>	<b>\$ 2,570,000</b>	<b>\$ - \$ - \$ - \$ - \$ 3,890,000</b>

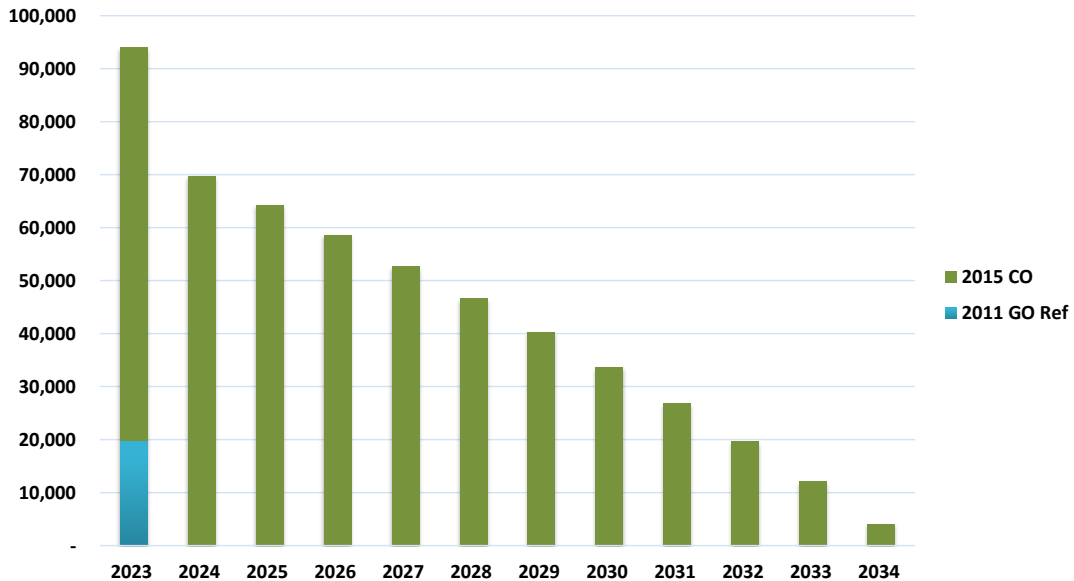
**KDC PRINCIPAL OBLIGATIONS BY YEAR AND ISSUANCE**



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

Year	2011 GENERAL OBLIGATION REF & IMP	2015 CERTIFICATE OF OBLIGATION	TOTAL
Standards & Poors Rating:	AA	AAA	
Moodys Rating:	Aa2	Aa1	
Purpose:	Debt Refunding/ Retirement	Rec Center Expansion / Park Improvements	
2023	\$ 19,800	\$ 74,244	\$ 94,044
2024	-	69,794	69,794
2025	-	64,319	64,319
2026	-	58,619	58,619
2027	-	52,694	52,694
2028	-	46,619	46,619
2029	-	40,319	40,319
2030	-	33,719	33,719
2031	-	26,819	26,819
2032	-	19,694	19,694
2033	-	12,188	12,188
2034	-	4,141	4,141
2035	-	-	-
2036	-	-	-
2037	-	-	-
2038	-	-	-
2039	-	-	-
2040	-	-	-
<b>Total</b>	<b>\$ 19,800</b>	<b>\$ 503,166</b>	<b>\$ - \$ - \$ - \$ - \$ 522,966</b>

**KDC INTEREST OBLIGATIONS BY YEAR AND ISSUANCE**



# KELLER CRIME CONTROL AND PREVENTION DISTRICT FUND

**FUND DESCRIPTION:**

The Keller Crime Control Prevention District Fund, created in FY2002, accounts for the resources and revenue derived from the crime control district sales tax, authorized by an election in November 2001. In May 2006, voters authorized to extend the tax by an additional 15 years. In November 2007, voters authorized a reduction in the rate from three-eighths of one percent (0.375%) to one-quarter of one percent (0.25%). This reallocation became effective April 1, 2008. In November 2021, voters authorized to extend the tax by an additional 15 years. The KCCPD budget was approved by the KCCPD Board of Directors on June 16, 2022. State law requires a public hearing and approval of the budget as presented. The public hearing and budget approval was conducted on July 5, 2022.

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
City Sales Taxes	\$ 1,899,536	\$ 1,716,171	\$ 1,944,674	\$ 2,033,965	\$ 317,794
I/G Rev-Southlake	143,309	11,000	11,000	51,541	40,541
I/G Rev-Town Of Westlake	4,900	-	-	-	-
I/G Rev-Colleyville	87,416	9,000	9,000	59,372	50,372
Miscellaneous Revenue	351	-	-	50,000	50,000
Auction Proceeds	145,803	50,000	50,000	50,000	-
Gain/Loss On Disp Of Assets	109,505	-	-	-	-
Interest Revenue-Investments	2,895	100,000	18,628	5,020	(94,980)
<b>TOTAL</b>	<b>\$ 2,393,715</b>	<b>\$ 1,886,171</b>	<b>\$ 2,033,302</b>	<b>\$ 2,249,898</b>	<b>\$ 363,727</b>

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Administration	\$ 115,435	\$ 123,520	\$ 123,520	\$ 130,888	\$ 7,368
Facility Improvements	451,319	792,508	792,508	913,572	121,064
Capital Improvements	12,955	350,000	350,000	225,000	(125,000)
Technology Improvements	51,361	150,000	150,000	-	(150,000)
Police Operations	387,415	121,700	121,700	535,237	413,537
Non-Departmental	524,950	529,500	529,500	529,500	-
<b>TOTAL</b>	<b>\$ 1,543,435</b>	<b>\$ 2,067,228</b>	<b>\$ 2,067,228</b>	<b>\$ 2,334,197</b>	<b>\$ 266,969</b>

**EXPENDITURES BY CATEGORY:**

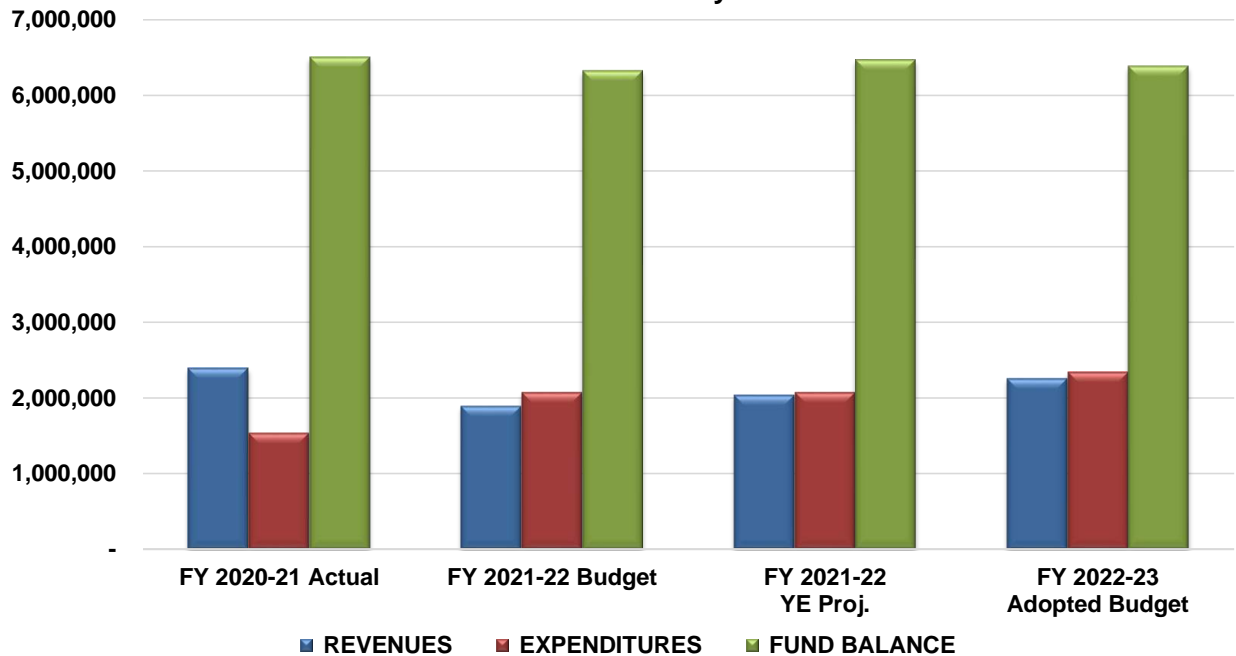
Personnel services	\$ 104,895	\$ 105,120	\$ 105,120	\$ 112,488	\$ 7,368
Operations & maintenance	454,424	172,100	172,100	445,077	272,977
Services & other	30,148	57,508	57,508	47,500	(10,008)
Debt service	524,950	529,500	529,500	529,500	-
Capital outlay	429,018	1,203,000	1,203,000	1,199,632	(3,368)
<b>TOTAL</b>	<b>\$ 1,543,435</b>	<b>\$ 2,067,228</b>	<b>\$ 2,067,228</b>	<b>\$ 2,334,197</b>	<b>\$ 266,969</b>

# KELLER CRIME CONTROL AND PREVENTION DISTRICT FUND

## FUND BALANCE SUMMARY

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 2,388,815	\$ 1,886,171	\$ 2,033,302	\$ 2,249,898	\$ 363,727
EXPENDITURES	1,530,479	2,067,228	2,067,228	2,334,197	266,969
VARIANCE	858,336	(181,057)	(33,926)	(84,299)	96,758
<b>FUND BALANCE</b>	<b>\$ 6,502,156</b>	<b>\$ 6,321,099</b>	<b>\$ 6,468,230</b>	<b>\$ 6,383,931</b>	<b>\$ 62,832</b>

### KCCPD Summary



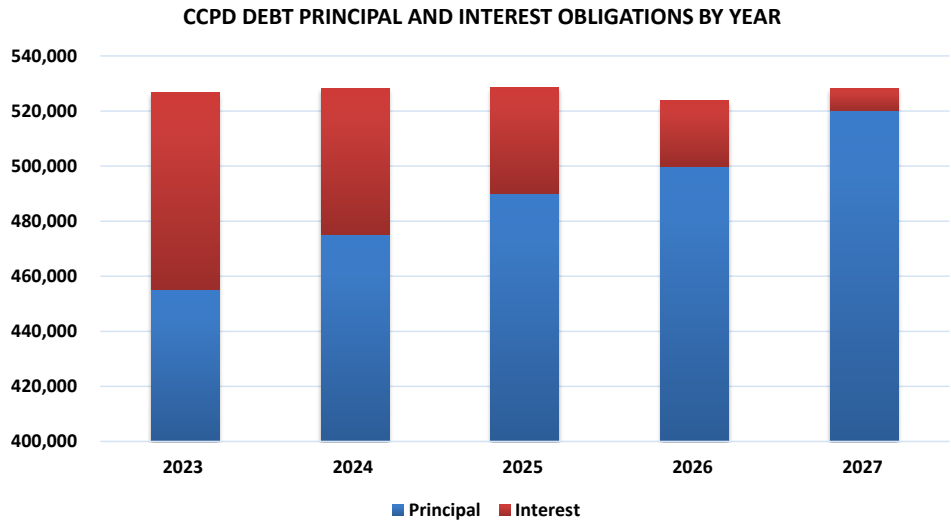
## PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>By Position Title:</i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Accreditation Manager	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>-</b>

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

Year	Principal	Interest	Total P+I
2023	\$ 455,000	\$ 71,575	\$ 526,575
2024	475,000	53,075	528,075
2025	490,000	38,600	528,600
2026	500,000	23,750	523,750
2027	520,000	8,125	528,125
2028	-	-	-
2029	-	-	-
2030	-	-	-
2031	-	-	-
2032	-	-	-
2033	-	-	-
2034	-	-	-
2035	-	-	-
2036	-	-	-
2037	-	-	-
2038	-	-	-
2039	-	-	-
2040	-	-	-
<b>Total</b>	<b>\$ 2,440,000</b>	<b>\$ 195,125</b>	<b>\$ 2,635,125</b>

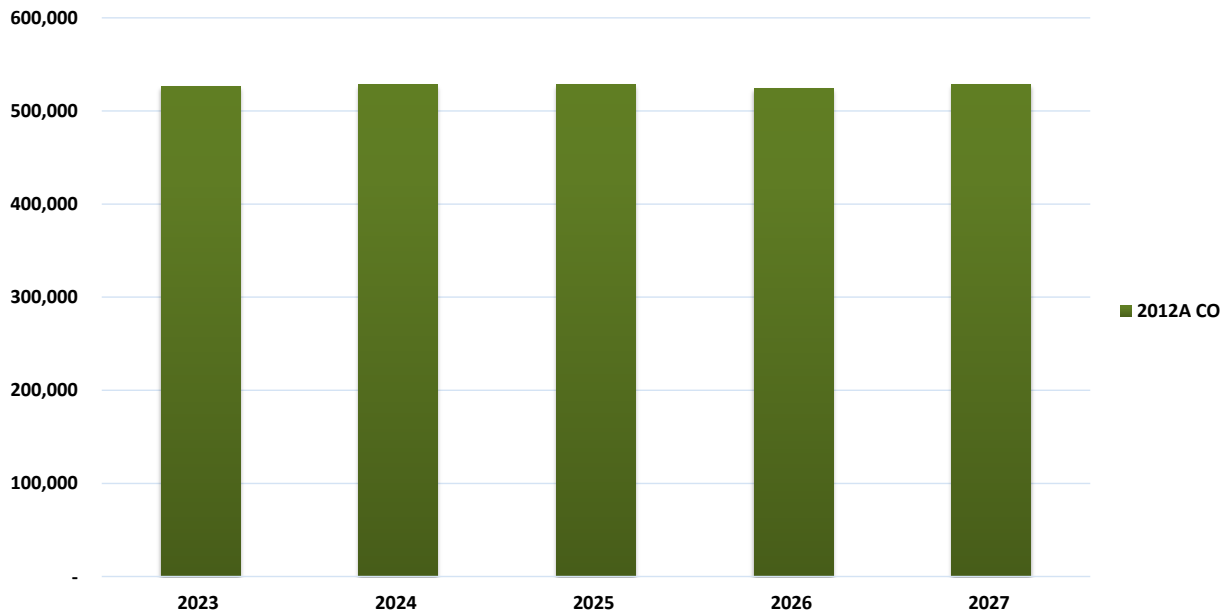


**KELLER CRIME CONTROL AND PREVENTION DISTRICT (KCCPD) OUTSTANDING TOTAL DEBT OBLIGATIONS BY ISSUE**

2012A

Year	CERTIFICATE OF OBLIGATION	TOTAL
Standards & Poors Rating:	AA	
Moodys Rating:	Aa2	
Purpose:	Police Holding Facility, Animal Shelter, and Related Police Station Improvements	
2023	\$ 526,575	\$ 526,575
2024	528,075	528,075
2025	528,600	528,600
2026	523,750	523,750
2027	528,125	528,125
2028	-	-
2029	-	-
2030	-	-
2031	-	-
2032	-	-
2033	-	-
2034	-	-
2035	-	-
2036	-	-
2037	-	-
2038	-	-
2039	-	-
2040	-	-
<b>Total</b>	<b>\$ 2,635,125</b>	<b>\$ 2,635,125</b>

**KCCPD TOTAL DEBT OBLIGATIONS BY YEAR AND ISSUANCE**



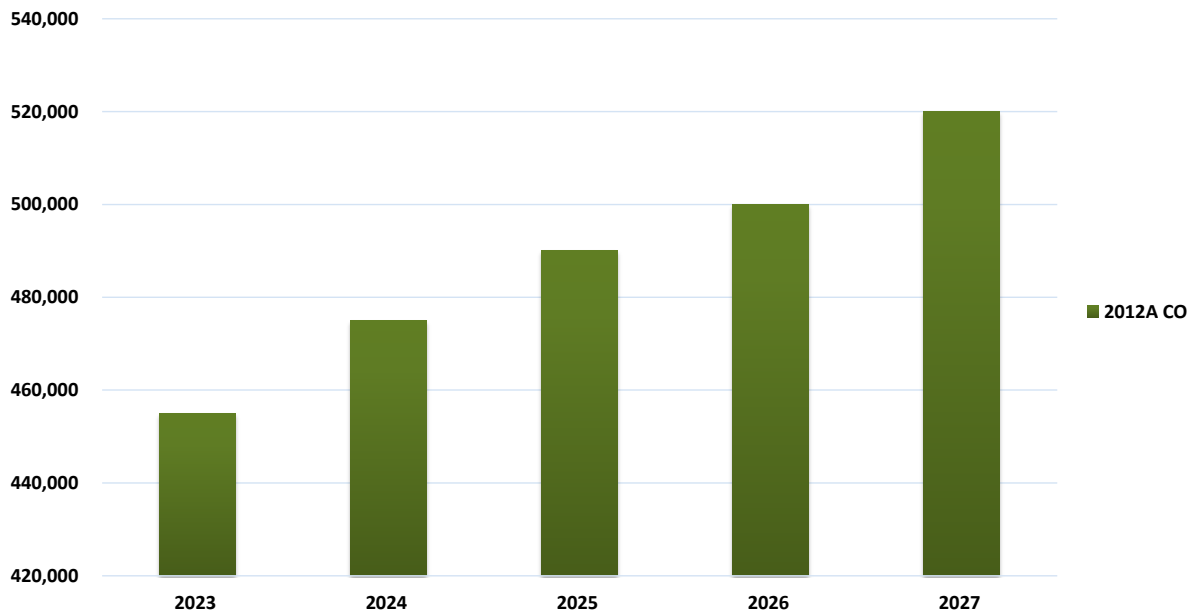


**KELLER CRIME CONTROL AND PREVENTION DISTRICT (KCCPD) OUTSTANDING PRINCIPAL DEBT OBLIGATIONS BY ISSUE**

2012A

Year	CERTIFICATE OF OBLIGATION	TOTAL
Standards & Poors Rating:	AA	
Moodys Rating:	Aa2	
Purpose:	Police Holding Facility, Animal Shelter, and Related Police Station Improvements	
2023	\$ 455,000	\$ 455,000
2024	475,000	475,000
2025	490,000	490,000
2026	500,000	500,000
2027	520,000	520,000
2028	-	-
2029	-	-
2030	-	-
2031	-	-
2032	-	-
2033	-	-
2034	-	-
2035	-	-
2036	-	-
2037	-	-
2038	-	-
2039	-	-
2040	-	-
<b>Total</b>	<b>\$ 2,440,000</b>	<b>\$ 2,440,000</b>

**KCCPD PRINCIPAL OBLIGATIONS BY YEAR AND ISSUANCE**

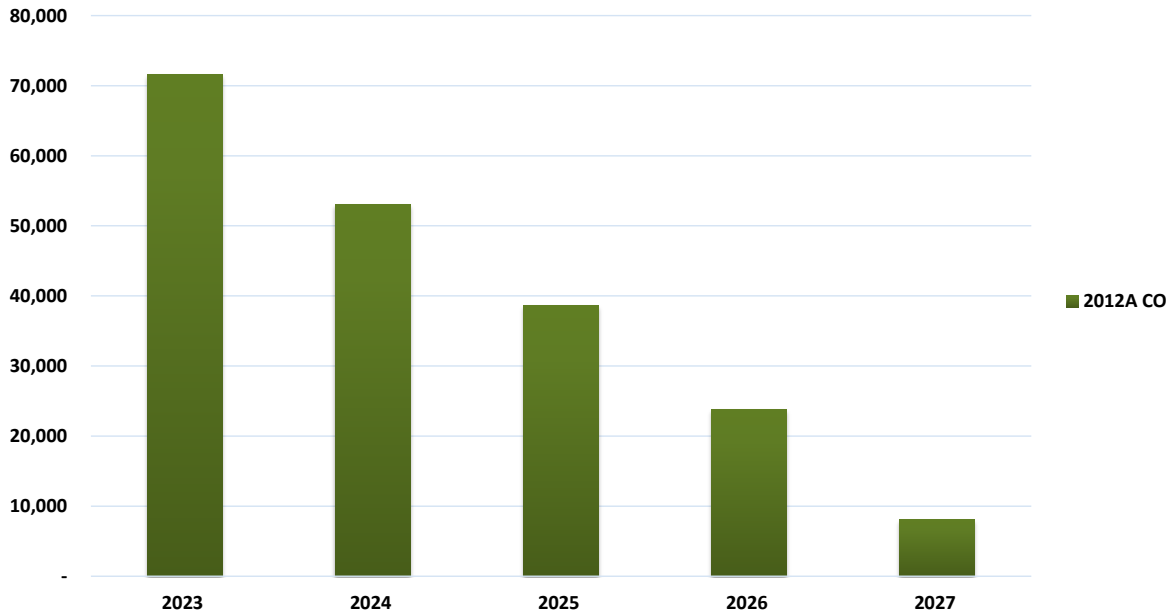


**KELLER CRIME CONTROL AND PREVENTION DISTRICT (KCCPD) OUTSTANDING INTEREST DEBT OBLIGATIONS BY ISSUE**

2012A

Year	CERTIFICATE OF OBLIGATION	TOTAL
Standards & Poors Rating:	AA	
Moodys Rating:	Aa2	
Purpose:	Police Holding Facility, Animal Shelter, and Related Police Station Improvements	
2023	\$ 71,575	\$ 71,575
2024	53,075	53,075
2025	38,600	38,600
2026	23,750	23,750
2027	8,125	8,125
2028	-	-
2029	-	-
2030	-	-
2031	-	-
2032	-	-
2033	-	-
2034	-	-
2035	-	-
2036	-	-
2037	-	-
2038	-	-
2039	-	-
2040	-	-
<b>Total</b>	<b>\$ 195,125</b>	<b>\$ 195,125</b>

**KCCPD INTEREST OBLIGATIONS BY YEAR AND ISSUANCE**



# PUBLIC SAFETY SPECIAL REVENUE FUND

**FUND DESCRIPTION:**

This fund is related to limited use public safety revenue provided by the State, forfeiture activities, and beginning with FY 2018-19, KISD funding of a less-than full-time School Resource Officer (SRO). In FY 2022-23, the SRO is being moved to the General Fund. The fund now meets the policy requirement to be a non-budgeted fund, however, the fund will be shown for comparison purposes.

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
I/G Rev-Kisd	\$ 83,907	\$ 80,324	\$ 80,324	\$ -	\$ (80,324)
Grant-Fed	30,757	-	-	-	-
Auction Proceeds	5,288	-	-	-	-
Grant-State Miscellaneous	-	-	-	-	-
Grant-Local	-	-	-	-	-
Interest Revenue-Investments	3,970	1,137	1,137	-	(1,137)
Property Forfeiture	67,968	-	-	-	-
Donations-Pd Special Events	100	-	-	-	-
Donations-Animal Control	390	-	-	-	-
Donations-Fire	1,000	-	-	-	-
Donations-Police	2,818	-	-	-	-
Use Of Fund Balance	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 196,199</b>	<b>\$ 81,461</b>	<b>\$ 81,461</b>	<b>\$ -</b>	<b>\$ (81,461)</b>

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Police Administration	\$ 83,863	\$ 83,545	\$ 91,333	\$ -	\$ (83,545)
Police Operations	26,859	-	-	-	-
PD TCLEOSE Training	-	-	-	-	-
Public Safety Grant	93,369	-	-	-	-
Emergency Medical Services	22,157	-	-	-	-
FD TCLEOSE Training	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 226,247</b>	<b>\$ 83,545</b>	<b>\$ 91,333</b>	<b>\$ -</b>	<b>\$ (83,545)</b>

**EXPENDITURES BY CATEGORY:**

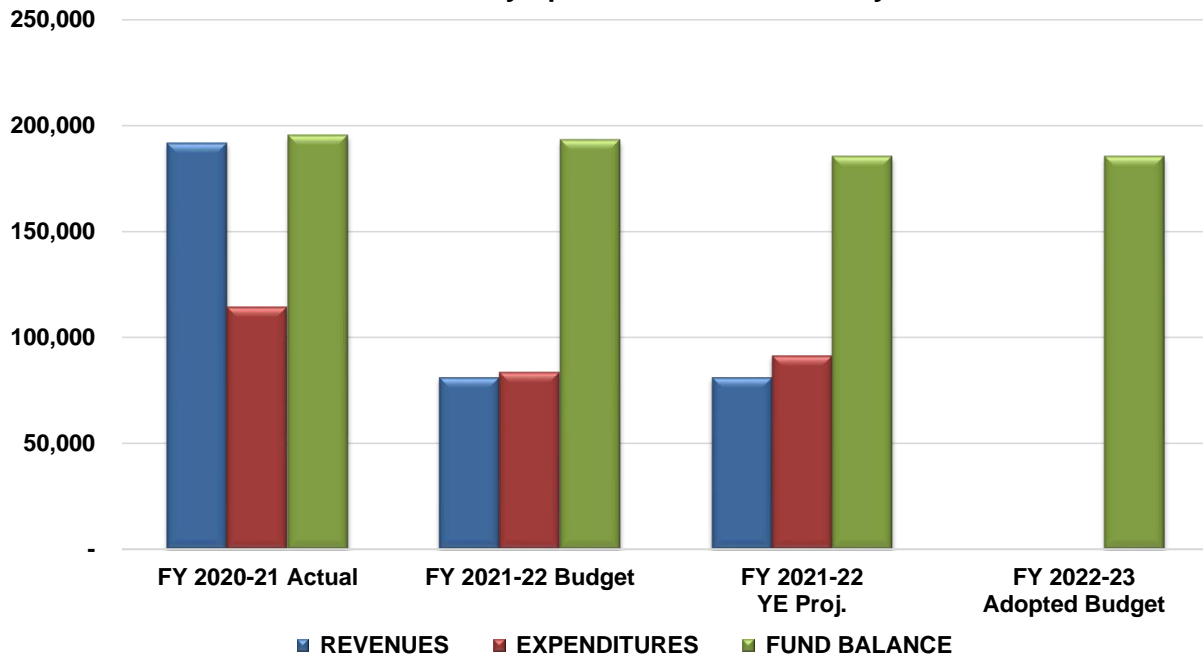
Personnel services	\$ 78,978	\$ 83,545	\$ 91,333	\$ -	\$ (83,545)
Operations & maintenance	\$ 15,569	-	-	-	-
Services & other	\$ 44,025	-	-	-	-
Capital outlay	\$ 87,675	-	-	-	-
<b>TOTAL</b>	<b>\$ 226,247</b>	<b>\$ 83,545</b>	<b>\$ 91,333</b>	<b>\$ -</b>	<b>\$ (83,545)</b>

# PUBLIC SAFETY SPECIAL REVENUE FUND

## FUND BALANCE SUMMARY

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 191,891	\$ 81,461	\$ 81,461	\$ -	\$ (81,461)
EXPENDITURES	114,278	83,545	91,333	-	(83,545)
VARIANCE	77,612	(2,084)	(9,872)	-	2,084
<b>FUND BALANCE</b>	<b>\$ 195,476</b>	<b>\$ 193,392</b>	<b>\$ 185,604</b>	<b>\$ 185,604</b>	<b>\$ (7,788)</b>

### Public Safety Special Revenue Summary



## PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
School Resource Officer - PT	0.75	0.75	0.75	-	(0.75)
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# RECREATION SPECIAL REVENUE FUND

## **FUND DESCRIPTION:**

The Recreation Special Revenue Fund accounts for specific revenues, including grants, tree restoration, fines and miscellaneous fees and donations associated with operations and activities of the City's recreation programs.

## **DEPARTMENT DESCRIPTION:**

Recreation Programs Division:

The Recreation Programs division administers the activities, programs, and special events. 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 special events.

Special Events Division: The Special Events budget accounts for special event activities administered by the department, including Keller Lights, Holly Days, Haunted Camp out, Egg Scramble, Keller Summer Nights, Daddy/Daughter Dance, Family Campout, Outdoor Holiday Yard Decorating Contest, Date Night in the Park, Back to School Bash, Sensory Swim Days, Flannel Fest, Trash Bash (2), Night Hikes, Family Fit Nights, and Fishing for Fun. The General Fund supports approximately 30 percent of the funding for special events. The remaining 50 percent is generated through 50-cent water bill donations, community partner donations/sponsorships, grants, and fees.

Senior Svcs Programs and Trips: The Senior Services Division accounts for senior recreation programs and trips. These activities are funded by class/ trip fees, sponsorships, grants, and donations. The General Fund Parks and Recreation budget includes administrative staffing for these activities.

## **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 are family friendly.
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 through Arbor Day celebrations.
3. Build 5 new partnerships in addition to existing partnerships.
4. Provide social media outlets for reviewing of our dept. and customer service experiences.
5. Create a cohesive marketing strategy for all recreation divisions that increased social media following by 25%.

Senior Services Division

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

\* Quantifiable goals are reported in the Recreation 100-63-632 Division

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Interest Revenue-Investments	\$ 1,128	\$ 2,083	\$ 750	\$ 634	\$ (1,449)
Revenue-Taaf Swimming	-	30,000	-	-	(30,000)
Revenue-Misc Special Events	15,998	69,000	55,000	45,353	(23,647)
Revenue-Sr Svs Coffee	4,413	-	19,240	16,077	16,077
Revenue-Sr Svs Trips	719	-	67,500	63,610	63,610
Donations-Utility Billing	6,322	-	4,994	4,029	4,029
Donations-Sr Svs	3,377	-	22,160	78,074	78,074
Donations-Mmow Meals On Wheels	35,839	-	55,829	55,829	55,829
Donations-Veterans Memorial	1,800	-	1,006	-	-
Transfer From General Fund	\$ 47,600	\$ 47,600	\$ 47,600	\$ 97,600	\$ 50,000
<b>TOTAL</b>	<b>\$ 117,196</b>	<b>\$ 148,683</b>	<b>\$ 274,079</b>	<b>\$ 361,206</b>	<b>\$ 212,523</b>

# RECREATION SPECIAL REVENUE FUND

## EXPENDITURE SUMMARY

<b><i>EXPENDITURES BY DIVISION:</i></b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Administration	\$ 44,049	\$ —	\$ 71,800	\$ 105,829	\$ 105,829
Senior Services Programs	64	1,221	58,739	64,828	63,607
Recreation Programs	—	—	—	—	—
Special Events	—	—	—	—	—
Grant and Donation Projects	766	—	—	—	—
Memorial Park Expenditures	68,334	158,000	128,000	178,000	20,000
Concerts in the Park	—	—	—	—	—
Non-Departmental	—	—	—	—	—
<b>TOTAL</b>	<b>\$ 113,213</b>	<b>\$ 159,221</b>	<b>\$ 258,539</b>	<b>\$ 348,657</b>	<b>\$ 189,436</b>

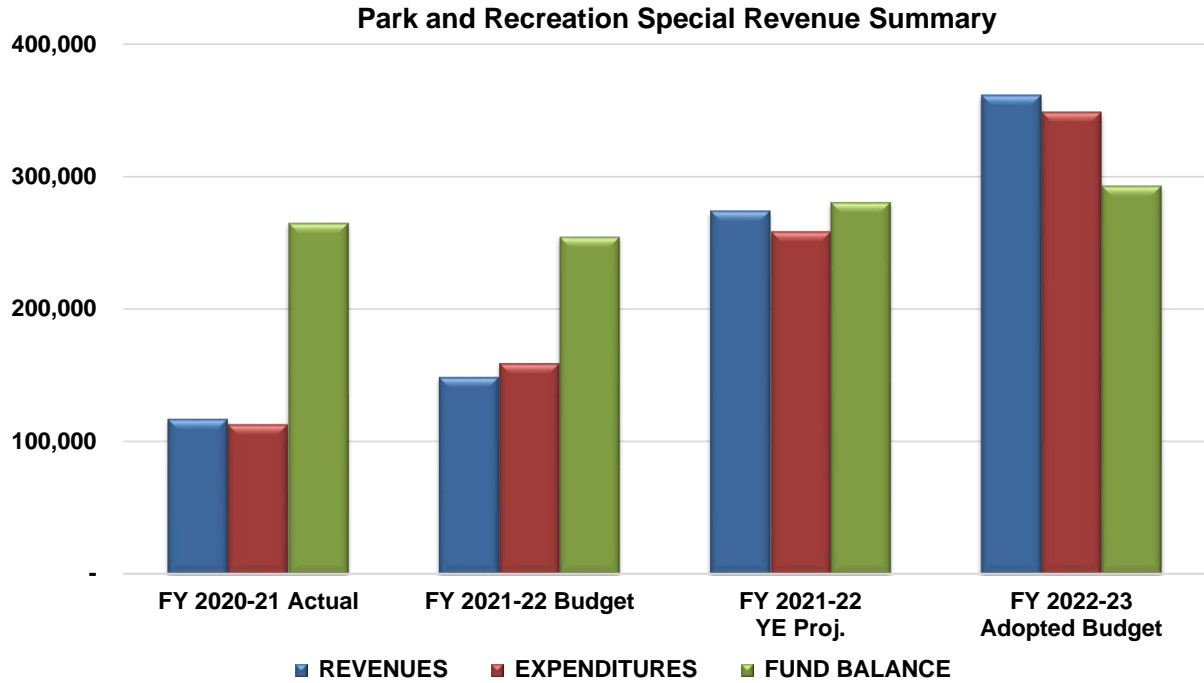
### **EXPENDITURES BY CATEGORY:**

Personnel services	\$ 7	\$ 1,221	\$ 1,221	\$ 1,218	\$ (3)
Operations & maintenance	—	—	—	—	—
Services & other	113,205	158,000	257,318	347,439	189,439
Capital outlay	—	—	—	—	—
<b>TOTAL</b>	<b>\$ 113,213</b>	<b>\$ 159,221</b>	<b>\$ 258,539</b>	<b>\$ 348,657</b>	<b>\$ 189,436</b>

## FUND BALANCE SUMMARY

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 117,196	\$ 148,683	\$ 274,079	\$ 361,206	\$ 212,523
EXPENDITURES	113,213	159,221	258,539	348,657	189,436
VARIANCE	3,984	(10,538)	15,540	12,549	23,087
<b>FUND BALANCE</b>	<b>\$ 264,950</b>	<b>\$ 254,412</b>	<b>\$ 280,490</b>	<b>\$ 293,039</b>	<b>\$ 38,627</b>

# RECREATION SPECIAL REVENUE FUND



## PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>By Position Title:</i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
No personnel for this division	-	-	-	-	-
<b>TOTAL</b>	-	-	-	-	-



# MUNICIPAL COURT SPECIAL REVENUE FUND

**FUND DESCRIPTION:**

The Municipal Court Special Revenue Fund accounts for technology and building security fees collected from Municipal Court citations. Expenditures from these fees are specifically designated by state law.

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>	<b>Variance (\$)</b>
Technology Fines/Fees	\$ 12,462	\$ 15,498	\$ 12,335	\$ 12,335	\$ (3,163)
Bldg Security Fines/Fees	14,755	15,821	14,852	15,772	(49)
School Crossing Fines	3,842	5,812	9,013	9,013	3,201
Teen Court Fines	1,300	1,275	5,790	5,790	4,515
Truancy Prev	14,512	27,215	15,434	14,580	(12,635)
Juvenile Case Manager Fines	1,337	11,751	703	703	(11,048)
Jury Fines	5	97	97	21	(76)
Interest Revenue-Investments	1,635	2,656	473	473	(2,183)
<b>TOTAL</b>	<b>\$ 49,848</b>	<b>\$ 80,125</b>	<b>\$ 58,697</b>	<b>\$ 58,687</b>	<b>\$ (21,438)</b>

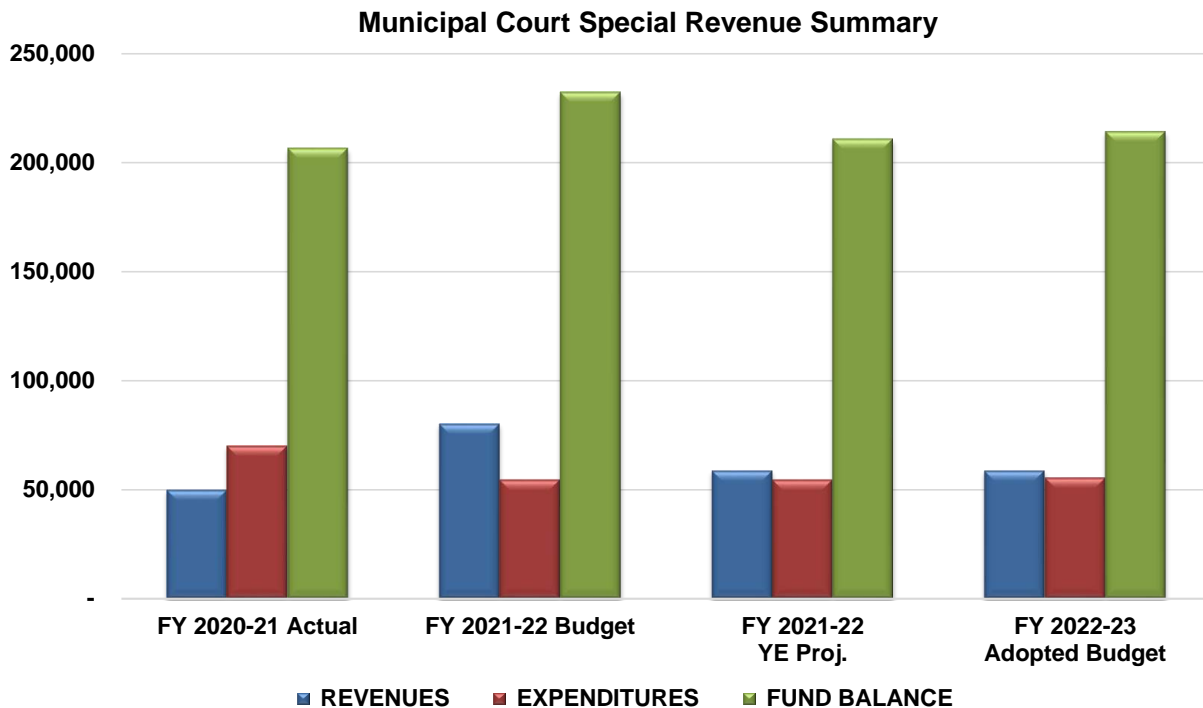
## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>	<b>Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	2,900	-	-	-	-
Services & other	67,029	54,471	54,471	55,358	887
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 69,929</b>	<b>\$ 54,471</b>	<b>\$ 54,471</b>	<b>\$ 55,358</b>	<b>\$ 887</b>

# MUNICIPAL COURT SPECIAL REVENUE FUND

## FUND BALANCE SUMMARY

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 49,848	\$ 80,125	\$ 58,697	\$ 58,687	\$ (21,438)
EXPENDITURES	69,929	54,471	54,471	55,358	887
VARIANCE	(20,081)	25,654	4,226	3,329	(22,325)
<b>FUND BALANCE</b>	<b>\$ 206,684</b>	<b>\$ 232,338</b>	<b>\$ 210,910</b>	<b>\$ 214,239</b>	<b>\$ (18,099)</b>



## PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# PUBLIC EDUCATION AND GOVERNMENT CABLE FRANCHISE FEE FUND

**FUND DESCRIPTION:**

The PEG Cable Franchise Fee Fund accounts for cable franchise PEG fees charged in accordance with Section 622(g)(2)© of the Cable Act (47 U.S.C. §542(g)(2)(c)). PEG fees are remitted to the City by cable television providers. Fees may be used for capital costs for PEG facilities, including purchases of equipment used in the broadcasting and/or dissemination of public information. The purpose of this program is to account for funds received for Public, Educational and Governmental Access Channel (PEG) Fee that is paid to municipalities by state-issued cable and video franchisees pursuant to Chapter 66, Section 66.006 (b). Chapter 66, Sec. 66.006 (b), Texas Utilities Code requires the PEG Fee to be used by a city "as allowed by federal law."<sup>1</sup> Generally this means the PEG Fee may be spent on capital cost items for PEG access channel facilities, otherwise they may be applied as a credit and counted as part of the 5% gross revenue franchise fee.

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>	<b>Variance (\$)</b>
Franchise Fees-Verizon	\$ 50,279	\$ 48,946	\$ 48,946	\$ 42,350	\$ (6,596)
Franchise Fees-Tv Cable	40,663	32,416	32,416	21,452	(10,964)
Franchise Fees-Sbc/At&T	8,128	19,925	19,925	4,495	(15,430)
Franchise Fee-One Source Comm	2,864	3,339	3,339	1,951	(1,388)
Franchise Fees-Other Misc	2,496	-	-	-	-
Interest Revenue-Investments	3,026	3,834	3,834	2,877	(957)
<b>TOTAL</b>	<b>\$ 107,457</b>	<b>\$ 108,460</b>	<b>\$ 108,460</b>	<b>\$ 73,125</b>	<b>\$ (35,335)</b>

## EXPENDITURE SUMMARY

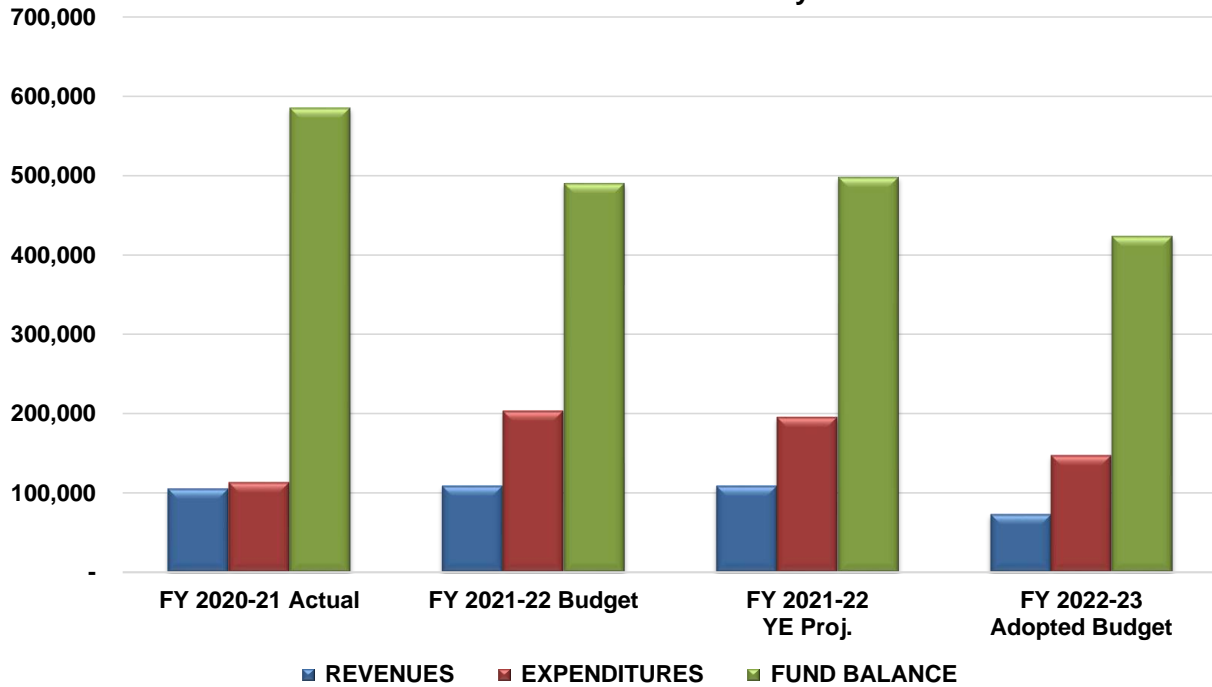
<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>	<b>Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	14,711	48,500	52,050	48,500	-
Services & other	49,828	89,000	77,500	99,000	10,000
Capital outlay	49,054	66,000	66,000	-	(66,000)
<b>TOTAL</b>	<b>\$ 113,593</b>	<b>\$ 203,500</b>	<b>\$ 195,550</b>	<b>\$ 147,500</b>	<b>\$ (56,000)</b>

# PUBLIC EDUCATION AND GOVERNMENT CABLE FRANCHISE FEE FUND

## FUND BALANCE SUMMARY

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 104,961	\$ 108,460	\$ 108,460	\$ 73,125	\$ (35,335)
EXPENDITURES	113,593	203,500	195,550	147,500	(56,000)
VARIANCE	(8,632)	(95,040)	(87,090)	(74,375)	20,665
<b>FUND BALANCE</b>	<b>\$ 585,519</b>	<b>\$ 490,479</b>	<b>\$ 498,429</b>	<b>\$ 424,054</b>	<b>\$ (66,425)</b>

### PEG Channel Summary



### PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i><b>BY POSITION TITLE:</b></i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
<b>TOTAL</b>	-	-	-	-	-

# COMMUNITY CLEAN-UP FUND

**FUND DESCRIPTION:**

The purpose of this program is to provide public services that assist in keeping the City of Keller free and clear of any debris, waste, refuse or other items that may cause a public safety issue, be a public nuisance or be a detriment to the aesthetics of the community. Funded through a monthly fee assessed on residential customers, this program provides for clean-up programs within the community including, but not limited to, storm debris pick-up, city-wide clean-ups and educational and promotional activities.

