



# Proposed Budget Fiscal Year 2011-2012

## Mayor and City Council

Pat McGrail, Mayor

Ray Brown, City Council - Place 1

Gary Reaves, City Council - Place 2

Tom Cawthra, City Council - Place 3 and Mayor Pro Tem

Jim Thompson, City Council - Place 4

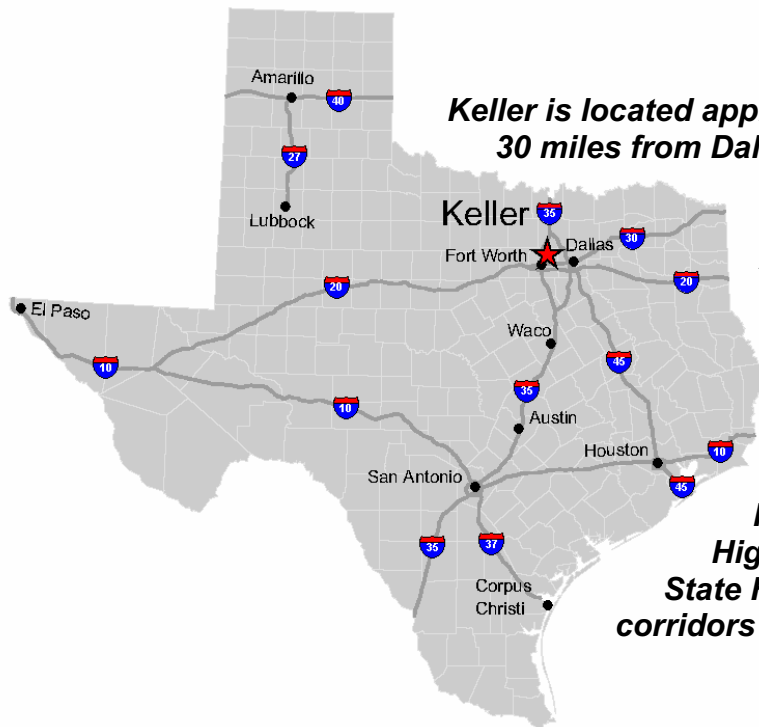
Mitch Holmes, City Council - Place 5

Doug Miller, City Council - Place 6

## Administrative Officials

Dan O'Leary, City Manager

Johnny Phifer, Director of Finance



***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.***

# CITY OF KELLER, TEXAS

## ANNUAL BUDGET

October 1, 2011 to September 30, 2012



Left to right: Council Members Ray Brown, Gary Reaves, Tom Cawthra (Mayor Pro Tem), Mayor Pat McGrail, Council Members Jim Thompson, Mitch Holmes and Doug Miller.

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**DAN O'LEARY**  
**CITY MANAGER**

**JOHNNY PHIFER**  
**DIRECTOR OF FINANCE**

The following statement is provided in accordance with State law:

This budget will raise more total property taxes than last year's budget by \$302,750, or 1.8%, and of that amount \$356,489, to be raised from new property added to the roll this year.

## DISTINGUISHED BUDGET PRESENTATION AWARD

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Keller for its annual budget for the fiscal year beginning October 1, 2010. The City has received this award for 15 consecutive years (fiscal years 1997 – 2011). In order to receive this award, the City must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

**The budget as a policy document.** This criterion involves including a City-wide statement (or statements) of budget policies, goals and objectives for the year, and an explanation of the budgeting process to the reader, describing the short-term and operational policies that guide the development of the budget. The criterion also relates to the longer-term City-wide policies that are expected to continue in effect for a number of years. The budget award criterion also requires the inclusion of a budget message and/or transmittal letter by the City Manager.

**The budget as a financial plan.** This criterion involves including an explanation of the financial structure and operations of the City, and the City's major revenue sources and fund structure. The budget should contain an all inclusive financial plan for all funds and resources of the City, including projections of financial condition at the end of the fiscal year, projections of current year financial activity, and provide a basis for historical comparisons. The budget should also present a consolidated picture of all operations and financing activities in a condensed format and an explanation of the budgetary accounting basis, whether prepared on a generally accepted accounting principles (GAAP) basis, cash basis, modified accrual basis, or any other acceptable method.