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Solid Waste/Garbage Fees	\$ 40,854	\$ 42,900	\$ 42,900	\$ 35,124	\$ (7,776)
Interest Revenue-Investments	1,643	1,916	1,916	1,573	(343)
<b>TOTAL</b>	<b>\$ 42,497</b>	<b>\$ 44,816</b>	<b>\$ 44,816</b>	<b>\$ 36,697</b>	<b>\$ (8,119)</b>

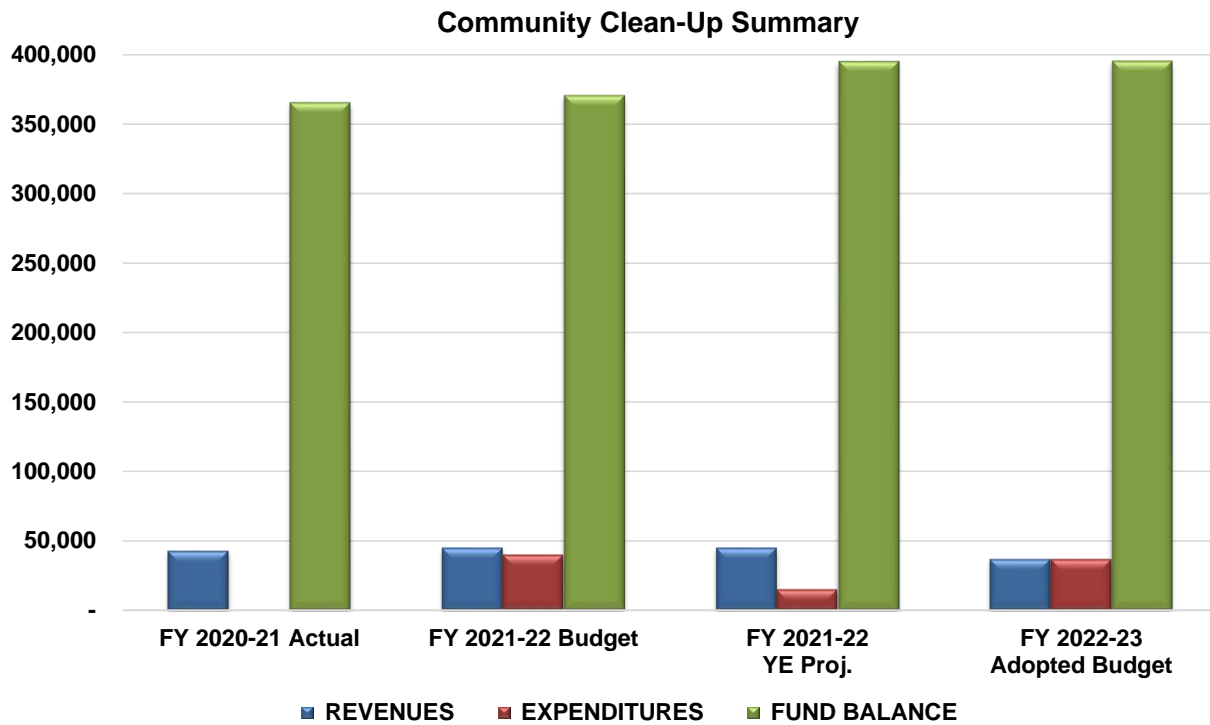
## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	5,000	5,000	4,500	(500)
Services & other	-	34,631	10,000	32,000	(2,631)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 39,631</b>	<b>\$ 15,000</b>	<b>\$ 36,500</b>	<b>\$ (3,131)</b>

# COMMUNITY CLEAN-UP FUND

## FUND BALANCE SUMMARY

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 42,497	\$ 44,816	\$ 44,816	\$ 36,697	\$ (8,119)
EXPENDITURES	-	39,631	15,000	36,500	(3,131)
VARIANCE	42,497	5,185	29,816	197	(4,988)
<b>FUND BALANCE</b>	<b>\$ 365,254</b>	<b>\$ 370,439</b>	<b>\$ 395,070</b>	<b>\$ 395,267</b>	<b>\$ 24,828</b>



## PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
<b>TOTAL</b>	-	-	-	-	-

# STREET AND SIDEWALK IMPROVEMENTS FUND

**FUND DESCRIPTION:**

The Street/Sidewalk/Drainage Improvements fund is a recurring capital project fund, funded from the street maintenance sales tax effective November 2019, developer sidewalk fees, street assessments and transfers from other funds. Street assessments are generally transferred to the Debt Service Fund for retirement of debt issued to fund the related street improvement. Expenditures are designated for street, sidewalk, and drainage improvements.

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
City Sales Taxes	\$ 2,018,048	\$ 1,800,057	\$ 2,031,144	\$ 2,109,025	\$ 308,968
Sidewalk Fees	3,075	-	32,102	-	-
Miscellaneous Revenue	-	-	-	-	-
Interest Revenue-Investments	6,293	5,096	5,096	1,530	(3,566)
Use Of Fund Balance	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,027,416</b>	<b>\$ 1,805,153</b>	<b>\$ 2,068,342</b>	<b>\$ 2,110,555</b>	<b>\$ 305,402</b>

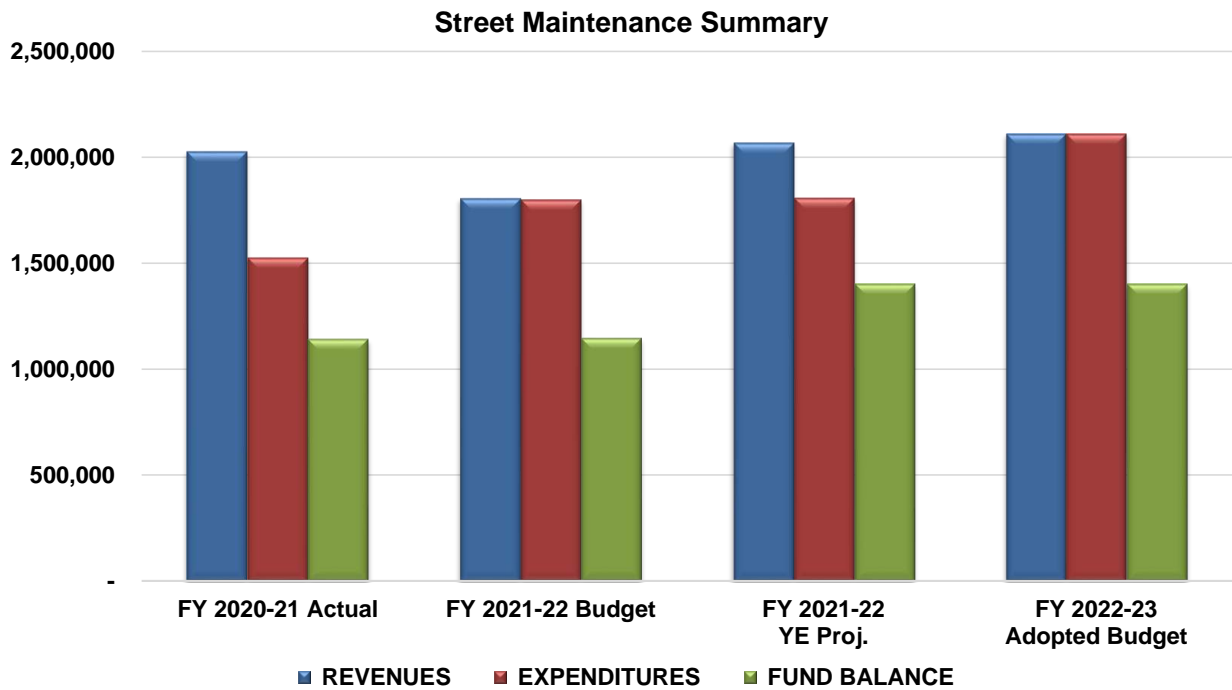
## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	8,500	10,000	10,000
Services & other	-	-	-	-	-
Transfers to other funds	1,526,609	1,800,057	1,800,057	2,100,000	299,943
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,526,609</b>	<b>\$ 1,800,057</b>	<b>\$ 1,808,557</b>	<b>\$ 2,110,000</b>	<b>\$ 309,943</b>

# STREET AND SIDEWALK IMPROVEMENTS FUND

## FUND BALANCE SUMMARY

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 2,027,416	\$ 1,805,153	\$ 2,068,342	\$ 2,110,555	\$ 305,402
EXPENDITURES	1,526,609	1,800,057	1,808,557	2,110,000	309,943
VARIANCE	500,807	5,096	259,785	555	(4,541)
<b>FUND BALANCE</b>	<b>\$ 1,140,534</b>	<b>\$ 1,145,630</b>	<b>\$ 1,400,319</b>	<b>\$ 1,400,874</b>	<b>\$ 255,244</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
<b>TOTAL</b>	-	-	-	-	-



# TAX INCREMENT REINVESTMENT ZONE #2 FUND

**FUND DESCRIPTION:**

The Tax Increment Reinvestment Zone (TIRZ) #2 Fund accounts for the accumulation of resources for the reinvestment zone created along US 377 from Wall-Price Keller to Westport Parkway. The TIRZ #2 District was created by Council in March 2021 and is an assessment of 50% of incremental values for the properties in the district. In addition, the TIRZ includes a partnership with Tarrant County and Tarrant County College for a 50% increment. TIRZ assessments are paid into the fund from each of the participating entities.

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Revenue-Tif Taxes/City	\$ -	\$ -	\$ -	\$ 30,436	\$ 30,436
Revenue-Tif Taxes/Tarrant Co	-	-	-	32,819	32,819
Revenue-Tif Taxes/Tccd	-	-	-	-	-
Interest Revenue-Investments	-	-	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 63,255</b>	<b>\$ 63,255</b>

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
<b>EXPENDITURES BY DIVISION:</b>					
Administration	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Departmental	-	-	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-	-
Services & other	-	-	-	-	-
Debt service	-	-	-	-	-
Transfers to other funds	-	-	-	-	-
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

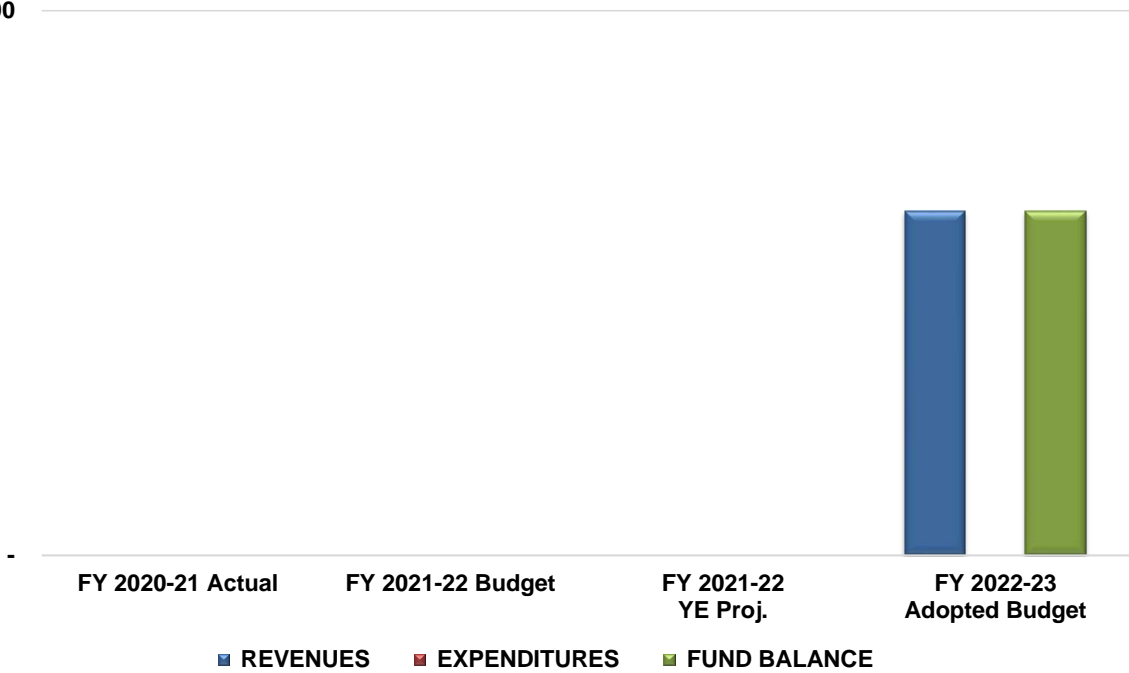
# TAX INCREMENT REINVESTMENT ZONE #2 FUND

## FUND BALANCE SUMMARY

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
REVENUES	\$ -	\$ -	\$ -	\$ 63,255	\$ 63,255
EXPENDITURES	-	-	-	-	-
VARIANCE	-	-	-	63,255	63,255
<b>FUND BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 63,255</b>	<b>\$ 63,255</b>

## TIRZ Summary

100,000



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

BY POSITION TITLE:	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## DEBT SERVICE FUND

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

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

*City of* **KELLER**



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# DEBT SERVICE FUND

**FUND DESCRIPTION:**

The Debt Service Fund is used to account for the accumulation of resources for and the payment of, general long-term debt principal and interest.

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>	<b>Variance (\$)</b>
Current Taxes	\$ 3,703,006	\$ 3,561,854	\$ 3,561,854	\$ 3,744,305	\$ 182,451
Delinquent Taxes	17,002	13,639	13,639	20,277	6,638
Penalty & Interest-Taxes	14,845	14,209	14,209	14,099	(110)
Premium On Debt Issuance	-	-	-	-	-
Debt Issuance-Refunding Bonds	-	-	-	-	-
Interest Revenue-Investments	28,683	22,766	22,766	6,763	(16,003)
Miscellaneous Revenue	1,695	-	-	-	-
<b>TOTAL</b>	<b>\$ 3,765,231</b>	<b>\$ 3,612,468</b>	<b>\$ 3,612,468</b>	<b>\$ 3,785,444</b>	<b>\$ 172,976</b>

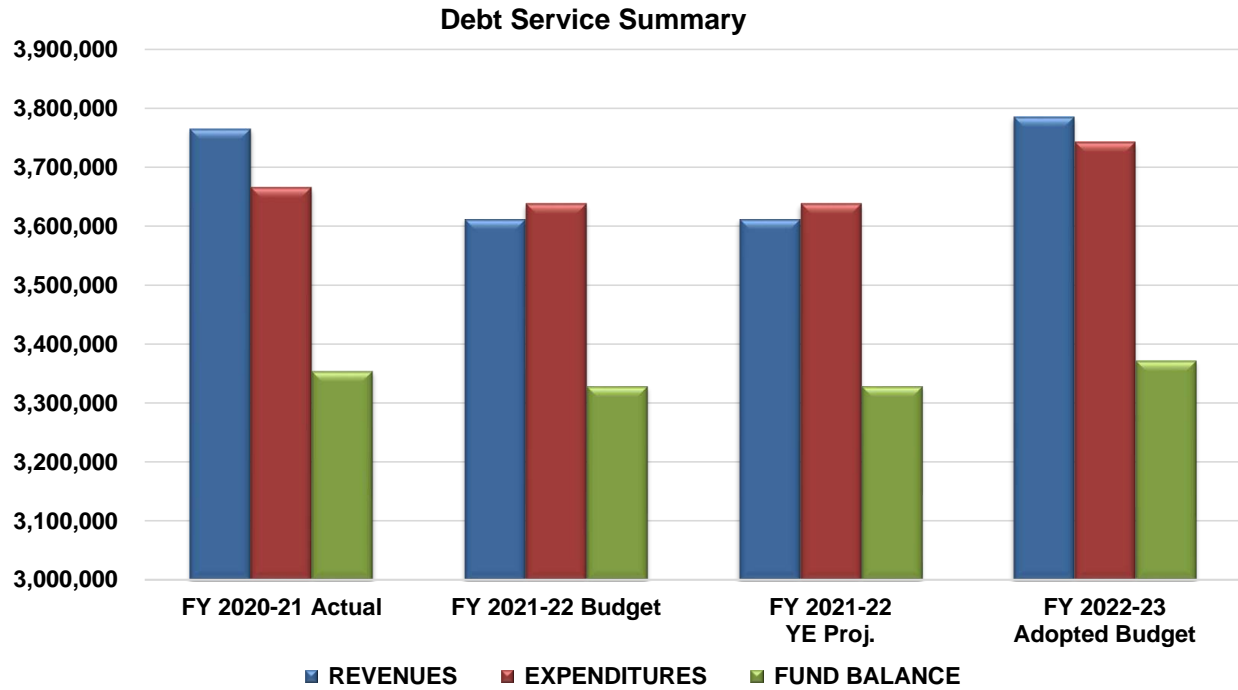
## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>	<b>Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-	-
Services & other	-	-	-	-	-
Debt service	3,665,391	3,637,844	3,637,844	3,742,294	104,450
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 3,665,391</b>	<b>\$ 3,637,844</b>	<b>\$ 3,637,844</b>	<b>\$ 3,742,294</b>	<b>\$ 104,450</b>

# DEBT SERVICE FUND

## FUND BALANCE SUMMARY

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 3,765,231	\$ 3,612,468	\$ 3,612,468	\$ 3,785,444	\$ 172,976
EXPENDITURES	3,665,391	3,637,844	3,637,844	3,742,294	104,450
VARIANCE	99,840	(25,376)	(25,376)	43,150	68,526
<b>FUND BALANCE</b>	<b>\$ 3,353,780</b>	<b>\$ 3,328,404</b>	<b>\$ 3,328,404</b>	<b>\$ 3,371,554</b>	<b>\$ 43,150</b>



## PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
<b>BY POSITION TITLE:</b>					
No personnel for this fund	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# DEBT SERVICE FUND

## LEGAL DEBT MARGIN

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

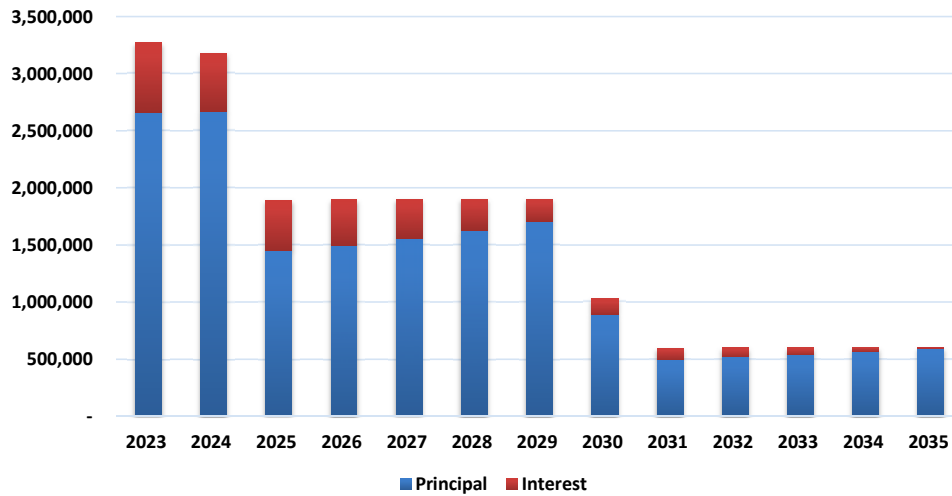
FISCAL YEAR	ASSESSED VALUATION	STATE LEGAL ANNUAL MAXIMUM DEBT LEVEL	ATTORNEY GENERAL ANNUAL MAXIMUM DEBT LEVEL	DEBT PER CAPITA
2015-16	4,031,288,750	100,782,219	60,469,331	115.06
2016-17	4,475,507,344	111,887,684	67,132,610	112.03
2017-18	4,657,305,710	116,432,643	69,859,586	115.90
2018-19	5,121,689,116	128,042,228	76,825,337	112.46
2019-20	5,301,877,706	132,546,943	79,528,166	91.22
2020-21	5,171,412,567	129,285,314	77,571,189	80.66
2021-22	5,128,903,941	128,222,599	76,933,559	79.65
2022-23	\$5,646,152,868	\$141,153,822	\$ 84,692,293	\$81.25

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

Year	Principal	Interest	Total P+I
2023	\$ 2,660,000	\$ 608,688	\$ 3,268,688
2024	2,665,000	510,775	3,175,775
2025	1,450,000	440,700	1,890,700
2026	1,495,000	400,050	1,895,050
2027	1,555,000	342,650	1,897,650
2028	1,630,000	271,125	1,901,125
2029	1,705,000	196,175	1,901,175
2030	890,000	135,600	1,025,600
2031	495,000	100,975	595,975
2032	520,000	78,200	598,200
2033	540,000	57,000	597,000
2034	565,000	34,900	599,900
2035	590,000	11,800	601,800
2036	-	-	-
2037	-	-	-
2038	-	-	-
2039	-	-	-
2040	-	-	-

<b>Total</b>	<b>\$ 16,760,000</b>	<b>\$ 3,188,638</b>	<b>\$ 19,948,638</b>
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**I&S DEBT PRINCIPAL AND INTEREST OBLIGATIONS BY YEAR**

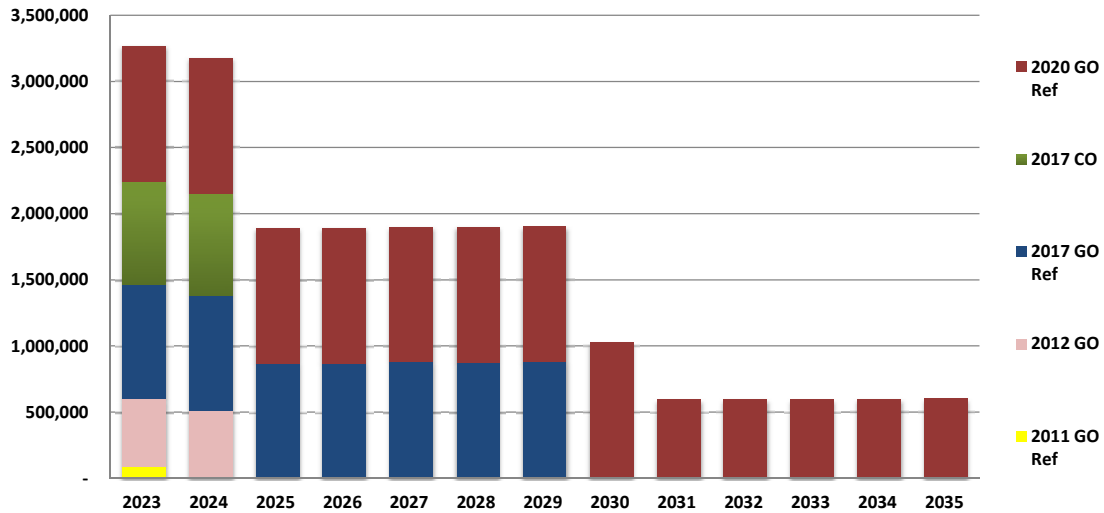




## GENERAL PURPOSE (I&S) OUTSTANDING TOTAL DEBT OBLIGATIONS BY ISSUE

Year	2011 GENERAL OBLIGATION REF & IMP	2012 GENERAL OBLIGATION	2017 GENERAL OBLIGATION REF & IMP	2017 CERTIFICATE OF OBLIGATION	2020 GENERAL OBLIGATION REF & IMP	TOTAL
Standards & Poors Rating:	AA	AA	AAA	AAA	AAA	
Moodys Rating:	Aa2	Aa2	Aa1	Aa1	AAA	
Purpose:	Debt Refunding/ Retirement	Debt Refunding/ Retirement	Debt Refunding/ Retirement	Fire Station Improvements & Road Improvements	Senior Activity Center & Refunding	
2023	\$ 86,275	\$ 517,000	\$ 865,156	\$ 776,331	1,023,925	\$ 3,268,688
2024	-	512,500	866,875	776,475	1,019,925	3,175,775
2025	-	-	870,350	-	1,020,350	1,890,700
2026	-	-	869,300	-	1,025,750	1,895,050
2027	-	-	878,300	-	1,019,350	1,897,650
2028	-	-	875,900	-	1,025,225	1,901,125
2029	-	-	877,200	-	1,023,975	1,901,175
2030	-	-	-	-	1,025,600	1,025,600
2031	-	-	-	-	595,975	595,975
2032	-	-	-	-	598,200	598,200
2033	-	-	-	-	597,000	597,000
2034	-	-	-	-	599,900	599,900
2035	-	-	-	-	601,800	601,800
2036	-	-	-	-	-	-
2037	-	-	-	-	-	-
2038	-	-	-	-	-	-
2039	-	-	-	-	-	-
2040	-	-	-	-	-	-
<b>Total</b>	<b>\$ 86,275</b>	<b>\$ 1,029,500</b>	<b>\$ 6,103,081</b>	<b>\$ 1,552,806</b>	<b>\$ 11,176,975</b>	<b>\$ 19,948,638</b>

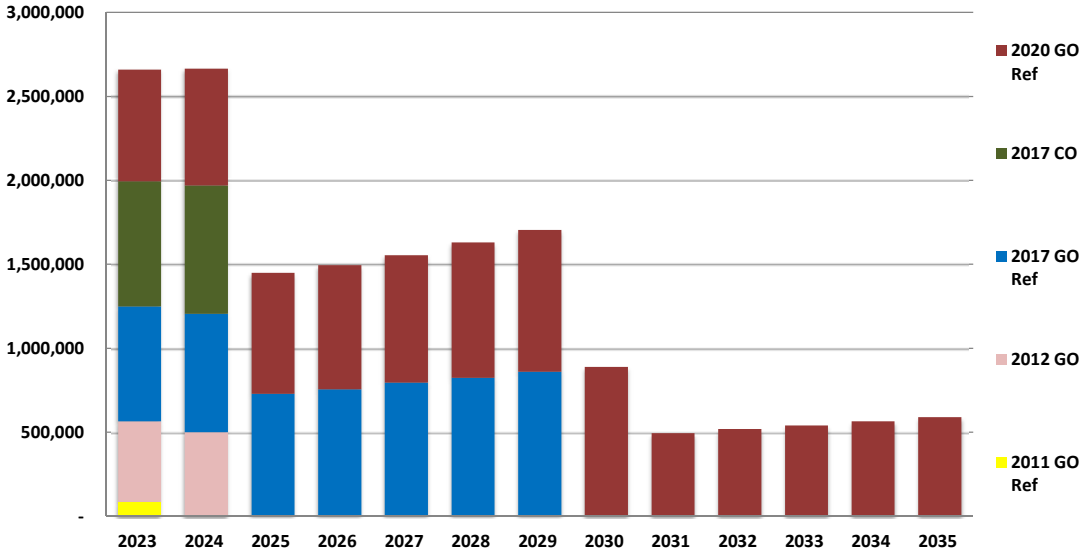
**I&S TOTAL DEBT OBLIGATIONS BY YEAR AND ISSUANCE**



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

Year	2011 GENERAL OBLIGATION REF & IMP	2012 GENERAL OBLIGATION	2017 GENERAL OBLIGATION REF & IMP	2017 CERTIFICATE OF OBLIGATION	2020 GENERAL OBLIGATION REF & IMP	TOTAL
Standards & Poors Rating:	AA	AA	AAA	AAA	AAA	
Moodys Rating:	Aa2	Aa2	Aa1	Aa1	AAA	
Purpose:	Debt Refunding/Retirement	Debt Refunding/Retirement	Debt Refunding/Retirement	Fire Station Improvements & Road Improvements	Senior Activity Center & Refunding	
2023	\$ 85,000	\$ 480,000	\$ 685,000	\$ 745,000	\$ 665,000	\$ 2,660,000
2024	-	500,000	705,000	765,000	695,000	2,665,000
2025	-	-	730,000	-	720,000	1,450,000
2026	-	-	755,000	-	740,000	1,495,000
2027	-	-	795,000	-	760,000	1,555,000
2028	-	-	825,000	-	805,000	1,630,000
2029	-	-	860,000	-	845,000	1,705,000
2030	-	-	-	-	890,000	890,000
2031	-	-	-	-	495,000	495,000
2032	-	-	-	-	520,000	520,000
2033	-	-	-	-	540,000	540,000
2034	-	-	-	-	565,000	565,000
2035	-	-	-	-	590,000	590,000
2036	-	-	-	-	-	-
2037	-	-	-	-	-	-
2038	-	-	-	-	-	-
2039	-	-	-	-	-	-
2040	-	-	-	-	-	-
<b>Total</b>	<b>\$ 85,000</b>	<b>\$ 980,000</b>	<b>\$ 5,355,000</b>	<b>\$ 1,510,000</b>	<b>\$ 8,830,000</b>	<b>\$ 16,760,000</b>

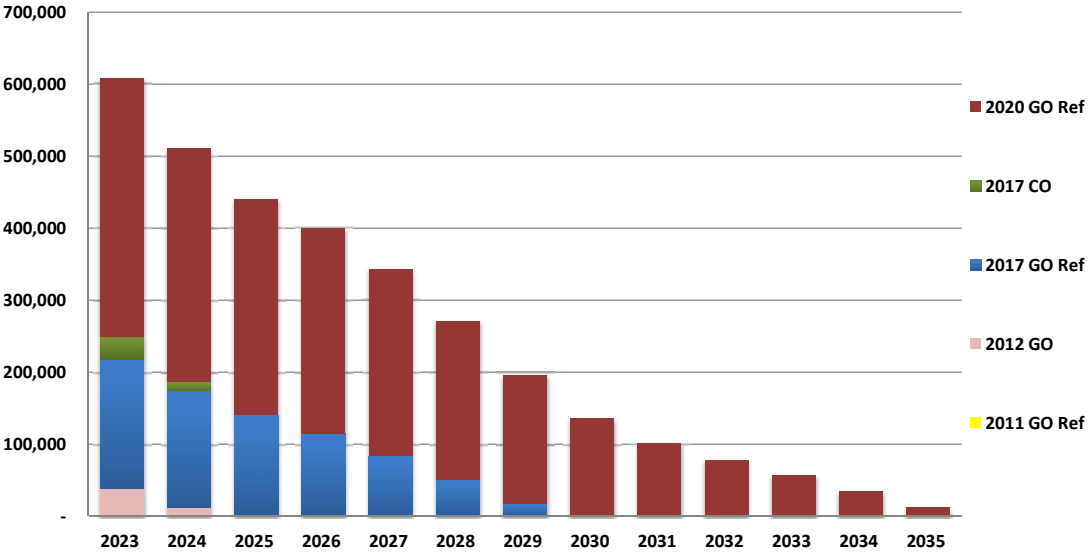
**I&S PRINCIPAL OBLIGATIONS BY YEAR AND ISSUANCE**



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

Year	2011 GENERAL OBLIGATION REF & IMP	2012 GENERAL OBLIGATION	2017 GENERAL OBLIGATION REF & IMP	2017 CERTIFICATE OF OBLIGATION	2020 GENERAL OBLIGATION REF & IMP	TOTAL
Standards & Poors Rating:	AA	AA	AAA	AAA	AAA	
Moodys Rating:	Aa2	Aa2	Aa1	Aa1	AAA	
Purpose:	Debt Refunding/Retirement	Debt Refunding/Retirement	Debt Refunding/Retirement	Fire Station Improvements & Road Improvements	Senior Activity Center & Refunding	
2023	\$ 1,275	\$ 37,000	\$ 180,156	\$ 31,331	\$ 358,925	\$ 608,688
2024	-	12,500	161,875	11,475	324,925	510,775
2025	-	-	140,350	-	300,350	440,700
2026	-	-	114,300	-	285,750	400,050
2027	-	-	83,300	-	259,350	342,650
2028	-	-	50,900	-	220,225	271,125
2029	-	-	17,200	-	178,975	196,175
2030	-	-	-	-	135,600	135,600
2031	-	-	-	-	100,975	100,975
2032	-	-	-	-	78,200	78,200
2033	-	-	-	-	57,000	57,000
2034	-	-	-	-	34,900	34,900
2035	-	-	-	-	11,800	11,800
2036	-	-	-	-	-	-
2037	-	-	-	-	-	-
2038	-	-	-	-	-	-
2039	-	-	-	-	-	-
2040	-	-	-	-	-	-
<b>Total</b>	<b>\$ 1,275</b>	<b>\$ 49,500</b>	<b>\$ 748,081</b>	<b>\$ 42,806</b>	<b>\$ 2,346,975</b>	<b>\$ 3,188,638</b>

**I&S INTEREST OBLIGATIONS BY YEAR AND ISSUANCE**



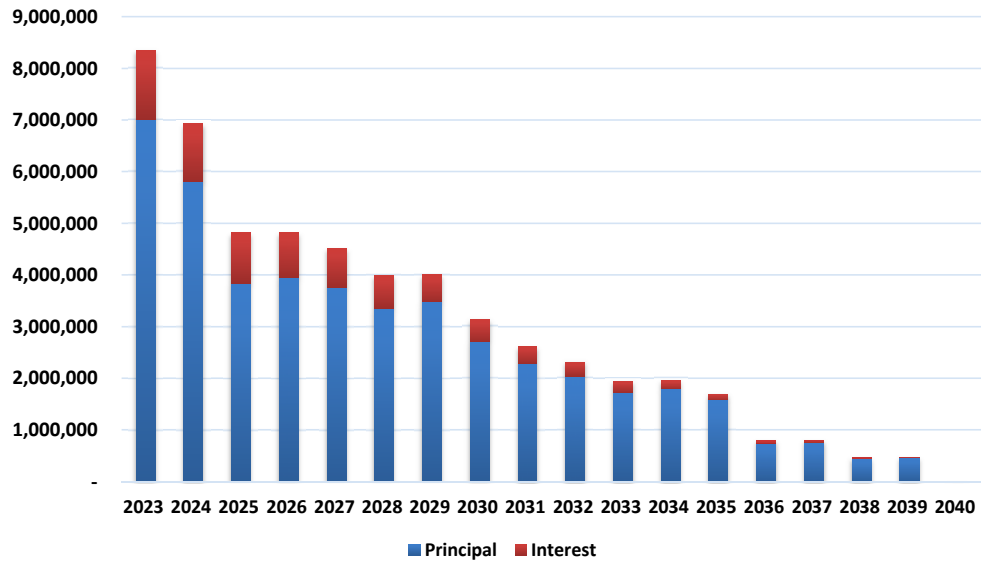


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## COMBINED TOTAL DEBT BY PRINCIPAL AND INTEREST

Year	Principal	Interest	Total P+I
2023	\$ 7,010,000	\$ 1,337,448	\$ 8,347,448
2024	5,800,000	1,126,665	6,926,665
2025	3,835,000	982,261	4,817,261
2026	3,940,000	884,921	4,824,921
2027	3,750,000	771,312	4,521,312
2028	3,345,000	651,299	3,996,299
2029	3,475,000	532,256	4,007,256
2030	2,710,000	424,643	3,134,643
2031	2,275,000	342,848	2,617,848
2032	2,040,000	275,873	2,315,873
2033	1,725,000	216,688	1,941,688
2034	1,790,000	160,282	1,950,282
2035	1,585,000	105,657	1,690,657
2036	725,000	67,436	792,436
2037	755,000	42,112	797,112
2038	445,000	22,513	467,513
2039	460,000	8,939	468,939
2040	-	2,040	2,040
<b>Total</b>	<b>\$ 45,665,000</b>	<b>\$ 7,955,192</b>	<b>\$ 53,620,192</b>

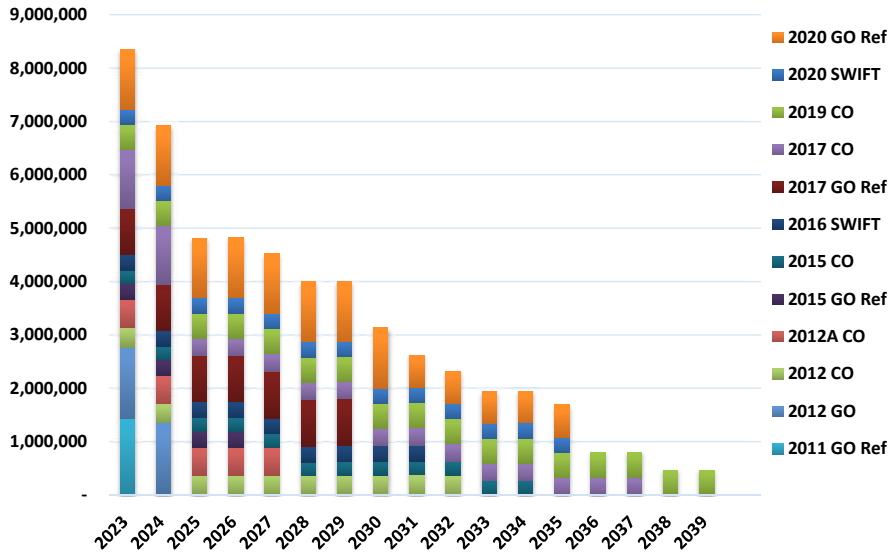
**COMBINED DEBT PRINCIPAL AND INTEREST OBLIGATIONS BY YEAR**



## COMBINED OUTSTANDING TOTAL DEBT OBLIGATIONS BY ISSUE

Year	2011 GENERAL OBLIGATION REF & IMP	2012 GENERAL OBLIGATION	2012 CERTIFICATE OF OBLIGATION	2012A CERTIFICATE OF OBLIGATION	2015 GENERAL OBLIGATION REF & IMP	2015 CERTIFICATE OF OBLIGATION	2016 TWDB SWIFT
Standards & Poors Rating:	AA	AA	N/A	AA	AAA	AAA	N/A
Moody's Rating:	Aa2	Aa2	N/A	Aa2	Aa1	Aa1	N/A
Purpose:	Debt Refunding/Retirement	Debt Refunding/Retirement	Wastewater Improvements - TWDB Bonds	Police Holding Facility, Animal Shelter, and Related Police Station Improvements	Debt Refunding/Retirement	Rec Center Expansion / Park Improvements	Water Line Replacements - TWDB Bonds
2023	\$ 1,426,075	\$ 1,347,000	\$ 360,018	\$ 526,575	\$ 299,325	\$ 249,244	\$ 298,225
2024	-	1,347,875	359,625	528,075	301,750	249,794	295,668
2025	-	-	363,648	528,600	303,200	249,319	297,872
2026	-	-	367,088	523,750	299,425	253,619	299,832
2027	-	-	365,055	528,125	-	252,694	296,450
2028	-	-	367,451	-	-	251,619	297,675
2029	-	-	369,115	-	-	255,319	298,307
2030	-	-	370,103	-	-	258,719	298,274
2031	-	-	375,495	-	-	261,819	297,817
2032	-	-	375,273	-	-	259,694	-
2033	-	-	-	-	-	262,188	-
2034	-	-	-	-	-	269,141	-
2035	-	-	-	-	-	-	-
2036	-	-	-	-	-	-	-
2037	-	-	-	-	-	-	-
2038	-	-	-	-	-	-	-
2039	-	-	-	-	-	-	-
2040	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 1,426,075</b>	<b>\$ 2,694,875</b>	<b>\$ 3,672,869</b>	<b>\$ 2,635,125</b>	<b>\$ 1,203,700</b>	<b>\$ 3,073,166</b>	<b>\$ 2,680,118</b>

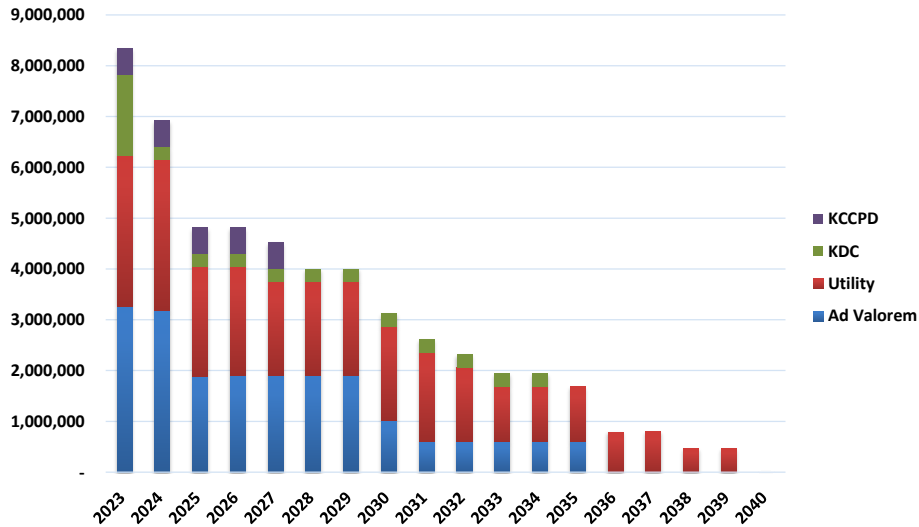
### COMBINED TOTAL DEBT OBLIGATIONS BY YEAR AND ISSUANCE



**COMBINED OUTSTANDING TOTAL DEBT OBLIGATIONS BY ISSUE**

Year	2017 GENERAL OBLIGATION REF & IMP	2017 CERTIFICATE OF OBLIGATION	2019 CERTIFICATE OF OBLIGATION	2020 GENERAL OBLIGATION REF & IMP	2020 TWDB SWIFT	TOTAL ALL BONDS
Standards & Poors Rating:	AAA	AAA	AAA	AAA	N/A	
Moodys Rating:	Aa1	Aa1	AAA	AAA	N/A	
Purpose:	Debt Refunding/ Retirement	Fire Station Improvements, Road Improvements, New Pump Station, & Water Line Improvements	New Pump Station & Water Line Improvements	Senior Activity Center & Refunding	Water Line Replacements - TWDB Bonds	
2023	\$ 865,156	\$ 1,099,869	\$ 468,150	\$ 1,120,975	\$ 284,814	\$ 8,345,425
2024	866,875	1,099,950	467,300	1,118,350	289,380	6,924,641
2025	870,350	322,550	469,775	1,121,100	288,823	4,815,236
2026	869,300	326,400	465,550	1,129,850	288,081	4,822,895
2027	878,300	325,025	466,100	1,120,475	287,061	4,519,285
2028	875,900	322,400	466,350	1,122,100	290,776	3,994,271
2029	877,200	323,400	466,300	1,126,350	289,237	4,005,227
2030	-	324,000	465,950	1,128,100	287,469	3,132,613
2031	-	324,200	470,225	595,975	290,286	2,615,817
2032	-	324,000	469,125	598,200	287,550	2,313,841
2033	-	323,400	467,725	597,000	289,343	1,939,655
2034	-	322,400	466,025	599,900	290,782	1,948,248
2035	-	325,900	468,950	601,800	291,972	1,688,622
2036	-	323,900	466,500	-	-	790,400
2037	-	326,400	468,675	-	-	795,075
2038	-	-	465,475	-	-	465,475
2039	-	-	466,900	-	-	466,900
2040	-	-	-	-	-	-
<b>Total</b>	<b>\$ 6,103,081</b>	<b>\$ 6,413,794</b>	<b>\$ 7,945,075</b>	<b>\$ 11,980,175</b>	<b>\$ 3,755,572</b>	<b>\$ 53,583,625</b>

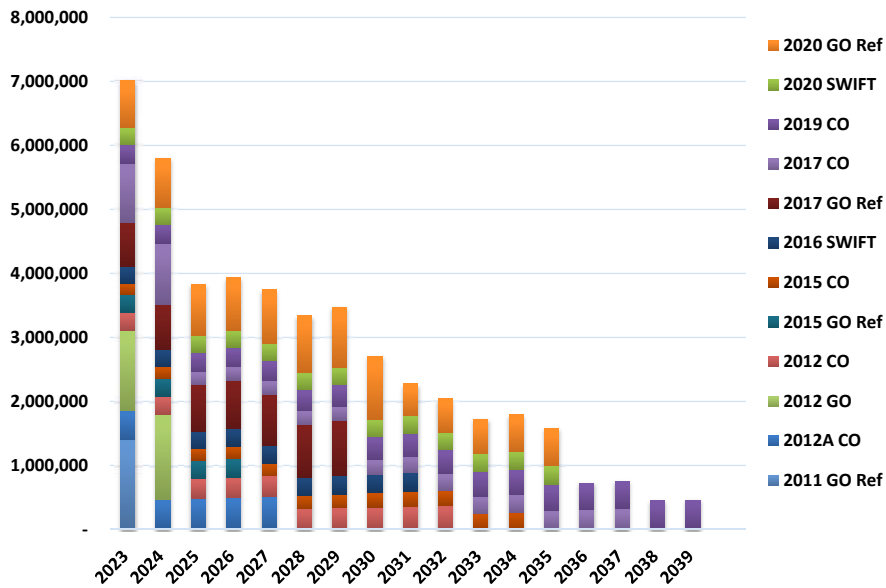
**COMBINED TOTAL OBLIGATIONS BY FUNDING SOURCE**



**COMBINED OUTSTANDING PRINCIPAL DEBT OBLIGATIONS BY ISSUE**

Year	2011 GENERAL OBLIGATION REF & IMP	2012 GENERAL OBLIGATION	2012 CERTIFICATE OF OBLIGATION	2012A CERTIFICATE OF OBLIGATION	2015 GENERAL OBLIGATION REF & IMP	2015 CERTIFICATE OF OBLIGATION	2016 TWDB SWIFT
Standards & Pooers Rating:	AA	AA	N/A	AA	AAA	AAA	N/A
Moodys Rating:	Aa2	Aa2	N/A	Aa2	Aa1	Aa1	N/A
Purpose:	Debt Refunding/ Retirement	Debt Refunding/ Retirement	Wastewater Improvements - TWDB Bonds	Police Holding Facility, Animal Shelter, and Related Police Station Improvements	Debt Refunding/ Retirement	Rec Center Expansion / Park Improvements	Water Line Replacements - TWDB Bonds
2023	\$ 1,405,000	\$ 1,250,000	\$ 285,000	\$ 455,000	\$ 270,000	\$ 175,000	\$ 265,000
2024	-	1,315,000	290,000	475,000	280,000	180,000	265,000
2025	-	-	300,000	490,000	290,000	185,000	270,000
2026	-	-	310,000	500,000	295,000	195,000	275,000
2027	-	-	315,000	520,000	-	200,000	275,000
2028	-	-	325,000	-	-	205,000	280,000
2029	-	-	335,000	-	-	215,000	285,000
2030	-	-	345,000	-	-	225,000	290,000
2031	-	-	360,000	-	-	235,000	295,000
2032	-	-	370,000	-	-	240,000	-
2033	-	-	-	-	-	250,000	-
2034	-	-	-	-	-	265,000	-
2035	-	-	-	-	-	-	-
2036	-	-	-	-	-	-	-
2037	-	-	-	-	-	-	-
2038	-	-	-	-	-	-	-
2039	-	-	-	-	-	-	-
2040	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 1,405,000</b>	<b>\$ 2,565,000</b>	<b>\$ 3,235,000</b>	<b>\$ 2,440,000</b>	<b>\$ 1,135,000</b>	<b>\$ 2,570,000</b>	<b>\$ 2,500,000</b>

**COMBINED PRINCIPAL OBLIGATIONS BY YEAR AND ISSUANCE**

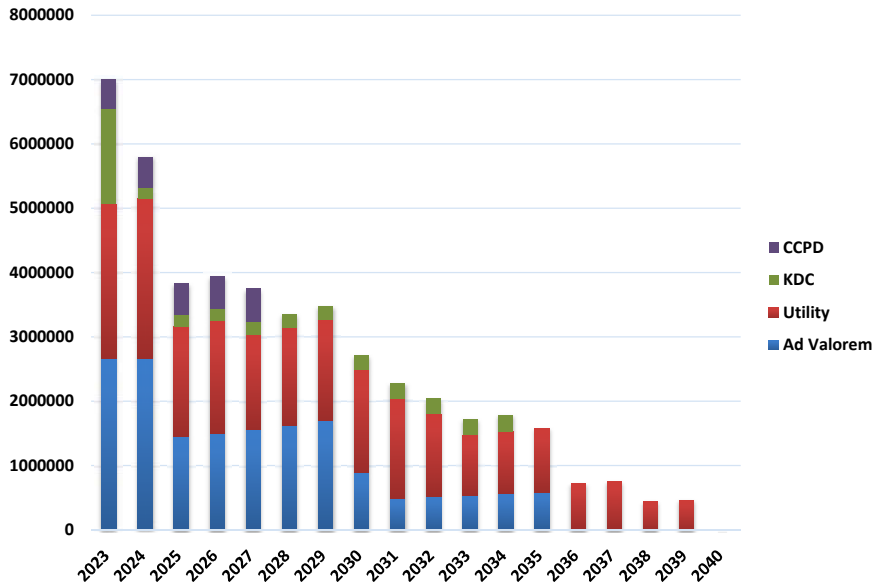




**COMBINED OUTSTANDING PRINCIPAL DEBT OBLIGATIONS BY ISSUE**

Year	2017 GENERAL OBLIGATION REF & IMP	2017 CERTIFICATE OF OBLIGATION	2019 CERTIFICATE OF OBLIGATION	2020 GENERAL OBLIGATION REF & IMP	2020 TWDB SWIFT	TOTAL ALL BONDS
Standards & Poors Rating:	AAA	AAA	AAA	AAA	N/A	
Moody's Rating:	Aa1	Aa1	AAA	AAA	N/A	
Purpose:	Debt Refunding/ Retirement	Fire Station Improvements, Road Improvements, New Pump Station, & Water Line Improvements	New Pump Station & Water Line Improvements	Senior Activity Center & Refunding	Water Line Replacements - TWDB Bonds	
2023	\$ 685,000	\$ 935,000	\$ 290,000	\$ 735,000	\$ 260,000	\$ 7,010,000
2024	705,000	960,000	295,000	770,000	265,000	5,800,000
2025	730,000	200,000	305,000	800,000	265,000	3,835,000
2026	755,000	210,000	310,000	825,000	265,000	3,940,000
2027	795,000	215,000	320,000	845,000	265,000	3,750,000
2028	825,000	220,000	330,000	890,000	270,000	3,345,000
2029	860,000	230,000	340,000	940,000	270,000	3,475,000
2030	-	240,000	350,000	990,000	270,000	2,710,000
2031	-	250,000	365,000	495,000	275,000	2,275,000
2032	-	260,000	375,000	520,000	275,000	2,040,000
2033	-	270,000	385,000	540,000	280,000	1,725,000
2034	-	280,000	395,000	565,000	285,000	1,790,000
2035	-	295,000	410,000	590,000	290,000	1,585,000
2036	-	305,000	420,000	-	-	725,000
2037	-	320,000	435,000	-	-	755,000
2038	-	-	445,000	-	-	445,000
2039	-	-	460,000	-	-	460,000
2040	-	-	-	-	-	-
<b>Total</b>	<b>\$ 5,355,000</b>	<b>\$ 5,190,000</b>	<b>\$ 6,230,000</b>	<b>\$ 9,505,000</b>	<b>\$ 3,535,000</b>	<b>\$ 45,665,000</b>