**The budget as an operations guide.** This criterion involves including information in the document explaining the relationship between organizational units (departments) and programs; including an organization chart, a description of the departmental organizational structure and staffing levels, and historical comparisons of staffing levels; explaining how capital spending decisions will affect operations; providing objectives and performance measures; and describing the general directions given to department heads through the use of goals and objectives, reorganizations, statement of functions, or other methods.

**The budget as a communications device.** This criterion relates to having the budget document available for public inspection; providing summary information suitable for use by interested citizens and/or the media; avoiding the use of complex technical language and terminology; explaining the basic units of the budget, including funds, departments or activities; and disclosing sources of revenues and explanations of revenue estimates and assumptions. The intent is to enhance the communication aspects of the budget document, so that information in the budget can be communicated to a reader with a non-financial background.

This award is valid for a period of one year only. We believe our current budget document continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Keller**

**Texas**

For the Fiscal Year Beginning

**October 1, 2009**

President

Executive Director

The City has not yet received 2010 (FY2011) budget award certificate.

## CITY OF KELLER MISSION STATEMENT

*The mission of the City of Keller is to ensure a safe, comfortable environment for all citizens by realizing a vision that is well planned and sensitive to the community.*

*We are dedicated to the provision of quality services and facilities for today and tomorrow through responsive, efficient and effective utilization of resources.*