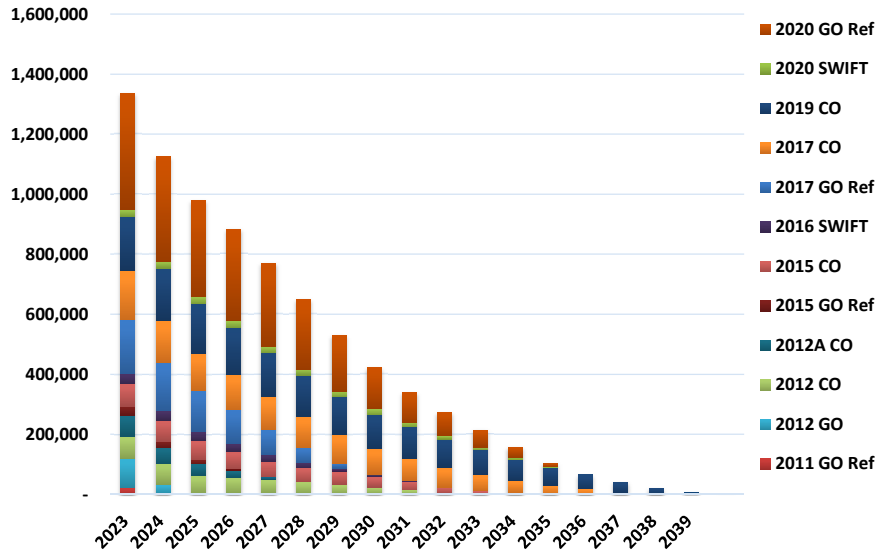
**COMBINED PRINCIPAL OBLIGATIONS BY FUNDING SOURCE**



## COMBINED OUTSTANDING INTEREST DEBT OBLIGATIONS BY ISSUE

Year	2011 GENERAL OBLIGATION REF & IMP	2012 GENERAL OBLIGATION	2012 CERTIFICATE OF OBLIGATION	2012A CERTIFICATE OF OBLIGATION	2015 GENERAL OBLIGATION REF & IMP	2015 CERTIFICATE OF OBLIGATION	2016 TWDB SWIFT
Standards & Pears Rating:	AA	AA	N/A	AA	AAA	AAA	N/A
Moodys Rating:	Aa2	Aa2	N/A	Aa2	Aa1	Aa1	N/A
Purpose:	Debt Refunding/ Retirement	Debt Refunding/ Retirement	Wastewater Improvements - TWDB Bonds	Police Holding Facility, Animal Shelter, and Related Police Station Improvements	Debt Refunding/ Retirement	Rec Center Expansion / Park Improvements	Water Line Replacements - TWDB Bonds
2023	\$ 21,075	\$ 97,000	\$ 75,018	\$ 71,575	\$ 29,325	\$ 74,244	\$ 33,225
2024	-	32,875	69,625	53,075	21,750	69,794	30,668
2025	-	-	63,648	38,600	13,200	64,319	27,872
2026	-	-	57,088	23,750	4,425	58,619	24,832
2027	-	-	50,055	8,125	-	52,694	21,450
2028	-	-	42,451	-	-	46,619	17,675
2029	-	-	34,115	-	-	40,319	13,307
2030	-	-	25,103	-	-	33,719	8,274
2031	-	-	15,495	-	-	26,819	2,817
2032	-	-	5,273	-	-	19,694	-
2033	-	-	-	-	-	12,188	-
2034	-	-	-	-	-	4,141	-
2035	-	-	-	-	-	-	-
2036	-	-	-	-	-	-	-
2037	-	-	-	-	-	-	-
2038	-	-	-	-	-	-	-
2039	-	-	-	-	-	-	-
2040	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 21,075</b>	<b>\$ 129,875</b>	<b>\$ 437,869</b>	<b>\$ 195,125</b>	<b>\$ 68,700</b>	<b>\$ 503,166</b>	<b>\$ 180,118</b>

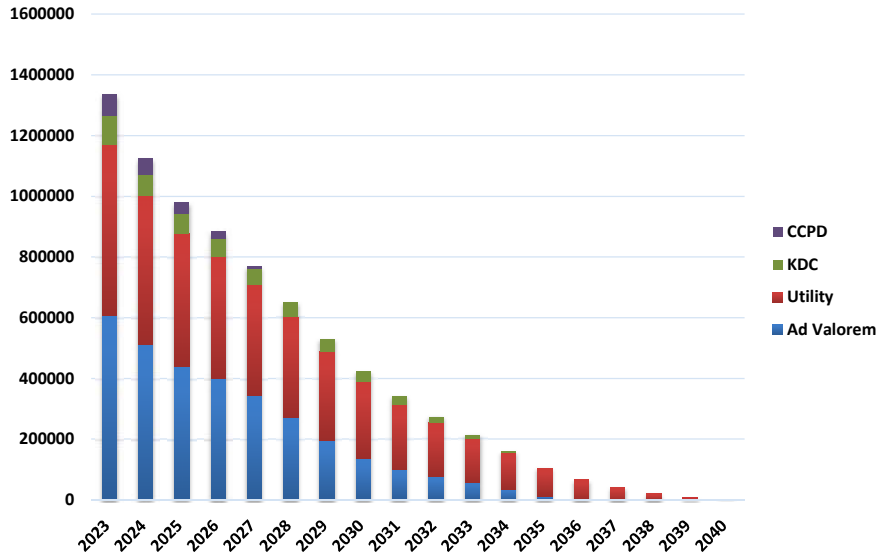
**COMBINED INTEREST OBLIGATIONS BY YEAR AND ISSUANCE**



**COMBINED OUTSTANDING INTEREST DEBT OBLIGATIONS BY ISSUE**

Year	2017 GENERAL OBLIGATION REF & IMP	2017 CERTIFICATE OF OBLIGATION	2019 CERTIFICATE OF OBLIGATION	2020 GENERAL OBLIGATION REF & IMP	2020 TWDB SWIFT	TOTAL ALL BONDS
Standards & Poors Rating:	AAA	AAA	AAA	AAA	N/A	
Moody's Rating:	Aa1	Aa1	AAA	AAA	N/A	
Purpose:	Debt Refunding/ Retirement	Fire Station Improvements, Road Improvements, New Pump Station, & Water Line Improvements	New Pump Station & Water Line Improvements	Senior Activity Center & Refunding	Water Line Replacements - TWDB Bonds	
2023	\$ 180,156	\$ 164,869	\$ 178,150	\$ 385,975	\$ 24,814	\$ 1,337,448
2024	161,875	139,950	172,300	348,350	24,380	1,126,665
2025	140,350	122,550	164,775	321,100	23,823	982,261
2026	114,300	116,400	155,550	304,850	23,081	884,921
2027	83,300	110,025	146,100	275,475	22,061	771,312
2028	50,900	102,400	136,350	232,100	20,776	651,299
2029	17,200	93,400	126,300	186,350	19,237	532,256
2030	-	84,000	115,950	138,100	17,469	424,643
2031	-	74,200	105,225	100,975	15,286	342,848
2032	-	64,000	94,125	78,200	12,550	275,873
2033	-	53,400	82,725	57,000	9,343	216,688
2034	-	42,400	71,025	34,900	5,782	160,282
2035	-	30,900	58,950	11,800	1,972	105,657
2036	-	18,900	46,500	-	-	67,436
2037	-	6,400	33,675	-	-	42,112
2038	-	-	20,475	-	-	22,513
2039	-	-	6,900	-	-	8,939
2040	-	-	-	-	-	2,040
<b>Total</b>	<b>\$ 748,081</b>	<b>\$ 1,223,794</b>	<b>\$ 1,715,075</b>	<b>\$ 2,475,175</b>	<b>\$ 220,572</b>	<b>\$ 7,955,192</b>

**COMBINED INTEREST OBLIGATIONS BY FUNDING SOURCE**





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## **INTERNAL SERVICE FUNDS**

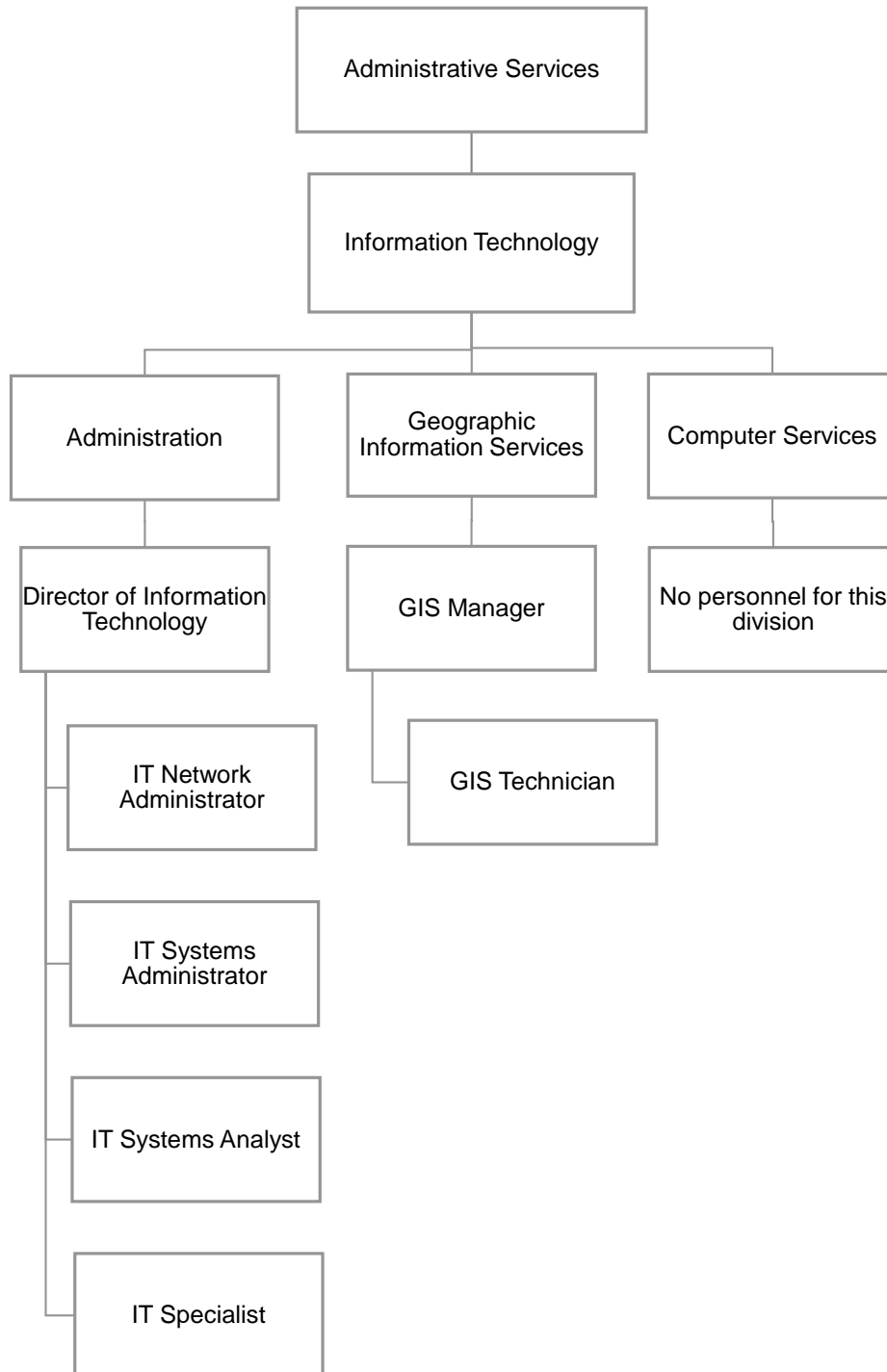
Internal Service Funds are proprietary funds that support internal operations. For the City of Keller, the funds considered to be Internal Service Funds are the Information Technology Fund, the Self Insurance Fund, the Fleet Replacement Fund, and the Facility Capital Replacement Fund. The Internal Service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





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# INFORMATION TECHNOLOGY FUND



# INFORMATION TECHNOLOGY FUND

**FUND DESCRIPTION:**

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

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23</b>	<b>Budget Variance (\$)</b>
				<b>Adopted Budget</b>	
Office Equip Lease Rev-F 100	\$ 1,749,080	\$ 1,831,808	\$ 1,831,808	\$ 2,151,328	\$ 319,520
Office Equip Lease Rev-F 118	9,600	9,600	9,600	9,600	-
Office Equip Lease Rev-F 200	438,799	442,698	442,698	450,317	7,619
Office Equip Lease Rev-F 400	23,356	21,088	21,088	22,262	1,174
Office Equip Lease Rev-F 125	103,245	76,678	76,678	82,145	5,467
Miscellaneous Revenue	-	-	-	-	-
Auction Proceeds	416	-	28,683	-	-
Interest Revenue-Investments	4,872	8,092	5,100	8,092	-
<b>TOTAL</b>	<b>\$ 2,329,369</b>	<b>\$ 2,389,964</b>	<b>\$ 2,415,655</b>	<b>\$ 2,723,744</b>	<b>\$ 333,780</b>

## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23</b>	<b>Budget Variance (\$)</b>
				<b>Adopted Budget</b>	
Administration	\$ 1,782,118	\$ 1,881,128	\$ 1,855,455	\$ 2,489,926	\$ 608,798
Geographic Information Services	246,688	280,097	281,277	285,170	5,073
Computer Services	139,187	198,179	98,179	331,750	133,571
<b>TOTAL</b>	<b>\$ 2,167,993</b>	<b>\$ 2,359,404</b>	<b>\$ 2,234,911</b>	<b>\$ 3,106,846</b>	<b>\$ 747,442</b>

**EXPENDITURES BY CATEGORY:**

Personnel services	\$ 820,014	\$ 896,129	\$ 888,235	\$ 911,968	\$ 15,839
Operations & maintenance	972,104	1,021,057	922,457	1,628,812	607,755
Services & other	369,103	442,218	424,219	446,066	3,848
Capital outlay	6,772	-	-	120,000	120,000
<b>TOTAL</b>	<b>\$ 2,167,993</b>	<b>\$ 2,359,404</b>	<b>\$ 2,234,911</b>	<b>\$ 3,106,846</b>	<b>\$ 747,442</b>

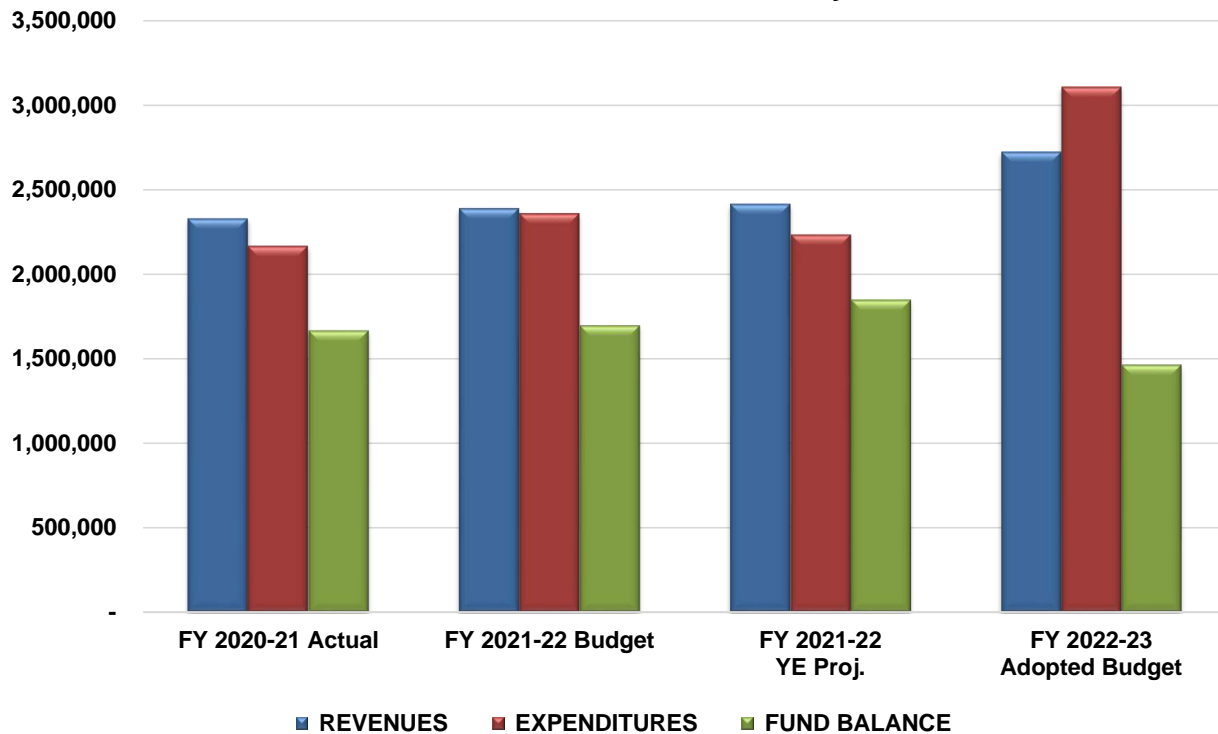


# INFORMATION TECHNOLOGY FUND

## FUND BALANCE SUMMARY

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 2,329,369	\$ 2,389,964	\$ 2,415,655	\$ 2,723,744	\$ 333,780
EXPENDITURES	2,167,993	2,359,404	2,234,911	3,106,846	747,442
VARIANCE	161,376	30,560	180,744	(383,102)	(413,662)
<b>FUND BALANCE</b>	<b>\$ 1,666,634</b>	<b>\$ 1,697,194</b>	<b>\$ 1,847,378</b>	<b>\$ 1,464,276</b>	<b>\$ (232,918)</b>

### Information Services Summary



## PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY DIVISION</i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
Administration	5.00	5.00	5.00	5.00	-
Geographic Information Services	2.00	2.00	2.00	2.00	-
Computer Services	-	-	-	-	-
<b>TOTAL</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>-</b>

# INFORMATION TECHNOLOGY FUND

## ADMINISTRATION DIVISION (119-18-181)

**DEPARTMENT DESCRIPTION:**

The Information Technology division is responsible for all information technology needs within the City of Keller. Responsibilities include networking, network security, desktop computer support, desktop applications, printer maintenance, departmental software application support, email, IP Telephony, security video camera support, cable television production, cable television programming, audio visual support, public library patron/staff support, general citywide communication, and the procurement of all hardware and software. Activities also include the establishment and implementation of appropriate policies and procedures related to information technology. Information Technology provides technical support to the Northeast Tarrant Communications Center (NETCOM) that provides dispatch, animal control, and jail services to Westlake, Southlake, Colleyville, Roanoke, 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:**

<b>SERVICES PROVIDED</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>
Physical application/file/storage servers supported/maintained	26	26	26	24
Desktop/laptop computers supported/maintained	316	314	315	315
Public Safety mobile data computers (MDC) maintained	31	31	31	31
Printers Supported/maintained	55	55	53	53
Telephone handsets supported/maintained	342	348	350	350
Network equipment supported/maintained	110	110	110	115
Multi-function copy machines supported	16	16	16	16
Scanners supported/maintained	91	91	96	100
Tablet computers supported	80	80	74	74
Video security cameras supported/maintained	210	225	225	225

# INFORMATION TECHNOLOGY FUND

## ADMINISTRATION DIVISION (119-18-181)

### EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 634,687	\$ 697,112	\$ 689,438	\$ 706,248	\$ 9,136
Operations & maintenance	797,042	776,228	776,228	1,367,812	591,584
Services & other	350,389	407,788	389,789	415,866	8,078
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,782,118</b>	<b>\$ 1,881,128</b>	<b>\$ 1,855,455</b>	<b>\$ 2,489,926</b>	<b>\$ 608,798</b>

### PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Director of Information Technology	1.00	1.00	1.00	1.00	-
Network Administrator	1.00	1.00	1.00	1.00	-
IT Systems Administrator	1.00	1.00	1.00	1.00	-
IT Systems Analyst	1.00	1.00	1.00	1.00	-
IT Specialist	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>-</b>

# INFORMATION TECHNOLOGY FUND

## GEOGRAPHIC INFORMATION SERVICES DIVISION (119-18-183)

**DEPARTMENT DESCRIPTION:**

The Geographic Information Systems (GIS) division is under the general direction of Information Technology Director. GIS provides a common unified vision and establish a mutual framework for city departments to efficiently and effectively use GIS technology. GIS provides geographic information and geographic data management services to all City departments. The City's GIS operates to help analyze City infrastructure and assist citizens and employees in making informed decisions regarding existing conditions and future needs. The GIS division supports Property Assessment, Public Safety, Economic Development, Permitting, Capital Improvements, Environment, Transportation, Public Works Asset Management, and many other issues related to City government. Specific services include system integration strategies, software and data needs analysis, software support, data analysis, data conversion, map production, interactive map web pages, and spatial database management.

**DEPARTMENT/DIVISION GOALS:**

1. Promote GIS technologies to help with analysis and decision making.
2. Provide users with easily accessible information in a common format.
3. Cost effective and sustainable use of GIS technology.
4. Integration of GIS with other core business processes.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Manage a centralized GIS database management system to ensure data integrity, accuracy and reliability of citywide infrastructure.
2. Implement web technologies to provide end users with readily available data and tools.
3. Increase productivity and work efficiency by providing effective GIS solutions to streamline City processes in and between departments.
4. Standardized methodologies and techniques in GIS for a successful integration with other products.
5. Extending GIS services to increase citizen engagements, by providing easy to use platform that enables the city to communicate more effectively with the communities.
6. Regional coordination initiatives to produce cost savings, public safety benefits from large data acquisitions.

**SERVICE LEVEL ANALYSIS:**

SERVICES PROVIDED	FY 2020-21	FY 2021-22	FY 2021-22	FY 2022-23
	Actual	Budget	YE Proj.	Adopted Budget
Web GIS Users	125	130	150	150
Advanced GIS Users performing Analysis and developing detailed maps	15	20	15	15
Lucity Mobile Users	15	25	23	25
Lucity Desktop Users	8	8	6	4
GIS Layers	250	325	400	400
GIS Web Services	400	450	475	500
Public Safety GIS Layers & Map Services	12	20	25	25
Westlake Fire Dept GIS Layers & Map Services	8	10	10	10
Roanoke Fire Dept GIS Layers & Map	5	5	5	5

# INFORMATION TECHNOLOGY FUND

## GEOGRAPHIC INFORMATION SERVICES DIVISION (119-18-183)

### EXPENDITURE SUMMARY

<i><b>EXPENDITURES BY CATEGORY:</b></i>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ 185,327	\$ 199,017	\$ 198,797	\$ 205,720	\$ 6,703
Operations & maintenance	42,647	46,650	48,050	49,250	2,600
Services & other	18,714	34,430	34,430	30,200	(4,230)
Capital outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 246,688</b>	<b>\$ 280,097</b>	<b>\$ 281,277</b>	<b>\$ 285,170</b>	<b>\$ 5,073</b>

### PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i><b>BY POSITION TITLE:</b></i>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
GIS Manager	-	-	-	1.00	1
GIS Coordinator	1.00	1.00	1.00	-	(1.00)
GIS Technician	1.00	1.00	1.00	1.00	-
<b>TOTAL</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>-</b>

# INFORMATION TECHNOLOGY FUND

## COMPUTER SERVICES DIVISION (119-18-186)

### EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	132,415	198,179	98,179	211,750	13,571
Services & other	-	-	-	-	-
Capital outlay	6,772	-	-	120,000	120,000
<b>TOTAL</b>	<b>\$ 139,187</b>	<b>\$ 198,179</b>	<b>\$ 98,179</b>	<b>\$ 331,750</b>	<b>\$ 133,571</b>

### PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<b>BY POSITION TITLE:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
No personnel for this fund	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# SELF INSURANCE FUND

**FUND DESCRIPTION:**

The Self Insurance Fund is an internal service fund that uses interfund transfers to pay for premiums for city employees and expenditures are used for claims and claims administration.

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>	<b>Variance (\$)</b>
Insurance Premiums	\$ -	\$ 4,706,640	\$ 4,209,597	\$ 4,552,011	\$ (154,629)
Miscellaneous Revenue	-	-	-	-	-
Withholdings From Employees	-	-	-	-	-
Interest Revenue-Investments	5,179	-	13,500	13,500	13,500
Transfer From General Fund	1,000,000	-	-	-	-
Transfer From W&S Fund	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,005,179</b>	<b>\$ 4,706,640</b>	<b>\$ 4,223,097</b>	<b>\$ 4,565,511</b>	<b>\$ (141,129)</b>

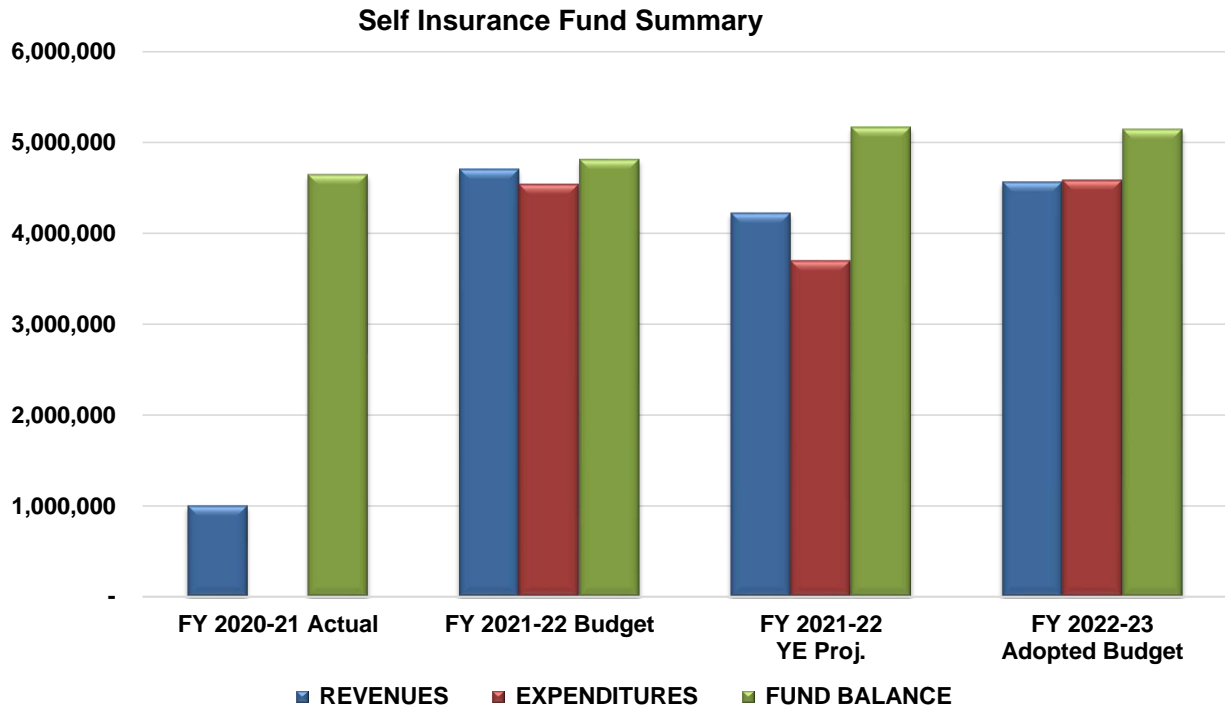
## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted Budget</b>	<b>Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-	-
Services & other	-	4,541,645	3,702,268	4,587,645	46,000
Capital Outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 4,541,645</b>	<b>\$ 3,702,268</b>	<b>\$ 4,587,645</b>	<b>\$ 46,000</b>

# SELF INSURANCE FUND

## FUND BALANCE SUMMARY

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 1,005,179	\$ 4,706,640	\$ 4,223,097	\$ 4,565,511	\$ (141,129)
EXPENDITURES	-	4,541,645	3,702,268	4,587,645	46,000
VARIANCE	1,005,179	164,995	520,829	(22,134)	(187,129)
<b>FUND BALANCE</b>	<b>\$ 4,647,326</b>	<b>\$ 4,812,321</b>	<b>\$ 5,168,155</b>	<b>\$ 5,146,021</b>	<b>\$ 333,700</b>



## PERSONNEL SUMMARY

(Full-Time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



# FLEET REPLACEMENT FUND

**FUND DESCRIPTION:**

The Fleet Replacement Fund is an internal service fund funded thru transfers from other funds, interest revenue, and sale of assets. Expenditures provide for the acquisition and/or replacement of vehicles and equipment with the exception of Police vehicles and equipment which are funded and expensed thru the KCCPD. The annual transfers are determined by dividing the anticipated future replacement costs by anticipated life for each vehicle and piece of equipment a department has. The fund stabilizes other operating funds spending by allowing for annual payment for replacements rather one-time increase at the time of replacement.

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Vehicle/Equip Lease Rev-F 100	\$ 965,890	\$ 893,615	\$ 893,615	\$ 794,560	\$ (99,055)
Vehicle/Equip Lease Rev-F 119	3,465	4,313	4,313	4,313	-
Vehicle/Equip Lease Rev-F 200	333,588	418,240	418,240	401,706	(16,534)
Vehicle/Equip Lease Rev-F 125	4,727	5,561	5,561	7,840	2,279
Vehicle/Equip Lease Rev-F 400	83,243	88,999	88,999	91,842	2,843
Reimb-Insurance Proceeds	254,572	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-
Auction Proceeds	(11,905)	94,971	94,971	-	(94,971)
Gain/Loss On Disp Of Assets	79,320	-	-	-	-
Interest Revenue-Investments	11,115	14,304	11,000	7,272	(7,032)
Incr/Decr In Fair Value Of Inv	-	-	-	-	-
Use Of Fund Balance	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,724,015</b>	<b>\$ 1,520,003</b>	<b>\$ 1,516,699</b>	<b>\$ 1,307,533</b>	<b>\$ (212,470)</b>

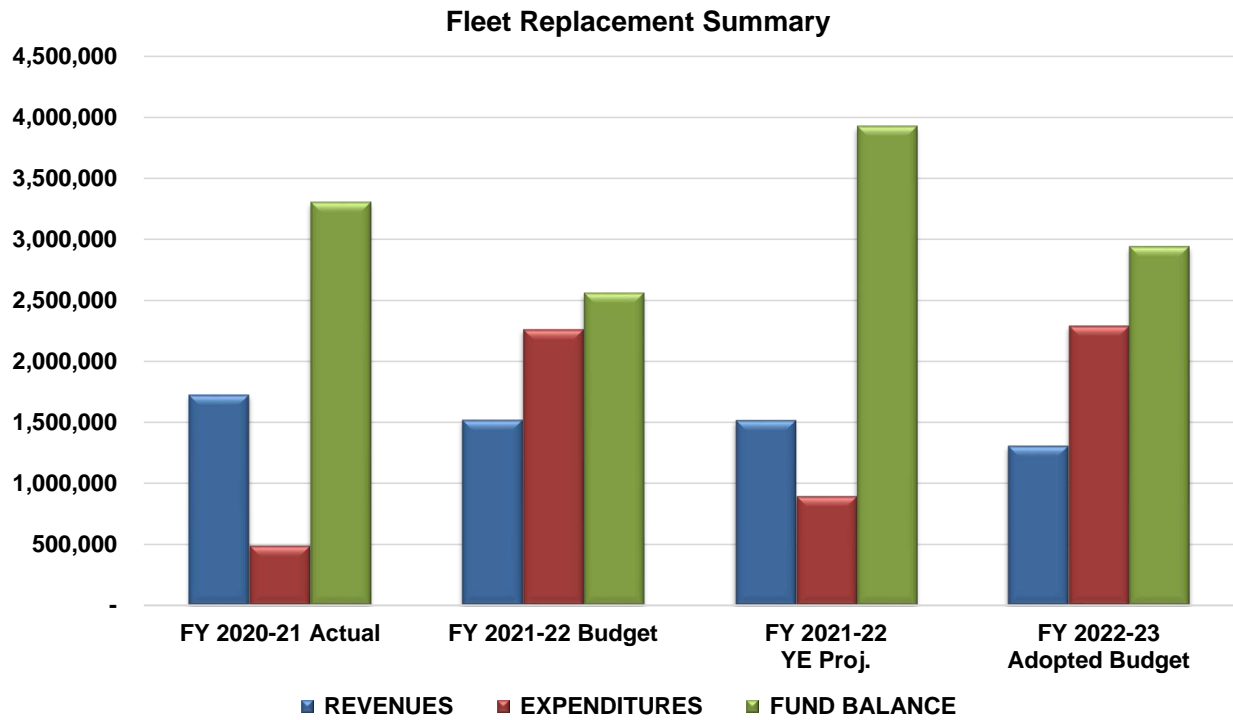
## EXPENDITURE SUMMARY

<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	99,175	291,351	277,742	146,829	(144,522)
Services & other	-	-	-	-	-
Capital outlay	412,295	1,970,766	619,955	2,144,921	174,155
<b>TOTAL</b>	<b>\$ 511,470</b>	<b>\$ 2,262,117</b>	<b>\$ 897,697</b>	<b>\$ 2,291,750</b>	<b>\$ 29,633</b>

# FLEET REPLACEMENT FUND

## FUND BALANCE SUMMARY

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 1,724,015	\$ 1,520,003	\$ 1,516,699	\$ 1,307,533	\$ (212,470)
EXPENDITURES	489,965	2,262,117	895,464	2,291,750	29,633
VARIANCE	1,234,050	(742,114)	621,235	(984,217)	(242,103)
<b>FUND BALANCE</b>	<b>\$ 3,304,854</b>	<b>\$ 2,562,740</b>	<b>\$ 3,926,089</b>	<b>\$ 2,941,872</b>	<b>\$ 379,132</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
<b>BY POSITION TITLE:</b>					
No personnel for this fund	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# FACILITY CAPITAL REPLACEMENT FUND

**FUND DESCRIPTION:**

The Facility Capital Replacement Fund is an internal service fund funded thru transfers from other funds, interest revenue, and sale of assets. Expenditures provide for the repair and/or replacement of capital items at various city facilities such as roofs, air conditioners, and generators. The annual transfers are determined by dividing the anticipated future repair or replacement costs by anticipated life for each capital item. The fund stabilizes other operating funds spending by allowing for an annual payment for repair or replacement rather one-time increase at the time of repair or replacement. The fund is anticipated to cover all city facilities except the Police department which funds repair and replacements thru the KCCPD and the Pointe which funds repairs and replacements thru membership fees.

## REVENUE SUMMARY

<b>REVENUES</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
				<b>Budget</b>	
Transfer From General Fund	\$ 375,000	\$ 243,067	\$ 243,067	\$ 243,067	\$ -
Miscellaneous Revenue	884,718	422,723	422,723	200,000	(222,723)
Interest Revenue-Investments	6,684	13,283	13,283	7,376	(5,907)
<b>TOTAL</b>	<b>\$ 1,266,403</b>	<b>\$ 679,073</b>	<b>\$ 679,073</b>	<b>\$ 450,443</b>	<b>\$ (228,630)</b>

## EXPENDITURE SUMMARY

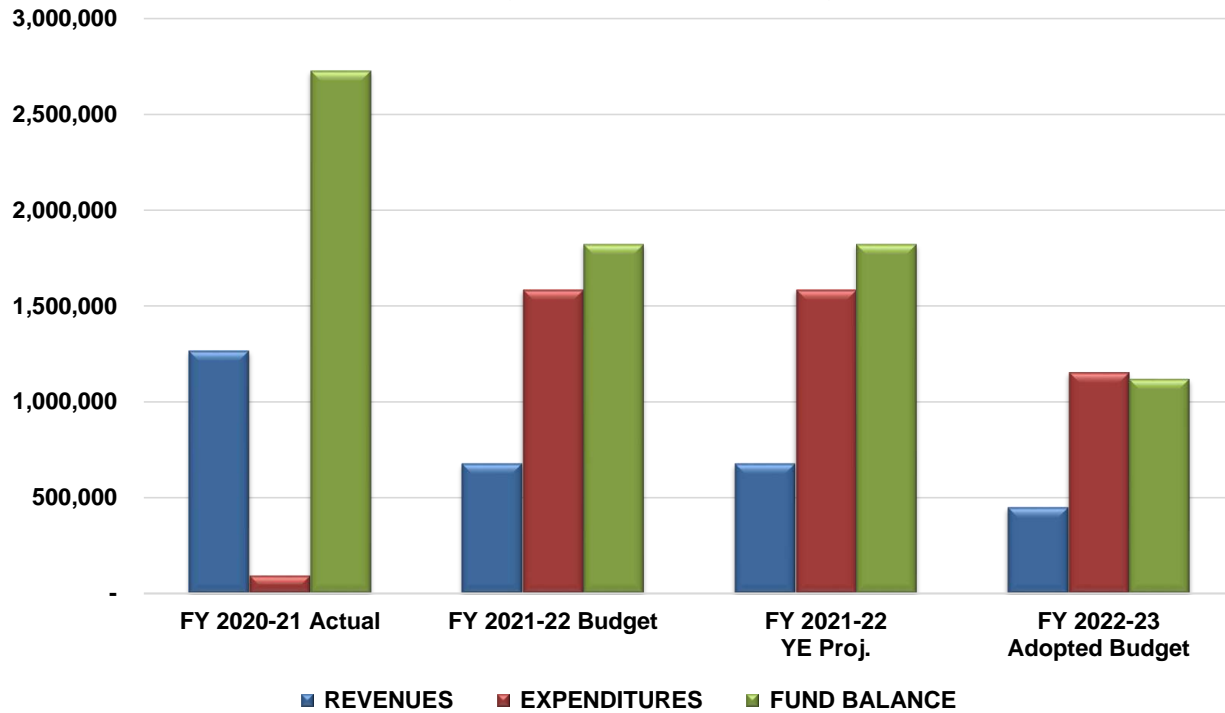
<b>EXPENDITURES BY CATEGORY:</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
				<b>Budget</b>	
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	61,194	12,770	12,770	12,500	(270)
Services & other	-	-	-	-	-
Capital outlay	32,000	1,570,744	1,570,744	1,140,336	(430,408)
<b>TOTAL</b>	<b>\$ 93,194</b>	<b>\$ 1,583,514</b>	<b>\$ 1,583,514</b>	<b>\$ 1,152,836</b>	<b>\$ (430,678)</b>

# FACILITY CAPITAL REPLACEMENT FUND

## FUND BALANCE SUMMARY

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 1,266,403	\$ 679,073	\$ 679,073	\$ 450,443	\$ (228,630)
EXPENDITURES	93,194	1,583,514	1,583,514	1,152,836	(430,678)
VARIANCE	1,173,209	(904,441)	(904,441)	(702,393)	202,048
<b>FUND BALANCE</b>	<b>\$ 2,726,922</b>	<b>\$ 1,822,481</b>	<b>\$ 1,822,481</b>	<b>\$ 1,120,088</b>	<b>\$ (702,393)</b>

### Facility Replacement Summary



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<i>BY POSITION TITLE:</i>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## **CIP BUDGET**

The Capital Improvement Project (CIP) Budget describes the large, multi-year projects which provide new or improved City infrastructure. The City has 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.

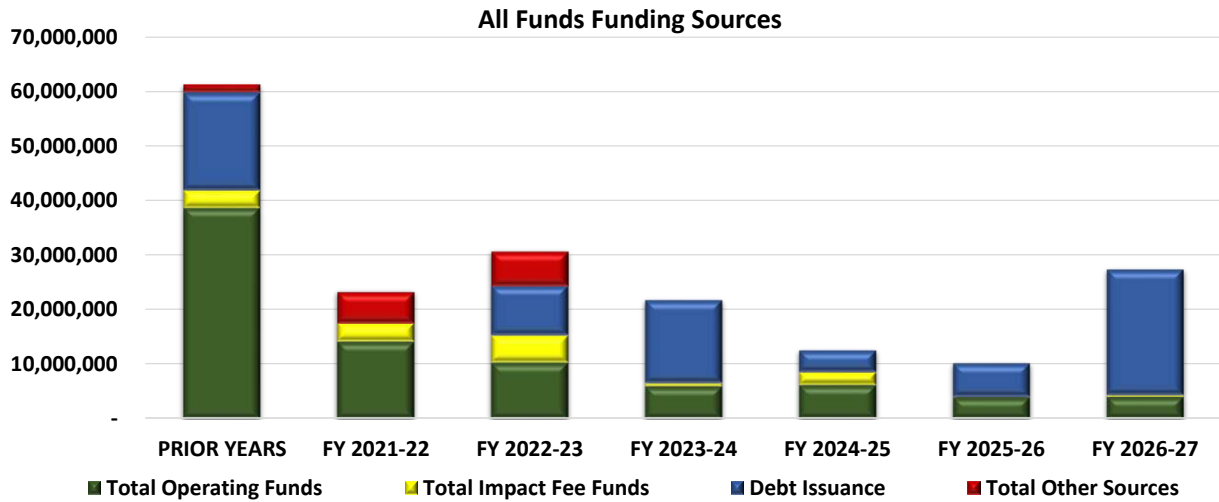
### ***FIVE YEAR CIP PROCESS:***

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 2021-22 funding and expenditure allocations, the proposed 2022-23 funding and expenditure allocations, and the anticipated 2023-24 through 2026-27 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 2022-23 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

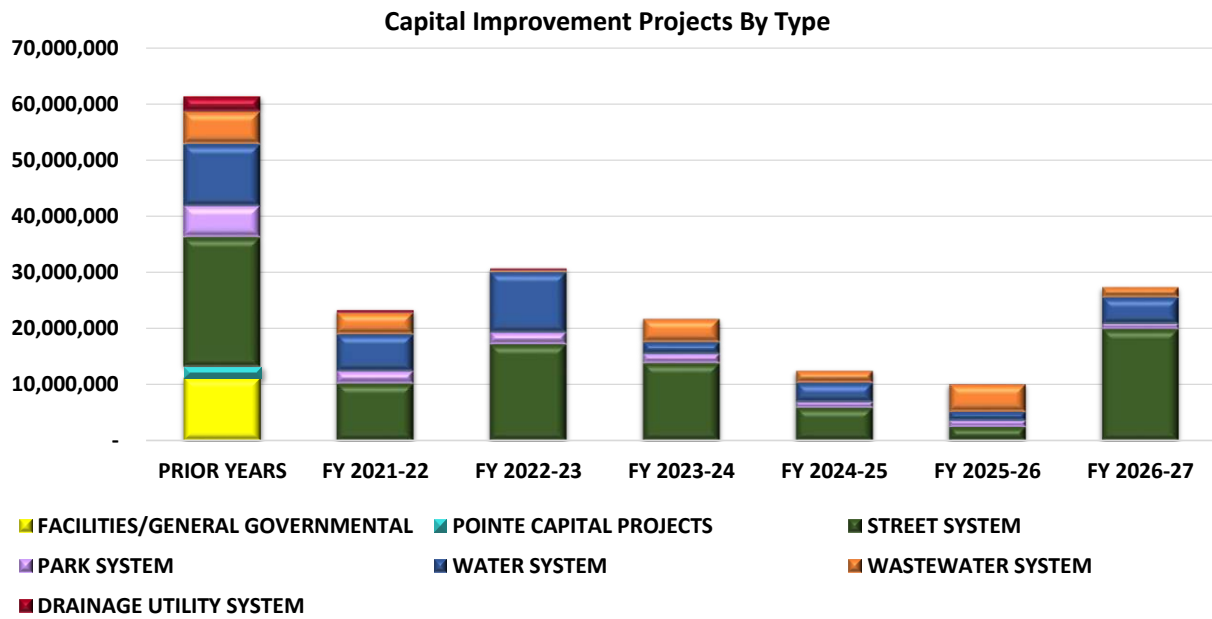
FUNDING SOURCE	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	TOTAL ALL YEARS
General Fund	16,085,284	7,360,291	4,675,000	990,000	2,057,750	366,025	602,628	32,136,978
Street Maintenance Fund	4,592,824	1,762,012	2,100,000	2,275,000	2,475,000	2,100,000	2,100,000	17,404,836
KDC Fund	5,202,168	2,196,675	2,062,750	1,646,025	957,628	1,062,890	907,180	14,035,316
Water-Wastewater Fund	8,329,577	2,358,038	1,075,000	1,000,000	650,000	400,000	400,000	14,212,615
Drainage Fund	2,303,293	425,000	325,000	-	-	-	-	3,053,293
Pointe Fund	2,082,722	-	-	-	-	-	-	2,082,722
<b>Total Operating Funds</b>	<b>\$ 38,595,868</b>	<b>\$ 14,102,016</b>	<b>\$ 10,237,750</b>	<b>\$ 5,911,025</b>	<b>\$ 6,140,378</b>	<b>\$ 3,928,915</b>	<b>\$ 4,009,808</b>	<b>\$ 82,925,760</b>
Roadway Impact Fees	1,462,500	-	5,000,000	512,500	1,350,000	-	200,000	8,525,000
Water Impact Fees	500,000	4,877	-	-	-	-	-	504,877
Wastewater Impact Fees	724,750	3,361,800	-	-	953,450	-	-	5,040,000
Park Development Fees	547,656	-	-	-	-	-	-	547,656
<b>Total Impact Fee Funds</b>	<b>\$ 3,234,906</b>	<b>\$ 3,366,677</b>	<b>\$ 5,000,000</b>	<b>\$ 512,500</b>	<b>\$ 2,303,450</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ 14,617,533</b>
Debt Issuance	17,987,159	1,390	9,060,000	15,190,800	3,953,450	6,087,900	23,060,600	75,341,299
TX-DoT	-	-	-	-	-	-	-	-
Grant	-	866,399	-	-	-	-	-	866,399
Other	1,400,680	4,875,000	6,325,000	-	-	-	-	12,600,680
<b>Total Other Sources</b>	<b>\$ 1,400,680</b>	<b>\$ 5,741,399</b>	<b>\$ 6,325,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,467,079</b>
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 61,218,613</b>	<b>\$ 23,211,482</b>	<b>\$ 30,622,750</b>	<b>\$ 21,614,325</b>	<b>\$ 12,397,278</b>	<b>\$ 10,016,815</b>	<b>\$ 27,270,408</b>	<b>\$ 186,351,671</b>





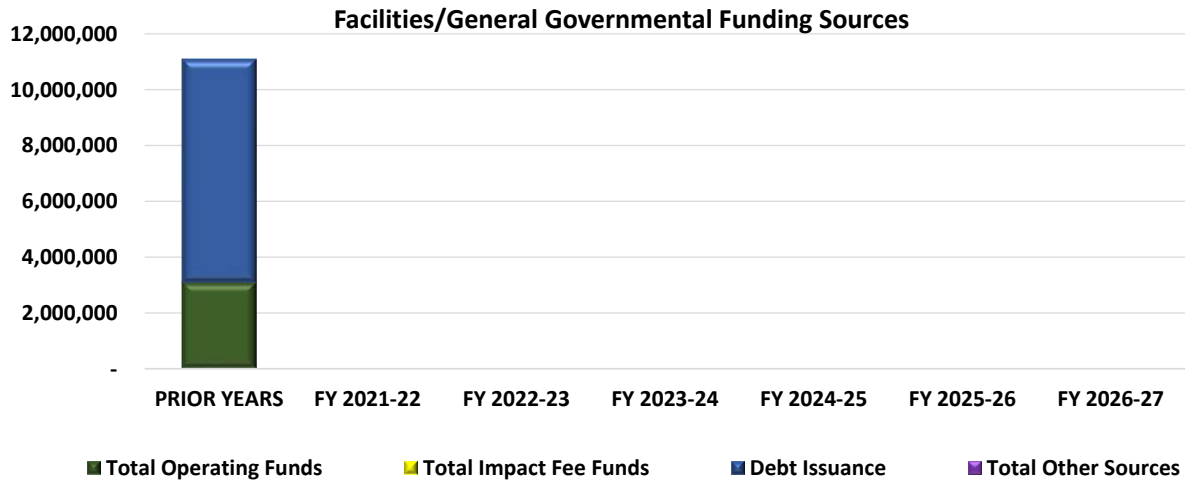
## CAPITAL IMPROVEMENT PROJECT BY TYPE SUMMARY

	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	TOTAL ALL YEARS
FACILITIES/GENERAL								
GOVERNMENTAL	11,100,000	-	-	-	-	-	-	11,100,000
POINTE CAPITAL PROJECTS	2,082,722	-	-	-	-	-	-	2,082,722
STREET SYSTEM	23,048,767	10,157,303	17,175,000	13,777,500	5,882,750	2,466,025	19,902,628	92,409,973
PARK SYSTEM	5,584,504	2,192,190	2,062,750	1,646,025	957,628	1,062,890	907,180	14,413,167
WATER SYSTEM	10,991,405	6,581,957	10,785,000	2,100,000	3,450,000	1,600,000	4,700,000	40,208,362
WASTEWATER SYSTEM	5,757,922	3,855,032	275,000	4,090,800	2,106,900	4,887,900	1,760,600	22,734,154
DRAINAGE UTILITY SYSTEM	2,653,293	425,000	325,000	-	-	-	-	3,403,293
<b>Total Project Type</b>	<b>\$ 61,218,613</b>	<b>\$ 23,211,482</b>	<b>\$ 30,622,750</b>	<b>\$ 21,614,325</b>	<b>\$ 12,397,278</b>	<b>\$ 10,016,815</b>	<b>\$ 27,270,408</b>	<b>\$ 186,351,671</b>



## FACILITIES/GENERAL GOVERNMENTAL

FUNDING SOURCE	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	TOTAL ALL YEARS
General Fund	3,100,000	-	-	-	-	-	-	3,100,000
Street Maintenance Fund	-	-	-	-	-	-	-	-
KDC Fund	-	-	-	-	-	-	-	-
Water-Wastewater Fund	-	-	-	-	-	-	-	-
Drainage Fund	-	-	-	-	-	-	-	-
Pointe Fund	-	-	-	-	-	-	-	-
<b>Total Operating Funds</b>	<b>\$ 3,100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,100,000</b>
Roadway Impact Fees	-	-	-	-	-	-	-	-
Water Impact Fees	-	-	-	-	-	-	-	-
Wastewater Impact Fees	-	-	-	-	-	-	-	-
Park Development Fees	-	-	-	-	-	-	-	-
<b>Total Impact Fee Funds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Debt Issuance</b>	<b>\$ 8,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,000,000</b>
TX-DoT	-	-	-	-	-	-	-	-
Grant	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
<b>Total Other Sources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 11,100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,100,000</b>



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

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	

**FACILITIES/GENERAL GOVERNMENTAL**

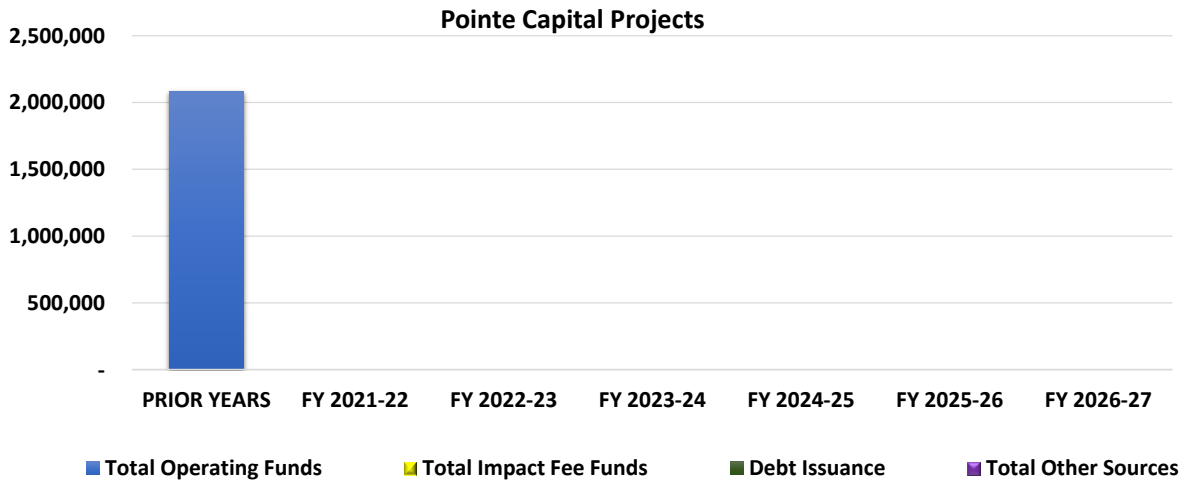
New Senior Activity Center								
Debt Issuance	8,000,000							\$ 8,000,000
General Fund	1,600,000	-	-	-	-	-	-	\$ 1,600,000
<b>TOTAL PROJECT</b>	<b>\$ 9,600,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,600,000</b>
<b>IMPACT ON O&amp;M</b>	The project builds a new senior activity center at Johnson Road park which was approved by the voters in November 2018. The operating impact relates to the average annual debt payment and utility costs related to increased square footage.							
	<b>\$ 695,728</b>	<b>\$ 695,728</b>	<b>\$ 695,728</b>	<b>\$ 695,728</b>	<b>\$ 695,728</b>	<b>\$ 695,728</b>	<b>\$ 695,728</b>	

Economic Development Incentives								
General Fund	1,500,000							\$ 1,500,000
<b>TOTAL PROJECT</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>
<b>IMPACT ON O&amp;M</b>	The scope of the project has yet to be determined, however, any related operational costs should not be the responsibility of the City.							

<b>TOTAL FACILITIES/GENERAL GOVERNMENTAL</b>	<b>\$ 11,100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,100,000</b>
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## POINTE CAPITAL PROJECTS

FUNDING SOURCE	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	TOTAL ALL YEARS
General Fund	-	-	-	-	-	-	-	-
Street Maintenance Fund	-	-	-	-	-	-	-	-
KDC Fund	-	-	-	-	-	-	-	-
Water-Wastewater Fund	-	-	-	-	-	-	-	-
Drainage Fund	-	-	-	-	-	-	-	-
Pointe Fund	2,082,722	-	-	-	-	-	-	2,082,722
<b>Total Operating Funds</b>	<b>\$ 2,082,722</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,082,722</b>
Roadway Impact Fees	-	-	-	-	-	-	-	-
Water Impact Fees	-	-	-	-	-	-	-	-
Wastewater Impact Fees	-	-	-	-	-	-	-	-
Park Development Fees	-	-	-	-	-	-	-	-
<b>Total Impact Fee Funds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Debt Issuance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
TX-DoT	-	-	-	-	-	-	-	-
Grant	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
<b>Total Other Sources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 2,082,722</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,082,722</b>



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

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	

**POINTE CAPITAL PROJECTS**

Dectron Repairs								
Pointe Fund	855,500	10,291						\$ 865,791
<b>TOTAL PROJECT</b>	<b>\$ 855,500</b>	<b>\$ 10,291</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 865,791</b>
<b>IMPACT ON O&amp;M</b>	The project is replacing existing equipment and minimal operating impact is anticipated.							

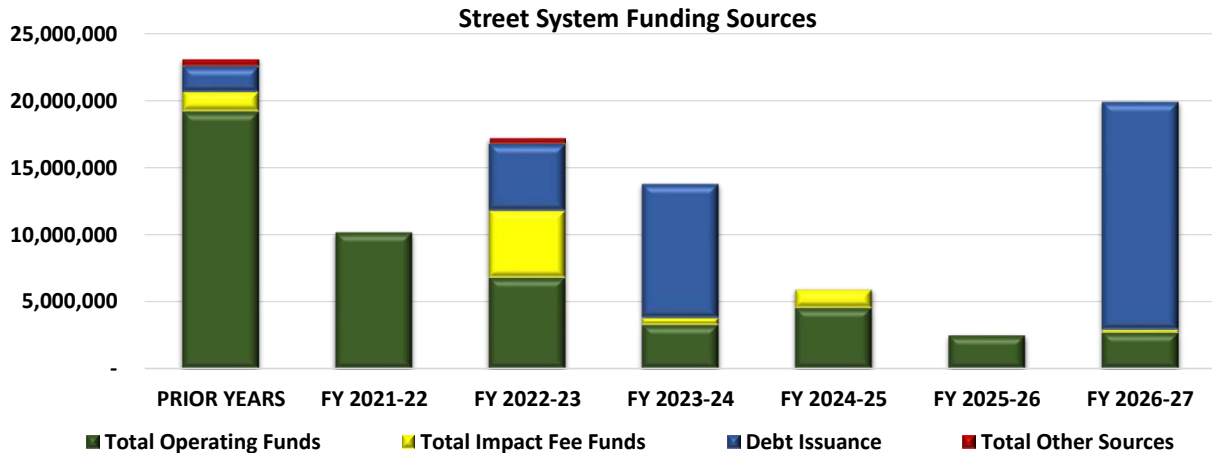
Pointe Locker Room Renovation								
Pointe Fund	830,000	78,535						\$ 908,535
<b>TOTAL PROJECT</b>	<b>\$ 830,000</b>	<b>\$ 78,535</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 908,535</b>
<b>IMPACT ON O&amp;M</b>	The project is related to renovations of an existing facility and minimal operating impact is anticipated.							

Pointe Indoor Pool Repairs								
Pointe Fund	397,222	(88,826)						\$ 308,396
<b>TOTAL PROJECT</b>	<b>\$ 397,222</b>	<b>\$ (88,826)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 308,396</b>
<b>IMPACT ON O&amp;M</b>	The project is repairing and replacing existing equipment. Minimal operating impact is anticipated.							

<b>TOTAL POINTE CAPITAL PROJECTS</b>	<b>\$ 2,082,722</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,082,722</b>
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## STREET SYSTEM

FUNDING SOURCE	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	TOTAL ALL YEARS
General Fund	12,985,284	7,360,291	4,675,000	990,000	2,057,750	366,025	602,628	29,036,978
Street Maintenance Fund	4,592,824	1,762,012	2,100,000	2,275,000	2,475,000	2,100,000	2,100,000	17,404,836
KDC Fund	216,000	685,000	-	-	-	-	-	901,000
Water-Wastewater Fund	1,365,000	350,000	-	-	-	-	-	1,715,000
Drainage Fund	-	-	-	-	-	-	-	-
Pointe Fund	-	-	-	-	-	-	-	-
<b>Total Operating Funds</b>	<b>\$ 19,159,108</b>	<b>\$ 10,157,303</b>	<b>\$ 6,775,000</b>	<b>\$ 3,265,000</b>	<b>\$ 4,532,750</b>	<b>\$ 2,466,025</b>	<b>\$ 2,702,628</b>	<b>\$ 49,057,814</b>
Roadway Impact Fees	1,462,500	-	5,000,000	512,500	1,350,000	-	200,000	8,525,000
Water Impact Fees	-	-	-	-	-	-	-	-
Wastewater Impact Fees	-	-	-	-	-	-	-	-
Park Development Fees	-	-	-	-	-	-	-	-
<b>Total Impact Fee Funds</b>	<b>\$ 1,462,500</b>	<b>\$ -</b>	<b>\$ 5,000,000</b>	<b>\$ 512,500</b>	<b>\$ 1,350,000</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ 8,525,000</b>
<b>Debt Issuance</b>	<b>\$ 1,927,159</b>	<b>\$ -</b>	<b>\$ 5,000,000</b>	<b>\$ 10,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,000,000</b>	<b>\$ 33,927,159</b>
TX-DoT	-	-	-	-	-	-	-	-
Grant	-	-	-	-	-	-	-	-
Other	500,000	-	400,000	-	-	-	-	900,000
<b>Total Other Sources</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 900,000</b>
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 23,048,767</b>	<b>\$ 10,157,303</b>	<b>\$ 17,175,000</b>	<b>\$ 13,777,500</b>	<b>\$ 5,882,750</b>	<b>\$ 2,466,025</b>	<b>\$ 19,902,628</b>	<b>\$ 92,409,973</b>



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

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	

**STREET SYSTEM**

**Future Sidewalk Repair**

General Fund	370,336	3,500,000	275,000	302,500	332,750	366,025	402,628	\$ 5,549,239
<b>TOTAL PROJECT</b>	<b>\$ 370,336</b>	<b>\$ 3,500,000</b>	<b>\$ 275,000</b>	<b>\$ 302,500</b>	<b>\$ 332,750</b>	<b>\$ 366,025</b>	<b>\$ 402,628</b>	<b>\$ 5,549,239</b>
<b>IMPACT ON O&amp;M</b>	The project is capital maintenance of sidewalks and minimal operating impact is anticipated.							

**Keller Sidewalk Improvements**

General Fund				175,000	375,000			\$ 550,000
Street Maintenance Fund				175,000	375,000			\$ 550,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350,000</b>	<b>\$ 750,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,100,000</b>
<b>IMPACT ON O&amp;M</b>	The project is provides sidewalk connectivity throughout the City and minimal operating impact is anticipated.							

**Keller Hicks Quiet Zone / Road Widening Project**

Debt Issuance	1,927,159							\$ 1,927,159
General Fund	267,841							\$ 267,841
<b>TOTAL PROJECT</b>	<b>\$ 2,195,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,195,000</b>
<b>IMPACT ON O&amp;M</b>	The project is provides sidewalk connectivity throughout the City and minimal operating impact is anticipated.							

**2020 Street Reconstruction Project**

Street Maintenance Fund	2,229,118	(554,883)						\$ 1,674,235
<b>TOTAL PROJECT</b>	<b>\$ 2,229,118</b>	<b>\$ (554,883)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,674,235</b>
<b>IMPACT ON O&amp;M</b>	The project is capital maintenance of streets and minimal operating impact is anticipated.							

**2021 Street Reconstruction Project**

Street Maintenance Fund	1,476,609							\$ 1,476,609
<b>TOTAL PROJECT</b>	<b>\$ 1,476,609</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,476,609</b>
<b>IMPACT ON O&amp;M</b>	The project is capital maintenance of streets and minimal operating impact is anticipated.							

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

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	

**STREET SYSTEM**

**2022 Street Reconstruction Project**

Street Maintenance Fund	125,000	1,800,057						\$ 1,925,057
General Fund		1,800,057						\$ 1,800,057
<b>TOTAL PROJECT</b>	<b>\$ 125,000</b>	<b>\$ 3,600,114</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,725,114</b>
<b>IMPACT ON O&amp;M</b>	The project is capital maintenance of streets and minimal operating impact is anticipated.							

**Future Street Reconstruction Projects**

Street Maintenance Fund			2,100,000	2,100,000	2,100,000	2,100,000	2,100,000	\$ 10,500,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,100,000</b>	<b>\$ 2,100,000</b>	<b>\$ 2,100,000</b>	<b>\$ 2,100,000</b>	<b>\$ 2,100,000</b>	<b>\$ 10,500,000</b>
<b>IMPACT ON O&amp;M</b>	The project is capital maintenance of streets and minimal operating impact is anticipated.							

**Utility Relocations - Street Projects**

Water-Wastewater Fund	250,000							\$ 250,000
Other	500,000	(350,000)						\$ 150,000
<b>TOTAL PROJECT</b>	<b>\$ 750,000</b>	<b>\$ (350,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>
<b>IMPACT ON O&amp;M</b>	The project funds utility relocations for street projects and minimal operating impact is anticipated.							

**2020 Utility Relocations**

Water-Wastewater Fund	150,000							\$ 150,000
<b>TOTAL PROJECT</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>
<b>IMPACT ON O&amp;M</b>	The project funds utility relocations for street projects and minimal operating impact is anticipated.							

**2021 Utility Relocations**

Water-Wastewater Fund	165,000							\$ 165,000
<b>TOTAL PROJECT</b>	<b>\$ 165,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 165,000</b>
<b>IMPACT ON O&amp;M</b>	The project funds utility relocations for street projects and minimal operating impact is anticipated.							

**N/S Portal Signs**

General Fund	50,000							\$ 50,000
<b>TOTAL PROJECT</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>
<b>IMPACT ON O&amp;M</b>	The project funds design and engineering of portal signs on the north and south border. Minimal operating impact is anticipated.							



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

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	

**STREET SYSTEM**

**Old Town Keller RR Tunnel**

General Fund	3,385,270	(3,385,270)						\$ -
<b>TOTAL PROJECT</b>	<b>\$ 3,385,270</b>	<b>\$ (3,385,270)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>IMPACT ON O&amp;M</b>	The project has been cancelled and funds moved to the Old Town Keller E./Bates St. project.							

**Old Town Keller E. /Bates St.**

General Fund	614,730	3,385,270						\$ 4,000,000
Debt Issuance			5,000,000	10,000,000				\$ 15,000,000
KDC Fund		685,000						\$ 685,000
<b>TOTAL PROJECT</b>	<b>\$ 614,730</b>	<b>\$ 4,070,270</b>	<b>\$ 5,000,000</b>	<b>\$ 10,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,685,000</b>
<b>IMPACT ON O&amp;M</b>	The project improves street and related infrastructure on the east side of Old Town Keller and Elm Street. The project includes a pedestrian crossing on 377 and a park on Bates street. The operating impact is related to the estimated annual debt payment.							
				\$ 473,606	\$ 1,420,817	\$ 1,420,817	\$ 1,420,817	

**FM 1709 and Keller Smithfield Road Intersection Improvements**

General Fund	250,000	(225,150)						\$ 24,850
<b>TOTAL PROJECT</b>	<b>\$ 250,000</b>	<b>\$ (225,150)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,850</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing intersection and is partially maintained by TxDOT. Minimal operating impact is anticipated.							

**FM 1709 and Rufe Snow Drive Intersection Improvements**

General Fund	250,000	(225,150)						\$ 24,850
<b>TOTAL PROJECT</b>	<b>\$ 250,000</b>	<b>\$ (225,150)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,850</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing intersection and is partially maintained by TxDOT. Minimal operating impact is anticipated.							

**Johnson Road Reconstruction**

General Fund	3,231,250	(5,041)						\$ 3,226,209
Roadway Impact Fees	1,462,500							\$ 1,462,500
KDC Fund	216,000							\$ 216,000
Street Maintenance Fund	231,250	635,602						\$ 866,852
Water-Wastewater Fund	800,000	60,556						\$ 860,556
<b>TOTAL PROJECT</b>	<b>\$ 5,941,000</b>	<b>\$ 691,117</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,632,117</b>
<b>IMPACT ON O&amp;M</b>	The project is related to street, drainage, and sidewalk improvements on an existing road. Minimal operating impact is anticipated.							

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

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	

**STREET SYSTEM**

**Bear Creek / Whitley Roundabout**

General Fund	2,585,857							\$ 2,585,857
Street Maintenance Fund	259,930							\$ 259,930
Water-Wastewater Fund		289,444						\$ 289,444
<b>TOTAL PROJECT</b>	<b>\$ 2,845,787</b>	<b>\$ 289,444</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,135,231</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing intersection and minimal operating impact is anticipated.							

**Pavement Seepage**

Street Maintenance Fund	150,000	(87,464)						\$ 62,536
<b>TOTAL PROJECT</b>	<b>\$ 150,000</b>	<b>\$ (87,464)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 62,536</b>
<b>IMPACT ON O&amp;M</b>	The project is mitigating groundwater seepage on an existing roadway and minimal operating impact is anticipated.							

**UPRR Pedestrian Crossing**

General Fund	150,000	51,575						\$ 201,575
<b>TOTAL PROJECT</b>	<b>\$ 150,000</b>	<b>\$ 51,575</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 201,575</b>
<b>IMPACT ON O&amp;M</b>	The project adds new sidewalks at various railroad crossings and related operational costs can be absorbed in the current budget.							

**Pavement Condition Study**

Street Maintenance Fund	120,917	(31,300)						\$ 89,617
<b>TOTAL PROJECT</b>	<b>\$ 120,917</b>	<b>\$ (31,300)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 89,617</b>
<b>IMPACT ON O&amp;M</b>	The project studies pavement conditions to help prioritize future streets and sidewalks improvements. No direct operational costs are anticipated.							

**Shady Grove (KS to S)**

General Fund	1,000,000							\$ 1,000,000
<b>TOTAL PROJECT</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>
<b>IMPACT ON O&amp;M</b>	The project is improvements of an existing road and minimal operating impact is anticipated.							

**Bar Ditch Maintenance**

General Fund	830,000	(791,000)						\$ 39,000
<b>TOTAL PROJECT</b>	<b>\$ 830,000</b>	<b>\$ (791,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 39,000</b>
<b>IMPACT ON O&amp;M</b>	The project has been cancelled and funds moved to the Mt. Gilead Reconstruction project.							

**Bear Creek Bridge Erosion Protection**

General Fund		400,000	400,000					\$ 800,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 800,000</b>
<b>IMPACT ON O&amp;M</b>	The project provides capital maintenance of an existing bridge and minimal operating impact is anticipated.							

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

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	

**STREET SYSTEM**

**Pearson/Keller Parkway Intersection Improvements (With Southlake)**

General Fund		375,000						\$ 375,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 375,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 375,000</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing intersection and minimal operating impact is anticipated.							

**Green Ribbon Grant - Keller Parkway (377 to Rufe Snow)**

Other			400,000					\$ 400,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>
<b>IMPACT ON O&amp;M</b>	The project provides median enhancements and should be constructed with minimal operating impact.							

**Mt. Gilead Reconstruction (US 377 to Bourland) & Roundabout**

General Fund		2,480,000	2,500,000	512,500	1,350,000			\$ 6,842,500
Roadway Impact Fees			5,000,000	512,500	1,350,000			\$ 6,862,500
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 2,480,000</b>	<b>\$ 7,500,000</b>	<b>\$ 1,025,000</b>	<b>\$ 2,700,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,705,000</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing roadway and minimal operating impact is anticipated.							

**Mt. Gilead/Roanoke Rd. Roundabout**

General Fund							200,000	\$ 200,000
Roadway Impact Fees							200,000	\$ 200,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing intersection and minimal operating impact is anticipated.							

**Whitley Overlay**

General Fund			1,500,000					\$ 1,500,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing roadway and minimal operating impact is anticipated.							

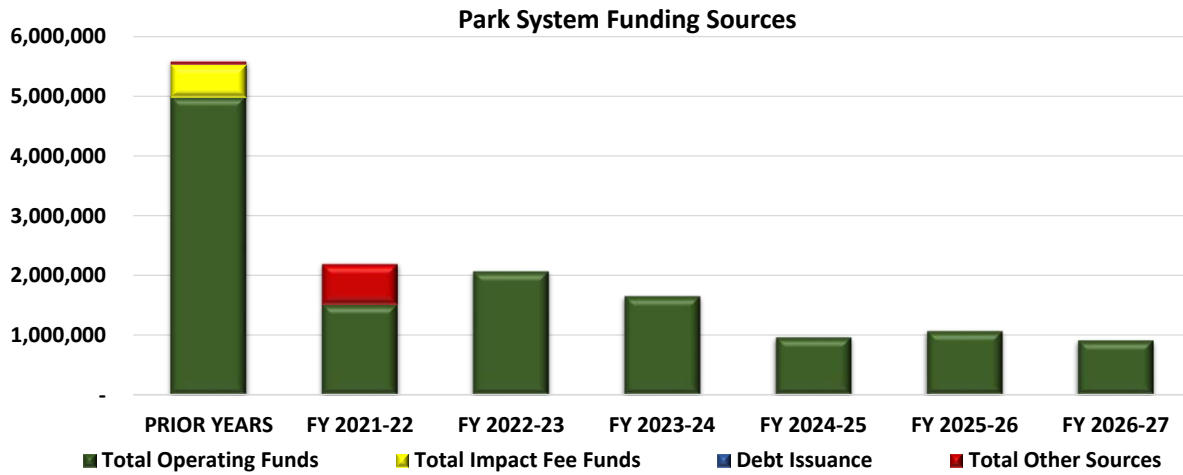
**Whitley Reconstruction**

Debt Issuance							17,000,000	\$ 17,000,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,000,000</b>	<b>\$ 17,000,000</b>
<b>IMPACT ON O&amp;M</b>	The project is reconstruction of an existing road. The operating impact is related to the estimated annual debt service payment.							\$ 1,610,259

<b>TOTAL STREET SYSTEM</b>	<b>\$ 17,107,767</b>	<b>\$ 9,116,186</b>	<b>\$ 17,175,000</b>	<b>\$ 13,777,500</b>	<b>\$ 5,882,750</b>	<b>\$ 2,466,025</b>	<b>\$ 19,902,628</b>	<b>\$ 85,427,856</b>
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## PARK SYSTEM

FUNDING SOURCE	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	TOTAL ALL YEARS
General Fund	-	-	-	-	-	-	-	-
Street Maintenance Fund	-	-	-	-	-	-	-	-
KDC Fund	4,986,168	1,511,675	2,062,750	1,646,025	957,628	1,062,890	907,180	13,134,316
Water-Wastewater Fund	-	-	-	-	-	-	-	-
Drainage Fund	-	-	-	-	-	-	-	-
Pointe Fund	-	-	-	-	-	-	-	-
<b>Total Operating Funds</b>	<b>\$ 4,986,168</b>	<b>\$ 1,511,675</b>	<b>\$ 2,062,750</b>	<b>\$ 1,646,025</b>	<b>\$ 957,628</b>	<b>\$ 1,062,890</b>	<b>\$ 907,180</b>	<b>\$ 13,134,316</b>
Roadway Impact Fees	-	-	-	-	-	-	-	-
Water Impact Fees	-	-	-	-	-	-	-	-
Wastewater Impact Fees	-	-	-	-	-	-	-	-
Park Development Fees	547,656	-	-	-	-	-	-	547,656
<b>Total Impact Fee Funds</b>	<b>\$ 547,656</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 547,656</b>
<b>Debt Issuance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
TX-DoT	-	-	-	-	-	-	-	-
Grant	-	680,515	-	-	-	-	-	680,515
Other	50,680	-	-	-	-	-	-	50,680
<b>Total Other Sources</b>	<b>\$ 50,680</b>	<b>\$ 680,515</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 731,195</b>
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 5,584,504</b>	<b>\$ 2,192,190</b>	<b>\$ 2,062,750</b>	<b>\$ 1,646,025</b>	<b>\$ 957,628</b>	<b>\$ 1,062,890</b>	<b>\$ 907,180</b>	<b>\$ 14,413,167</b>



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

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	

**PARK SYSTEM**

**2017 Matching Grant Program**

KDC Fund	164,487	2,907						\$ 167,394
Other	50,680							\$ 50,680
<b>TOTAL PROJECT</b>	<b>\$ 215,167</b>	<b>\$ 2,907</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 218,074</b>
<b>IMPACT ON O&amp;M</b>	The project funds new or enhanced park features with costs shared with a third party and any grant projects must have minimal operating impact.							

**Overton Ridge Park**

KDC Fund	2,464,655	209,343						\$ 2,673,998
Park Development Fees	547,656							\$ 547,656
<b>TOTAL PROJECT</b>	<b>\$ 3,012,311</b>	<b>\$ 209,343</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,221,654</b>
<b>IMPACT ON O&amp;M</b>	The park improvements require additional mowing and other grounds maintenance.							
				\$ 27,808	\$ 27,808	\$ 27,808	\$ 27,808	

**Whitley Road Safe Routes**

KDC Fund	248,312							\$ 248,312
Grant		680,515	-					\$ 680,515
<b>TOTAL PROJECT</b>	<b>\$ 248,312</b>	<b>\$ 680,515</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 928,827</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing trail and minimal operating impact is anticipated.							

**2020 Trail Expansion**

KDC Fund	409,847							\$ 409,847
<b>TOTAL PROJECT</b>	<b>\$ 409,847</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 409,847</b>
<b>IMPACT ON O&amp;M</b>	The trail improvements have minimal operating impact and can be absorbed in the current budget.							

**Keller Sports Park Parking Lot Improvements - C Pad**

KDC Fund	185,000	(29,500)						\$ 155,500
<b>TOTAL PROJECT</b>	<b>\$ 185,000</b>	<b>\$ (29,500)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 155,500</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing parking lot and minimal operating impact is anticipated.							

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

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	

**PARK SYSTEM**

**Future Trail System Expansion**

KDC Fund	275,000	320,321	332,750	366,025	402,628	442,890	487,180	\$ 2,626,794
<b>TOTAL PROJECT</b>	<b>\$ 275,000</b>	<b>\$ 320,321</b>	<b>\$ 332,750</b>	<b>\$ 366,025</b>	<b>\$ 402,628</b>	<b>\$ 442,890</b>	<b>\$ 487,180</b>	<b>\$ 2,626,794</b>
<b>IMPACT ON O&amp;M</b>	The trail improvements have minimal operating impact and can be absorbed in the current budget.							

**Parks Capital Replacement Program**

KDC Fund	121,367	97,919						\$ 219,286
<b>TOTAL PROJECT</b>	<b>\$ 121,367</b>	<b>\$ 97,919</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 219,286</b>
<b>IMPACT ON O&amp;M</b>	The replacement program improves existing park features and equipment. Minimal operating impact is anticipated.							

**Keller Sports Park Parking Lot Improvements - Baseball lot**

KDC Fund	600,000	(23,800)						\$ 576,200
<b>TOTAL PROJECT</b>	<b>\$ 600,000</b>	<b>\$ (23,800)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 576,200</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing parking lot and minimal operating impact is anticipated.							

**Bear Creek Park Parking Lot Improvements**

KDC Fund	225,000	(3,074)						\$ 221,926
<b>TOTAL PROJECT</b>	<b>\$ 225,000</b>	<b>\$ (3,074)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 221,926</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing parking lot and minimal operating impact is anticipated.							

**Bear Creek Pond Dredging**

KDC Fund	215,000	(1,500)						\$ 213,500
<b>TOTAL PROJECT</b>	<b>\$ 215,000</b>	<b>\$ (1,500)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 213,500</b>
<b>IMPACT ON O&amp;M</b>	The pond dredging is capital maintenance and minimal operating impact is anticipated.							

**Sports Park 2021 Master Plan**

KDC Fund	77,500							\$ 77,500
<b>TOTAL PROJECT</b>	<b>\$ 77,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 77,500</b>
<b>IMPACT ON O&amp;M</b>	The project studies possible improvements to the Sports Park. No direct operational costs are anticipated.							

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

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	

**PARK SYSTEM**

**Chase Oaks Activity Node Playground Replacement**

KDC Fund		110,000						\$ 110,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 110,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 110,000</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing playground equipment and minimal operating impact is anticipated.							

**Keller Sports Park Parking Lot Improvements - Softball Lot**

KDC Fund		829,059						\$ 829,059
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 829,059</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 829,059</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing parking lot and minimal operating impact is anticipated.							

**Bear Creek Park Improvements**

KDC Fund			400,000					\$ 400,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>
<b>IMPACT ON O&amp;M</b>	The project improves existing parks and minimal operating impact is anticipated.							

**Parks at Town Center Playground Replacement**

KDC Fund			150,000					\$ 150,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing playground equipment and minimal operating impact is anticipated.							

**Keller Sports Park Parking Lot Improvements - B Pad**

KDC Fund			380,000					\$ 380,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 380,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 380,000</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing parking lot and minimal operating impact is anticipated.							

**TBD Public Water Feature**

KDC Fund			700,000					\$ 700,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 700,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 700,000</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing public water feature and minimal operating impact is anticipated.							

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

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	

**PARK SYSTEM**

**Northeast Park Concept Plan**

KDC Fund			100,000					\$ 100,000
<b>TOTAL PROJECT</b>	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
<b>IMPACT ON O&amp;M</b>	The project studies possible improvements to the Northeast Park. No direct operational costs are anticipated.							

**TBD Playground Replacement**

KDC Fund				150,000	150,000	150,000	150,000	\$ 600,000
<b>TOTAL PROJECT</b>	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 600,000
<b>IMPACT ON O&amp;M</b>	The project replaces existing playground equipment and minimal operating impact is anticipated.							

**Keller Sports Park Parking Lot Improvements - A Pad**

KDC Fund				380,000				\$ 380,000
<b>TOTAL PROJECT</b>	\$ -	\$ -	\$ -	\$ 380,000	\$ -	\$ -	\$ -	\$ 380,000
<b>IMPACT ON O&amp;M</b>	The project improves an existing parking lot and minimal operating impact is anticipated.							

**TBD Splash Pad**

KDC Fund				750,000				\$ 750,000
<b>TOTAL PROJECT</b>	\$ -	\$ -	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ 750,000
<b>IMPACT ON O&amp;M</b>	The project adds a splash pad to an existed park and the operating impact has not been determined.							

**Keller Sports Park Parking Lot Improvements - D Pad**

KDC Fund					405,000			\$ 405,000
<b>TOTAL PROJECT</b>	\$ -	\$ -	\$ -	\$ -	\$ 405,000	\$ -	\$ -	\$ 405,000
<b>IMPACT ON O&amp;M</b>	The project improves an existing parking lot and minimal operating impact is anticipated.							

**Keller Sports Park Parking Lot Improvements - F Pad**

KDC Fund						470,000		\$ 470,000
<b>TOTAL PROJECT</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 470,000	\$ -	\$ 470,000
<b>IMPACT ON O&amp;M</b>	The project improves an existing parking lot and minimal operating impact is anticipated.							

**Keller Sports Park Parking Lot Improvements - Multipurpose Lot**

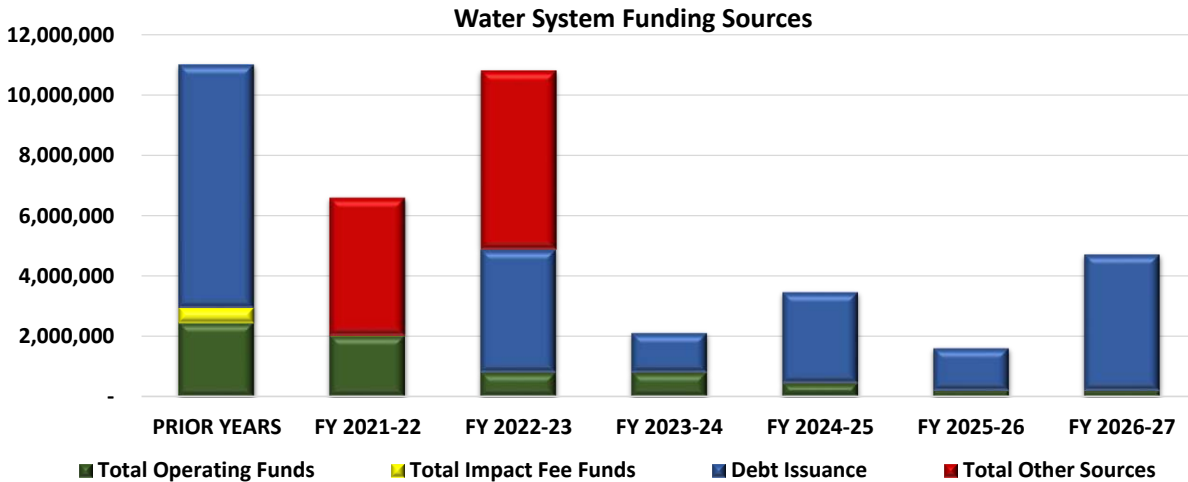
KDC Fund							270,000	\$ 270,000
<b>TOTAL PROJECT</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270,000	\$ 270,000
<b>IMPACT ON O&amp;M</b>	The project improves an existing parking lot and minimal operating impact is anticipated.							

<b>TOTAL PARK SYSTEM</b>	\$ 5,584,504	\$ 2,192,190	\$ 2,062,750	\$ 1,646,025	\$ 957,628	\$ 1,062,890	\$ 907,180	\$ 14,413,167
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## WATER SYSTEM

FUNDING SOURCE	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	TOTAL ALL YEARS
General Fund	-	-	-	-	-	-	-	-
Street Maintenance Fund	-	-	-	-	-	-	-	-
KDC Fund	-	-	-	-	-	-	-	-
Water-Wastewater Fund	2,431,405	2,014,806	800,000	800,000	450,000	200,000	200,000	6,896,211
Drainage Fund	-	-	-	-	-	-	-	-
Pointe Fund	-	-	-	-	-	-	-	-
<b>Total Operating Funds</b>	<b>\$ 2,431,405</b>	<b>\$ 2,014,806</b>	<b>\$ 800,000</b>	<b>\$ 800,000</b>	<b>\$ 450,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 6,896,211</b>
Roadway Impact Fees	-	-	-	-	-	-	-	-
Water Impact Fees	500,000	4,877	-	-	-	-	-	504,877
Wastewater Impact Fees	-	-	-	-	-	-	-	-
Park Development Fees	-	-	-	-	-	-	-	-
<b>Total Impact Fee Funds</b>	<b>\$ 500,000</b>	<b>\$ 4,877</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 504,877</b>
<b>Debt Issuance</b>	<b>\$ 8,060,000</b>	<b>\$ 1,390</b>	<b>\$ 4,060,000</b>	<b>\$ 1,300,000</b>	<b>\$ 3,000,000</b>	<b>\$ 1,400,000</b>	<b>\$ 4,500,000</b>	<b>\$ 22,321,390</b>
TX-DoT	-	-	-	-	-	-	-	-
Grant	-	185,884	-	-	-	-	-	185,884
Other	-	4,375,000	5,925,000	-	-	-	-	10,300,000
<b>Total Other Sources</b>	<b>\$ -</b>	<b>\$ 4,560,884</b>	<b>\$ 5,925,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,485,884</b>
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 10,991,405</b>	<b>\$ 6,581,957</b>	<b>\$ 10,785,000</b>	<b>\$ 2,100,000</b>	<b>\$ 3,450,000</b>	<b>\$ 1,600,000</b>	<b>\$ 4,700,000</b>	<b>\$ 40,208,362</b>



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

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	

**WATER SYSTEM**

**2017 SWIFT Projects**

Debt Issuance	4,000,000							\$ 4,000,000
Water-Wastewater Fund		532,439	250,000					\$ 782,439
<b>TOTAL PROJECT</b>	<b>\$ 4,000,000</b>	<b>\$ 532,439</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,782,439</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing water lines and the operating impact relates to the average annual debt payment.							
		298,027	298,027	298,027	298,027	298,027	298,027	

**Water Line Replacements**

Water-Wastewater Fund	141,405	532,367	200,000	200,000	200,000	200,000	200,000	\$ 1,673,772
Other			455,187					\$ 455,187
<b>TOTAL PROJECT</b>	<b>\$ 141,405</b>	<b>\$ 532,367</b>	<b>\$ 655,187</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 2,128,959</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing water lines and minimal operating impact is anticipated.							

**Hwy. 377 12" Water Lines**

Water Impact Fees	500,000							\$ 500,000
Water-Wastewater Fund	500,000	4,877						\$ 504,877
<b>TOTAL PROJECT</b>	<b>\$ 1,000,000</b>	<b>\$ 4,877</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,004,877</b>
<b>IMPACT ON O&amp;M</b>	The project provides for new water lines along US 377. The increase in lines has a minimal impact on operating costs and can be absorbed within the current budget.							

**Tank Maintenance**

Water-Wastewater Fund	950,000	350,000	350,000	350,000				\$ 2,000,000
Other		1,500,000	3,000,000					\$ 4,500,000
<b>TOTAL PROJECT</b>	<b>\$ 950,000</b>	<b>\$ 1,850,000</b>	<b>\$ 3,350,000</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,500,000</b>
<b>IMPACT ON O&amp;M</b>	The project provides capital maintenance of water tanks and minimal operating impact is anticipated.							

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

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	

**WATER SYSTEM**

**AWIA Emergency Risk, Resiliency, & Response Plan**

Water-Wastewater Fund	200,000							\$ 200,000
<b>TOTAL PROJECT</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>
<b>IMPACT ON O&amp;M</b>	This project develops the federally mandated emergency response plans and no direct operating costs are anticipated.							

**2021 SWIFT**

Debt Issuance	4,060,000							\$ 4,060,000
Water-Wastewater Fund		1,390						\$ 1,390
<b>TOTAL PROJECT</b>	<b>\$ 4,060,000</b>	<b>\$ 1,390</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,061,390</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing water lines and the operating impact relates to the average annual debt payment.							
		288,623	288,623	288,623	288,623	288,623	288,623	

**2023 SWIFT**

Debt Issuance			4,060,000					\$ 4,060,000
Water-Wastewater Fund				250,000	250,000			\$ 500,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,060,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,560,000</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing water lines and the operating impact relates to the average annual debt payment.							
				288,686	288,686	288,686	288,686	

**MSC Improvements**

Water-Wastewater Fund	100,000							\$ 100,000
<b>TOTAL PROJECT</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>
<b>IMPACT ON O&amp;M</b>	The project is capital maintenance of an existing facility and minimal operating impact is anticipated.							

**Pump Station Rehab**

Debt Issuance							4,500,000	\$ 4,500,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,500,000</b>	<b>\$ 4,500,000</b>
<b>IMPACT ON O&amp;M</b>	The project is capital maintenance of an existing facility and the operating impact relates to the average annual debt payment.							
							345,943	

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

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	

**WATER SYSTEM**

**SCADA Maintenance**

Water-Wastewater Fund	540,000							\$ 540,000
<b>TOTAL PROJECT</b>	<b>\$ 540,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 540,000</b>
<b>IMPACT ON O&amp;M</b>	The project is capital replacement of an existing equipment and minimal operating impact is anticipated.							

**Knox Tank Mixer**

Water-Wastewater Fund		600,000						\$ 600,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 600,000</b>
<b>IMPACT ON O&amp;M</b>	The project is capital maintenance of an existing facility and minimal operating impact is anticipated.							

**Pearson Pump Station Generator**

Other		2,000,000						\$ 2,000,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>
<b>IMPACT ON O&amp;M</b>	The project is capital maintenance of an existing facility and minimal operating impact is anticipated.							

**MSC Generators**

Other		200,000	(200,000)					\$ -
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ (200,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>IMPACT ON O&amp;M</b>	The project is capital replacement of an existing equipment and minimal operating impact is anticipated.							

**Bates Street Line Replacements**

Grant								\$ -
Other		675,000						\$ 675,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 675,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 675,000</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing water lines and minimal operating impact is anticipated.							

**Elm Street Line Replacements**

Other			1,375,000					\$ 1,375,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,375,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,375,000</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing water lines and minimal operating impact is anticipated.							

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

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	

**WATER SYSTEM**

**Smart Meter Installation**

Other			1,294,813					\$ 1,294,813
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,294,813</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,294,813</b>
<b>IMPACT ON O&amp;M</b>	The project is capital replacement of an existing equipment and minimal operating impact is anticipated.							

**Johnson Rd 12 Water Lines**

Debt Issuance				1,300,000				\$ 1,300,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,300,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,300,000</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing water lines and the operating impact relates to the average annual debt payment.							
					99,939	99,939	99,939	

**Rapp 16 Water Lines**

Debt Issuance					3,000,000			\$ 3,000,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000,000</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing water lines and the operating impact relates to the average annual debt payment.							
						230,628	230,628	

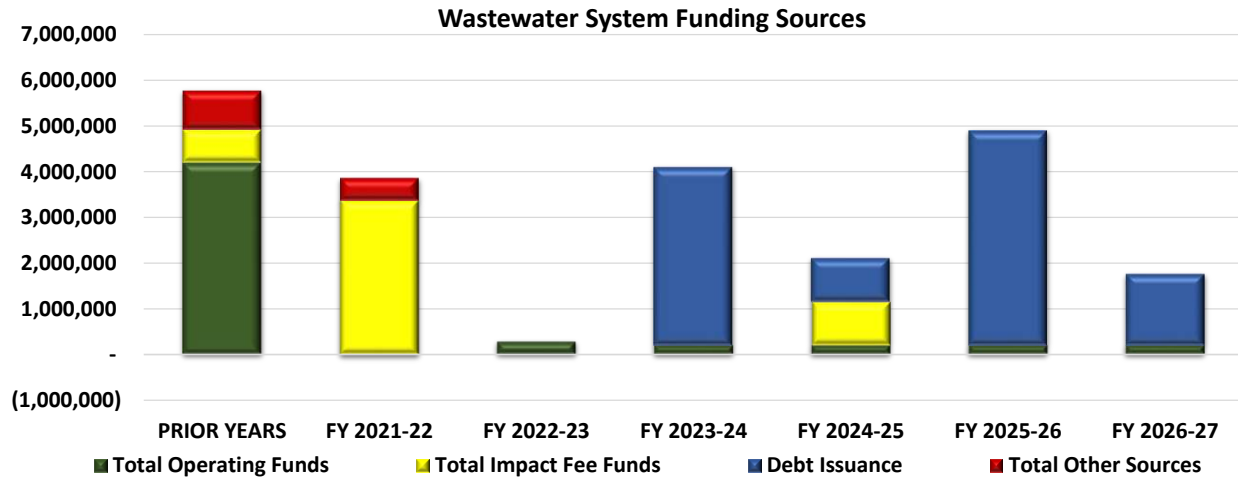
**Bear Creek Pkwy 12 Water Lines**

Debt Issuance						1,400,000		\$ 1,400,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,400,000</b>	<b>\$ -</b>	<b>\$ 1,400,000</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing water lines and the operating impact relates to the average annual debt payment.							
							107,627	

<b>TOTAL WATER SYSTEM</b>	<b>\$ 10,991,405</b>	<b>\$ 6,581,957</b>	<b>\$ 10,785,000</b>	<b>\$ 2,100,000</b>	<b>\$ 3,450,000</b>	<b>\$ 1,600,000</b>	<b>\$ 4,700,000</b>	<b>\$ 40,208,362</b>
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## WASTEWATER SYSTEM

FUNDING SOURCE	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	TOTAL ALL YEARS
General Fund	-	-	-	-	-	-	-	-
Street Maintenance Fund	-	-	-	-	-	-	-	-
KDC Fund	-	-	-	-	-	-	-	-
Water-Wastewater Fund	4,183,172	(6,768)	275,000	200,000	200,000	200,000	200,000	5,251,404
Drainage Fund	-	-	-	-	-	-	-	-
Pointe Fund	-	-	-	-	-	-	-	-
<b>Total Operating Funds</b>	<b>\$ 4,183,172</b>	<b>\$ (6,768)</b>	<b>\$ 275,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 5,251,404</b>
Roadway Impact Fees	-	-	-	-	-	-	-	-
Water Impact Fees	-	-	-	-	-	-	-	-
Wastewater Impact Fees	724,750	3,361,800	-	-	953,450	-	-	5,040,000
Park Development Fees	-	-	-	-	-	-	-	-
<b>Total Impact Fee Funds</b>	<b>\$ 724,750</b>	<b>\$ 3,361,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 953,450</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,040,000</b>
<b>Debt Issuance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,890,800</b>	<b>\$ 953,450</b>	<b>\$ 4,687,900</b>	<b>\$ 1,560,600</b>	<b>\$ 11,092,750</b>
TX-DoT	-	-	-	-	-	-	-	-
Grant	-	-	-	-	-	-	-	-
Other	850,000	500,000	-	-	-	-	-	1,350,000
<b>Total Other Sources</b>	<b>\$ 850,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,350,000</b>
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 5,757,922</b>	<b>\$ 3,855,032</b>	<b>\$ 275,000</b>	<b>\$ 4,090,800</b>	<b>\$ 2,106,900</b>	<b>\$ 4,887,900</b>	<b>\$ 1,760,600</b>	<b>\$ 22,734,154</b>



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

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	

**WASTEWATER SYSTEM**

**Shady Hollow Lift Station**

Water-Wastewater Fund		140,000						\$ 140,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 140,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 140,000</b>
<b>IMPACT ON O&amp;M</b>	The project repairs an existing lift station and minimal operating impact is anticipated.							