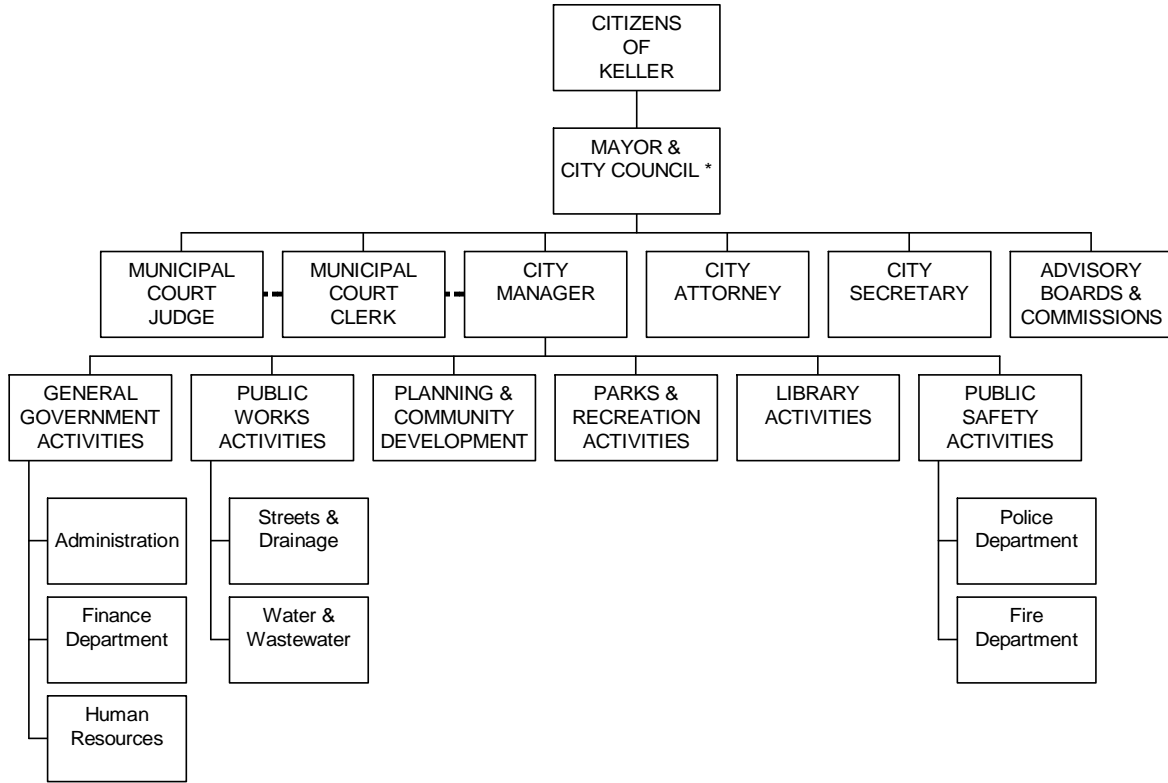
### PRINCIPAL OFFICIALS

Name	Title
<b><u>ELECTED OFFICIALS:</u></b>	
Pat McGrail	Mayor
Ray Brown	Council Member, Place 1
Gary Reaves	Council Member, Place 2
Tom Cawthra	Council Member, Place 3 and Mayor Pro Tem
Jim Thompson	Council Member, Place 4
Mitch Holmes	Council Member, Place 5
Doug Miller	Council Member, Place 6
<b><u>APPOINTED OFFICIALS</u></b>	
Dan O'Leary	City Manager
Greg Dickens	Director of Public Works
Tom Elgin	Community Development Manager
Chris Fuller	Assistant City Manager
Dan Gaumont	Fire Chief
Mark Hafner	Police Chief
Dona Roth Kinney	Director of Parks and Recreation
Keith Macedo	Director of Information Services
Michael Newman	Municipal Court Judge
Carolyn Nivens	Director of Human Resources
Johnny Phifer	Director of Finance
Steve Polasek	Assistant City Manager
Jana Prock	Library Director
Jeanie Roumell	Municipal Court Clerk
Sheila Stephens	City Secretary
<b><u>OTHER APPOINTED OFFICIALS:</u></b>	
Boyle and Lowry, L.L.P.	City Attorney
First Southwest Company	Financial Advisors
Valley View Consulting, L.L.P.	Investment Advisors
McCall, Parkhurst & Horton, L.L.P.	Bond Counsel
Aliquantus Consulting-Alison Benton	Economic Development Consultant

## BUDGET CALENDAR

<u>Description of Task/Event</u>	<u>Date(s)</u>
Meetings with Finance Department and departmental budget staffs to distribute budget materials and instructions	April 8, 2011
Departmental budget input	April – May 2011
FY2011 revised estimates and FY2012 budget requests due in Finance Office	May 28, 2011
Departmental budget compilation by Finance Department staff resulting from initial departmental budget requests	May 7 – May 23, 2011
Review of budget requests by City Manager and meetings with departments and Finance Director to review initial budget proposals	April 30 – May 28, 2011
Council/staff budget priority workshop	June 17, 2011
Final (certified) tax values due from Tarrant Appraisal District	July 25, 2011
Final budget revisions prepared for distribution of proposed budget to City Council	July 6 – July 23, 2011
File proposed budget with City Secretary, distribute to City Council, place copy of proposed budget in the Keller Public Library, and make available on the City's website	August 15, 2011
Hold proposed budget review workshop(s) for Council/staff and citizen input	August/September 2011
Hold public hearings on the FY2012 budget and tax rates (if required), ordinance to adopt both the FY2012 budget and FY2011 estimate, and ordinance to adopt tax rate	September 21, 2011
Fiscal year 2011-2012 begins	October 1, 2011

# CITY OF KELLER, TEXAS ORGANIZATION CHART



\* Denotes elected positions.



**General Budget Information and Statistics**  
**Fiscal Year 2011-12**

Property tax rate for FY2011	\$0.44219, per \$100 of assessed taxable valuation of property, unchanged from previous year.
Total overlapping tax rate for all taxing units	\$2.602327 overlapping tax rate, including the City, KISD, and Tarrant County taxing entities
Total value of properties within Keller	\$4,405,894,331 (appraised market value) \$3,993,889,686 (net taxable value)
Total budget (all funds)	\$70,334,644
Total employees (all funds)	343.84 full time equivalents
General Fund employees per 1,000 population	5.88
Police Department	83 FTEs
Fire Department	59 FTEs
Estimated population	39,627 at January 1, 2010 39,920 at January 1, 2011
Sales tax rates within Keller	6.25%     State of Texas 1.00     City of Keller 0.50     Keller Development Corporation 0.25     Keller Crime Control Prevention District <u>0.25</u> Street maintenance sales tax 8.25%     Total
Building permits issued	250 residential permits (\$70 million value) Non-residential permit value (\$10 million)
Total park acreage	456
Special events guests	22,000
Annual library materials circulation	546,500 (materials checked out)
Library program participants	12,200
Lane miles of paved streets maintained	470
Total fire and EMS calls for service	2,873
Total calls received/dispatched (Police dispatch)	173,000 (Keller, Southlake and Colleyville)
Total billed water sales (million gallons)	2,808.8
average daily usage (million gallons)	7.7
base (winter) average usage (million gallons)	4.5
peak day water demand(million gallons)	19.0
average monthly usage billed per customer	16,318 gallons
Total daily water capacity (million gallons)	24.0
Average wholesale cost of water	\$1.85 per 1,000 gallons