**Big Bear East Collector Line Replacement**

Wastewater Impact Fees	75,000							\$ 75,000
<b>TOTAL PROJECT</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing wastewater lines and minimal operating impact is anticipated.							

**Big Bear Creek Interceptor Ph. II**

Water-Wastewater Fund	211,634	38,232						\$ 249,866
Wastewater Impact Fees	649,750							\$ 649,750
<b>TOTAL PROJECT</b>	<b>\$ 861,384</b>	<b>\$ 38,232</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 899,616</b>
<b>IMPACT ON O&amp;M</b>	The project replaces an existing interceptor and minimal operating impact is anticipated.							

**2017 SS Evaluation Study**

Water-Wastewater Fund	1,290,000							\$ 1,290,000
<b>TOTAL PROJECT</b>	<b>\$ 1,290,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,290,000</b>
<b>IMPACT ON O&amp;M</b>	The project studies wastewater system needs and no direct operational costs are anticipated.							

**US 377 Sanitary Sewer Project**

Water-Wastewater Fund	600,000							\$ 600,000
Other	850,000							\$ 850,000
<b>TOTAL PROJECT</b>	<b>\$ 1,450,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,450,000</b>
<b>IMPACT ON O&amp;M</b>	The project relates to new wastewater lines along US 377. Minimal operating impact is anticipated and can be absorbed within the current budget.							

**Mains & Services Replacements**

Water-Wastewater Fund	1,386,538	(185,000)	200,000	200,000	200,000	200,000	200,000	\$ 2,201,538
<b>TOTAL PROJECT</b>	<b>\$ 1,386,538</b>	<b>\$ (185,000)</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 2,201,538</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing wastewater lines and minimal operating impact is anticipated.							

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

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	

**WASTEWATER SYSTEM**

**Big Bear West Interceptor Line Replacement**

Water-Wastewater Fund	575,000							\$ 575,000
<b>TOTAL PROJECT</b>	<b>\$ 575,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 575,000</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing wastewater lines and minimal operating impact is anticipated.							

**Cade Branch Wastewater Capacity Improvements**

Debt Issuance				2,415,600				\$ 2,415,600
Wastewater Impact Fees		2,415,600						\$ 2,415,600
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 2,415,600</b>	<b>\$ -</b>	<b>\$ 2,415,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,831,200</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing wastewater lines and the operating impact relates to the average annual debt payment.							
					185,702	185,702	185,702	

**Cade Branch Wastewater Capacity Improvements 8" to 15"**

Debt Issuance				946,200				\$ 946,200
Wastewater Impact Fees		946,200						\$ 946,200
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 946,200</b>	<b>\$ -</b>	<b>\$ 946,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,892,400</b>
<b>IMPACT ON O&amp;M</b>	The project improves existing wastewater lines and the operating impact relates to the average annual debt payment.							
					72,740	72,740	72,740	

**Big Bear Central Wastewater Capacity Improvements 8" to 12"**

Debt Issuance				529,000				\$ 529,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 529,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 529,000</b>
<b>IMPACT ON O&amp;M</b>	The project improves existing wastewater lines and the operating impact relates to the average annual debt payment.							
					40,667	40,667	40,667	

**Big Bear Central Wastewater Capacity Improvements 6" to 8"**

Debt Issuance					953,450			\$ 953,450
Wastewater Impact Fees					953,450			\$ 953,450
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,906,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,906,900</b>
<b>IMPACT ON O&amp;M</b>	The project improves existing wastewater lines and the operating impact relates to the average annual debt payment.							
						146,595	146,595	



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

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	

**WASTEWATER SYSTEM**

**Big Bear Central Wastewater Capacity Improvements 6" to 8"**

Debt Issuance						1,942,100		\$ 1,942,100
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,942,100</b>	<b>\$ -</b>	<b>\$ 1,942,100</b>
<b>IMPACT ON O&amp;M</b>	The project replaces existing water lines and the operating impact relates to the average annual debt payment.							
							149,301	

**Little Bear Central Wastewater Capacity Improvements 6" to 8"**

Debt Issuance						2,745,800		\$ 2,745,800
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,745,800</b>	<b>\$ -</b>	<b>\$ 2,745,800</b>
<b>IMPACT ON O&amp;M</b>	The project improves existing wastewater lines and the operating impact relates to the average annual debt payment.							
							211,087	

**Big Bear SW Wastewater Capacity Improvements 6" to 8"**

Debt Issuance						1,560,600		\$ 1,560,600
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,560,600</b>	<b>\$ -</b>	<b>\$ 1,560,600</b>
<b>IMPACT ON O&amp;M</b>	The project improves existing wastewater lines and the operating impact relates to the average annual debt payment.							
							119,973	

**Lift Station Generators**

Other		500,000						\$ 500,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,000</b>
<b>IMPACT ON O&amp;M</b>	The project installs generators at lift stations and minimal operating impact is anticipated.							

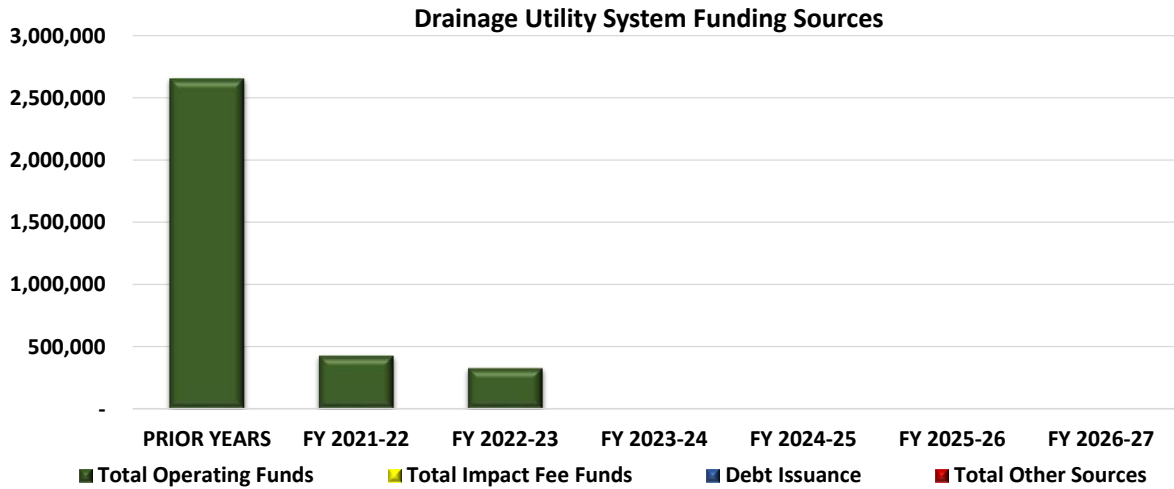
**Pearl St Sewer Re-alignment**

Water-Wastewater Fund			75,000					\$ 75,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>
<b>IMPACT ON O&amp;M</b>	The project realigns existing wastewater lines and minimal operating impact is anticipated.							

<b>TOTAL WASTEWATER SYSTEM</b>	<b>\$ 5,637,922</b>	<b>\$ 3,855,032</b>	<b>\$ 275,000</b>	<b>\$ 4,090,800</b>	<b>\$ 2,106,900</b>	<b>\$ 4,887,900</b>	<b>\$ 1,760,600</b>	<b>\$ 22,614,154</b>
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## DRAINAGE UTILITY SYSTEM

FUNDING SOURCE	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	TOTAL ALL YEARS
General Fund	-	-	-	-	-	-	-	-
Street Maintenance Fund	-	-	-	-	-	-	-	-
KDC Fund	-	-	-	-	-	-	-	-
Water-Wastewater Fund	350,000	-	-	-	-	-	-	350,000
Drainage Fund	2,303,293	425,000	325,000	-	-	-	-	3,053,293
Pointe Fund	-	-	-	-	-	-	-	-
<b>Total Operating Funds</b>	<b>\$ 2,653,293</b>	<b>\$ 425,000</b>	<b>\$ 325,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,403,293</b>
Roadway Impact Fees	-	-	-	-	-	-	-	-
Water Impact Fees	-	-	-	-	-	-	-	-
Wastewater Impact Fees	-	-	-	-	-	-	-	-
Park Development Fees	-	-	-	-	-	-	-	-
<b>Total Impact Fee Funds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Debt Issuance	-	-	-	-	-	-	-	-
TX-DoT	-	-	-	-	-	-	-	-
Grant	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
<b>Total Other Sources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 2,653,293</b>	<b>\$ 425,000</b>	<b>\$ 325,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,403,293</b>



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

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	

**DRAINAGE UTILITY SYSTEM**

**Barbara Lane Drainage Project**

Drainage Fund	350,000							\$ 350,000
Water-Wastewater Fund	350,000	-	-	-	-	-	-	\$ 350,000
<b>TOTAL PROJECT</b>	<b>\$ 700,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 700,000</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing drainage area and minimal operating impact is anticipated.							

**2017 Unanticipated Drainage Projects**

Drainage Fund	171,455							\$ 171,455
<b>TOTAL PROJECT</b>	<b>\$ 171,455</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 171,455</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing drainage area and minimal operating impact is anticipated.							

**2018 Unanticipated Drainage Projects**

Drainage Fund	318,838							\$ 318,838
<b>TOTAL PROJECT</b>	<b>\$ 318,838</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 318,838</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing drainage area and minimal operating impact is anticipated.							

**Drainage Master Plan**

Drainage Fund	550,000							\$ 550,000
<b>TOTAL PROJECT</b>	<b>\$ 550,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 550,000</b>
<b>IMPACT ON O&amp;M</b>	The project is a study for future drainage maintenance and system needs. No direct operational costs are anticipated.							

**Woods Drive**

Drainage Fund	150,000	(150,000)						\$ -
<b>TOTAL PROJECT</b>	<b>\$ 150,000</b>	<b>\$ (150,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>IMPACT ON O&amp;M</b>	The project has been cancelled and funds moved to the Nightingale Culvert project.							

**Nightingale Culvert**

Drainage Fund	693,000	545,000	325,000					\$ 1,563,000
<b>TOTAL PROJECT</b>	<b>\$ 693,000</b>	<b>\$ 545,000</b>	<b>\$ 325,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,563,000</b>
<b>IMPACT ON O&amp;M</b>	The project improves an existing drainage area and minimal operating impact is anticipated.							

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

PROJECT	FISCAL YEARS							TOTAL ALL YEARS
	PRIOR YEARS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	

**DRAINAGE UTILITY SYSTEM**

**Shady Lane South**

Drainage Fund	70,000	(70,000)						\$ -
<b>TOTAL PROJECT</b>	<b>\$ 70,000</b>	<b>\$ (70,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>IMPACT ON O&amp;M</b>	The project has been cancelled and funds moved to the Nightingale Culvert project.							

**Stream Bank Erosion Study**

Drainage Fund		100,000	-					\$ 100,000
<b>TOTAL PROJECT</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>
<b>IMPACT ON O&amp;M</b>	The project is a study for drainage maintenance needs. No direct operational costs are anticipated.							

<b>TOTAL DRAINAGE UTILITY SYSTEM</b>	<b>\$ 2,653,293</b>	<b>\$ 425,000</b>	<b>\$ 325,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,403,293</b>
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<b>TOTAL ALL PROJECTS AND YEARS</b>	<b>\$ 61,218,613</b>	<b>\$ 23,211,482</b>	<b>\$ 30,622,750</b>	<b>\$ 21,614,325</b>	<b>\$ 12,397,278</b>	<b>\$ 10,016,815</b>	<b>\$ 27,270,408</b>	<b>\$ 186,351,671</b>
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## IMPACT FEE FUNDS

The Impact Fee Funds are funds for development activity which will impact current infrastructure systems. Developers are assessed fees which are used by the City to create improvements to the infrastructure systems to offset the impacts. For the City of Keller, the funds considered to be Impact Fee Funds are the Parkland Dedication Fund, Roadway Impact Fee Fund, Water Impact Fee Fund, and the Wastewater Fee Fund.

**Note:** These funds are considered non-operating funds and are provided for 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 Annual Comprehensive Financial Report (ACFR), the fund is presented as a capital improvement fund.

## REVENUE SUMMARY

<b>REVENUES:</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
				<b>Budget</b>	
Roadway Impact Fees	\$ 1,771,373	\$ -	\$ 237,372	\$ -	\$ -
Interest Earnings	45,190	-	20,275	-	-
<b>TOTAL</b>	<b>\$ 1,816,563</b>	<b>\$ -</b>	<b>\$ 257,647</b>	<b>\$ -</b>	<b>\$ -</b>

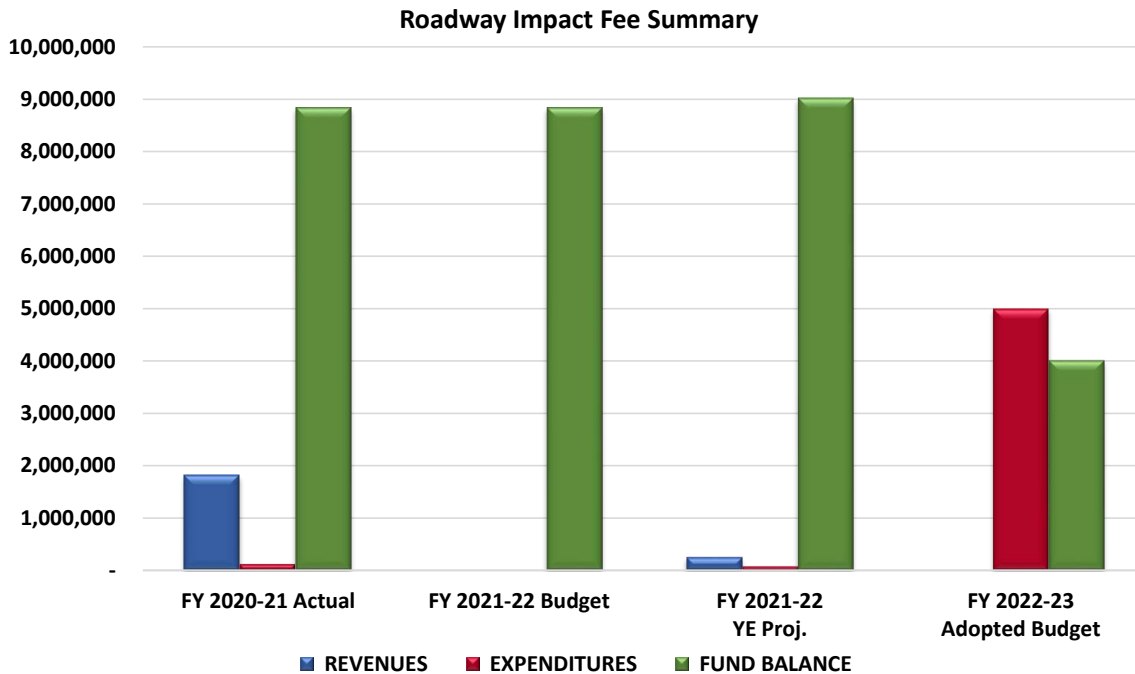
## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
				<b>Budget</b>	
Services & other	\$ 123,350	\$ -	\$ 77,940	\$ -	-
Street Improvements	-	-	-	5,000,000	5,000,000
<b>TOTAL</b>	<b>\$ 123,350</b>	<b>\$ -</b>	<b>\$ 77,940</b>	<b>\$ 5,000,000</b>	<b>\$ 5,000,000</b>

# ROADWAY IMPACT FEE FUND

## FUND BALANCE SUMMARY

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 1,816,563	\$ -	\$ 257,647	\$ -	\$ -
EXPENDITURES	123,350	-	77,940	5,000,000	5,000,000
VARIANCE	1,693,213	-	179,707	(5,000,000)	(5,000,000)
<b>FUND BALANCE</b>	<b>\$ 8,836,317</b>	<b>\$ 8,836,317</b>	<b>\$ 9,016,024</b>	<b>\$ 4,016,024</b>	<b>\$ (4,820,293)</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<u>BY POSITION TITLE:</u>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



# PARK DEVELOPMENT FEE FUND

**FUND DESCRIPTION:**

This fund is used to account for resources received from park development fees and expenditures that are restricted for park improvements. Funds are transferred to the Park CIP Fund for park improvements. In prior years, fund revenues and expenditures were included in operating budget totals. Starting in FY 2016-17, fund revenues and expenditures will no longer be considered operating funds and are shown for informational purposes only. In the City's Annual Comprehensive Financial Report (ACFR), the fund is presented as a capital improvement fund.

## REVENUE SUMMARY

<b>REVENUES:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Park Development Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Earnings	2,549	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,549</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

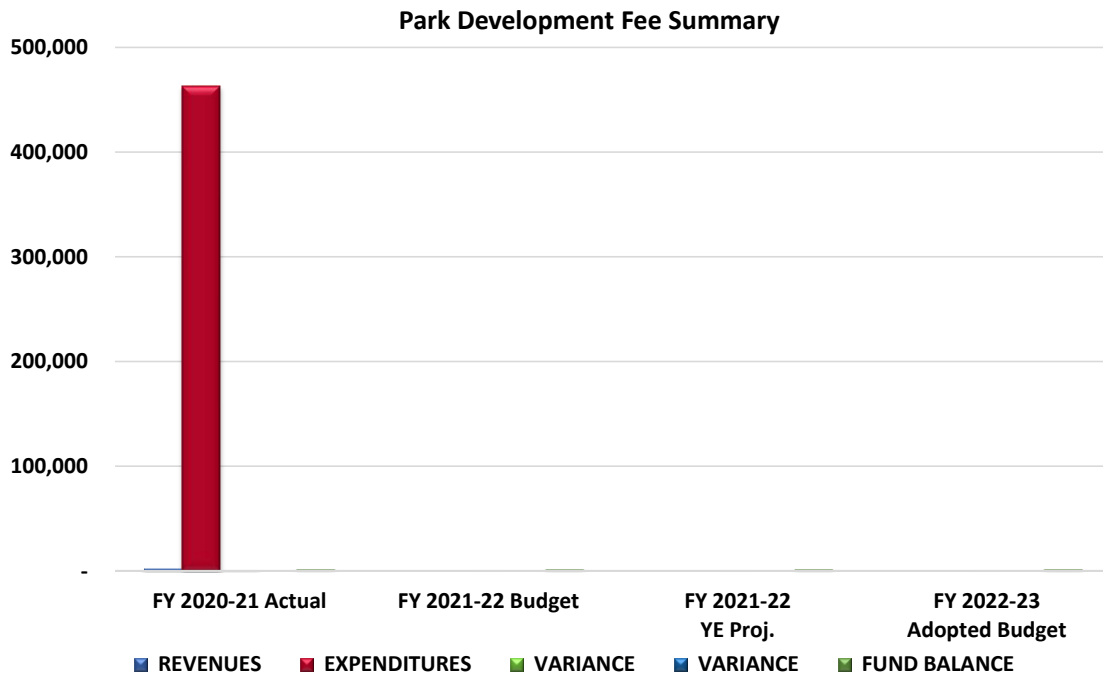
## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	<b>FY 2020-21 Actual</b>	<b>FY 2021-22 Budget</b>	<b>FY 2021-22 YE Proj.</b>	<b>FY 2022-23 Adopted Budget</b>	<b>Budget Variance (\$)</b>
Park Improvements/ Land Acquisition	\$ 463,062	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 463,062</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# PARK DEVELOPMENT FEE FUND

## FUND BALANCE SUMMARY

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 2,549	\$ -	\$ -	\$ -	\$ -
EXPENDITURES	463,062	-	-	-	-
VARIANCE	(460,513)	-	-	-	-
<b>FUND BALANCE</b>	<b>\$ 1,268</b>	<b>\$ 1,268</b>	<b>\$ 1,268</b>	<b>\$ 1,268</b>	<b>\$ -</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<u>BY POSITION TITLE:</u>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
<b>TOTAL</b>	-	-	-	-	-

# WATER IMPACT FEE FUND

**FUND DESCRIPTION:**

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

## REVENUE SUMMARY

<b>REVENUES:</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
Water Impact Fees	\$ 493,865	\$ -	\$ 174,867	\$ -	\$ -
I/G Rev - Town of Westlake	-	-	-	-	-
Interest Earnings	3,551	-	3,020	-	-
<b>TOTAL</b>	<b>\$ 497,417</b>	<b>\$ -</b>	<b>\$ 177,887</b>	<b>\$ -</b>	<b>\$ -</b>

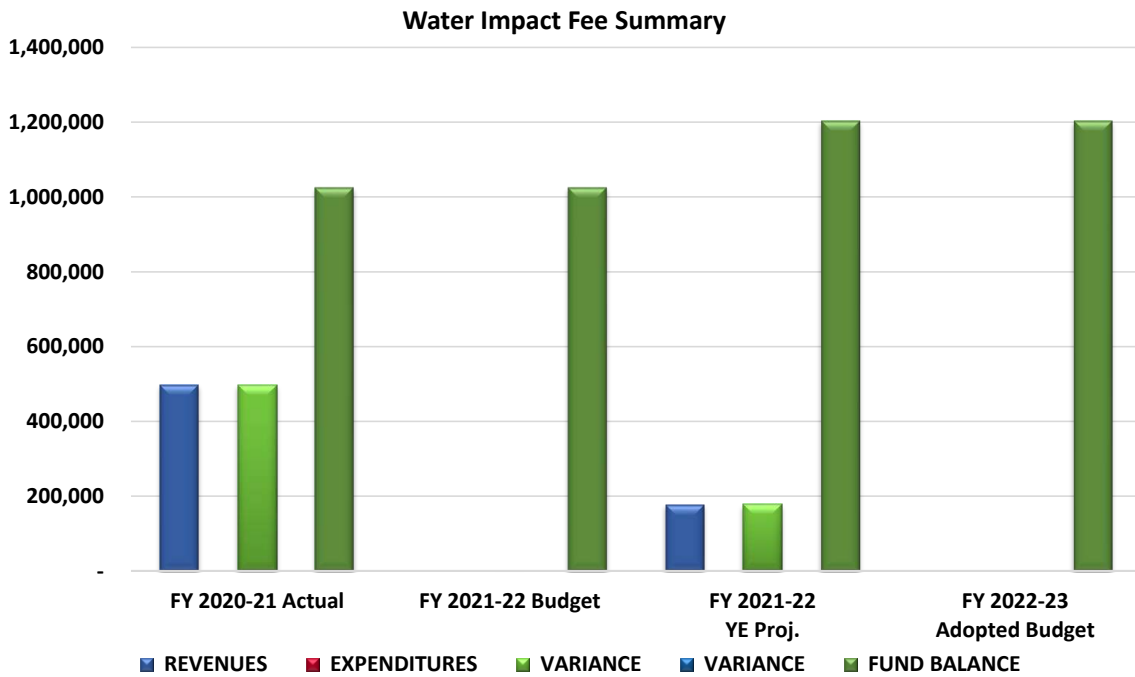
## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
Water Improvements	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# WATER IMPACT FEE FUND

## FUND BALANCE SUMMARY

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 497,417	\$ -	\$ 177,887	\$ -	\$ -
EXPENDITURES	-	-	-	-	-
VARIANCE	497,417	-	177,887	-	-
<b>FUND BALANCE</b>	<b>\$ 1,025,905</b>	<b>\$ 1,025,905</b>	<b>\$ 1,203,792</b>	<b>\$ 1,203,792</b>	<b>\$ 177,887</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<b><u>BY POSITION TITLE:</u></b>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
<b><u>TOTAL</u></b>	-	-	-	-	-

# WASTEWATER IMPACT FEE FUND

**FUND DESCRIPTION:**

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

## REVENUE SUMMARY

<b>REVENUES:</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
				<b>Budget</b>	
Wastewater Impact Fees	\$ 455,181	\$ -	\$ 152,205	\$ -	\$ -
Interest Earnings	20,946	-	6,024	-	-
<b>TOTAL</b>	<b>\$ 476,127</b>	<b>\$ -</b>	<b>\$ 158,229</b>	<b>\$ -</b>	<b>\$ -</b>

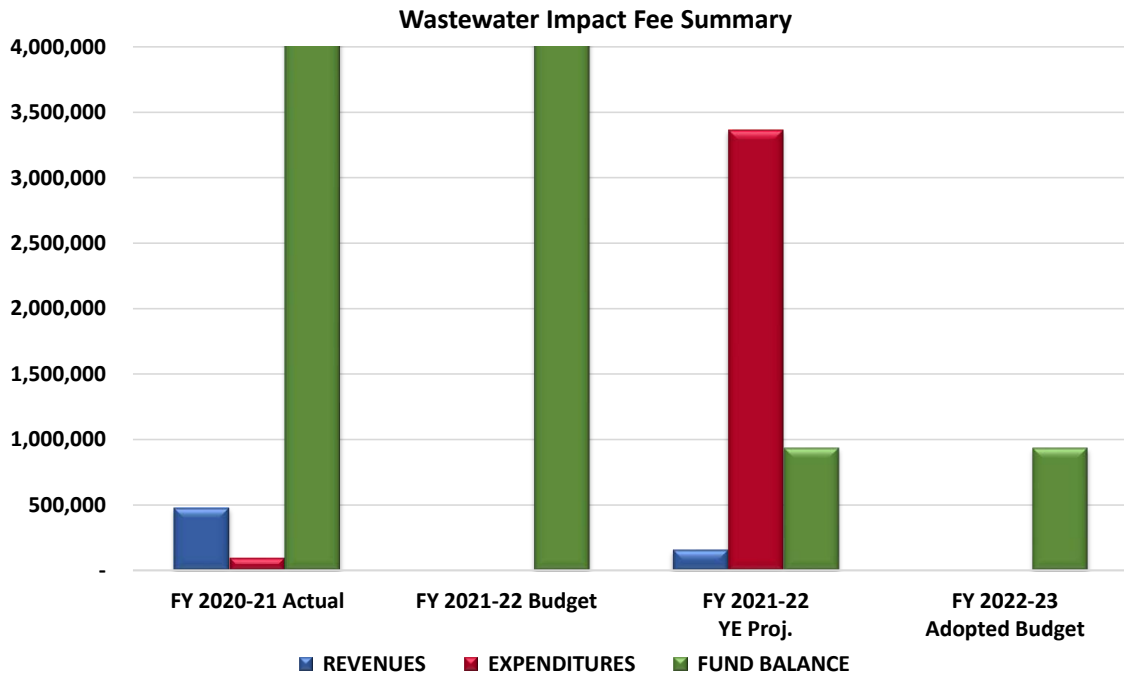
## EXPENDITURE SUMMARY

<b>EXPENDITURES BY DIVISION:</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>YE Proj.</b>	<b>Adopted</b>	<b>Variance (\$)</b>
				<b>Budget</b>	
Wastewater Improvements	\$ 98,451	\$ -	\$ 3,365,700	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 98,451</b>	<b>\$ -</b>	<b>\$ 3,365,700</b>	<b>\$ -</b>	<b>\$ -</b>

# WASTEWATER IMPACT FEE FUND

## FUND BALANCE SUMMARY

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
REVENUES	\$ 476,127	\$ -	\$ 158,229	\$ -	\$ -
EXPENDITURES	98,451	-	3,365,700	-	-
VARIANCE	377,676	-	(3,207,471)	-	-
<b>FUND BALANCE</b>	<b>\$ 4,145,910</b>	<b>\$ 4,145,910</b>	<b>\$ 938,439</b>	<b>\$ 938,439</b>	<b>\$ (3,207,471)</b>



## PERSONNEL SUMMARY

(Full-time Equivalent Positions - Includes Vacant Positions)

<u>BY POSITION TITLE:</u>	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 YE Proj.	FY 2022-23 Adopted Budget	Budget Variance (\$)
No personnel for this fund	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## **APPENDIX**

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



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ORDINANCE NO. 2091

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF KELLER, TEXAS, ADOPTING THE ANNUAL BUDGET FOR THE CITY OF KELLER, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023, INCLUDING THE 2022-23 CAPITAL IMPROVEMENTS PROGRAM, AND ADOPTING THE FISCAL YEAR 2022-23 FEE SCHEDULE FOR THE CITY OF KELLER, TEXAS.

WHEREAS, the annual budget for the City of Keller, Texas was prepared by the City Manager and presented to the City Council by August 15, 2022, in accordance with the Charter of the City of Keller, Texas; and

WHEREAS, a public hearing on the Keller Crime Control Prevention District was held, and the Board of Directors of the Keller Crime Control Prevention District unanimously approved the budget for the Keller Crime Control and Prevention District, on June 16, 2022, and subsequently, a notice of public hearing on the proposed Keller Crime Control and Prevention District budget was provided, and said public hearing was held by the City Council of the City of Keller, Texas, on July 5, 2022; and

WHEREAS, the Keller Development Corporation Board of Directors approved the budget for the Keller Development Corporation, on July 1, 2022, and subsequently, a notice of public hearing on the proposed Keller Development Corporation budget was provided, and said public hearing was held by the City Council of the City of Keller, Texas, on July 19, 2022; and

WHEREAS, the proposed budget document has been made available for public review in person and on the City's Internet web site and;

WHEREAS, a notice of public hearing concerning the proposed annual City budget was published as required by State law and the City Charter of the City of Keller, and said public hearing was held by the City Council on September 20, 2022; and

WHEREAS, after review and public hearing on the proposed 2022-23 Annual Budget, including the 2022-23 capital improvements program, and the 2022-23 City of Keller Fee Schedule, it is deemed to be in the best financial interest of the citizens of the City of Keller, Texas, that the City Council should approve said budget and any amendments, as subsequently approved by the City Council, and as presented by the City Manager.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KELLER, TEXAS:

- Section 1: THAT, the above findings are hereby found to be true and correct and are incorporated herein in their entirety.
- Section 2: THAT, the official budget for the City of Keller, Texas, for the Fiscal Year beginning October 1, 2022 and ending September 30, 2023, including the 2022-23 Capital Improvements Program be hereby adopted by the City Council of the City of Keller, Texas, and the City Secretary is directed to keep and maintain a copy of such official budget on file in the office of the City Secretary, available for inspection by citizens and the general public.
- Section 3: THAT, the City Council of the City of Keller, Texas, hereby approves transfers between funds as indicated within the budget.
- Section 4: THAT, the sums specified below are hereby appropriated from the respective funds for the payment of expenditures on behalf of the city government as established in the approved budget document:

General Fund	\$45,009,687
Water And Wastewater Fund	28,882,645
Drainage Utility Fund	1,676,475
Keller Development Corporation Fund	4,038,943
The Keller Pointe Fund	3,490,002
Keller Crime Control And Prevention District Fund	2,334,197
Street And Sidewalk Improvements Fund	2,110,000
Debt Service Fund	3,742,294
Information Technology Fund	3,106,846
Recreation Special Revenue Fund	348,657
Municipal Court Special Revenue Fund	55,358
Public Education And Government Cable Franchise Fee Fund	147,500
Community Clean-Up Fund	36,500
Tax Increment Reinvestment Zone #2 Fund	-
Self-Insurance Fund	4,587,645
Fleet Replacement Fund	2,291,750
Facility Capital Replacement Fund	1,152,836
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$103,011,335</b>
Street Improvement Projects	\$17,175,000
Parks and Recreation Projects	2,062,750
Water and Sewer Projects	11,060,000
Drainage Projects	325,000

<b>TOTAL 2022-23 CAPITAL IMPROVEMENT FUNDS</b>	<b>\$30,622,750</b>
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Section 5: THAT, remaining balances of all capital project appropriations at September 30, 2022 shall be automatically re-appropriated into the respective capital project in the 2022-23 fiscal year in accordance with the Financial Management policy regarding project life budgeting.

Section 6: THAT, in addition to the amounts provided above in Section 3 through Section 5, the following capital projects costs are hereby authorized to be funded in fiscal year 2022-23 from new debt obligations:

Old Town Keller East/Elm Street Project	\$5,000,000
SWIFT Ph. 3 Project	4,060,000

Section 7: THAT, impact fee funds of the City of Keller, Texas are considered non-operating funds and are expressly limited or restricted to specific uses in the City of Keller Code of Ordinances or State law, therefore, no specific annual appropriation is provided; transfers of impact fees to capital improvement projects are hereby appropriated in fiscal year 2022-23 for the following purposes:

ROADWAY IMPACT FEE FUND: Revenues are derived from roadway impact fees assessed on new development within the City, and expenditures are restricted to roadway capital improvement projects and/or debt service costs related to specific roadway capital improvement projects. The following capital projects costs are hereby appropriated to be transfer in fiscal year 2022-23 from the Roadway Impact Fee Fund:

Mt. Gilead Reconstruction	\$ 5,000,000
<b>Total</b>	<b>\$ 5,000,000</b>

WATER IMPACT FEE FUND: Revenues are derived from water impact fees assessed on new development within the City, and expenditures are restricted to water capital improvement projects and/or debt service costs related to specific water capital improvement projects. The following capital projects costs are hereby appropriated to be transfer in fiscal year 2022-23 from the Water Impact Fee Fund:

N/A	\$ -
<b>Total</b>	<b>\$ -</b>

WASTEWATER IMPACT FEE FUND: Revenues are derived from wastewater impact fees assessed on new development within the City, and expenditures are restricted to wastewater capital improvement projects and/or debt service costs related to specific wastewater capital improvement projects. The following capital projects costs are hereby appropriated to be transfer in fiscal year 2022-23 from the Wastewater Impact Fee Fund:

N/A	\$ -
<b>Total</b>	<b>\$ -</b>

PARKS CAPITAL IMPROVEMENTS FUND: Resources and associated expenditures are restricted for parks capital improvements. The following capital projects costs are hereby appropriated to be transfer in fiscal year 2022-23 from the Parks Capital Improvements Fee Fund:

N/A	\$ -
<b>Total</b>	<b>\$ -</b>

Section 8: THAT, expenditures on behalf of the City of Keller, Texas for the following funds are expressly limited or restricted to specific uses by other provisions in the City of Keller Code of Ordinances or State law; therefore, they are considered non-operating funds and no specific annual appropriation, except for interfund (intragovernmental) transfers are provided:

LIBRARY SPECIAL REVENUE FUND: Revenues are derived primarily from donations and contributions specifically designated for library related expenditures. Because of the uncertainty of annual revenues, no annual appropriation budget is prepared.

PUBLIC SAFETY SPECIAL REVENUE FUND: Revenues are derived from various sources, in particular grants and donations, and are specifically designated for public safety. Because of the uncertainty of annual revenues, no annual appropriation budget is prepared.

PUBLIC ARTS SPECIAL REVENUE FUND: Revenues are derived from various sources, in particular donations and developer contributions, and are specifically designated for public art displays. Because of the uncertainty of annual revenues, no annual appropriation budget is prepared.

SINGLE NON-PROFIT TRUST FUND: Revenues are derived from withholdings from employees for health and life insurance premium deductions, and transfers of City-paid health and life insurance benefits on behalf of employees. Revenues are specifically designated for payment of third-party health and life indemnity insurance premiums. Because withholdings from employees for health and life insurance premium deductions are non-budgeted cash outlays, and further, that the cost of City-paid insurance premiums for employees is already provided within the budgets of the respective and various funds of the City, no annual budget appropriation is necessary for this fund.

TREE RESTORATION FUND: Revenues are derived from various sources and are specifically designated for tree new and replacements on city grounds. Because of the uncertainty of annual revenues, no annual appropriation budget is prepared.

GRANT SPECIAL REVENUE FUND: Revenues are derived primarily from various grants, in particular, federal and state agency grants which are designated for specifically related expenditures. Because of the uncertainty of annual revenues, no annual appropriation budget is prepared.

- Section 9: THAT, unless related to a project-life expenditure, all appropriations shall lapse at the end of each respective fiscal year.
- Section 10: THAT, the 2022-23 City of Keller Fee Schedule provided in the budget document is hereby adopted for fiscal year 2022-23.
- Section 11: THAT, should any part, portion, section, or part of a section of this Ordinance be declared invalid, or inoperative, or void for any reason by a court of competent jurisdiction, such decision, opinion, or judgment shall in no way affect the remaining provisions, parts, sections, or parts of sections of this Ordinance, which provisions shall be, remain, and continue to be in full force and effect.
- Section 12: THAT, all ordinances and appropriations for which provisions have heretofore been made are hereby expressly repealed if in conflict with the provisions of this Ordinance.

AND IT IS SO ORDAINED.

Passed and approved by a vote of 7 to 0 on this the 20th day of September, 2022.

Record Vote:

**Council Member**

	<u>For</u>	<u>Against</u>
Armin Mizani, Mayor	<u>X</u>	<u>      </u>
Ross McMullin, Mayor Pro Tem	<u>X</u>	<u>      </u>
Shannon Dubberly	<u>X</u>	<u>      </u>
Sean Hicks	<u>X</u>	<u>      </u>
Jessica Juarez	<u>X</u>	<u>      </u>
Tag Green	<u>X</u>	<u>      </u>
Chris Whatley	<u>X</u>	<u>      </u>

Abstain:-


Absent:-




CITY OF KELLER, TEXAS

BY:   
 Armin R. Mizani, Mayor

ATTEST:

  
 Kelly Ballard, City Secretary

Approved as to Form and Legality:

 *For*  
 L. Stanton Lowry, City Attorney

RESOLUTION NO. 4563

A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF KELLER, TEXAS, RATIFYING THE TAX REVENUE FOR THE TAX YEAR 2022 (FISCAL YEAR 2022-23) FOR THE CITY OF KELLER, TEXAS.

WHEREAS, Section 102.007 of the Local Government Code, Subsection (c), requires a vote of the governing body to ratify the property revenue tax increase reflected in the adopted budget; and

WHEREAS, proper notice of a public hearing on the proposed budget was provided in accordance with Article VIII, City Charter of the City of Keller, Texas, and said public hearing was held on September 20, 2022; and

WHEREAS, the proposed rate is lower than both the no new revenue rate and voter-approval rate so a public hearing on the adoption of a tax rate is not required; and

WHEREAS, a vote on the proposed tax rate is to be held on September 20, 2022 and notice of the vote was not required in accordance with Chapter 26 of the Tax Code.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KELLER, TEXAS:

Section 1: THAT, the above findings are hereby found to be true and correct and are incorporated herein in their entirety.

Section 3: THAT, the City Council of the City of Keller, hereby ratifies the 2022 (Fiscal Year 2022-23) property tax revenue as reflected in the adopted budget for Fiscal Year 2022-23 for the City of Keller, Texas, as follows:

General Fund (Maintenance & Operations)	\$20,121,238
Debt Service Fund	\$3,744,305
TIRZ Fund	\$30,436
Total	<hr/> \$23,895,979

Section 3: THAT, the City Council of the City of Keller, hereby ratifies the total property tax revenue increase of \$189,763 as reflected in the adopted budget for Fiscal Year 2022-23 for the City of Keller, Texas.

Section 4: THAT, the City Council of the City of Keller, hereby ratifies the property tax revenue increase of \$249,530 to be raised from new property added to the tax roll for 2022 (Fiscal Year 2022-23) for the City of Keller, Texas.

Section 5: THAT, the City Council of the City of Keller, hereby ratifies the property tax revenue decrease of \$59,767 to be raised from existing properties on the tax roll for 2022 (Fiscal Year 2022-23) for the City of Keller, Texas.

AND IT IS SO RESOLVED.

Passed by a vote of 7 to 0 on this the 20th day of September, 2022.



CITY OF KELLER, TEXAS

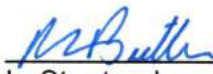
BY: \_\_\_\_\_

  
Armin R. Mizani, Mayor

ATTEST:

  
\_\_\_\_\_  
Kelly Ballard, City Secretary

Approved as to Form and Legality:

  
\_\_\_\_\_  
L. Stanton Lowry, City Attorney For



ORDINANCE NO. 2092

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF KELLER, TEXAS, LEVYING TAXES TO BE ASSESSED ON ALL TAXABLE PROPERTIES WITHIN THE CITY LIMITS OF THE CITY OF KELLER, TEXAS FOR THE TAX YEAR 2022 (FISCAL YEAR 2022-23).

WHEREAS, a public hearing on the proposed annual budget for the City of Keller, Texas, for the fiscal year beginning October 1, 2022 and ending September 30, 2023, has been duly advertised, and hearing held on September 20, 2022; and

WHEREAS, the annual budget has been approved and adopted in an amount necessary to require the tax levy as herein stated; and

WHEREAS, the required notices related to the 2022 Tax Rate were published in accordance with State law; and

WHEREAS, the proposed rate is lower than both the no new revenue rate and voter-approval rate so a public hearing on the adoption of a tax rate is not required; and

WHEREAS, it is deemed to be in the best interest of the citizens of the City of Keller, Texas, to levy said tax on all taxable properties within the city limits of Keller in order to provide the necessary funds to provide municipal service to its citizens; and

WHEREAS, it is officially found, determined, and declared that the meeting at which this Ordinance has been adopted was open to the public and public notice of the date, time, location, and subject of said meeting, including this Ordinance, was given, all as required by the applicable provisions of the Texas Government Code, Chapter 551.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KELLER, TEXAS:

Section 1: THAT, the above findings are hereby found to be true and correct and are incorporated herein in their entirety.

Section 2: THAT, the City Council of the City of Keller, Texas, shall hereby levy the following taxes on each One Hundred Dollars (\$100.00), of taxable valuation on all taxable property within the city limits of the City of Keller, Texas, to be assessed and collected by the Tax Assessor/Collector for the tax year 2022 (Fiscal Year 2022-23) for the purposes hereinafter stipulated:

a. For the General Fund Maintenance and Operations levied on the \$100.00 of taxable valuation:	<u>\$0.299234</u>
b. For the Interest and Sinking Fund levied on the \$100.00 of taxable valuation:	<u>\$0.055266</u>
<b>Total tax rate</b>	<b><u>\$0.354500</u></b>

Section 3: *THAT, this tax rate will not raise more taxes for maintenance and operations than last year's rate.*

Section 4: THAT, there shall be exempted from the valuation of all residential homesteads for which proper application shall have been made, an amount equal to the greater of twenty percent (20%) of the appraised value of such residential homestead, or Five Thousand Dollars (\$5,000.00). The exemption shall be granted to any such residential homestead and the improvements qualifying for same as provided by law.

Section 5: THAT, there shall be exempted the sum of Forty Thousand Dollars (\$40,000.00) of the assessed value of residence homesteads of residents of the City of Keller, Texas, who are sixty-five (65) years of age or older, from all ad valorem taxes thereafter levied by the City of Keller, Texas.

Section 6: THAT, there shall be exempted the sum of Ten Thousand Dollars (\$10,000.00) of the assessed value of residence homesteads of residents of the City of Keller, Texas, meeting the definition of a "disabled" individual, as defined by the Texas Tax Code.

Section 7: THAT, there shall be exempted from valuation any other exemption or exemptions, which may be authorized by the Texas Tax Code for which proper application by the Taxpayer, shall have been made.

Section 8: THAT, Ordinance No. 1209, approved by the City Council of the City of Keller, Texas, on August 3, 2004, provided for the establishment of an ad valorem tax limitation on residential homesteads of disabled and persons sixty-five (65) years of age or older and their spouses, as authorized and defined by the Texas Constitution, Article VIII, Taxation and Revenue, Section 1-b, Residence Homestead Exemption, and the Texas Tax Code, Chapter 11, Taxable Property and Exemptions, Section 11.261, Limitation of County, Municipal, or Junior College District Tax on Homesteads of Disabled and Elderly.

Section 9: THAT, the taxes are hereby assessed and levied and are due and payable on October 1, 2022 and shall be payable not later than January 31, 2023. The penalties and interest provided for shall accrue after this date. However, if the entire taxes due are paid in full by January 31, 2023, no penalty or interest shall be due.

Section 10: THAT, in addition to the taxes assessed and levied herein, there is also assessed and levied a penalty for the failure to pay taxes due as State law provides.

Section 11: THAT, in addition to the taxes and penalty and interest assessed and levied herein, there is also assessed and levied a twenty percent (20%) collection fee on all taxes, and penalty, and interest that become delinquent and remain unpaid on July 1, 2023.

Section 12: THAT, this Ordinance shall take effect and be in full force and effect from and after its passage.

AND IT IS SO ORDAINED.

Passed and approved by a vote of 7 to 0 on this the 20th day of September, 2022.



CITY OF KELLER, TEXAS

BY:   
Armin R. Mizani, Mayor

ATTEST:

  
Kelly Ballard, City Secretary

Approved as to Form and Legality:

 For  
L. Stanton Lowry, City Attorney

# 2022 Tax Rate Calculation Worksheet

## Taxing Units Other Than School Districts or Water Districts

Taxing Unit Name	Phone (area code and number)
Taxing Unit's Address, City, State, ZIP Code	Taxing Unit's Website Address

**GENERAL INFORMATION:** Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

**SECTION 1: No-New-Revenue Tax Rate**

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	<b>2021 total taxable value.</b> Enter the amount of 2021 taxable value on the 2021 tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). <sup>1</sup>	\$ _____
2.	<b>2021 tax ceilings.</b> Counties, cities and junior college districts. Enter 2021 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2021 or a prior year for homeowners age 65 or older or disabled, use this step. <sup>2</sup>	\$ _____
3.	<b>Preliminary 2021 adjusted taxable value.</b> Subtract Line 2 from Line 1.	\$ _____
4.	<b>2021 total adopted tax rate.</b>	\$ _____ /\$100
5.	<b>2021 taxable value lost because court appeals of ARB decisions reduced 2021 appraised value.</b>	
	A. <b>Original 2021 ARB values:</b> ..... \$ _____	
	B. <b>2021 values resulting from final court decisions:</b> ..... - \$ _____	
	C. <b>2021 value loss.</b> Subtract B from A. <sup>3</sup>	\$ _____
6.	<b>2021 taxable value subject to an appeal under Chapter 42, as of July 25.</b>	
	A. <b>2021 ARB certified value:</b> ..... \$ _____	
	B. <b>2021 disputed value:</b> ..... - \$ _____	
	C. <b>2021 undisputed value.</b> Subtract B from A. <sup>4</sup>	\$ _____
7.	<b>2021 Chapter 42 related adjusted values.</b> Add Line 5C and Line 6C.	\$ _____

<sup>1</sup> Tex. Tax Code §26.012(14)  
<sup>2</sup> Tex. Tax Code §26.012(14)  
<sup>3</sup> Tex. Tax Code §26.012(13)  
<sup>4</sup> Tex. Tax Code §26.012(13)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
8.	<b>2021 taxable value, adjusted for actual and potential court-ordered adjustments.</b> Add Line 3 and Line 7.	\$ _____
9.	<b>2021 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2021.</b> Enter the 2021 value of property in deannexed territory. <sup>5</sup>	\$ _____
10.	<p><b>2021 taxable value lost because property first qualified for an exemption in 2022.</b> If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in 2022 does not create a new exemption or reduce taxable value.</p> <p><b>A. Absolute exemptions.</b> Use 2021 market value: ..... \$ _____</p> <p><b>B. Partial exemptions.</b> 2022 exemption amount or 2022 percentage exemption times 2021 value: ..... + \$ _____</p> <p><b>C. Value loss.</b> Add A and B.<sup>6</sup></p>	\$ _____
11.	<p><b>2021 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2022.</b> Use only properties that qualified in 2022 for the first time; do not use properties that qualified in 2021.</p> <p><b>A. 2021 market value:</b> ..... \$ _____</p> <p><b>B. 2022 productivity or special appraised value:</b> ..... - \$ _____</p> <p><b>C. Value loss.</b> Subtract B from A.<sup>7</sup></p>	\$ _____
12.	<b>Total adjustments for lost value.</b> Add Lines 9, 10C and 11C.	\$ _____
13.	<b>2021 captured value of property in a TIF.</b> Enter the total value of 2021 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which 2021 taxes were deposited into the tax increment fund. <sup>8</sup> If the taxing unit has no captured appraised value in line 18D, enter 0.	\$ _____
14.	<b>2021 total value.</b> Subtract Line 12 and Line 13 from Line 8.	\$ _____
15.	<b>Adjusted 2021 total levy.</b> Multiply Line 4 by Line 14 and divide by \$100.	\$ _____
16.	<b>Taxes refunded for years preceding tax year 2021.</b> Enter the amount of taxes refunded by the taxing unit for tax years preceding tax year 2021. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2021. This line applies only to tax years preceding tax year 2021. <sup>9</sup>	\$ _____
17.	<b>Adjusted 2021 levy with refunds and TIF adjustment.</b> Add Lines 15 and 16. <sup>10</sup>	\$ _____
18.	<p><b>Total 2022 taxable value on the 2022 certified appraisal roll today.</b> This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled.<sup>11</sup></p> <p><b>A. Certified values:</b> ..... \$ _____</p> <p><b>B. Counties:</b> Include railroad rolling stock values certified by the Comptroller's office: ..... + \$ _____</p> <p><b>C. Pollution control and energy storage system exemption:</b> Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: ..... - \$ _____</p> <p><b>D. Tax increment financing:</b> Deduct the 2022 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2022 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below.<sup>12</sup> ..... - \$ _____</p> <p><b>E. Total 2022 value.</b> Add A and B, then subtract C and D.</p>	\$ _____

<sup>5</sup> Tex. Tax Code §26.012(15)

<sup>6</sup> Tex. Tax Code §26.012(15)

<sup>7</sup> Tex. Tax Code §26.012(15)

<sup>8</sup> Tex. Tax Code §26.03(c)

<sup>9</sup> Tex. Tax Code §26.012(13)

<sup>10</sup> Tex. Tax Code §26.012(13)

<sup>11</sup> Tex. Tax Code §26.012, 26.04(c-2)

<sup>12</sup> Tex. Tax Code §26.03(c)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
19.	<p><b>Total value of properties under protest or not included on certified appraisal roll.</b> <sup>13</sup></p> <p><b>A. 2022 taxable value of properties under protest.</b> The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district’s value and the taxpayer’s claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. <sup>14</sup> ..... \$ _____</p> <p><b>B. 2022 value of properties not under protest or included on certified appraisal roll.</b> The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. <sup>15</sup> ..... + \$ _____</p> <p><b>C. Total value under protest or not certified.</b> Add A and B. \$ _____</p>	
20.	<b>2022 tax ceilings.</b> Counties, cities and junior colleges enter 2022 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2021 or a prior year for homeowners age 65 or older or disabled, use this step. <sup>16</sup>	\$ _____
21.	<b>2022 total taxable value.</b> Add Lines 18E and 19C. Subtract Line 20. <sup>17</sup>	\$ _____
22.	<b>Total 2022 taxable value of properties in territory annexed after Jan. 1, 2021.</b> Include both real and personal property. Enter the 2022 value of property in territory annexed. <sup>18</sup>	\$ _____
23.	<b>Total 2022 taxable value of new improvements and new personal property located in new improvements.</b> New means the item was not on the appraisal roll in 2021. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2021 and be located in a new improvement. New improvements <b>do</b> include property on which a tax abatement agreement has expired for 2022. <sup>19</sup>	\$ _____
24.	<b>Total adjustments to the 2022 taxable value.</b> Add Lines 22 and 23.	\$ _____
25.	<b>Adjusted 2022 taxable value.</b> Subtract Line 24 from Line 21.	\$ _____
26.	<b>2022 NNR tax rate.</b> Divide Line 17 by Line 25 and multiply by \$100. <sup>20</sup>	\$ _____ / \$100
27.	<b>COUNTIES ONLY.</b> Add together the NNR tax rates for each type of tax the county levies. The total is the 2022 county NNR tax rate. <sup>21</sup>	\$ _____ / \$100

**SECTION 2: Voter-Approval Tax Rate**

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

- Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
- Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit’s debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit’s debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
28.	<b>2021 M&amp;O tax rate.</b> Enter the 2021 M&O tax rate.	\$ _____ / \$100
29.	<b>2021 taxable value, adjusted for actual and potential court-ordered adjustments.</b> Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____

<sup>13</sup> Tex. Tax Code §26.01(c) and (d)  
<sup>14</sup> Tex. Tax Code §26.01(c)  
<sup>15</sup> Tex. Tax Code §26.01(d)  
<sup>16</sup> Tex. Tax Code §26.012(6)(B)  
<sup>17</sup> Tex. Tax Code §26.012(6)  
<sup>18</sup> Tex. Tax Code §26.012(17)  
<sup>19</sup> Tex. Tax Code §26.012(17)  
<sup>20</sup> Tex. Tax Code §26.04(c)  
<sup>21</sup> Tex. Tax Code §26.04(d)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
30.	<b>Total 2021 M&amp;O levy.</b> Multiply Line 28 by Line 29 and divide by \$100	\$ _____
31.	<p><b>Adjusted 2021 levy for calculating NNR M&amp;O rate.</b></p> <p><b>A. M&amp;O taxes refunded for years preceding tax year 2021.</b> Enter the amount of M&amp;O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2021. This line applies only to tax years preceding tax year 2021. .... + \$ _____</p> <p><b>B. 2021 taxes in TIF.</b> Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2022 captured appraised value in Line 18D, enter 0. .... - \$ _____</p> <p><b>C. 2021 transferred function.</b> If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. .... +/- \$ _____</p> <p><b>D. 2021 M&amp;O levy adjustments.</b> Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function. .... \$ _____</p> <p><b>E.</b> Add Line 30 to 31D.</p>	\$ _____
32.	<b>Adjusted 2022 taxable value.</b> Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____
33.	<b>2022 NNR M&amp;O rate (unadjusted).</b> Divide Line 31E by Line 32 and multiply by \$100.	\$ _____ /\$100
34.	<p><b>Rate adjustment for state criminal justice mandate.</b> <sup>23</sup></p> <p><b>A. 2022 state criminal justice mandate.</b> Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. \$ _____</p> <p><b>B. 2021 state criminal justice mandate.</b> Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. .... - \$ _____</p> <p><b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100. .... \$ _____ /\$100</p> <p><b>D.</b> Enter the <del>rate calculated</del> in C. If not applicable, enter 0.</p>	\$ _____ /\$100
35.	<p><b>Rate adjustment for indigent health care expenditures.</b> <sup>24</sup></p> <p><b>A. 2022 indigent health care expenditures.</b> Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state assistance received for the same purpose. .... \$ _____</p> <p><b>B. 2021 indigent health care expenditures.</b> Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2020 and ending on June 30, 2021, less any state assistance received for the same purpose. .... - \$ _____</p> <p><b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100. .... \$ _____ /\$100</p> <p><b>D.</b> Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ _____ /\$100

<sup>22</sup> [Reserved for expansion]

<sup>23</sup> Tex. Tax Code §26.044

<sup>24</sup> Tex. Tax Code §26.0441

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
36.	<p><b>Rate adjustment for county indigent defense compensation.</b> <sup>25</sup></p> <p><b>A. 2022 indigent defense compensation expenditures.</b> Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender’s office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state grants received by the county for the same purpose..... \$ _____</p> <p><b>B. 2021 indigent defense compensation expenditures.</b> Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender’s office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2020 and ending on June 30, 2021, less any state grants received by the county for the same purpose..... \$ _____</p> <p><b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100..... \$ _____/\$100</p> <p><b>D.</b> Multiply B by 0.05 and divide by Line 32 and multiply by \$100..... \$ _____/\$100</p> <p><b>E.</b> Enter the lesser of C and D. If not applicable, enter 0.</p>	\$ _____/\$100
37.	<p><b>Rate adjustment for county hospital expenditures.</b> <sup>26</sup></p> <p><b>A. 2022 eligible county hospital expenditures.</b> Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2021 and ending on June 30, 2022. .... \$ _____</p> <p><b>B. 2021 eligible county hospital expenditures.</b> Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2020 and ending on June 30, 2021. .... \$ _____</p> <p><b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100..... \$ _____/\$100</p> <p><b>D.</b> Multiply B by 0.08 and divide by Line 32 and multiply by \$100..... \$ _____/\$100</p> <p><b>E.</b> Enter the lesser of C and D, if applicable. If not applicable, enter 0.</p>	\$ _____/\$100
38.	<p><b>Rate adjustment for defunding municipality.</b> This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information.</p> <p><b>A. Amount appropriated for public safety in 2021.</b> Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year ..... \$ _____</p> <p><b>B. Expenditures for public safety in 2021.</b> Enter the amount of money spent by the municipality for public safety during the preceding fiscal year..... \$ _____</p> <p><b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100 ..... \$ _____/\$100</p> <p><b>D.</b> Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ _____/\$100
39.	<p><b>Adjusted 2022 NNR M&amp;O rate.</b> Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.</p>	\$ _____/\$100
40.	<p><b>Adjustment for 2021 sales tax specifically to reduce property taxes.</b> Cities, counties and hospital districts that collected and spent additional sales tax on M&amp;O expenses in 2021 should complete this line. These entities will deduct the sales tax gain rate for 2022 in Section 3. Other taxing units, enter zero.</p> <p><b>A.</b> Enter the amount of additional sales tax collected and spent on M&amp;O expenses in 2021, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent ..... \$ _____</p> <p><b>B.</b> Divide Line 40A by Line 32 and multiply by \$100 ..... \$ _____/\$100</p> <p><b>C.</b> Add Line 40B to Line 39.</p>	\$ _____/\$100
41.	<p><b>2022 voter-approval M&amp;O rate.</b> Enter the rate as calculated by the appropriate scenario below.</p> <p><b>Special Taxing Unit.</b> If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08.</p> <p>- or -</p> <p><b>Other Taxing Unit.</b> If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.</p>	\$ _____/\$100

<sup>25</sup> Tex. Tax Code §26.0442  
<sup>26</sup> Tex. Tax Code §26.0443



Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
<b>D41.</b>	<p><b>Disaster Line 41 (D41): 2022 voter-approval M&amp;O rate for taxing unit affected by disaster declaration.</b> If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of</p> <p>1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or</p> <p>2) the third tax year after the tax year in which the disaster occurred</p> <p>If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08. <sup>27</sup> If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).</p>	\$ _____ /\$100
<b>42.</b>	<p><b>Total 2022 debt to be paid with property taxes and additional sales tax revenue.</b> Debt means the interest and principal that will be paid on debts that:</p> <p>(1) are paid by property taxes,</p> <p>(2) are secured by property taxes,</p> <p>(3) are scheduled for payment over a period longer than one year, and</p> <p>(4) are not classified in the taxing unit’s budget as M&amp;O expenses.</p> <p><b>A. Debt</b> also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here. <sup>28</sup></p> <p>Enter debt amount ..... \$ _____</p> <p><b>B. Subtract unencumbered fund amount</b> used to reduce total debt. .... - \$ _____</p> <p><b>C. Subtract certified amount spent from sales tax to reduce debt</b> (enter zero if none) ..... - \$ _____</p> <p><b>D. Subtract amount paid</b> from other resources ..... - \$ _____</p> <p><b>E. Adjusted debt.</b> Subtract B, C and D from A. .... \$ _____</p>	\$ _____
<b>43.</b>	<b>Certified 2021 excess debt collections.</b> Enter the amount certified by the collector. <sup>29</sup>	\$ _____
<b>44.</b>	<b>Adjusted 2022 debt.</b> Subtract Line 43 from Line 42E.	\$ _____
<b>45.</b>	<p><b>2022 anticipated collection rate.</b></p> <p><b>A.</b> Enter the 2022 anticipated collection rate certified by the collector. <sup>30</sup> ..... _____ %</p> <p><b>B.</b> Enter the 2021 actual collection rate. .... _____ %</p> <p><b>C.</b> Enter the 2020 actual collection rate. .... _____ %</p> <p><b>D.</b> Enter the 2019 actual collection rate. .... _____ %</p> <p><b>E.</b> If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. <sup>31</sup></p>	_____ %
<b>46.</b>	<b>2022 debt adjusted for collections.</b> Divide Line 44 by Line 45E.	\$ _____
<b>47.</b>	<b>2022 total taxable value.</b> Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____
<b>48.</b>	<b>2022 debt rate.</b> Divide Line 46 by Line 47 and multiply by \$100.	\$ _____ /\$100
<b>49.</b>	<b>2022 voter-approval tax rate.</b> Add Lines 41 and 48.	\$ _____ /\$100
<b>D49.</b>	<p><b>Disaster Line 49 (D49): 2022 voter-approval tax rate for taxing unit affected by disaster declaration.</b> Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.</p>	\$ _____ /\$100

<sup>27</sup> Tex. Tax Code §26.042(a)  
<sup>28</sup> Tex. Tax Code §26.012(7)  
<sup>29</sup> Tex. Tax Code §26.012(10) and 26.04(b)  
<sup>30</sup> Tex. Tax Code §26.04(b)  
<sup>31</sup> Tex. Tax Code §§26.04(h), (h-1) and (h-2)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
50.	<b>COUNTIES ONLY.</b> Add together the voter-approval tax rates for each type of tax the county levies. The total is the 2022 county voter-approval tax rate.	\$ _____ /\$100

**SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes**

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
51.	<b>Taxable Sales.</b> For taxing units that adopted the sales tax in November 2021 or May 2022, enter the Comptroller’s estimate of taxable sales for the previous four quarters. <sup>32</sup> Estimates of taxable sales may be obtained through the Comptroller’s Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November 2021, enter 0.	\$ _____
52.	<b>Estimated sales tax revenue.</b> Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. <sup>33</sup>  <b>Taxing units that adopted the sales tax in November 2021 or in May 2022.</b> Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. <sup>34</sup> <b>- or -</b> <b>Taxing units that adopted the sales tax before November 2021.</b> Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$ _____
53.	<b>2022 total taxable value.</b> Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____
54.	<b>Sales tax adjustment rate.</b> Divide Line 52 by Line 53 and multiply by \$100.	\$ _____ /\$100
55.	<b>2022 NNR tax rate, unadjusted for sales tax.</b> <sup>35</sup> Enter the rate from Line 26 or 27, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____ /\$100
56.	<b>2022 NNR tax rate, adjusted for sales tax.</b> <b>Taxing units that adopted the sales tax in November 2021 or in May 2022.</b> Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November 2021.	\$ _____ /\$100
57.	<b>2022 voter-approval tax rate, unadjusted for sales tax.</b> <sup>36</sup> Enter the rate from Line 49, Line D49 (disaster) or Line 50 (counties) as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ _____ /\$100
58.	<b>2022 voter-approval tax rate, adjusted for sales tax.</b> Subtract Line 54 from Line 57.	\$ _____ /\$100

**SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control**

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit’s expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
59.	<b>Certified expenses from the Texas Commission on Environmental Quality (TCEQ).</b> Enter the amount certified in the determination letter from TCEQ. <sup>37</sup> The taxing unit shall provide its tax assessor-collector with a copy of the letter. <sup>38</sup>	\$ _____
60.	<b>2022 total taxable value.</b> Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____
61.	<b>Additional rate for pollution control.</b> Divide Line 59 by Line 60 and multiply by \$100.	\$ _____ /\$100
62.	<b>2022 voter-approval tax rate, adjusted for pollution control.</b> Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	\$ _____ /\$100

<sup>32</sup> Tex. Tax Code §26.041(d)  
<sup>33</sup> Tex. Tax Code §26.041(i)  
<sup>34</sup> Tex. Tax Code §26.041(d)  
<sup>35</sup> Tex. Tax Code §26.04(c)  
<sup>36</sup> Tex. Tax Code §26.04(c)  
<sup>37</sup> Tex. Tax Code §26.045(d)  
<sup>38</sup> Tex. Tax Code §26.045(i)

### SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the difference between the adopted tax rate and voter-approval tax rate before the unused increment rate for the prior three years.<sup>39</sup> In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the unused increment rate for that year would be zero.

The difference between the adopted tax rate and voter-approval tax rate is considered zero in the following scenarios:

- a tax year before 2020;<sup>40</sup>
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);<sup>41</sup> or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.<sup>42</sup>

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.<sup>43</sup>

Line	Unused Increment Rate Worksheet	Amount/Rate
63.	<b>2021 unused increment rate.</b> Subtract the 2021 actual tax rate and the 2021 unused increment rate from the 2021 voter-approval tax rate. If the number is less than zero, enter zero.	\$ _____ /\$100
64.	<b>2020 unused increment rate.</b> Subtract the 2020 actual tax rate and the 2020 unused increment rate from the 2020 voter-approval tax rate. If the number is less than zero, enter zero.	\$ _____ /\$100
65.	<b>2019 unused increment rate.</b> Subtract the 2019 actual tax rate and the 2019 unused increment rate from the 2019 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2020 use zero.	\$ _____ /\$100
66.	<b>2022 unused increment rate.</b> Add Lines 63, 64 and 65.	\$ _____ /\$100
67.	<b>2022 voter-approval tax rate, adjusted for unused increment rate.</b> Add Line 66 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control).	\$ _____ /\$100

### SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.<sup>44</sup>

This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.<sup>45</sup>

Line	De Minimis Rate Worksheet	Amount/Rate
68.	<b>Adjusted 2022 NNR M&amp;O tax rate.</b> Enter the rate from Line 39 of the <i>Voter-Approval Tax Rate Worksheet</i>	\$ _____ /\$100
69.	<b>2022 total taxable value.</b> Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____
70.	<b>Rate necessary to impose \$500,000 in taxes.</b> Divide \$500,000 by Line 69 and multiply by \$100.	\$ _____ /\$100
71.	<b>2022 debt rate.</b> Enter the rate from Line 48 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ _____ /\$100
72.	<b>De minimis rate.</b> Add Lines 68, 70 and 71.	\$ _____ /\$100

### SECTION 7: Voter-Approval Tax Rate Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.<sup>46</sup>

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year.<sup>47</sup>

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago.

<sup>39</sup> Tex. Tax Code §26.013(a)

<sup>40</sup> Tex. Tax Code §26.013(c)

<sup>41</sup> Tex. Tax Code §§26.0501(a) and (c)

<sup>42</sup> Tex. Local Gov't Code §120.007(d), effective Jan. 1, 2022

<sup>43</sup> Tex. Tax Code §26.063(a)(1)

<sup>44</sup> Tex. Tax Code §26.012(8-a)

<sup>45</sup> Tex. Tax Code §26.063(a)(1)

<sup>46</sup> Tex. Tax Code §26.042(b)

<sup>47</sup> Tex. Tax Code §26.042(f)

This section will apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
73.	<b>2021 adopted tax rate.</b> Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____ / \$100
74.	<p><b>Adjusted 2021 voter-approval tax rate.</b> Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line.</p> <p>If a disaster occurred in 2021 and the taxing unit calculated its 2021 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2021 worksheet due to a disaster, complete the applicable sections or lines of Form 50-856-a, <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i>.</p> <p>- or -</p> <p>If a disaster occurred prior to 2021 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2021, complete the separate <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2021 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the year(s) following the disaster. <sup>48</sup> Enter the final adjusted 2021 voter-approval tax rate from the worksheet.</p> <p>- or -</p> <p>If the taxing unit adopted a tax rate above the 2021 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.</p>	\$ _____ / \$100
75.	<b>Increase in 2021 tax rate due to disaster.</b> Subtract Line 74 from Line 73.	\$ _____ / \$100
76.	<b>Adjusted 2021 taxable value.</b> Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____
77.	<b>Emergency revenue.</b> Multiply Line 75 by Line 76 and divide by \$100.	\$ _____
78.	<b>Adjusted 2022 taxable value.</b> Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____
79.	<b>Emergency revenue rate.</b> Divide Line 77 by Line 78 and multiply by \$100. <sup>49</sup>	\$ _____ / \$100
80.	<b>2022 voter-approval tax rate, adjusted for emergency revenue.</b> Subtract Line 79 from one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 67 (taxing units with the unused increment rate).	\$ _____ / \$100

**SECTION 8: Total Tax Rate**

Indicate the applicable total tax rates as calculated above.

- No-new-revenue tax rate.** ..... \$ \_\_\_\_\_ / \$100  
As applicable, enter the 2022 NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax).  
Indicate the line number used: \_\_\_\_\_
- Voter-approval tax rate.** ..... \$ \_\_\_\_\_ / \$100  
As applicable, enter the 2022 voter-approval tax rate from: Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 67 (adjusted for unused increment), or Line 80 (adjusted for emergency revenue).  
Indicate the line number used: \_\_\_\_\_
- De minimis rate.** ..... \$ \_\_\_\_\_ / \$100  
If applicable, enter the 2022 de minimis rate from Line 72.

**SECTION 9: Taxing Unit Representative Name and Signature**

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code. <sup>50</sup>

**print here** \_\_\_\_\_  
Printed Name of Taxing Unit Representative

**sign here** \_\_\_\_\_  
Taxing Unit Representative

\_\_\_\_\_ Date

<sup>48</sup> Tex. Tax Code §26.042(c)  
<sup>49</sup> Tex. Tax Code §26.042(b)  
<sup>50</sup> Tex. Tax Code §§26.04(c-2) and (d-2)

## FY 2022-23 KELLER FEE SCHEDULE

### Sec. 1 - Building Services

<b>Residential Building</b>	<p>\$1.00 per Square Foot</p> <p>Example: Square Feet: 2,500 = \$1.00 x 2,500 = \$2,500</p>
<b>Residential Additions</b>	Same as Residential Building
<b>Residential Alterations</b>	Same as Residential Building
<b>Accessory Buildings</b>	Same as Residential Building
<b>Building Permit Fees – Commercial</b>	<p>\$23.50 \$1-\$500 construction value (cv)</p> <p>\$23.50 \$501-\$2,000 cv – First \$500, plus \$3.05 for each additional \$100 or fraction thereof to and including \$2,000; 65% of building permit fee (BPF) for plan review; plus \$50/year contractor registration;</p> <p>\$69.25 \$2,001-\$25,000 cv – First \$2,000, plus \$14 for each additional \$1,000 or fraction thereof to and including \$25,000; 65% of BPF for plan review; plus \$50/year contractor registration;</p>
<b>Building Permit Fees – Commercial (cont.)</b>	<p>\$391.25 \$25,001-\$50,000 cv – First \$25,000, plus \$10.10 for each additional \$1,000 or fraction thereof to and including \$50k; 65% of BPF for plan review; plus \$50/year contractor registration;</p> <p>\$643.75 \$50,001-\$100,000 cv – First \$50,000, plus \$7 for each additional \$1,000 or fraction thereof, to and including \$100,000; plus 65% of BPF for plan review; plus \$50/year contractor registration;</p> <p>\$993.75 \$100,001-\$500,000 cv – First \$100,000, plus \$5.60 for each additional \$1,000 or fraction thereof to and including \$500,000; plus 65% of BPF for plan review; plus \$50/year contractor registration;</p> <p>\$3,233.75 \$500,001-\$1,000,000 cv – First \$500,000, plus \$4.75 for each additional \$1,000 or fraction thereof to and including \$1,000,000; plus 65% of BPF for plan review; plus \$50/year contractor registration;</p> <p>\$5,608.75 Over \$1,000,000 cv – First \$1,000,000, plus \$3.65 for each additional \$1,000 or fraction thereof; plus 65% of BPF for plan review; plus \$50/year contractor registration;</p> <p>Commercial (new construction, additions and alterations) -</p> <p>Based on current building valuation table created by the International Code Council (ICC) which utilizes regional building valuation data upon which commercial building permit fees will be determined (see Attachment A).</p>
<b>Certificate of Occupancy</b>	<p>\$50</p> <p>*Only charged when no building permit is issued for construction.</p>

## FY 2022-23 KELLER FEE SCHEDULE

<b>Electrical Fee – Commercial</b>	\$ 35/Permit – sq. feet up to 500 \$ 50/Permit – sq. feet up to 1,499 \$ 75/Permit – sq. feet up to 1,999 \$100/Permit – sq. feet up to 2,499 \$125/Permit – sq. feet up to 2,999 \$125/Permit – sq. feet over 3,000, plus \$20 for each additional 1,000 sq. feet
<b>Misc. Electrical Permit</b>	\$100/permit *Only charged when no building permit is issued for construction
<b>Grading Permit / Tree Removal –Non Building Permit Related</b>	\$25 per lot – residential  \$100 per lot – commercial \$25 per acre – agricultural / undeveloped
<b>Property Maintenance Fee</b>	Actual cost for property maintenance, plus \$250 administration fee
<b>Lien Fee</b>	Actual cost for filing lien, plus \$250 administration fee and annual interest penalty of 10% to be applied monthly
<b>Fence Permit</b>	\$50 \$0 (Replacement)
<b>Mechanical (HVAC) Fee – Commercial</b>	\$ 35/Permit – sq. feet up to 500 \$ 50/Permit – sq. feet up to 1,499 \$ 75/Permit – sq. feet up to 1,999 \$ 100/Permit – sq. feet up to 2,499 \$ 125/Permit – sq. feet up to 2,999 \$ 125/Permit – sq. feet over 3,000, plus \$20 for each additional 1,000 sq. feet
<b>Misc. Mechanical (HVAC) Permit</b>	\$100/permit *Only charged when no building permit is issued for construction
<b>Mobile/Manufactured Home</b>	\$100/Permit to include utility connection inspections
<b>Moving Permit</b>	\$50/Permit
<b>Plumbing Fee – Commercial</b>	\$ 35/Permit – sq. feet up to 500 \$ 50/Permit – sq. feet up to 1,499 \$ 75/Permit – sq. feet up to 1,999 \$ 100/Permit – sq. feet up to 2,499 \$ 125/Permit – sq. feet up to 2,999 \$ 125/Permit – sq. feet over 3,000, plus \$20 for each additional 1,000 sq. feet

## FY 2022-23 KELLER FEE SCHEDULE

<b>Misc. Plumbing Permit</b>	\$100/Permit – misc. plumbing (water heater/gas line to pool/spa) *Only charged when no building permit is issued for construction
<b>Re-Inspection Fee</b>	\$50 / for each additional re-inspection *Only assessed after an inspection fails more than once for the same violation
<b>Sign Permit</b>	\$50 per sign permit
<b>Mural Permit</b>	\$350 application
<b>Temporary Sign Permit</b>	\$25 per sign
<b>Pool Permit</b>	\$500 / in-ground pools \$50 / above ground pools and spas/hot tubs
<b>Temporary Building Permit</b>	\$50.00
<b>Demolition Permit</b>	\$50
<b>Network Node (Small Cell) Permit Application Fee</b>	\$320 per application
<b>Network Node (Small Cell) Right of Way Use Fee</b>	\$28 per node, per month
<b>Sidewalks / Curb Cut Fees</b>	Fees based on actual costs as derived from City's current miscellaneous concrete contract, maximum of \$1,500
<b>Supplemental Plan Review Fee</b>	\$50 per hour (minimum 2 hours residential and 3 hours commercial). Only assessed after original set of plans has been reviewed and approved for construction and changes are made to the plans by the developer/owner/builder/representative
<b>Irrigation Permit</b>	\$50 each – residential \$100 each – commercial
<b>Miscellaneous Inspections</b>	\$50 each
<b>Lost Packet Fee</b>	\$50 each
<b>Map Printing Fees (new)</b>	11" x 17" = None 22" x 34" = \$15 24" x 36" = \$15 36" x 48" and larger = \$25
<b>Special Event Permit Fee</b>	\$25 No permit costs for non-profits \$250 - Security deposit \$25 per hour / 2 hour min. – Maintenance Staff Supplies at cost plus 10%

<b>FY 2022-23 KELLER FEE SCHEDULE</b>
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**Sec. 2 - Planning and Engineering**

<b>Supplemental Plan Review Fee</b>	\$50 per hour (minimum 2 hours residential and 3 hours commercial). Only assessed after original set of plans has been reviewed and approved for construction and changes are made to the plans by the developer/owner/builder/representative
<b>Resubmittal Fee</b>	\$500 per resubmittal when plans are resubmitted and 30% or more previous comments have not been addressed.
<b>Inspection Fee – Streets and Drainage</b>	Four percent (4%) of construction value, plus \$60/hour overtime (as necessary)
<b>Transportation Review</b>	\$500 per analysis
<b>Water and Sewer Inspection</b>	Four percent (4%) of construction value, plus \$60/hour overtime (as necessary)
<b>Water Service Tap Fee (Within City Limits)</b>	Actual cost of service tap <b>and</b> meter installation, including any fees associated with a contractor, inspections, boring, and/or sidewalk repairs.*  *Fees incurred beyond what the customer was provided at the time of payment for services shall be borne by the City.
<b>Meter Installation Fee (Meter Cost)</b>	5/8" - \$275 3/4" - \$300 1" - \$325 1 1/2" - \$725 2" Turbine/Disc - \$775 2" Compound - \$2,075 3" or more - Actual meter cost plus service charge fees.
<b>Sewer Service Tap Fee (Within City Limits)</b>	Actual cost of service tap, including any fees associated with a contractor, inspections, boring and/or sidewalk repairs.* *Fees incurred beyond what the customer was provided at the time of payment for services shall be borne by the City.
<b>Water/Sewer Service Tap and/or Meter Install (Outside City Limits)</b>	Actual cost as determined on a case by case basis by the Director of Public Works based on actual costs and impact to the system.



<b>FY 2022-23 KELLER FEE SCHEDULE</b>
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<b>Street Lights</b>	\$10.50 per month per pole (maximum of 24 months)
<b>Sanitary Sewer Camera Fee</b>	\$225 each – per residential building permit
<b>Old Town Keller Asphalt Parking</b>	<ul style="list-style-type: none"> <li>• Existing buildings/facilities – actual cost of materials</li> <li>• New buildings/facilities and existing buildings/facilities with privately funded improvements exceeding \$50,000 – no cost</li> </ul> <p>Public parking space construction scope and schedule to be at the discretion of the Department of Public Works and dependent upon the availability of funding as determined by the City</p>
<b>Miscellaneous right-of-way encroachment, dedication or abandonment</b>	\$100 each
<b>Miscellaneous easement dedication or abandonment</b>	\$100 each
<b>Plat (Preliminary, Final, and Amended)</b>	<p>\$300 per application plus \$20 per lot residential (exceeding one lot); \$250 per application for single residential lot</p> <p>\$300 per application plus \$20 per acre for non-residential</p>
<b>Minor Subdivision Plat</b>	\$300+\$20/Lot exceeding one lot
<b>Major Subdivision Plat - Residential</b>	\$500+\$20/Lot exceeding one lot
<b>Major Subdivision Plat - Non-Residential</b>	\$500+\$20/Acre
<b>Planned Development</b>	\$700 for planned development
<b>Future Land Use Plan Amendment</b>	\$500 per application
<b>Thoroughfare Plan Amendment</b>	\$250 per application
<b>Specific Use Permit</b>	<p>\$350 residential</p> <p>\$500 commercial</p>
<b>Rezoning Application</b>	\$500
<b>Site Plan Application</b>	<p>\$400 application</p> <p>\$200 amendments not requiring Planning Zoning/City Council approval</p> <p>\$400 amendments requiring Planning Zoning/City Council approval</p>

## FY 2022-23 KELLER FEE SCHEDULE

<b>Site Plan Evaluation</b>	\$300+\$20/lot exceeding one lot
<b>Variance Adjustment</b>	\$500 application
<b>Park Land Dedication</b>	One (1) acre per thirty (30) residential dwelling units. Payment in lieu of land dedication shall be the average per acre value of the property(s) to be developed as assigned by the Tarrant Appraisal District's most recent appraised market land value, or \$30,000 per acre, whichever is greater, not to exceed \$50,000 per acre.
<b>Appeal to Tree Board</b>	Application - \$500 \$150 per caliper inch mitigation
<b>Public Art Development Fee</b>	.25% of Construction Value
<b>Landscape/Screening Wall Plans</b>	\$200
<b>Gas Well Permit Fee</b>	\$10,000 per well bore
<b>Sec. 3 - Facility Rental Fees</b>	
<b>Field Rentals</b>	<p>\$25 resident - 2 hour baseball &amp; softball field plus \$20/2 hour for lights</p> <p>\$100 non-resident - 2 hour baseball &amp; softball field, plus \$20/2 hour for lights</p> <p>\$50 per pad, per day for soccer pad, plus \$15/2 hour for lights</p> <p>\$200 per pad for 5 days soccer pad, plus \$15/2 hour for lights</p> <p>\$25 resident - 2 hr. multi use field, plus \$17/2 hour for lights</p> <p>\$100 non-resident - 2 hour multi-use, field plus \$17/2 hour for lights</p> <p>\$200 – day for multi-use arena; practice rental \$15/3 hour; clinic rental \$100/day; half-day clinic, \$50; 6 hour event, \$100; refundable security deposit, \$100; tractor &amp; operator fee, \$30/3 hour minimum</p> <p>Refundable deposits - \$500 refundable security deposit for utilization of facility keys for Keller Sports Park</p>

## FY 2022-23 KELLER FEE SCHEDULE

### Stage Rental

Stage rental fee, \$1,000 for the first six hours or any portion thereof, (includes delivery, set-up and tear down), and \$50 for each additional hour thereafter.

Note: Accessories are only available for rent in conjunction with stage rental.

- Decorative Stage Skirting, \$15 per day
- Audio/Light Technician Stage hand, \$45 per hour (when using lights and audio, a certified stage hand must be utilized.)
- Additional Audio/Light Technician Stage hand, \$25 per hour (when using lights and audio, a certified stage hand must be utilized.)
- Theater Lights, \$100 per day
- Portable Stage Sections, \$25 each per day (fee includes placement and removal.)

### Picnic Facilities

Residential rental fee of \$30 for 3 hours, plus \$15 for each additional hour. Non-residential rental fee of \$40 for 3 hours, plus \$20 for each additional hour with a 3 hour minimum rental period for both.

## Sec. 4 - Sports Fees

### Non-Resident Fee

Long-term users shall pay the city a non-resident fee of \$30 per player per sport season to recover a portion of the maintenance and operation costs of athletic fields and facilities. Non-resident fees shall be capped at \$90 per family, per season.

## Sec. 5 - Facility Use Fees

### Library Meeting Room Use

free - residents  
\$25 for non-residents

### Library Membership Fee

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

### Library Microfilm/fiche and flash drives

\$0.10 per page for microfilm/fiche  
\$8.11 each for flash drives

### Library Copy Machine

\$0.10 per page for black laser printer  
\$0.25 per page for color laser printer

### Library Fees

Fees for damages/missing:  
DVD case, \$2, Audio or CD case, \$1, replacement CD from audio set, \$7.50

### Library Test proctoring

\$20 each

<b>FY 2022-23 KELLER FEE SCHEDULE</b>
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**Sec. 6 - Animal Control**

<b>Animal Removal from Privately Owned Traps</b>	\$30 per animal
<b>Replacement Tag Fee</b>	\$5 per animal
<b>Microchip Implanting</b>	\$25 per animal
<b>Surrender Fee</b>	\$30 per animal (residents only)
<b>Euthanasia Fee</b>	\$30 per animal (residents only)
<b>Dead Animal Removal</b>	\$30 per animal
<b>Quarantine Fee</b>	\$25 per animal, per day
<b>Impoundment</b>	\$ 10 daily, plus:  \$ 30 1st offense \$ 50 2nd offense \$ 75 3rd offense \$150 4th offense \$150 5th offense
<b>Exotic Pet Fee, Non-Hazardous</b>	\$20 per animal, per year
<b>Dangerous Dog Registration</b>	\$50 per animal

**Sec. 7 – Public Safety Fees**

<b>Court Copy Fees</b>	\$0.10 1st copy \$2 each – citation list \$40 per month – citations faxed (Pursuant to the Texas Administrative Code associated with copies of public information)
<b>Accident Report</b>	\$5 each
<b>Burglar Alarm</b>	\$25 annual permit fee; 1 – 3 false alarms, included in annual permit; 4 – 5 false alarms, \$50 each; 6 – 7 false alarms, \$75 each; 8+ false alarms, \$100 each
<b>Police Copy Fees</b>	\$0.10 per page \$5 per disc (Pursuant to the Texas Administrative Code associated with copies of public information)
<b>Police Special Assignments (Special Events as approved under the City’s Special Events Policy)</b>	\$46.80-58.50/hr. minimum 3 hours (all uses)

<b>FY 2022-23 KELLER FEE SCHEDULE</b>
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<b>Incident Reports</b>	<p>No charge (Pursuant to the Texas Administrative Code associated with copies of public information)</p>
<b>Finger Printing</b>	<p>\$10 per person</p>
<b>Solicitors License</b>	<p>Charitable Solicitation \$35 for the first person \$20 for each additional person \$65 background check per person</p> <p>Religious – No permit fee \$65 background check per person</p> <p>Itinerant Merchants and Publication Sales and Solicitation \$50 for the first person \$20 for each additional person \$65 background check per person</p>
<b>Emergency Medical Services</b>	<p>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.</p>
<b>Emergency Medical Services (Cont.)</b>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>

## FY 2022-23 KELLER FEE SCHEDULE

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

## FY 2022-23 KELLER FEE SCHEDULE

### Sec. 8 – Water and Sanitary Sewer Fees

<b>After Hours Turn On</b>	\$50 per incident
<b>Customer Deposit</b>	\$80 residential meter  Multi-family and non-residential meter deposits based on estimated customer usage for a one month period.  Fire hydrant meter rental deposit based on actual replacement cost.
<b>Master Deposit</b>	\$80 – residential only
<b>Delinquent Account Deposit</b>	Applies to customers that have had their service disconnected for failure to pay or non-sufficient funds – new deposit not to exceed an amount equal to double the estimated average monthly bill for said customer.
<b>Cleaning Deposit</b>	One time deposit of \$20 for ten consecutive days of water meter usage. Deposit applied to final billing.
<b>Late Utility Payment Fee</b>	10% of outstanding balance.
<b>Damaged/Broken Lock</b>	\$100 each per incident.
<b>Meter Testing</b>	\$50 each per incident for meters 1” and less. Meters 1 ½” and larger, fee shall be the actual cost of testing and the actual cost of installation and removal. If meter test shows it is registering more water than actually going through the meter, the fee is refunded.
<b>Water Reconnect Fee</b>	\$25 each per incident.
<b>Account Activation Fee</b>	\$15 each
<b>Account Transfer Fee</b>	\$15 each
<b>Damaged meter, transponder, meter box and lid</b>	Actual cost for replacement and/or repair to include time and materials.

### Sec. 9 – Finance

<b>Auction Item Storage Fee</b>	The Buyer will be charged a \$25.00 per day/per LOT storage fee after the final removal day. This fee will be collected from the Buyer at the time of pick up.
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<b>FY 2022-23 KELLER FEE SCHEDULE</b>
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**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)	\$23.59
3/4" x 3/4" meter (Class Code AB)	\$29.37
1" meter (Class Code B)	\$35.33
1 1/2" meter (Class Code BC)	\$57.47
2" meter (Class Code C)	\$79.61
3" meter (Class Code D)	\$123.91
4" meter (Class Code E)	\$153.30
5" meter (Class Code F)	\$197.67
6" meter (Class Code G)	\$241.89
7" meter (Class Code H)	\$271.32
8" meter (Class Code I)	\$306.70

RESIDENTIAL

Volume/Commodity Charge

	Rates per 1,000 gallons:
0 - 2,000	\$3.52
2,000 - 10,000	\$4.82
10,001 - 20,000	\$5.26
20,001-25,000	\$5.86
25,001 - 40,000	\$7.40
40,000 +	\$8.00

NON-RESIDENTIAL

Volume/Commodity Charge

	Rates per 1,000 gallons:
0 - 2,000	\$3.53
2,001 - 10,000	\$4.82
10,001 - 20,000	\$6.04
20,001 - 25,000	\$6.91
25,001 - 40,000	\$7.40
40,000 +	\$8.00



## FY 2022-23 KELLER FEE SCHEDULE

### WASTEWATER (SEWER) RATES

RESIDENTIAL/COMMERCIAL - INSIDE CITY	Rates Per Month:
MINIMUM BILL: per 1,000 gals.	\$4.88
5/8" x 3/4" meter (Class Code A)	\$15.16
3/4" x 3/4" meter (Class Code AB)	\$18.81
1" meter (Class Code B)	\$22.44
1 1/2 " meter (Class Code BC)	\$27.83
2" meter (Class Code C)	\$33.20
3" meter (Class Code D)	\$49.15
4" meter (Class Code E)	\$74.01
5" meter (Class Code F)	\$107.65
6" meter (Class Code G)	\$159.32
7" meter (Class Code H)	\$235.77
8" meter (Class Code I)	\$348.95

RESIDENTIAL/COMMERCIAL - OUTSIDE CITY	Rates Per Month:
MINIMUM BILL: per 1,000 gals.	\$4.56
5/8" x 3/4" meter (Class Code A)	\$14.17
3/4" x 3/4" meter (Class Code AB)	\$17.58
1" meter (Class Code B)	\$20.98
1 1/2 " meter (Class Code BC)	\$26.01
2" meter (Class Code C)	\$31.03
3" meter (Class Code D)	\$45.94
4" meter (Class Code E)	\$69.17
5" meter (Class Code F)	\$100.61
6" meter (Class Code G)	\$148.90
7" meter (Class Code H)	\$220.35
8" meter (Class Code I)	\$326.14

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**

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In accordance with Articles V and VIII of the Keller Charter and other related ordinances and policies, the following budget policies are followed throughout the budgetary process.

### **Section 5.01(c). Powers and duties of the City Manager.**

- (2) Prepare the budget annually and submit to the City Council, and be responsible for its administration after adoption.
- (3) Prepare and submit to the City Council as of the end of the fiscal year a complete report on the finances and administrative activities of the City for the preceding year.
- (4) Keep the City Council advised of the financial condition and future needs of the city and make such recommendations as may seem desirable.

### **Section 8.02. Submission of budget and budget message.**

The fiscal year of the city shall begin on the first day of October and end on the last day of the following September.

On or before August 15 of each year, the City Manager shall submit to the City Council a budget for the ensuing fiscal year and an accompanying message in the form and with the content as prescribed by the [City] Council.

*Code reference - Fiscal year established, § 2-110.*

### **Section 8.03. Budget as a public record.**

The budget and budget message and all supporting schedules shall be a public record in the office of the City Secretary open to public inspection by anyone. The City Manager shall cause sufficient copies of the budget and budget message to be prepared for distribution to the [City] Council and to the public library.

### **Section 8.04. Publication of notice of public hearing.**

At the meeting of the [City] Council at which the budget and budget message are submitted, the [City] Council shall determine the place and time of the public hearing on the budget, and shall cause to be published a notice of the place and time of such hearing which shall be not less than seven (7) days after date of publication, at which the [City] Council will hold a public hearing.

### **Section 8.05. Public hearing on budget.**

At the time and place so advertised, or at any time and place to which such public hearing shall from time to time be adjourned, the [City] Council shall hold a public hearing on the budget as submitted, at which all interested persons shall be given an opportunity to be heard, for or against the estimates or any item thereof.

## **BUDGET POLICIES**

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### **Section 8.06. Further consideration of budget.**

After the conclusion of such public hearing, the [City] Council may make such changes as it shall deem proper, except that such proposed expenditures as are fixed by law cannot be changed. Before making any change which could cause an increase in the total proposed budget, the [City] Council shall hold an additional public hearing in the same manner and with the same notice as set forth for original budget hearings.

### **Section 8.07. Addition to budget.**

After such further hearing, the [City] Council may insert the additional item or items, and make the increase or increases, to the amount in each case indicated by the published notice, or to a lesser amount, but where it shall increase the total proposed expenditures, it shall also increase the total anticipated revenue to at least equal such total proposed expenditures.

### **Section 8.08. Majority of full [City] Council required.**

The budget shall be adopted by the favorable votes of at least a majority of all the members of the [City] Council.

### **Section 8.09. Date of final adoption; failure to adopt.**

The budget shall be finally adopted not later than the twenty-seventh day of the last month of the fiscal year. Should the [City] Council take no final action on or prior to such date, the budget, as submitted, shall be deemed to have been finally adopted by the [City] Council.