# TABLE OF CONTENTS

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## TABLE OF CONTENTS

Distinguished Budget Presentation Award .....	ii
Mission Statement/Principal Officials .....	iv
Budget Calendar .....	v
Organization Chart .....	vi
General Budget Information and Statistics .....	vii

### INTRODUCTION

Transmittal Letter/Budget Message .....	xv
Non-Financial Departmental Goals .....	xxvi
Reader's Guide .....	1
Keller Profile .....	9

### BUDGET SUMMARY (BUDGET IN BRIEF)

Graphs – Sources of Revenues and Expenditures (Uses) – All Funds .....	17
Budget Summary by Fund Type .....	18
Budget Financial Summary (Budget in Brief) .....	19
Analysis of Changes in Fund Balances .....	21
Summary of Major Expenditures.....	22
Sources and Estimates of Major Revenues.....	27
Individual Fund Summaries:	
Overview of General Fund.....	32
Overview of Water & Wastewater Fund .....	35
Overview of Drainage Utility Fund.....	40
Overview of Keller Development Corporation .....	42
Overview of The Keller Pointe Recreation and Aquatic Center Fund .....	44
Overview of Information Services Fund .....	47
Summary of Other Funds .....	48
Overview of the Debt Service Fund.....	50
Summary of Revenues by Source – All Funds.....	52
Summary of Expenditures by Function – All Funds .....	54
Summary of Expenditures by Department/Activity – All Funds.....	56
Summary of Authorized Full-Time Equivalent Positions .....	58
Ad Valorem Tax Analysis .....	60
Summary Graphs:	
Overlapping Tax Rates .....	61
2011 (FY2012) Distribution of Total Market Property Values by Property Type and 2010 (FY2011) Top Ten Taxpayers.....	62
Taxable Values of Property.....	63
Property Valuations and Tax Levies–Last Ten Years.....	64
Distribution of Tax Rate.....	65
Sales Tax Collections.....	66
Property Tax and Sales Tax Collections.....	67
Property Taxes, Sales Taxes and Development Fees .....	68
Taxable Value of Property per Capita.....	69

### GENERAL FUND

Sources and Estimates of Major Revenues .....	71
Major Expenditures .....	72
Fund Balance Reserves .....	73
General Fund Summary .....	74

## TABLE OF CONTENTS

### GENERAL FUND (Continued)

Summary of General Fund Revenues.....	75
General Fund Revenues .....	76
General Fund Expenditures.....	78
General Fund Expenditure Summary by Department and Activity.....	79
General Fund Expenditures per Capita.....	80

#### General Fund Departmental Budgets:

##### General Government:

General Government Expenditures .....	81
General Government Organization Chart .....	82
General Government Department Summary .....	83

Administration Department Summary .....	85
Administration .....	86
Public Arts Programs .....	88
Community Services .....	90
Old Town Keller .....	92
Town Hall Operations.....	94
Mayor and City Council.....	96
Finance & Accounting Department Summary.....	98
Finance & Accounting Administration .....	99
Finance & Accounting Tax.....	103
Municipal Court .....	106
Human Resources Department Summary .....	109
Human Resources Administration .....	110
Human Resources City Wide Employee Activities .....	112
Human Resources Risk Management.....	114
Economic Development Department Summary .....	117
Economic Development Administration .....	118
Economic Development – Old Town Keller .....	120

##### Community Development:

Community Development Expenditures .....	122
Community Development Organization Chart .....	123
Community Development Department Summary .....	124
Administration .....	125
Building & Construction Services .....	128

##### Public Safety:

Public Safety Expenditures .....	131
Public Safety Organization Chart.....	132

##### Police Department:

Police Department Expenditures .....	133
Police Department Summary.....	135
Police Administration .....	136
Police Operations.....	138
Public Safety Dispatch & Records .....	141
Animal Services & Adoption .....	144
Jail Operations .....	146

## TABLE OF CONTENTS

### GENERAL FUND

#### General Fund Departmental Budgets: (Continued)

##### Fire Department:

Fire Department Expenditures .....	148
Fire Department Summary .....	149
Fire Administration .....	151
Fire Operations .....	154
Emergency Medical Services .....	156
Emergency Management.....	158