### **Section 8.10. Effective date of budget certification; copies made available.**

Upon final adoption, the budget shall be in effect for the budget year. A copy of the budget, as finally adopted, shall be certified by the Mayor and the City Secretary and filed in the office of the City Secretary. The budget so certified shall be printed, mimeographed or otherwise reproduced and sufficient copies thereof shall be made available for the use of all offices, departments and agencies and for the use of interested persons and civic organizations.

### **Section 8.11. Budget establishes appropriations.**

From the effective date of the budget the several amounts stated therein as proposed expenditures shall be and become appropriated to the several objects and purposes therein named.

### **Section 8.12. Amendment.**

The City Council may during the fiscal year amend the budget by ordinance if such amendment will not increase the total of all budget expenditures. If such expenditures are necessary to protect public property or the health, safety or general welfare of the citizens of Keller, the total budget may be increased after notice and public hearing as prescribed for adoption of the original budget.

## **BUDGET POLICIES**

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### **Section 8.13. Appropriation of excess revenue.**

If at any time the total accruing revenue of the City shall be in excess of the total estimated income thereof, as projected in the budget, the City Council may by ordinance amend the budget so as to appropriate such excess revenue to such purposes as they may deem appropriate after notice and public hearing as required for adoption of the original budget.

### **Section 8.14. Accounting procedures.**

Accounting procedures shall be maintained by the City adequate to record in detail all transactions affecting the acquisition, custodianship and disposition of anything of value; and the recorded facts shall be presented annually to the City Council and to the public and such summaries and analytical schedules in detailed support thereof as shall be necessary to show the full effect of such transaction for each fiscal year upon the finances of the City and the relation to each department thereof including distinct summaries for each required by law to be segregated.

### **Section 8.15. Independent audit.**

The [City] Council shall cause an independent audit to be made of the books of account, records and transactions of all the administrative departments of the City at least once yearly. Such audit shall be made by a certified public accountant selected by and responsible to the [City] Council. The duties of the auditors so appointed shall include the certification of all statements. Such statements shall include a balance sheet, exhibiting the assets and liabilities of the City, supported by departmental schedules, and schedules for each publicly owned or operated utility, summaries of income and expenditures, supported by detailed schedules, and also comparison, in proper classification, with the last previous year. The report of such auditor or auditors for the fiscal year shall be printed and a copy thereof shall be furnished to each member of the [City] Council and the City Manager, and a copy shall be made available to each citizen who may request such. The original shall be kept among the permanent records of the City.

### **Section 8.16. Power to tax.**

The City Council shall have the power under the provisions of state law to levy, assess and collect an annual tax upon taxable property within the City, the tax not to exceed the rate as provided for by state law governing cities with a population in excess of five thousand (5,000) inhabitants.

If for any cause the City Council shall fail to pass a tax ordinance for any one (1) year, levying taxes for that year, then and in the event the tax levying ordinance and rate established therein last passed shall and will be considered in force and effect.

### **Section 8.17. Defect shall not invalidate tax levy.**

Defects in the form of preparation of the budget or the failure to perform any procedural requirement shall not invalidate any tax levy or the tax roll.

**CITY OF KELLER**  
**Financial Management Policies**

**1. Purpose of Policies.**

1.1 The City of Keller (the City) is committed to sound financial management through integrity, prudent stewardship, financial planning and accountability, full disclosure, and communication. Financial Management Policies will enable the City to achieve and maintain a stable, positive financial condition, while also providing guidelines for the day-to-day planning and operations of the City's financial affairs.

1.2 The City will establish and maintain a high standard of accounting practices. The City's accounting system shall conform to generally accepted accounting principles (GAAP), as prescribed by the Governmental Accounting Standards Board (GASB) for governmental entities.

1.3 The City will prepare and maintain in a current status written administrative procedures relating to each financial management area. The City Manager, department directors, and managers are responsible for ensuring that good internal controls are maintained and followed throughout their respective City departments, that all management directives or internal control recommendations are implemented in a timely manner, and that all independent auditor recommendations are addressed.

1.4 The City will pursue transparency with regard to disclosure of financial information. Accordingly, the City will seek to attain the highest Texas Comptroller of Public Accounts Transparency award without placing any unnecessary burdens on staff. A primary focus of financial transparency is the ability for citizens to review the City's financial information online. At a minimum, online information will include annually adopted budgets, comprehensive annual financial reports, and check registers.

1.5 These financial management policies shall remain in effect until amended by the City Council. The City Council shall review the policies annually, and amend as necessary.

**2. Operating Budgets.**

2.1 Annual estimates of revenue in both the general fund and enterprise funds shall be based on historical trends and a reasonable expectation of growth. A conservative approach shall be observed in estimating revenues, so that revenue estimates will not be overstated. Annual Water and Wastewater Enterprise Fund revenues shall be budgeted on the basis of a normalized year, with reasonable estimates of customer growth, not on the basis of forecasted above-average rainfall (wet year) or below -average rainfall (dry year).

2.2 The adoption of an operationally balanced budget shall be required. An operationally balanced budget shall be defined as a budget in which on-going revenues equal or exceed on-going expenditures and one-time expenditures may be funded with undesignated fund balance. In addition, current resources (current revenues plus undesignated fund balances) will equal or exceed current expenditures (on-going plus one-time expenditures) for each individual fund.

2.3 At the end of each fiscal year, the City shall establish a goal that the fund balances of each fund be within requirements of the Fund Balance Policy.

2.4 The City should endeavor to maintain a diversified and stable revenue base in order to prevent overall revenue shortfalls as a result of periodic fluctuations in any one revenue source. Each existing and potential revenue source will be re-examined annually.

2.5 The City may use non-recurring resources and fund balances to fund non-recurring expenditures. Recurring expenditures shall be funded with recurring revenues only.

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

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

2.8 Net earnings of enterprise funds for any fiscal period should be adequate to meet all bond covenants, especially the debt coverage ratio. Net earnings shall be defined to include non-operating revenues available for debt service, excluding depreciation and transfers to other funds.

2.9 Enterprise funds shall adequately compensate the General Fund (and other applicable funds) for administrative and/or management services provided to the enterprise funds. Transfers from enterprise activities to the general fund for administrative services shall not exceed the estimated costs incurred by the General Fund in providing such services. Payments in-lieu-of-taxes and franchise fee payments shall be paid by enterprise funds to other appropriate funds. The basis for each transfer shall be fully identified each year in the proposed budget.

2.10 A proposed budget for all budgeted funds shall be submitted to the City Council by the City Manager on or before August 15 of each year, for the ensuing fiscal year. [*Keller Charter, Section 8.02*]. The City Manager's proposed budget shall be filed in accordance with State law including filing with the Office of the City Secretary and at the Keller Public Library, and on the City's website.

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

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

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

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

2.15 Authority to transfer appropriations within a fund or department. The City Manager or designee may approve transfers of available appropriations between general classifications of expenditures within the same fund, provided the transfer amounts do not result in a net increase or decrease in total appropriations for the fund.

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

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

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

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

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

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

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

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

### 3. Capital Improvements.

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

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

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

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



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

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

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

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

#### 4. Debt Management.

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

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

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

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

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

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

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

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

4.9 The percentage of the tax rate designated for debt service purposes should not exceed thirty percent (30%) of the total tax rate.

## 5. Financial Reporting.

5.1 An annual independent financial audit shall be performed by a properly licensed independent public accounting firm, and results of this audit will be presented to the City Council by March 31 of the following year in the form of an Annual Comprehensive Financial Report (ACFR), in accordance with generally accepted accounting principles (GAAP) and GFOA requirements, unless delayed by extenuating circumstances and an extension has been granted by GFOA.

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

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

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

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

## 6. Purchasing.

6.1 The City Manager or designee shall be responsible for maintaining a written purchasing policy in accordance with State statutes and City Ordinances. The policy shall be approved by City Council.

## 7. Cash and Investments.

7.1 The Director of Administrative Services or designee shall be responsible for maintaining written administrative procedures for all areas of cash and investments, in accordance with State statutes, City ordinances and these policies.

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

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

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

## 8. General Policies.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*[Approved September 6, 2022 by the Keller City Council, Resolution #4546.]*

## City of Keller Fund Balance Policy (per GASB 54)

### Purpose

The purpose of this policy is to establish a key element of the financial stability of the City of Keller (the City) setting guidelines for fund balance. Unassigned fund balance is an important measure of economic stability. It is essential that the City maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The intent of this policy is to ensure the City maintains adequate fund balances in the City's various operating funds with respect to the following:

1. Providing sufficient cash flow liquidity for the City's general governmental operations,
2. Securing and maintaining investment grade bond ratings,
3. Offsetting significant economic downturns or revenue shortfalls, and
4. Providing funds for unforeseen expenditures related to emergencies.

### Definitions

*Fund Equity* – A fund's equity is generally the difference between its assets and liabilities.

*Fund Balance* – An accounting distinction is made between the portions of fund equity that spendable and non-spendable. These included the following categories:

1. Non-spendable fund balance – includes amounts that are not in a spendable form or are required to be maintained intact. Examples include inventory and prepaid expenses.
2. Spendable Fund Balance:
  - A. Restricted – includes amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors, grantors, or contributors; or amounts constrained due to regulations of other governments. Examples include grant awards and bond proceeds.
  - B. Committed – Includes amounts that are limited to specific purposes that are *internally imposed* by the City through formal action of the City Council. Commitments may be changed or removed only by formal action of the City Council. This includes balances formally approved by the City Council during the budget adoption and amendment process. The formal action must be approved by the City Council prior to the end of the fiscal year in which the commitment will be reflected on the financial statements.
  - C. Assigned – includes amounts that are intended for specific purposes that are considered neither restricted nor committed. Intent can be expressed by the City Council, or by an official to which the City Council delegates the authority. Assignment of fund balance are less formal than commitments and do not require formal action for their imposition or removal. In governmental funds other than the General Fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
  - D. Unassigned – the residual classification of amounts in the General Fund which includes all amounts not classified in other fund balance categories. Unassigned amounts are technically available for any purpose. Negative residual amounts for all other governmental funds are reported in this classification.

## Policy/Practices

1. Minimum fund balance or fund balance reserve for City funds shall be as listed below. The reserve will be considered assigned fund balance and other assignments and restrictions cannot be included as part of the reserve calculation:
  - a. General Fund – 35% of on-going expenditures
  - b. General Debt Fund – 10% of average outstanding annual payments unless bond covenants require additional amounts
  - c. Utility Fund – 16.7% plus 10% of average outstanding annual payments unless bond covenants require additional amounts plus a rate stabilization reserve being the greater of 5% of on-going water and sewer revenues or \$500,000
  - d. Keller Development Corporation (KDC) - 10% of average outstanding annual payments unless bond covenants require additional amounts
  - e. Self-Insurance Fund – 75% of annual health and dental insurance requirements
  - f. Drainage Fund – 20.0% of on-going expenditures
  - g. Pointe Fund – 20.0% of on-going expenditures
  - h. All other funds with debt, 10% of average outstanding annual payments unless bond covenants require additional amounts
  - i. Capital and other project life funds – fund balance should be a minimum of assignments and commitments
2. The General Fund shall have a maximum fund balance of 50%, excluding non-reserve assignments and commitments. When the amount is exceeded, the City shall identify one-time expenditures for which to use the funds for, consider tax rate changes, and/or review non-tax revenue rates to ensure no unnecessary over collection of revenues.
3. For enterprise funds, fund balance will be defined as working capital and shall represent current assets minus current liabilities without future bond payments.
4. If unassigned fund balance unintentionally falls below required levels, or if it is anticipated that at the completion of any fiscal year the projected unassigned fund balance will be less than the minimum requirement, the City will implement the provisions of the *Financial Management Contingency Plan* in order to restore the uncommitted fund balance to the minimum required level.
5. The City Council may appropriate unassigned fund balance for emergency purposes, as deemed necessary, even if such use decreases the fund balance below the established minimum.
6. When multiple categories of fund balance are available for expenditure, such as a capital project being funded by a combination of grant funds, funds set aside by the City Council, and unassigned fund balance, the City will spend projects funds from the most restricted category first (e.g., grant funds). When the most restricted fund balance has been spent on the project, then funds will be spent from the next most restrictive category (e.g., committed or assigned fund balance), continuing this pattern until all project funds have been expended.
7. City shall minimize the use of committed fund balances in major operating funds when possible. Methods of reducing the commitments include transferring project funds to capital projects, creating and maintaining equipment replacement and long-term maintenance funds, and creating and maintaining operating project funds for non-capital projects.
8. The Director of Administrative Services shall be responsible for monitoring and reporting the City's various reserve balances. The City Manager is directed to make recommendations to the Council of the use of reserve funds, as an element of the annual operating budget submission, or as necessary throughout the fiscal year, as circumstances may arise.
9. Compliance with the provisions of this policy shall be reviewed as a part of the annual operating budget adoption and subsequent review will be included in the annual audit and financial statement preparation procedures.

[Approved September 6, 2022 by the Keller City Council, Resolution #4546.]

## 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	
<b>OPERATING BUDGET FUNDS</b>							
General Fund							
Water And Wastewater Fund							
Drainage Utility Fund							
Keller Development Corporation Fund							
The Keller Point Fund							
Keller Crime Control & Prevention District Fund							
Street And Sidewalk Improvements Fund							
Tax Increment Reinvest. Zone #2 Fund							
Debt Service Fund							
Information Services Fund							
Recreation Special Revenue Fund							
Municipal Court Special Revenue Fund							
Public Safety Special Revenue Fund							
PEG Cable Franchise Fee Fund							
Community Clean-Up Fund							
Self-Insurance Fund							
Fleet Replacement Fund							
Facility Capital Replacement Fund							
<b>CAPITAL BUDGET FUNDS</b>							
Street System Capital Improvement Fund							
Parks Capital Improvement Fund							
Facilities Capital Improvement Fund							
Water/Wastewater System Capital Improvement Fund							
Drainage System Capital Improvement Fund							
<b>NON-BUDGET FUNDS</b>							
Park Development Fee Fund <sup>1</sup>							
Roadway Impact Fee Fund <sup>1</sup>							
Water Impact Fee Fund <sup>2</sup>							
Wastewater Impact Fee Fund <sup>2</sup>							

1 - These funds are presented in the budget for informational purposes only. They are not budgeted, however, funds may be transferred to CIP projects. For audit proposes, they are presented as stand-alone CIP funds.

2 - This fund is presented in the budget for informational purposes only. It is not budgeted, however, funds may be transferred to CIP projects. For audit proposes, it is combined with Water/Waster Fund activity

**DEPARTMENTAL MATRIX**

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

Department	Governmental Funds				Proprietary Funds	
	General	Special Revenue	Debt Service	Capital Projects	Enterprise	Internal Services
Administration/General Government						
Community Development						
Police Department						
Fire Department						
Public Works Department						
Keller Public Library						
Parks and Recreation						
Utility Administration						
Customer Services						
Water Utilities						
Wastewater Utilities						
MSC Operations						
Drainage Utility						
Information Technology						
Keller Pointe						
Non-Departmental						

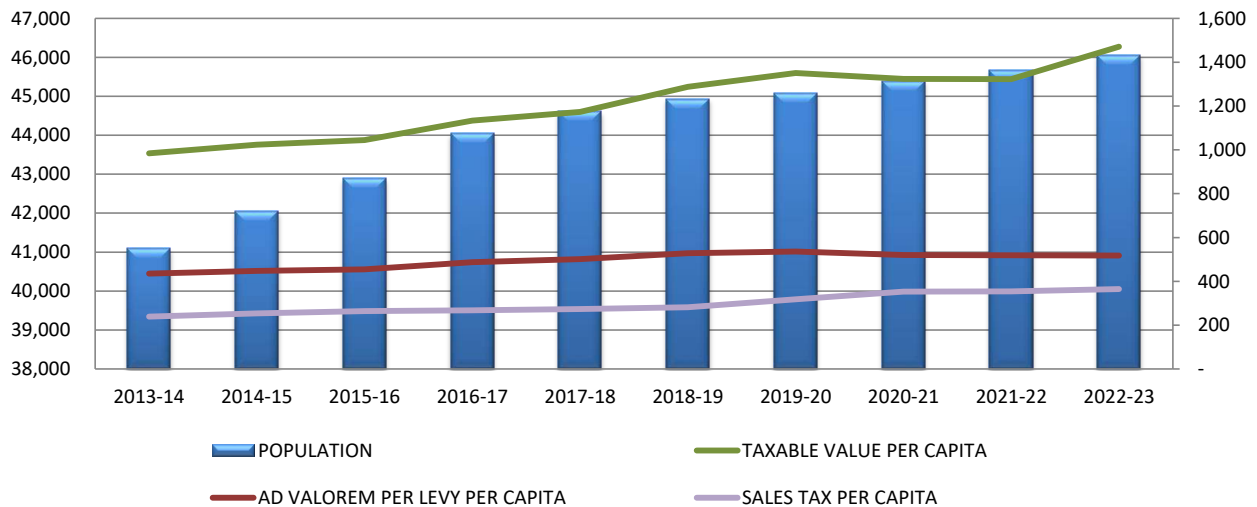
# ASSESSED VALUE AND LEVY ANALYSIS

	2020-21 BUDGET	2021-22 BUDGET	2022-23 BUDGET
Total Assessed Value	\$ 6,106,325,212	\$ 6,109,063,688	\$ 6,832,377,912
% change	(1.53)%	0.04%	11.84%
Less Frozen Value	934,912,645	980,159,747	1,177,574,498
Less TIRZ Value	0	0	8,650,547
<b>Net taxable value</b>	<b>\$ 5,171,412,567</b>	<b>\$ 5,128,903,941</b>	<b>\$ 5,646,152,868</b>
% change	(2.46)%	(0.82)%	10.08%
<b>Tax rate per \$100</b>	<b>0.39500</b>	<b>0.39500</b>	<b>0.35450</b>
Taxable Value levy	20,427,080	20,259,171	20,015,612
Levy on frozen properties	3,305,916	3,599,270	4,001,981
<b>Tax levy</b>	<b>\$ 23,732,996</b>	<b>\$ 23,858,441</b>	<b>\$ 24,017,593</b>
Estimated collection rate	99.25%	99.25%	99.25%
<b>Estimated levy collection</b>	<b>\$ 23,554,998</b>	<b>\$ 23,679,502</b>	<b>\$ 23,837,461</b>
% change	(2.55)%	0.53%	0.67%
<b>Tax Rate Distribution</b>			
General Fund (M&O)	\$ 0.324190	\$ 0.336030	\$ 0.299234
Debt Service Fund (I&S)	0.070810	0.058970	0.055266
<b>TOTAL</b>	<b>0.39500</b>	<b>0.39500</b>	<b>0.35450</b>
% change	(1.23)%	0.00%	(10.25)%
<b>Dollar Distribution</b>			
General Fund (M&O)	19,920,585	20,144,362	20,121,238
Debt Service Fund (I&S)	3,661,877	3,561,854	3,744,305
<b>TOTAL</b>	<b>\$ 23,582,462</b>	<b>\$ 23,706,216</b>	<b>\$ 23,865,543</b>
<b>TIRZ Levy</b>			
TIRZ Value	0	0	8,650,547
Tax rate per \$100	0.39500	0.39500	0.35450
Estimated collection rate	99.25%	99.25%	99.25%
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,436</b>
<b>TOTAL ALL LEVY</b>	<b>\$ 23,582,462</b>	<b>\$ 23,706,216</b>	<b>\$ 23,895,979</b>
% change	(2.43)%	0.52%	0.80%

## 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
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	12,681,216	282
2019-20	45,090	6,089,788,184	1,351	24,170,415	536	14,358,568	318
2020-21	45,400	6,008,353,326	1,323	23,582,462	519	16,025,875	353
2021-22	45,660	6,040,111,536	1,323	23,706,216	519	16,162,679	354
2022-23	46,060	6,775,061,472	1,471	23,865,543	518	16,794,140	365

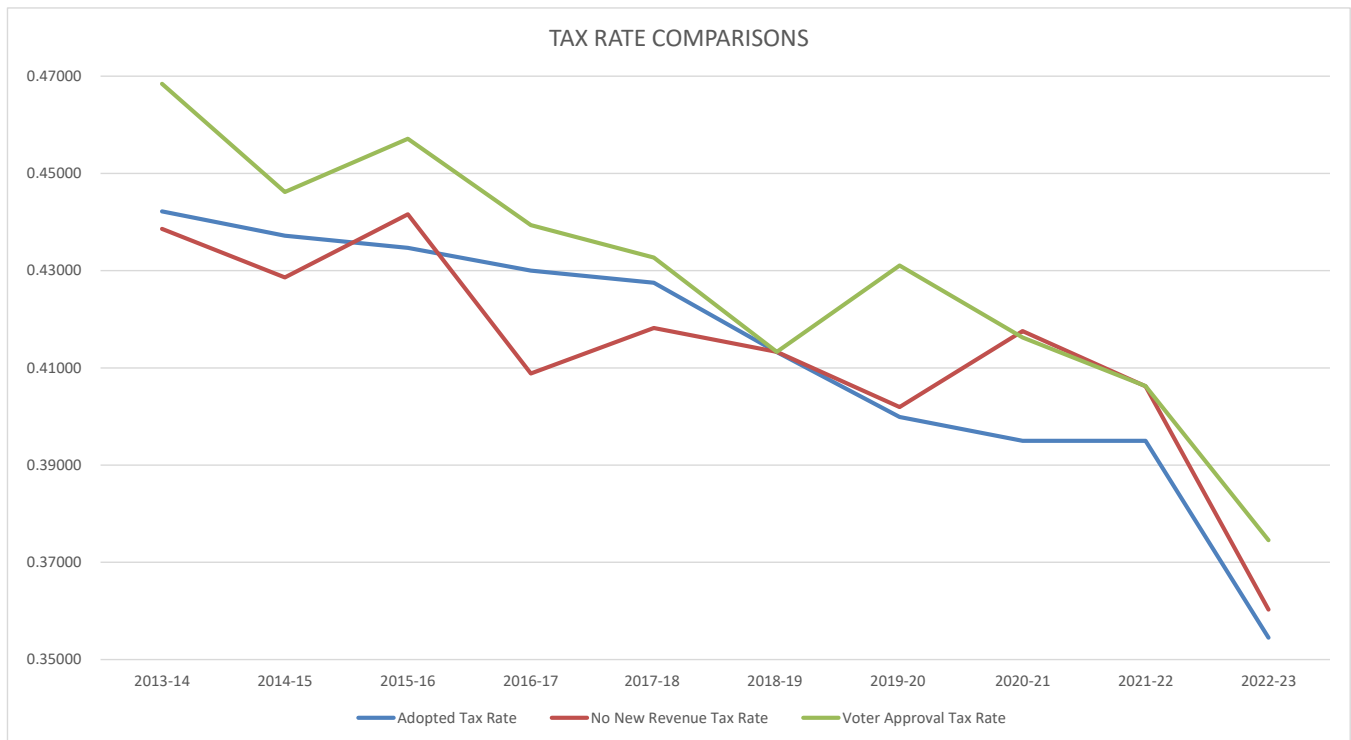
### Population and Per Capita Growth



## 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
2013-14	0.44219	-	0.43859	0.0036	0.46843	(0.0262)	270,752	2.49%	1,197	2.49%
2014-15	0.43719	(0.00500)	0.42862	0.0086	0.44620	(0.0090)	284,237	4.98%	1,243	3.79%
2015-16	0.43469	(0.00250)	0.44159	(0.0069)	0.45714	(0.0225)	287,593	1.18%	1,250	0.60%
2016-17	0.43000	(0.00469)	0.40885	0.0211	0.43938	(0.0094)	316,629	10.10%	1,362	8.91%
2017-18	0.42750	(0.00250)	0.41819	0.0093	0.43269	(0.0052)	329,840	4.17%	1,410	3.57%
2018-19	0.41325	(0.01425)	0.41328	(0.0000)	0.41330	(0.0001)	339,361	2.89%	1,402	-0.54%
2019-20	0.39990	(0.01335)	0.40195	(0.0020)	0.43106	(0.0312)	355,394	4.72%	1,421	1.34%
2020-21	0.39500	(0.00490)	0.41759	(0.0226)	0.41627	(0.0213)	351,817	-1.01%	1,390	-2.22%
2021-22	0.39500	-	0.40622	(0.0112)	0.40626	(0.0113)	347,898	-1.11%	1,374.20	-1.11%
2022-23	0.35450	(0.04050)	0.36028	(0.0058)	0.37456	(0.0201)	387,603	11.41%	1,374.05	-0.01%

\* - FY 2022-23 reflects the proposed rate which will be considered for adoption on September 20, 2022

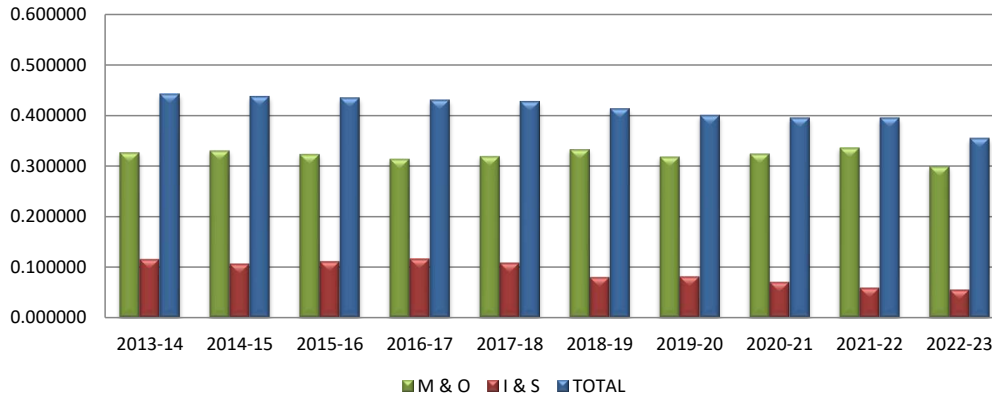




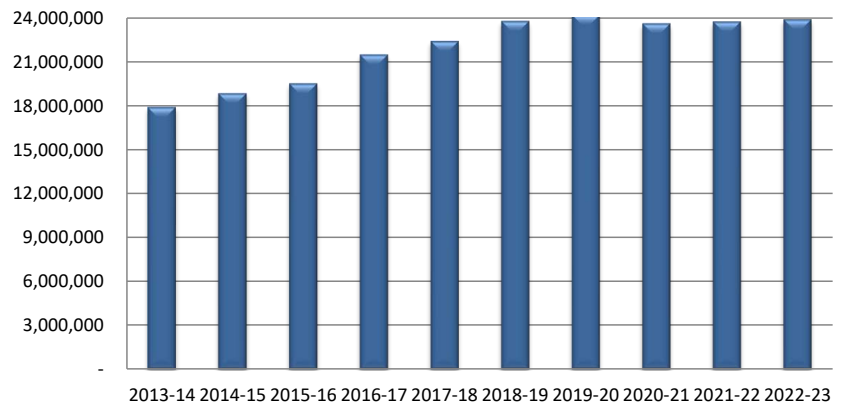
## TAXABLE AD VALOREM, RATES, AND LEVIES FOR TEN YEARS

FISCAL YEAR	TAXABLE AD VALOREM	ANNUAL TAXABLE AD VALOREM GROWTH	M & O		I & S		TOTAL	M&O & I&S LEVY	ANNUAL LEVY GROWTH
			% OF RATE		% OF RATE				
2013-14	\$4,043,888,767	2.6%	0.326460	51.3%	0.115730	26.2%	0.442190	\$17,881,672	2.6%
2014-15	\$4,304,034,581	6.4%	0.330480	75.6%	0.106710	24.4%	0.437190	\$18,816,809	5.2%
2015-16	\$4,482,783,378	4.2%	0.323170	74.3%	0.111520	25.7%	0.434690	\$19,486,211	3.6%
2016-17	\$4,991,173,391	11.3%	0.313578	72.9%	0.116422	27.1%	0.430000	\$21,462,046	10.1%
2017-18	\$5,234,466,178	4.9%	0.318985	74.6%	0.108515	25.4%	0.427500	\$22,377,343	4.3%
2018-19	\$5,788,817,005	10.6%	0.332943	80.6%	0.080307	19.4%	0.413250	\$23,742,869	6.1%
2019-20	\$6,089,788,184	5.2%	0.318276	79.6%	0.081624	20.4%	0.399900	\$24,170,415	1.8%
2020-21	\$6,008,353,326	-1.3%	0.324190	82.1%	0.070810	17.9%	0.395000	\$23,582,462	-2.4%
2021-22	\$6,040,111,536	0.5%	0.336030	85.1%	0.058970	14.9%	0.395000	\$23,706,216	0.5%
2022-23	\$6,775,061,472	12.2%	0.299234	84.4%	0.055266	15.6%	0.354500	\$23,865,543	0.7%

### Ad Valorem Rate by Fiscal Year

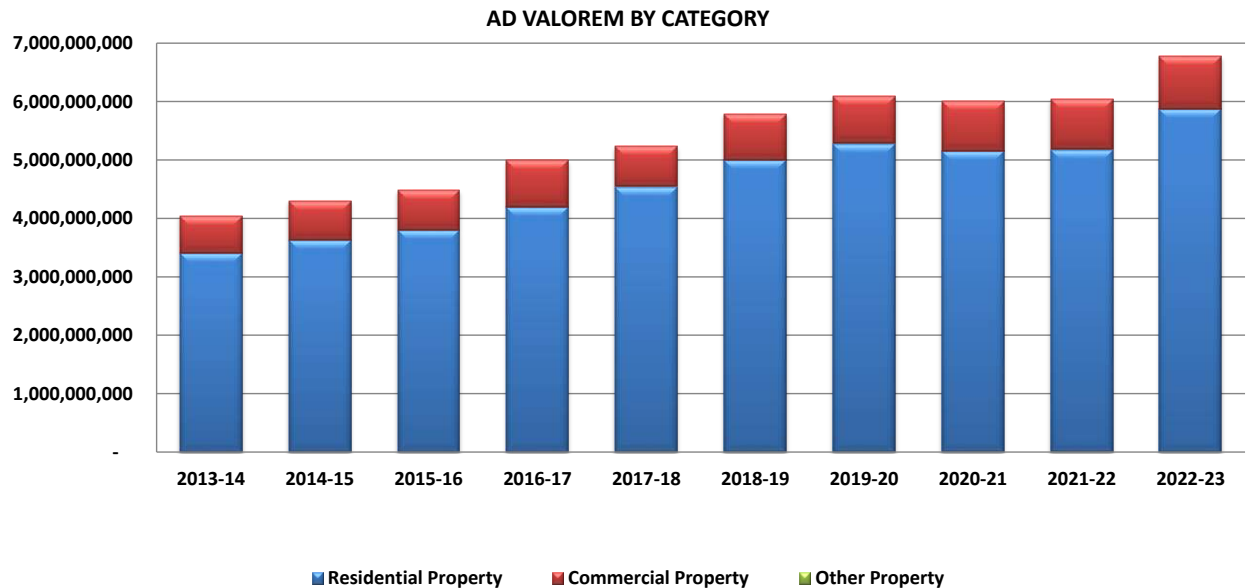


### Ad Valorem Levy by Fiscal Year



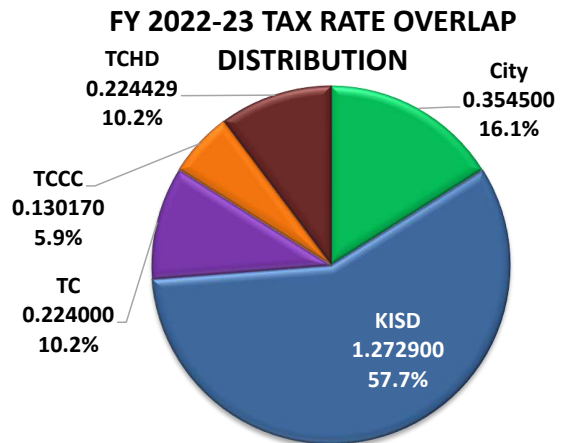
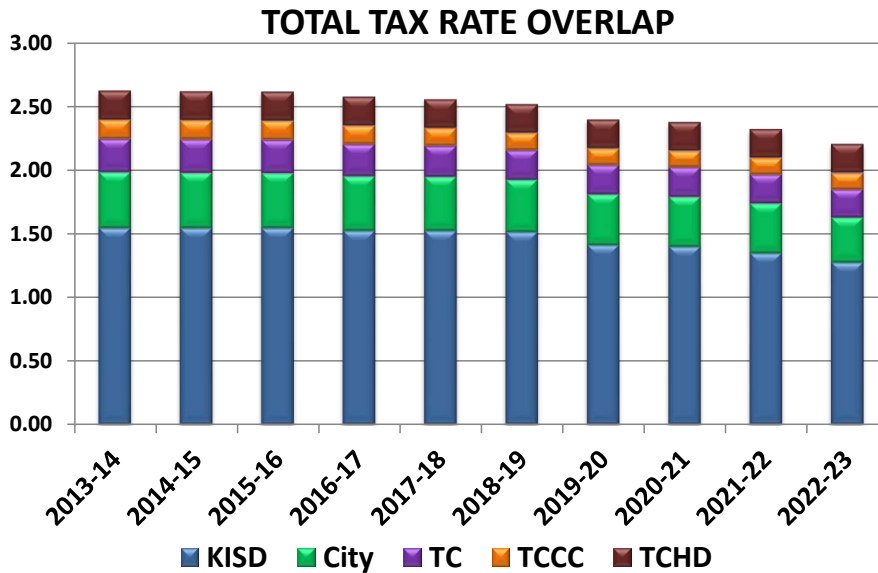
## TAXABLE AD VALOREM BY TYPE LAST TEN YEARS

Fiscal Year	Residential Property	% of Total	Commercial Property	% of Total	Other Property	% of Total	Total Taxable Ad Valorem	Annual Taxable Ad Valorem Growth
2013-14	3,403,293,010	84.2%	639,069,078	15.8%	1,526,679	0.0%	4,043,888,767	2.6%
2014-15	3,625,917,225	84.2%	676,781,328	15.7%	1,336,029	0.0%	4,304,034,581	6.4%
2015-16	3,793,250,339	84.6%	685,548,240	15.3%	3,984,800	0.1%	4,482,783,378	4.2%
2016-17	4,189,986,101	83.9%	800,619,329	16.0%	567,960	0.0%	4,991,173,391	11.3%
2017-18	4,541,681,247	86.8%	692,354,454	13.2%	430,477	0.0%	5,234,466,178	4.9%
2018-19	5,000,642,127	86.4%	787,573,892	13.6%	600,985	0.0%	5,788,817,005	10.6%
2019-20	5,277,268,282	86.7%	811,872,981	13.3%	646,921	0.0%	6,089,788,184	5.2%
2020-21	5,153,549,974	85.8%	854,288,438	14.2%	514,915	0.0%	6,008,353,326	-1.3%
2021-22	5,179,870,520	85.8%	859,080,353	14.2%	1,160,664	0.0%	6,040,111,536	0.5%
2022-23	5,871,352,281	86.7%	902,702,357	13.3%	1,006,833	0.0%	6,775,061,472	12.2%



**PROPERTY TAX RATES - DIRECT AND OVERLAPPING GOVERNMENTS  
LAST TEN YEARS**

Fiscal Year	City of Keller			Keller Independent School District	Tarrant County	Tarrant County Community College	Tarrant County Health District	Total Overlap
	General Fund	Debt Service Fund	Total City					
2013-14	0.326460	0.115730	0.442190	1.540000	0.264000	0.149500	0.227897	2.623587
2014-15	0.330480	0.106710	0.437190	1.540000	0.264000	0.149500	0.227897	2.618587
2015-16	0.323170	0.111520	0.434690	1.540000	0.264000	0.149500	0.227897	2.616087
2016-17	0.313578	0.116422	0.430000	1.520000	0.254000	0.144730	0.227897	2.576627
2017-18	0.318985	0.108515	0.427500	1.520000	0.244000	0.140060	0.224429	2.555989
2018-19	0.332943	0.080307	0.413250	1.510000	0.234000	0.136070	0.224429	2.517749
2019-20	0.318276	0.081624	0.399900	1.408300	0.234000	0.130170	0.224429	2.396799
2020-21	0.324190	0.070810	0.395000	1.394700	0.234000	0.130170	0.224429	2.378299
2021-22	0.336030	0.058970	0.395000	1.344000	0.229000	0.130170	0.224429	2.322599
2022-23	0.299234	0.055266	0.354500	1.272900	0.224000	0.130170	0.224429	2.205999



<b>TOP TEN TAXPAYERS CURRENT YEAR &amp; NINE YEARS AGO</b>
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**Fiscal Year 2022-23 / Tax Year 2022**

Name of Taxpayer	Nature of Property	Taxable Value	Rank	% of Total Taxable Value
WW 1300 Keller Parkway LLC/ WW 400/300 Bourland Road	Multi-Family Development	\$ 126,700,000	1	1.87%
T Arthouse TX LLC	Mixed Use Development	44,200,000	2	0.65%
Conservatory Senior Housing	Multi-Family Development	32,800,000	3	0.48%
Grand Estates At Keller LP	Multi-Family Development	29,600,000	4	0.44%
Atmos Energy/Mid Tex Division	Gas Utility	27,647,480	5	0.41%
Regency Centers LP	Retail	21,975,893	6	0.32%
Jahco Keller Crossing LLC	Retail	16,402,891	7	0.24%
Oncor Electric Devlivery Co LLC	Electric Utility	16,308,520	8	0.24%
Keller Senior Community LP	Multi-Family Development	16,300,000	9	0.24%
Sam's East Inc	Retail	14,216,410	10	0.21%
	Subtotal	\$ 346,151,194		5.11%
	All Other	\$ 6,428,910,278		94.89%
	Total	\$ 6,775,061,472		100.00%

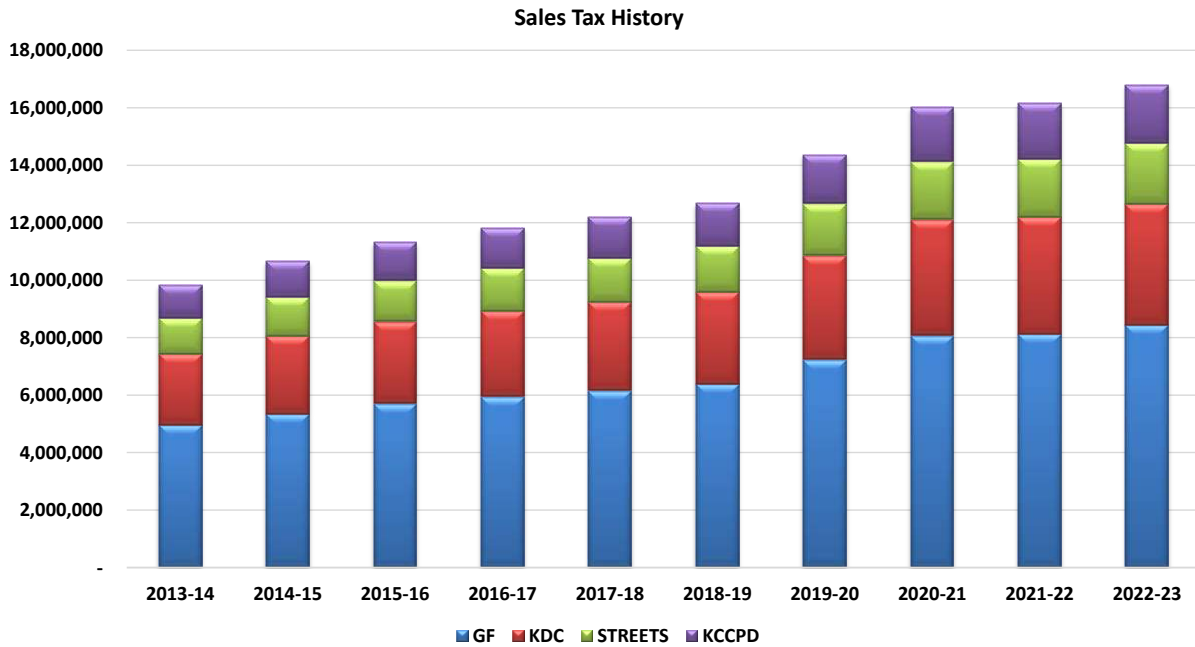
**Fiscal Year 2013-14 / Tax Year 2013**

Name of Taxpayer	Nature of Property	Taxable Value	Rank	% of Total Taxable Value
SC Dominion SPE	Multi-Family Development	32,680,000	1	0.81%
Art House	Mixed Use Development	24,200,000	2	0.60%
SC Stone Glen SPE	Multi-Family Development	22,000,000	3	0.54%
Ktc Seniors, Ltd	Multi-Family Development	20,905,000	4	0.52%
Regency Centers, LP	Retail	17,480,000	5	0.43%
Grand Estates at Keller LP	Multi-Family Development	16,800,000	6	0.42%
T Keller LLC	Retail	15,109,000	7	0.37%
GTE/Verizon	Telecommunications Utility	13,793,000	8	0.34%
TXU/Oncor Electric	Electricity Utility	12,990,000	9	0.32%
Lowe's Home Centers	Retail	11,264,000	10	0.28%
	Subtotal	\$ 187,221,000		4.63%
	All Other	\$ 3,856,667,767		95.37%
	Total	\$ 4,043,888,767		100.00%

Source: Tarrant County Appraisal District

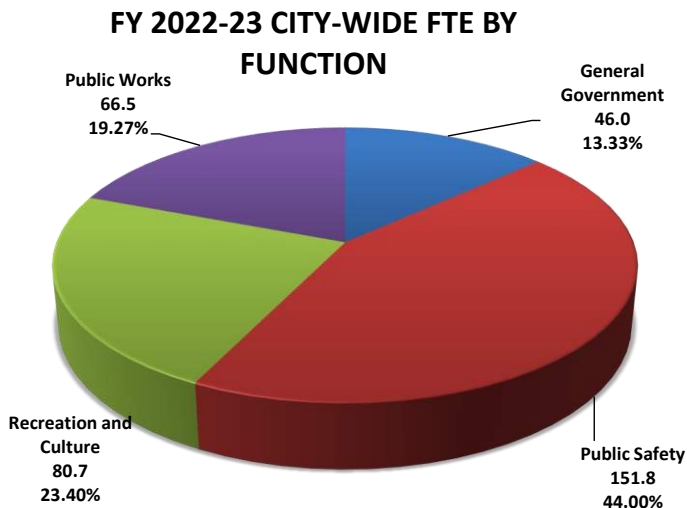
## SALES TAX BY FUND LAST TEN FISCAL YEARS

FISCAL YEAR	GENERAL FUND	KELLER DEVELOPMENT COPORATION	STREET MAINTENANCE	KELLER CRIME CONTROL AND PREVENTION DISTRICT	TOTAL	% OF AD VALOREM TAX LEVY	AD VALOREM TAX RATE
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	6,390,217	3,195,109	1,597,554	1,498,336	12,681,216	53.4%	\$ 0.2207
2019-20	7,234,231	3,617,116	1,808,558	1,698,664	14,358,568	59.4%	\$ 0.2376
2020-21	8,072,194	4,036,097	2,018,048	1,899,536	16,025,875	68.0%	\$ 0.2684
2021-22	8,124,574	4,062,287	2,031,144	1,944,674	16,162,679	68.2%	\$ 0.2693
2022-23	8,436,100	4,215,050	2,109,025	2,033,965	16,794,140	70.4%	\$ 0.2495



## FULL-TIME EQUIVALENT EMPLOYEES BY FUNCTION LAST TEN YEARS

	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
<b>General Government</b>										
Administration	8.00	9.00	9.48	9.48	7.48	7.48	7.00	7.00	7.00	7.00
Finance & Accounting	7.00	7.50	7.50	7.50	8.00	8.00	8.00	8.00	8.00	8.00
Town Hall Operations	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Human Resources	5.00	5.00	5.48	5.48	5.48	5.48	5.48	5.48	5.48	5.48
Economic Development	2.50	1.78	1.78	1.78	2.48	2.48	2.48	2.48	2.48	2.48
Municipal Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Development	11.96	12.41	12.41	12.66	12.27	12.27	13.00	13.00	13.00	13.00
Information Technology	8.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
<b>Total General Government</b>	<b>45.46</b>	<b>45.69</b>	<b>46.65</b>	<b>46.90</b>	<b>45.71</b>	<b>45.71</b>	<b>45.96</b>	<b>45.96</b>	<b>45.96</b>	<b>45.96</b>
<b>Public Safety</b>										
<b>Police</b>										
Officers	50.00	49.00	49.00	49.00	49.00	49.75	50.75	50.50	50.75	52.75
Civilians	35.48	37.48	37.48	38.48	39.44	40.44	41.44	41.00	42.00	42.00
<b>Total Police</b>	<b>85.48</b>	<b>86.48</b>	<b>86.48</b>	<b>87.48</b>	<b>88.44</b>	<b>90.19</b>	<b>92.19</b>	<b>91.50</b>	<b>92.75</b>	<b>94.75</b>
<b>Fire</b>										
Firefighters and Officers	57.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00
Civilians	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
<b>Total Fire</b>	<b>59.00</b>	<b>57.00</b>	<b>57.00</b>	<b>57.00</b>	<b>57.00</b>	<b>57.00</b>	<b>57.00</b>	<b>57.00</b>	<b>57.00</b>	<b>57.00</b>
<b>Total Public Safety</b>	<b>144.48</b>	<b>143.48</b>	<b>143.48</b>	<b>144.48</b>	<b>145.44</b>	<b>147.19</b>	<b>149.19</b>	<b>148.50</b>	<b>149.75</b>	<b>151.75</b>
<b>Recreation and Culture</b>										
P&R Department	28.20	28.06	28.56	28.56	28.56	28.56	23.00	22.00	22.00	22.00
Pointe	47.40	46.00	43.46	42.46	43.72	43.72	43.72	42.68	43.20	43.20
Library	15.42	15.48	15.48	15.49	15.52	15.52	15.52	15.52	15.52	15.52
<b>Total Culture and Leisure</b>	<b>91.02</b>	<b>89.54</b>	<b>87.50</b>	<b>86.51</b>	<b>87.80</b>	<b>87.80</b>	<b>82.24</b>	<b>80.20</b>	<b>80.72</b>	<b>80.72</b>
<b>Public Works</b>										
Administration	2.50	2.50	2.50	2.50	3.00	3.00	3.00	3.00	3.00	3.00
Engineering	3.00	3.00	3.00	3.00	3.00	3.00	3.00	4.00	4.00	4.00
Street Maintenance	9.60	9.83	9.83	9.83	9.50	9.50	9.50	9.50	9.50	9.50
Water Utilities	30.67	30.17	30.17	32.17	31.50	31.98	31.98	31.98	31.98	30.98
Wastewater Utilities	9.50	11.50	11.50	10.50	10.50	10.50	10.50	10.50	10.50	10.50
Drainage	8.50	8.50	8.50	8.50	8.50	8.50	8.50	8.50	8.50	8.50
<b>Total Public Works</b>	<b>63.77</b>	<b>65.50</b>	<b>65.50</b>	<b>66.50</b>	<b>66.00</b>	<b>66.48</b>	<b>66.48</b>	<b>67.48</b>	<b>67.48</b>	<b>66.48</b>
<b>Total</b>	<b>344.73</b>	<b>344.21</b>	<b>343.13</b>	<b>344.39</b>	<b>344.95</b>	<b>347.18</b>	<b>343.87</b>	<b>342.14</b>	<b>343.91</b>	<b>344.91</b>





**FY2022-23 General Government Pay Plan**

Job Title	FLSA	Grade	Hourly			Bi-Weekly			Annually		
			Min	Mid	Max	Min	Mid	Max	Min	Mid	Max
Economic Development Intern	NE	1	\$11.44	\$14.31	\$17.17	\$916	\$1,145	\$1,373	\$23,804	\$29,766	\$35,707
GIS Trainee / Intern	NE										
IT Trainee / Intern	NE										
Accounting Trainee	NE	2	\$13.53	\$16.91	\$20.29	\$1,082	\$1,353	\$1,623	\$28,132	\$35,176	\$42,199
Field Technician Trainee	NE										
Library Clerk I	NE										
Utility Billing Representative Trainee	NE										
Accounting Technician I	NE	3	\$16.13	\$20.17	\$24.19	\$1,290	\$1,613	\$1,936	\$33,542	\$41,944	\$50,324
Building Maintenance Technician I	NE										
Code Enforcement Officer I	NE										
Customer Service Technician	NE										
Public Works Technician (P/T)	NE										
Facility Maintenance Worker I	NE										
Field Technician I	NE										
Human Resources Coordinator (P/T)	NE										
Irrigation Technician I (Parks)	NE										
Library Clerk II	NE										
Program Coordinator	NE										
Records Technician	NE										
Utility Billing Representative I	NE										
Accounting Technician II	NE	4	\$17.69	\$22.11	\$26.53	\$1,415	\$1,769	\$2,122	\$36,789	\$45,996	\$55,183
Administrative Assistant I	NE										
Animal Control Officer I	NE										
Building Maintenance Worker II	NE										
Code Enforcement Officer II	NE										
Facility Maintenance Worker II	NE										
Field Technician II	NE										
Irrigation Technician II	NE										
Library Technician	NE										
Permit Technician I	NE										
Senior Records Technician	NE										
Utility Billing Representative II	NE										
Administrative Assistant II	NE	5	\$19.77	\$24.71	\$29.65	\$1,581	\$1,977	\$2,372	\$41,117	\$51,406	\$61,675
Animal Control Officer II	NE										
Plans Examiner	NE										
Planning Technician	NE										
Building Maintenance Worker III	NE										
Code Enforcement Officer III	NE										
Facility Maintenance Worker III	NE										
Field Technician III	NE										
Permit Technician II	NE										
Senior Accounting Technician	NE										
Utility Billing Representative III	NE										
Construction Inspector	NE	6	\$21.85	\$27.32	\$32.77	\$1,748	\$2,185	\$2,622	\$45,445	\$56,816	\$68,167



**FY2022-23 General Government Pay Plan**

Job Title	FLSA	Grade	Hourly			Bi-Weekly			Annually					
			Min	Mid	Max	Min	Mid	Max	Min	Mid	Max			
Environmental Specialist	NE													
GIS Technician I	NE													
Systems & Network Administrator I	NE													
Code Enforcement Administrator	E	7	\$24.97	\$31.21	\$37.45	\$1,998	\$2,497	\$2,996	\$51,937	\$64,921	\$77,905			
Utility Billing Administrator	E													
Senior Construction Inspector	NE													
Accountant	E	8	\$26.01	\$32.52	\$39.02	\$2,081	\$2,601	\$3,121	\$54,101	\$67,637	\$81,151			
Aquatics Specialist	E													
Budget Analyst	E													
Circulation Supervisor	NE													
Engineering Technician	NE													
Events Specialist	E													
GIS Technician II	E													
Human Resources Generalist	E													
Management Analyst	E													
Marketing Specialist	E													
Planner I	E													
Program Specialist	E													
Purchasing Agent	NE													
Recreation Specialist	E													
Assistant City Secretary	E	9	\$27.05	\$33.81	\$40.58	\$2,164	\$2,705	\$3,246	\$56,265	\$70,331	\$84,397			
Application Administrator	E													
Aquatics Supervisor	E													
Building Operations Supervisor	E													
Customer Service Supervisor	E													
Digital Communications Specialist	E													
Economic Development Specialist	E													
Human Resources Specialist	E													
IT Systems Administrator	E													
Planner II	E													
Program Supervisor	E													
Recreation Supervisor	E													
Senior Accountant	E													
Senior Purchasing Agent	E													
Network Administrator	E													
Accreditation Manager (Public Safety)	E	10	\$29.13	\$36.41	\$43.70	\$2,330	\$2,913	\$3,496	\$60,593	\$75,741	\$90,889			
Support Services Manager	E													
Building Official	E													
Capital Project Manager	E													
Engineer I	E													
GIS Manager	E													
Librarian (Children Services)	E													
Librarian (Public Services)	E													
Librarian (Young Adult Services)	E													





**FY2022-23 General Government Pay Plan**

Job Title	FLSA	Grade	Hourly			Bi-Weekly			Annually		
			Min	Mid	Max	Min	Mid	Max	Min	Mid	Max
Economic Development Intern	NE	1	\$11.44	\$14.31	\$17.17	\$916	\$1,145	\$1,373	\$23,804	\$29,766	\$35,707
GIS Trainee / Intern	NE										
IT Trainee / Intern	NE										
Accounting Trainee	NE	2	\$13.53	\$16.91	\$20.29	\$1,082	\$1,353	\$1,623	\$28,132	\$35,176	\$42,199
Field Technician Trainee	NE										
Library Clerk I	NE										
Utility Billing Representative Trainee	NE										
Accounting Technician I	NE	3	\$16.13	\$20.17	\$24.19	\$1,290	\$1,613	\$1,936	\$33,542	\$41,944	\$50,324
Building Maintenance Technician I	NE										
Code Enforcement Officer I	NE										
Customer Service Technician	NE										
Public Works Technician (P/T)	NE										
Facility Maintenance Worker I	NE										
Field Technician I	NE										
Human Resources Coordinator (P/T)	NE										
Irrigation Technician I (Parks)	NE										
Library Clerk II	NE										
Program Coordinator	NE										
Records Technician	NE										
Utility Billing Representative I	NE										
Accounting Technician II	NE	4	\$17.69	\$22.11	\$26.53	\$1,415	\$1,769	\$2,122	\$36,789	\$45,996	\$55,183
Administrative Assistant I	NE										
Animal Control Officer I	NE										
Building Maintenance Worker II	NE										
Code Enforcement Officer II	NE										
Facility Maintenance Worker II	NE										
Field Technician II	NE										
Irrigation Technician II	NE										
Library Technician	NE										
Permit Technician I	NE										
Senior Records Technician	NE										
Utility Billing Representative II	NE										
Administrative Assistant II	NE	5	\$19.77	\$24.71	\$29.65	\$1,581	\$1,977	\$2,372	\$41,117	\$51,406	\$61,675
Animal Control Officer II	NE										
Plans Examiner	NE										
Planning Technician	NE										
Building Maintenance Worker III	NE										
Code Enforcement Officer III	NE										
Facility Maintenance Worker III	NE										
Field Technician III	NE										
Permit Technician II	NE										
Senior Accounting Technician	NE										
Utility Billing Representative III	NE										
Construction Inspector	NE	6	\$21.85	\$27.32	\$32.77	\$1,748	\$2,185	\$2,622	\$45,445	\$56,816	\$68,167



**FY2022-23 General Government Pay Plan**

Job Title	FLSA	Grade	Hourly			Bi-Weekly			Annually					
			Min	Mid	Max	Min	Mid	Max	Min	Mid	Max			
Environmental Specialist	NE													
GIS Technician I	NE													
Systems & Network Administrator I	NE													
Code Enforcement Administrator	E	7	\$24.97	\$31.21	\$37.45	\$1,998	\$2,497	\$2,996	\$51,937	\$64,921	\$77,905			
Utility Billing Administrator	E													
Senior Construction Inspector	NE													
Accountant	E	8	\$26.01	\$32.52	\$39.02	\$2,081	\$2,601	\$3,121	\$54,101	\$67,637	\$81,151			
Aquatics Specialist	E													
Budget Analyst	E													
Circulation Supervisor	NE													
Engineering Technician	NE													
Events Specialist	E													
GIS Technician II	E													
Human Resources Generalist	E													
Management Analyst	E													
Marketing Specialist	E													
Planner I	E													
Program Specialist	E													
Purchasing Agent	NE													
Recreation Specialist	E													
Assistant City Secretary	E	9	\$27.05	\$33.81	\$40.58	\$2,164	\$2,705	\$3,246	\$56,265	\$70,331	\$84,397			
Application Administrator	E													
Aquatics Supervisor	E													
Building Operations Supervisor	E													
Customer Service Supervisor	E													
Digital Communications Specialist	E													
Economic Development Specialist	E													
Human Resources Specialist	E													
IT Systems Administrator	E													
Planner II	E													
Program Supervisor	E													
Recreation Supervisor	E													
Senior Accountant	E													
Senior Purchasing Agent	E													
Network Administrator	E													
Accreditation Manager (Public Safety)	E	10	\$29.13	\$36.41	\$43.70	\$2,330	\$2,913	\$3,496	\$60,593	\$75,741	\$90,889			
Support Services Manager	E													
Building Official	E													
Capital Project Manager	E													
Engineer I	E													
GIS Manager	E													
Librarian (Children Services)	E													
Librarian (Public Services)	E													
Librarian (Young Adult Services)	E													





**FY2022-23 General Government Pay Plan**

Job Title	FLSA	Grade	Hourly			Bi-Weekly			Annually					
			Min	Mid	Max	Min	Mid	Max	Min	Mid	Max			
SCADA Operator	NE													
Heavy Equipment Operator	NE	5	\$21.96	\$27.46	\$32.95	\$1,581	\$1,977	\$2,372	\$41,109	\$51,405	\$61,682			
Traffic Control Technician	NE													
Water Production Operator	NE													
Crew Leader (Parks)	NE	6	\$24.28	\$30.35	\$36.41	\$1,748	\$2,185	\$2,622	\$45,452	\$56,815	\$68,160			
Crew Leader (Pipeline Inspections)	NE													
Crew Leader (Streets/Drainage)	NE													
Crew Leader (W/WW)	NE													
Irrigation Lead	NE													
Foreman (Parks)	NE	7	\$27.74	\$34.68	\$41.62	\$1,997	\$2,497	\$2,997	\$51,929	\$64,921	\$77,913			
Foreman (Streets/Drainage)	NE													
Foreman (W/WW)	NE													
Water Production Supervisor	NE													
Logistics Specialist	NE	9	\$30.06	\$37.57	\$45.08	\$2,164	\$2,705	\$3,246	\$56,272	\$70,331	\$84,390			



## FY 2022-2023 Police Department Step Plan

Effective 10/1/2022

Non-exempt (hourly) positions are eligible for overtime compensation. Bi-weekly wages are based on a 40-hour work week, or 2080 hours per year, which equals 1 full-time equivalent (FTE) position. For 12-hour shift sworn officers, in accordance with the provisions of Section 142.0015 (j) of the Texas Local Government Code, hours worked in excess of 80 hours in each 14-day work period are paid at the appropriate overtime rate. Earnings are based on actual number of hours worked and other employment related pay.

Pay Grade	Position Title	FLSA	Type	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14
PSN-PO/CI	Criminal Investigator Police Officer	NE	Hourly	\$31.23	\$31.85	\$32.49	\$33.14	\$33.80	\$34.48	\$35.17	\$35.87	\$36.59	\$37.32	\$38.07	\$38.83	\$39.62	\$40.42
			Bi-Weekly	\$2,498	\$2,548	\$2,599	\$2,651	\$2,704	\$2,758	\$2,814	\$2,870	\$2,927	\$2,986	\$3,046	\$3,106	\$3,170	\$3,234
			Monthly	\$5,413	\$5,521	\$5,632	\$5,744	\$5,859	\$5,977	\$6,096	\$6,217	\$6,342	\$6,469	\$6,599	\$6,731	\$6,867	\$7,006
	Annually	\$64,958	\$66,248	\$67,579	\$68,931	\$70,304	\$71,718	\$73,154	\$74,610	\$76,107	\$77,626	\$79,186	\$80,766	\$82,410	\$84,074		

PSN-CO	Corporal	NE	Hourly	\$41.23	\$42.05	\$42.89	\$43.75	\$44.63	\$45.52									
			Bi-Weekly	\$3,298	\$3,364	\$3,431	\$3,500	\$3,570	\$3,642									
			Monthly	\$7,146	\$7,289	\$7,434	\$7,583	\$7,736	\$7,890									
			Annually	\$85,755	\$87,464	\$89,211	\$91,000	\$92,830	\$94,682									

PSN-S	Sergeant	NE	Hourly	\$46.43	\$47.37	\$48.32	\$49.28	\$50.28	\$51.29									
			Bi-Weekly	\$3,714	\$3,790	\$3,866	\$3,942	\$4,022	\$4,103									
			Monthly	\$8,048	\$8,211	\$8,375	\$8,542	\$8,715	\$8,890									
			Annually	\$96,575	\$98,530	\$100,506	\$102,502	\$104,582	\$106,683									

PSN-L	Lieutenant	NE	Hourly	\$52.32	\$53.36	\$54.43	\$55.53	\$56.64	\$57.77									
			Bi-Weekly	\$4,185	\$4,269	\$4,354	\$4,442	\$4,531	\$4,622									
			Monthly	\$9,068	\$9,249	\$9,435	\$9,625	\$9,818	\$10,013									
			Annually	\$108,817	\$110,989	\$113,214	\$115,502	\$117,811	\$120,162									

Pay Grade	Position Title	FLSA	Min	Hourly Mid	Max	Min	Bi-Weekly Mid	Max	Min	Annually Mid	Max
PS Exe 2	Chief	E	\$55.16	\$68.95	\$82.74	\$4,413	\$5,516	\$6,619	\$114,736	\$143,420	\$172,104
PS Exe 1	Captain	E	\$52.53	\$65.67	\$78.80	\$4,202	\$5,253	\$6,304	\$109,262	\$136,578	\$163,894
10	Public Safety Accreditation Manager	E	\$29.13	\$36.42	\$43.70	\$2,330	\$2,913	\$3,496	\$60,593	\$75,741	\$90,889
5	Administrative Assistant II	NE	\$19.77	\$24.71	\$29.65	\$1,581	\$1,977	\$2,372	\$41,117	\$51,406	\$61,675
4	Senior Records Technician	NE	\$17.69	\$22.11	\$26.53	\$1,415	\$1,769	\$2,122	\$36,789	\$45,996	\$55,183
3	Records Technician	NE	\$16.13	\$20.16	\$24.19	\$1,290	\$1,613	\$1,936	\$33,542	\$41,944	\$50,324
3	Building Maintenance Technician I	NE	\$16.13	\$20.16	\$24.19	\$1,290	\$1,613	\$1,936	\$33,542	\$41,944	\$50,324
5	Animal Control Officer II	NE	\$19.77	\$24.71	\$29.65	\$1,581	\$1,977	\$2,372	\$41,117	\$51,406	\$61,675
4	Animal Control Officer I	NE	\$17.69	\$22.11	\$26.53	\$1,415	\$1,769	\$2,122	\$36,789	\$45,996	\$55,183
11	Assistant NETCOM Manager	E	\$32.64	\$40.80	\$48.96	\$2,611	\$3,264	\$3,917	\$67,891	\$84,864	\$101,837
12	NETCOM Manager	E	\$34.68	\$43.35	\$52.02	\$2,774	\$3,468	\$4,162	\$72,134	\$90,168	\$108,202



# FY 2022-2023 Police Department Step Plan

Effective 10/1/2022

## NETCOM 9-1-1 DISPATCH

Pav Grade	Position Title	FLSA	Type	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15
DSP	Dispatcher	NE	Hourly	\$23.30	\$23.77	\$24.25	\$24.74	\$25.23	\$25.73	\$26.24	\$26.76	\$27.30	\$27.85	\$28.41	\$28.98	\$29.57	\$30.17	\$30.78
		NE	Bi-Weekly	\$1,864	\$1,902	\$1,940	\$1,979	\$2,018	\$2,058	\$2,099	\$2,141	\$2,184	\$2,228	\$2,273	\$2,318	\$2,366	\$2,414	\$2,462
			Monthly	\$4,039	\$4,120	\$4,203	\$4,288	\$4,373	\$4,460	\$4,548	\$4,638	\$4,732	\$4,827	\$4,924	\$5,023	\$5,125	\$5,229	\$5,335
			Annually	\$48,464	\$49,442	\$50,440	\$51,459	\$52,478	\$53,518	\$54,579	\$55,661	\$56,784	\$57,928	\$59,093	\$60,278	\$61,506	\$62,754	\$64,022
DSPS	Dispatch Supervisor	NE	Hourly	\$28.00	\$28.56	\$29.13	\$29.71	\$30.30	\$30.91	\$31.53	\$32.16	\$32.80	\$33.46	\$34.13	\$34.81	\$35.51	\$36.22	\$36.94
			Bi-Weekly	\$2,240	\$2,285	\$2,330	\$2,377	\$2,424	\$2,473	\$2,522	\$2,573	\$2,624	\$2,677	\$2,730	\$2,785	\$2,841	\$2,898	\$2,955
			Monthly	\$4,853	\$4,950	\$5,049	\$5,150	\$5,252	\$5,358	\$5,465	\$5,574	\$5,685	\$5,800	\$5,916	\$6,034	\$6,155	\$6,278	\$6,403
			Annually	\$58,240	\$59,405	\$60,590	\$61,797	\$63,024	\$64,293	\$65,582	\$66,893	\$68,224	\$69,597	\$70,990	\$72,405	\$73,861	\$75,338	\$76,835

## DETENTION

Pav Grade	Position Title	FLSA	Type	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15
DO	Detention Officer	NE	Hourly	\$19.50	\$19.89	\$20.29	\$20.70	\$21.11	\$21.53	\$21.96	\$22.40	\$22.85	\$23.31	\$23.78	\$24.26	\$24.76	\$25.27	\$25.79
		NE	Bi-Weekly	\$1,560	\$1,591	\$1,623	\$1,656	\$1,689	\$1,722	\$1,757	\$1,792	\$1,828	\$1,865	\$1,902	\$1,941	\$1,981	\$2,022	\$2,063
			Monthly	\$3,380	\$3,448	\$3,517	\$3,588	\$3,659	\$3,732	\$3,806	\$3,883	\$3,961	\$4,040	\$4,122	\$4,205	\$4,292	\$4,380	\$4,470
			Annually	\$40,560	\$41,371	\$42,203	\$43,056	\$43,909	\$44,782	\$45,677	\$46,592	\$47,528	\$48,485	\$49,462	\$50,461	\$51,501	\$52,562	\$53,643
RHFM	Regional Holding Facility Manager	NE	Hourly	\$25.36	\$25.87	\$26.39	\$26.92	\$27.46	\$28.01	\$28.57	\$29.14	\$29.72	\$30.31	\$30.92	\$31.54	\$32.17	\$32.81	\$33.47
			Bi-Weekly	\$2,029	\$2,070	\$2,111	\$2,154	\$2,197	\$2,241	\$2,286	\$2,331	\$2,378	\$2,425	\$2,474	\$2,523	\$2,574	\$2,625	\$2,678
			Monthly	\$4,396	\$4,484	\$4,574	\$4,666	\$4,760	\$4,855	\$4,952	\$5,051	\$5,151	\$5,254	\$5,359	\$5,467	\$5,576	\$5,687	\$5,801
			Annually	\$52,749	\$53,810	\$54,891	\$55,994	\$57,117	\$58,261	\$59,426	\$60,611	\$61,818	\$63,045	\$64,314	\$65,603	\$66,914	\$68,245	\$69,618



# FY 2022-2023 Fire Department Step Plan

Effective 10/1/2022

Fire Department non-exempt (hourly) positions are eligible for overtime pay. Bi-weekly wages are based on 24-hour shifts averaging 56-hours per week, or 2912 hours worked per year. In accordance with the provisions of Section 142.0015 (b) of the Texas Local Government Code, hours worked in excess of 212 hours in each 28-day work period are paid at the appropriate overtime rate. Earnings are based on actual number of hours worked and other employment related pay.

Pay Grade	Position Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14
<b>PSN-E</b>	NE Hourly	\$21.14	\$21.56	\$21.99	\$22.43	\$22.88									
	Bi-Weekly	\$2,368	\$2,415	\$2,463	\$2,512	\$2,563									
	Monthly	\$5,130	\$5,232	\$5,336	\$5,443	\$5,552									
	Annually	\$61,560	\$62,783	\$64,035	\$65,316	\$66,627									
<b>PSN-F</b>	NE Hourly	\$22.25	\$22.70	\$23.15	\$23.61	\$24.08	\$24.56	\$25.05	\$25.55	\$26.06	\$26.58	\$27.11	\$27.65	\$28.20	\$28.76
	Bi-Weekly	\$2,492	\$2,542	\$2,593	\$2,644	\$2,697	\$2,751	\$2,806	\$2,862	\$2,919	\$2,977	\$3,036	\$3,097	\$3,158	\$3,221
	Monthly	\$5,399	\$5,509	\$5,618	\$5,729	\$5,843	\$5,960	\$6,079	\$6,200	\$6,324	\$6,450	\$6,579	\$6,710	\$6,843	\$6,979
	Annually	\$64,792	\$66,102	\$67,413	\$68,752	\$70,121	\$71,519	\$72,946	\$74,402	\$75,887	\$77,401	\$78,944	\$80,517	\$82,118	\$83,749
<b>PSN-DF</b>	NE Hourly	\$27.65	\$28.20	\$28.76	\$29.34	\$29.93	\$30.53	\$31.14	\$31.76	\$32.40					
	Bi-Weekly	\$3,097	\$3,158	\$3,221	\$3,286	\$3,352	\$3,419	\$3,488	\$3,557	\$3,629					
	Monthly	\$6,710	\$6,843	\$6,979	\$7,120	\$7,263	\$7,409	\$7,557	\$7,707	\$7,862					
	Annually	\$80,517	\$82,118	\$83,749	\$85,438	\$87,156	\$88,903	\$90,680	\$92,485	\$94,349					
<b>PSN-FC</b>	NE Hourly	\$32.86	\$33.52	\$34.19	\$34.87	\$35.57	\$36.28	\$37.01	\$37.75	\$38.51					
	Bi-Weekly	\$3,680	\$3,754	\$3,829	\$3,905	\$3,984	\$4,063	\$4,145	\$4,228	\$4,313					
	Monthly	\$7,974	\$8,134	\$8,297	\$8,462	\$8,632	\$8,804	\$8,981	\$9,161	\$9,345					
	Annually	\$95,688	\$97,610	\$99,561	\$101,541	\$103,550	\$105,647	\$107,773	\$109,928	\$112,141					
<b>PSN-BC</b>	NE Hourly	\$37.53	\$38.28	\$39.05	\$39.83	\$40.63	\$41.44	\$42.27							
	Bi-Weekly	\$4,203	\$4,287	\$4,374	\$4,461	\$4,551	\$4,641	\$4,734							
	Monthly	\$9,107	\$9,289	\$9,476	\$9,665	\$9,860	\$10,056	\$10,258							
	Annually	\$109,287	\$111,471	\$113,714	\$115,985	\$118,315	\$120,673	\$123,090							
<b>PSN-FI</b>	NE Hourly	\$38.70	\$39.47	\$40.26	\$41.07	\$41.89	\$42.73	\$43.58	\$44.45	\$45.34					
	Bi-Weekly	\$3,096	\$3,158	\$3,221	\$3,286	\$3,351	\$3,418	\$3,486	\$3,556	\$3,627					
	Monthly	\$6,708	\$6,841	\$6,978	\$7,119	\$7,261	\$7,407	\$7,554	\$7,705	\$7,859					
	Annually	\$80,496	\$82,098	\$83,741	\$85,426	\$87,131	\$88,878	\$90,646	\$92,456	\$94,307					
<b>PSN-FM</b>	NE Hourly	\$49.02	\$50.00	\$51.00	\$52.02	\$53.06	\$54.12	\$55.20	\$56.30	\$57.43					
	Bi-Weekly	\$3,922	\$4,000	\$4,080	\$4,162	\$4,245	\$4,330	\$4,416	\$4,504	\$4,594					
	Monthly	\$8,497	\$8,667	\$8,840	\$9,017	\$9,197	\$9,381	\$9,568	\$9,759	\$9,955					
	Annually	\$101,962	\$104,000	\$106,080	\$108,202	\$110,365	\$112,570	\$114,816	\$117,104	\$119,454					

Fire Inspector, Fire Marshal, and Training Officer are non-exempt (hourly) positions eligible for overtime. Bi-weekly wages are based on a 40-hour work week, or 2080 hours per year, which equals 1 full-time equivalent (FTE) position. Earnings are based on actual number of hours worked and other employment related pay.

**CITY OF KELLER, TEXAS**  
**List of Acronyms**

<b>ACFR</b>	Annual Comprehensive Financial Report
<b>AEDO</b>	Accredited Economic Development Organization
<b>AWIA</b>	American Water Infrastructure Act
<b>CAD</b>	Computer-aided Dispatch
<b>CALEA</b>	Commission on Accreditation for Law Enforcement Agencies
<b>CECD</b>	Certified Economic Developers
<b>CERT</b>	Community Emergency Response Team
<b>CIAC</b>	Capital Improvements Advisory Committee
<b>CID</b>	Criminal Investigation Department
<b>CIP</b>	Capital Improvements Program
<b>CO</b>	Certificate of Obligation
<b>COLA</b>	Cost of Living Adjustment
<b>CPI</b>	Consumer Price Index
<b>DPS</b>	Department of Public Safety
<b>DRC</b>	Development Review Committee
<b>EAT</b>	Employee Activity Team
<b>EMS</b>	Emergency Medical Services
<b>FFE</b>	Furniture, Fixtures, and Equipment
<b>FTE</b>	Full-time equivalent
<b>FY</b>	Fiscal Year
<b>FYTD</b>	Fiscal Year-to-Date
<b>GAAP</b>	Generally Accepted Accounting Principles
<b>GFOA</b>	Government Finance Officers Association
<b>GIS</b>	Geographic Information Systems
<b>GO</b>	General Obligation
<b>HSNT</b>	Humane Society of North Texas
<b>I&amp;I</b>	Infiltration and Inflow
<b>I&amp;S</b>	Interest and Sinking
<b>IEDC</b>	International Economic Development Council



**CITY OF KELLER, TEXAS**  
**List of Acronyms**

<b>ISO</b>	Insurance Services Office
<b>KCCPD</b>	Keller Crime Control Prevention District
<b>KDC</b>	Keller Development Corporation
<b>KEDB</b>	Keller Economic Development Board
<b>KISD</b>	Keller Independent School District
<b>KSP</b>	Keller Sports Park
<b>KTC</b>	Keller Town Center
<b>KTP</b>	Keller Technology Plan
<b>M&amp;O</b>	Maintenance and Operations
<b>MGD</b>	Million Gallons per Day
<b>MS4</b>	Municipal Separate Storm Sewer System
<b>MSC</b>	Municipal Service Center
<b>NCTCOG</b>	North Central Texas Council of Governments
<b>NEFDA</b>	Northeast Fire Department Association
<b>NETCO</b>	Northeast Trunked Radio Consortium
<b>NETCOM</b>	Northeast Tarrant Communications Center
<b>NTCAR</b>	North Texas Commercial Association of Realtors
<b>OTK</b>	Old Town Keller
<b>PEG</b>	Public Education and Government
<b>PILOT</b>	Payment in lieu of Taxes
<b>REF &amp; IMP</b>	Refunding and Improvement
<b>RIF</b>	Reduction in Force
<b>RMS</b>	Record Management System
<b>ROW</b>	Right of Way
<b>SCADA</b>	Supervisory Control and Data Acquisition
<b>SCBA</b>	Self-contained Breathing Apparatus
<b>SEC</b>	Securities and Exchange Commission
<b>SRO</b>	School Resource Officer
<b>STEMI</b>	ST-Elevation Myocardial Infraction

**CITY OF KELLER, TEXAS**  
**List of Acronyms**

<b>SWIFT</b>	State Water Implementation Fund for Texas
<b>TAD</b>	Tarrant Appraisal District
<b>TEDC</b>	Texas Economic Development Council
<b>TCEQ</b>	Texas Commission on Environmental Quality
<b>TCLEOSE</b>	Texas Commission on Law Enforcement Standards and Education
<b>TML</b>	Texas Municipal League
<b>TMRS</b>	Texas Municipal Retirement System
<b>TIF</b>	Tax Increment Financing
<b>TIRZ</b>	Tax Increment Reinvestment Zone
<b>TRA</b>	Trinity River Authority
<b>TWDB</b>	Texas Water Development Board
<b>TxDOT</b>	Texas Department of Transportation
<b>UDC</b>	Unified Development Code
<b>YTD</b>	Year-to-Date

## GLOSSARY OF TERMS

The annual budget contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader in understanding these terms, this glossary has been included in the budget document.

### -A-

**ACCRUAL BASIS OF ACCOUNTING.** A basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the period in which they are incurred. For example, water revenues which are billed in September are recorded as revenues in September, even though payment in cash is actually received in October. Similarly, services or supplies that have been received in September, but actually paid for by the City in October, are recorded as obligations of the City (expenses) in September. Accrual accounting is used for the City's enterprise funds for financial reporting purposes.

**ADOPTED BUDGET.** The budget as modified and finally approved by the City Council. The adopted budget is authorized by ordinance that sets the legal spending limits for the fiscal year.

**AD VALOREM TAX.** A tax levied on the assessed valuation of land and improvements.

**APPRAISED VALUE.** The estimated value of property for the purpose of taxation, as established by the Tarrant Appraisal District.

**APPROPRIATION.** An authorization made by the City Council that permits officials to incur obligations against and to make expenditures of resources. Appropriations normally are made for fixed amounts at the department level and cover, in the operating budget, a one-year period.

**APPROPRIATION (BUDGET) ORDINANCE.** The official enactment by the City Council establishing the legal authority for City officials to obligate and expend resources.

**ASSESSED VALUATION.** A value that is established for real or personal property for use as a basis for levying property taxes. Property values in Keller are established by the Tarrant Appraisal District.

**ASSETS.** Resources owned or held by the City that have monetary value.

**AUTHORIZED POSITION(S).** See *FULL-TIME EQUIVALENT POSITION*.

### -B-

**BALANCED BUDGET.** A budget adopted by the City Council and authorized by ordinance where the proposed expenditures are equal to or less than the proposed revenues plus fund balances.

**BASIS OF ACCOUNTING.** A term used referring as to when revenues, expenditures, expenses, and transfers –and related assets and liabilities – are recognized in the accounts and reported in the City's financial statements.

**BUDGET.** The City's financial plan that contains both the estimated revenues to be received during the year and the proposed expenditures to be incurred to achieve stated objectives.

**BUDGET ADJUSTMENT (AMENDMENT).** A formal legal procedure utilized by the City to revise a budget during a fiscal year.

**BUDGET CALENDAR.** The schedule of dates used as a guide to complete the various steps of the budget preparation and adoption processes.

**BUDGET ENHANCEMENT.** A request for additional funding for a program, service, or the expansion of current services. Budget enhancements are used during the budget preparation process in order to identify specific departmental requests in the proposed budget. Budget enhancements are ranked in their order of priority by the department manager making the request. Budget enhancements are distinguished in the proposed budget separately from the "base line" or "current services" funding levels. Also see: *DECISION PACKAGE* and *SUPPLEMENTAL DECISION PACKAGE*.

**BUDGET MESSAGE.** The opening section of the budget document from the City Manager that provides the City Council and the public with a general summary of the most important aspects of the budget. Sometimes referred to as a "transmittal letter."

**BUDGETARY CONTROL.** The control of management of the organization in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and revenues.

### -C-

## GLOSSARY OF TERMS

**CAPITAL OUTLAY.** An expenditure which results in the acquisition of or addition to fixed assets, and meets these criteria: having an anticipated useful life of more than one year; can be permanently identified as an individual unit of property; belonging to one of the following categories – land, buildings, machinery and equipment, vehicles, or furniture and fixtures; constitutes a tangible, permanent addition to the value of City assets; cost generally exceeds \$5,000; does not constitute repair or maintenance; and is not readily susceptible to loss. In the budget, capital outlay is budgeted as expenditures in all fund types.

**CAPITAL PROJECT FUND.** A fund used to account for the financial resources to be used for the acquisition or construction of major capital facilities or equipment, usually financed by the issuance of debt.

**CERTIFICATES OF OBLIGATION.** Tax-supported bonds that are similar to general obligation bonds and can be issued after meeting strict publication requirements and with final approval of the City Council.

**CERTIFIED APPRAISAL ROLL.** The final property appraisals roll, as calculated by the Tarrant Appraisal District (TAD). The certified roll is required to be prepared by TAD by July 25 of each year.

**CITY CHARTER.** The document of a home rule City similar to a constitution, which establishes the City's government structure and provides for the distribution of powers and duties among the various branches of government.

**CITY COUNCIL.** The elected governing body of the City, consisting of the Mayor and six (6) Council members, collectively acting as the legislative and policy-making body of the City.

**CRIME CONTROL PREVENTION DISTRICT SALES TAX.** (See *KELLER CRIME CONTROL PREVENTION DISTRICT.*)

**CURRENT TAXES.** Taxes levied and due within one year.

**DEBT SERVICE.** The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a predetermined payment schedule.

**DEBT SERVICE FUND.** A fund used to account for resources and expenditures related to retirement of the City's general obligation debt service, sometimes referred to as a "sinking fund."

**DECISION PACKAGE.** A request for additional funding for a program, service, or the expansion of current services. A decision package is also required for any new personnel and capital requests. Decision packages are used during the budget preparation process in order to identify specific departmental requests in the proposed budget. Decision packages are ranked in their order of priority by the department manager making the request. Decision packages are distinguished in the proposed budget separately from the "base line" or "current services" funding levels. (See *BUDGET ENHANCEMENT*)

**DEFERRED REVENUE.** Cash received from customers in advance of services received. Recorded as a liability under general accepted accounting principles. Used primarily for operations of The Keller Pointe Recreation/Aquatic Center, where annual memberships are recorded as deferred revenue in 12 monthly installments. Also referred to as *Unearned Revenue*.

**DELINQUENT TAXES.** Taxes that remain unpaid after the date on which a penalty for nonpayment is attached. Property taxes are delinquent if not paid by January 31.

**DEPARTMENT.** A major administrative organizational unit of the City containing one or more divisions or activities.

## GLOSSARY OF TERMS

**ENCUMBRANCE.** An obligation, usually in the form of a purchase order, contract, or salary commitment, related to uncompleted contracts for goods or services. Used in budgeting, encumbrances are not classified as expenditures or liabilities, but are shown as a reservation of fund balance. Upon payment, encumbrances are recorded as expenditure and liquidated, thereby releasing the reservation of fund balance. Outstanding or unliquidated encumbrances at year-end are re-appropriated into the budget of the subsequent year.

**ENTERPRISE FUND.** A fund established to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**ESTIMATED BUDGET.** The City's estimated financial plan, using mid-year estimates, containing both the estimated revenues to be received during the year and the proposed expenditures to be incurred to achieve stated objectives. The City uses the current year estimate during the budget process in order to determine the estimated beginning fund balances for the next year. (Sometimes called *Revised Budget*.)

**EXPENDITURE.** The outflow of funds paid or to be paid for assets obtained or goods and services obtained regardless of when the expense is actually paid. An expenditure decreases fund balance.

### -F-

**FISCAL YEAR.** The time period designated by the City signifying the beginning and ending period for the recording of financial transactions. The City's fiscal year is October 1 through September 30.

**FRANCHISE FEES (TAXES).** A fee (tax) paid by a public utility for the use of public property in providing their services to the citizens of Keller. The fee is typically calculated as a percentage of the utility's gross receipts.

**FULL-TIME EQUIVALENT (FTE) POSITION.** A position for an employee working a 40-hour work week for 52 weeks a year, i.e., 2,080 annual hours (2,912 annual hours for firefighters).

**FUND.** A fiscal and accounting entity established to record receipt and disbursement of income from sources set aside to support specific activities or to attain certain objectives. Each fund is treated as a distinct fiscal entity where assets equal liabilities plus fund balances.

**FUND BALANCE.** Unless stated otherwise, the excess of a fund's current assets over its current liabilities; sometimes called working capital in enterprise funds. Negative fund balances are referred to as a deficit.

### -G-

**GENERAL FUND.** The fund used to account for financial resources except those funds required to be accounted for in another fund; the general fund is tax supported and includes the operations of most City services, i.e., police, fire, streets, parks and recreation, and administration.

**GENERAL OBLIGATION DEBT.** Money owed on interest and principal to holders of the City's general obligation bonds. The debt is supported by revenues provided from real property that is assessed through the taxation power of the City.

**GOAL.** A broad, general statement of each department's or division's desired social or organizational outcomes.

### -H-

**HOMESTEAD EXEMPTION.** The exemption will remove part of the home's value from taxation for the home owner if it is their principal residence. The percentage of exemption is considered by Council on an annual basis.

### -I-

**IMPACT FEE.** A fee imposed by the City on new development. Impact fees are collected for roadway, water and sewer improvements. Impact fees may only be used for capital improvements and/or expansion to the systems for which the impact fee originally was collected.

**INFRASTRUCTURE.** That portion of a City's assets located at or below ground level, including streets, water, and sewer systems.

## GLOSSARY OF TERMS

**INTERFUND (INTRA GOVERNMENTAL) TRANSFERS.** Transfers made from one City fund to another City fund for purposes such as reimbursement of expenditures, general and administrative services, payments-in-lieu of taxes, or debt service.

**INTERGOVERNMENTAL REVENUES.** Revenues from other governments in the form of grants, entitlements, shared revenues or payments-in-lieu of taxes.

### -K-

**KELLER CRIME CONTROL PREVENTION DISTRICT (KCCPD).** A special taxing district authorized by an election in the City of Keller in November 2001, levying an additional 3/8-cent (0.375%) sales tax, designated for Police/Public Safety programs or capital improvements. In May 2006, voters authorized the tax for an additional 15 years. In November 2007, voters authorized a reduction in the rate to 0.25%. Sometimes referred to as "Crime Tax."

**KELLER DEVELOPMENT CORPORATION (KDC).** A non-profit corporation authorized by Section 4B, Article 5190.6 of the Industrial Corporation Act of 1979. The Corporation is governed by a seven-member board, consisting of four members of the City Council and three other members, who are appointed by the City Council. The Corporation receives the ½ cent sales tax, which is dedicated for park improvements. The Corporation also has the power to issue long-term debt which is payable from the ½ cent sales tax.

**KELLER INDEPENDENT SCHOOL DISTRICT (KISD).** The local independent school district, where an elected board of directors (trustees) provide for the administration and operation of schools within the KISD. The City of Keller is included within the boundaries of KISD, but the KISD is a separate legal entity.

### -L-

**LIABILITY.** Debt or other legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date. The term does not include encumbrances.

### -M-

**M&O.** Acronym for "maintenance and operations." (1) The recurring costs associated with a department or activity; (2) the portion of the tax rate that is applied to the General Fund (see **TAX RATE**).

**MIXED BEVERAGE TAX.** A tax imposed on the gross receipts of a licensee for the sale, preparation or serving of mixed beverages.

**MODIFIED ACCRUAL BASIS OF ACCOUNTING.** A basis of accounting in which expenditures are accrued but revenues are recorded when "measurable" or are available for expenditure.

### -N-

**NEFDA.** Acronym for "Northeast Fire Department Association." A regional association developed by a group of cities in Northeast Tarrant County, Texas, for the purpose of combining manpower, ideas, and education for specialty operations. There are currently 13 area cities that comprise or participate in NEFDA.

**NETCO.** Acronym for "Northeast Trunked Radio Consortium." An 800 MHz trunked radio system providing the infrastructure that serves the cities of Bedford, Colleyville, Euless, Grapevine, Keller and Southlake. Each participating city shares in 1/6 of the maintenance and replacement cost of the system.

**NETCOM.** Acronym for "Northeast Tarrant Communications Center." A combined dispatch/communications center located in Keller, that provides consolidated enhanced 911 services for the cities of Keller, Colleyville, Southlake, and Westlake.

**NO NEW REVENUE TAX RATE.** Defined by State law. In general, the tax rate that will raise the same amount of property tax revenue as the previous year, based on properties taxed in both years. Formally known as the Effective Tax Rate.

**NON-RECURRING EXPENSES/REVENUES.** Resources/expenses recognized by the City that are unique and occur only one time without pattern in one fiscal year.

### -O-

**OBJECTIVE.** A specific statement of desired end which can be measured.

## GLOSSARY OF TERMS

**OPERATING BUDGET.** Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of the City are controlled. The use of annual operating budgets is required by the City's Charter and State law.

**OPERATIONS AND MAINTENANCE EXPENDITURES.** Expenditures for routine supplies and maintenance costs necessary for the operation of a department of the City.

**ORDINANCE.** A formal legislative enactment of the City Council.

### -P-

**PAYMENT-IN-LIEU OF TAXES.** A payment made to the City in lieu of taxes. These payments are generally made by tax exempt entities for which the City provides specific services. The City's water and wastewater utility fund provides these payments to the City's general fund because of the fund's exemption from property taxation.

**PEG FEE.** Acronym for "Public Education and Government" fee. See *PUBLIC EDUCATION AND GOVERNMENT (PEG) FEE*.

**PERSONNEL SERVICES.** Expenditures for salaries, wages and related fringe benefits of City employees.

**POSITION.** See *Full-Time Equivalent*.

**PROPOSED BUDGET.** The financial plan initially developed by departments and presented by the City Manager to the City Council for approval.

**PUBLIC EDUCATION AND GOVERNMENT (PEG) FEE.** Cable franchise fees charged in accordance with Section 622(g)(2)(C) of the Cable Act (47 U.S.C. SS542(g)(2)(c)). PEG fees are remitted to the City by television cable providers. Fees may be used for capital costs for PEG facilities, including purchases of cameras and equipment used in the broadcasting and/or dissemination of public information.

### -R-

**REDUCTION IN FORCE (RIF).** Dismissal and/or layoff of an employee or employees, usually by elimination of the position(s).

**REIMBURSEMENT.** Repayment to a specific fund for expenditures incurred or services performed by that fund to or for the benefit of another fund.

**RESERVE FUND BALANCE.** A fund resources that is restricted for a specific purpose, or is not available for appropriation and subsequent spending.

**RESIDENT HOMESTEAD EXEMPTION.** See homestead exemption.

**RETAINED EARNINGS.** The excess of total assets over total liabilities for an enterprise fund. Retained earnings include both short-term and long-term assets and liabilities for an enterprise fund. (See *WORKING CAPITAL*.)

**REVENUE.** Funds that the City receives as income. Revenues increase fund balance.

**REVENUE BONDS.** Bonds whose principal and interest are payable exclusively from earnings of an enterprise fund, in addition to a pledge of revenues.

### -S-

**SALES TAX.** A general tax on certain retail sales levied on persons and businesses selling taxable items in the city limits. The City's current sales tax rate is 8.25%, consisting of 6.25% for the State of Texas; 1% for the City; 0.5% for the Keller Development Corporation, 0.25% for the Keller Crime Control Prevention District, and 0.25% for maintenance and repair of City streets.

**SCADA.** Acronym for *Supervisory Control and Data Acquisition*. An automated system that electronically monitors and controls water storage tanks, pumping stations, and water supply levels. The system monitors and coordinates water supply throughout the City in order to meet customer water demands, by allowing remote facilities to be operated from a central location.

**SERVICES & OTHER EXPENDITURES.** Costs related to services performed by the City by individuals, businesses, or utilities, and other expenditures not classified in any other category.

## GLOSSARY OF TERMS

**SPECIAL REVENUE FUND.** A fund used to account for proceeds of specific revenue sources (other than special assessments, expendable trusts or for major capital projects) that are legally restricted to expenditures for specified purposes, or have been segregated by financial policy to be maintained separately.

**STREET MAINTENANCE SALES TAX.** Local sales tax authorized by voters in November 2003, pursuant to Chapter 327 of the Texas Tax Code, as amended. A tax of 1/8 of one percent (0.125%) became effective on April 1, 2004, to be used for maintenance and repair of City streets. In November 2007, voters authorized an increase in the rate to ¼ of one percent (0.25%).

**SUPPLEMENTAL DECISION PACKAGE.** See *DECISION PACKAGE* and *BUDGET ENHANCEMENT*.



**TARRANT APPRAISAL DISTRICT.** The Tarrant Appraisal District is a separate legal entity that has been established in each Texas County by the State legislature for the purpose of appraising all property within the county or district. All taxing units within Tarrant County use the property values certified by the TAD. The TAD is governed by a board of directors, whose members are appointed by the individual taxing units within the district.

**TAX BASE.** The total value of all real and personal property in the City as of January 1<sup>st</sup> of each year, as certified by the Tarrant Appraisal District's Appraisal Review Board. The tax base represents the net taxable value after exemptions. (Also sometimes referred to as "assessed taxable value.")

**TAX INCREMENT REINVESTMENT ZONE (TIRZ).** A special financing and development method authorized by Section 311 of the Texas Property Tax Code. Tax increment financing involves pledging future real property tax revenues generated within the specified reinvestment zone (district). TIRZ revenues are calculated based on the cumulative increase in taxable values over the district's "base" year values. (Base year values are established upon the creation of the reinvestment zone.) Property taxes generated from the increase in the taxable values is pledged to fund improvements and development within the reinvestment zone (district). **NOTE:** The terms TIRZ and TIF are used interchangeably throughout the document.

**TAX LEVY.** The result of multiplying the ad valorem property tax rate per one hundred dollars times the tax base.

**TAX RATE.** The rate applied to all taxable property to generate revenue. The tax rate is comprised of two components: the debt service rate, and the maintenance and operations (M&O) rate.

**TAX ROLL.** See *TAX BASE*.

**TAXES.** Compulsory charges levied by the City for the purpose of financing services performed for the common benefit.

**TIF.** Acronym for *Tax Increment Financing* (see *TAX INCREMENT REINVESTMENT ZONE-TIRZ*).

**TRINITY RIVER AUTHORITY (TRA).** A separate governmental entity responsible for providing water and wastewater services in the Trinity River basin. The City contracts with TRA for treatment of wastewater as well as a portion of its wastewater collection system for the Big Bear Creek and Cade Branch interceptor sewer collection mains.



**UNEARNED REVENUE.** See *DEFERRED REVENUE*.

**UNASSIGNED / UNRESERVED FUND BALANCE.** A portion of fund resources that is not restricted for a specific purpose, or is available for appropriation and subsequent spending.



**VOTER-APPROVAL RATE.** The rate is calculated as the no new revenue rate for operations and maintenance multiplied by 1.035 plus the proposed debt tax rate. If the City proposes a rate that exceeds this rate, then it requires voter-approval.



**WORKING CAPITAL.** The current assets less the current liabilities of a fund. Working capital does not include long-term assets or liabilities. For budgetary purposes, working capital, rather than retained earnings, is generally used to reflect the available resources of enterprise funds. (See *RETAINED EARNINGS*.)