##### Public Works:

Public Works Expenditures .....	161
Public Works Organization Chart .....	162
Public Works Department Summary .....	163
Public Works Administration .....	164
Engineering & Inspections .....	166
Street Maintenance .....	168
Street Lighting .....	170

##### Recreation & Leisure:

Recreation & Leisure Expenditures .....	172
Keller Public Library Organization Chart .....	173
Keller Public Library .....	174
Parks and Recreation Expenditures .....	177
Parks and Recreation Organization Chart .....	178
Parks and Recreation Department Summary .....	179
Parks and Recreation Administration .....	180
Parks & City Grounds Management .....	183
Recreation Programs .....	186
Senior Services .....	188
Sports Park Maintenance .....	190
Town Center Maintenance.....	193

##### Non-Departmental:

Non – Departmental Expenditures .....	195
Non – Departmental / General Expenditures.....	196
Non – Departmental Summary .....	197

### WATER AND WASTEWATER FUNDS

Water and Wastewater Fund Revenues .....	199
Water and Wastewater Fund Expenditures and Fund Balance Reserves .....	200
Water and Wastewater Fund Summary .....	201
Water and Wastewater Revenue Summary .....	202
Water and Wastewater Fund Revenues .....	203
Water and Wastewater Fund Expenditure Summary:	
Expenditures by Function and Department .....	204
Water and Wastewater Fund Expenditure Summary by Department .....	205
Water and Wastewater Expenditures .....	206
Water, Wastewater and Drainage Utilities Organization Chart .....	207

## TABLE OF CONTENTS

### WATER AND WASTEWATER FUNDS

Water and Wastewater Fund Departmental Budgets:  
(Continued)

Water and Wastewater Departmental Budgets:	
Water and Wastewater Administration .....	208
Customer Services:	
Customer Services Expenditures .....	210
Customer Services Department Summary .....	211
Administration .....	212
Field Services .....	214
Water Utilities:	
Water Utilities Expenditures .....	216
Water Utilities Combined Department Summary .....	217
Water Production .....	218
Water Distribution .....	220
Wastewater Utilities:	
Wastewater Utilities Expenditures .....	222
Wastewater Utilities Combined Department Summary .....	223
Wastewater Collection .....	224
Wastewater Treatment .....	226
Non – Departmental:	
Non – Departmental Expenditures .....	228
Non – Departmental/MSC Operations .....	229
Non – Departmental/General Expenditures .....	231
Water and Wastewater Capital Projects Account .....	233
Schedule of Water and Sewer Fund Debt Outstanding .....	234
Summary Schedule of Debt Requirements by Fiscal Year –	
Water and Sewer Fund Debt .....	235

### OTHER FUNDS

#### DRAINAGE UTILITY FUND

Drainage Utility Fund Summary .....	237
Drainage Maintenance Department Budget .....	238

#### KELLER DEVELOPMENT CORPORATION (KDC)

KDC Fund Summary .....	240
KDC Revenues, Expenditures, and Personnel Summary .....	242
Summary Schedule of Debt Requirements – Keller Development Corporation and Keller Development Corporation Annual Debt Requirements .....	243
Schedule of Keller Development Debt Requirements and Summary Schedule of Debt Requirements Sales Tax Revenue Refunding Bonds, Series 2005 .....	244
Summary Schedule of Debt Requirements – Combination Tax and Revenue Certificates of Obligation, Series 2004 and Combination Tax and Revenue Certificates of Obligation, Series 2003 .....	245



# TABLE OF CONTENTS

## OTHER FUNDS

(Continued)

### THE KELLER POINTE RECREATION AND AQUATIC CENTER FUND:

The Keller Pointe Recreation/Aquatic Center Fund Summary and Revenues .....	246
The Keller Pointe Recreation/Aquatic Center Fund Expenditures .....	247
The Keller Pointe Recreation/Aquatic Center Department Expenditures:	
Department Summary .....	249
Administration .....	250
Aquatics .....	251
Fitness Programs .....	252
Recreation Programs .....	253
Facility Maintenance .....	254
Customer Service & Concessions .....	255

### INFORMATION SERVICES FUND:

Information Services Fund Summary and Revenues .....	256
Information Services Fund Combined Expenditures .....	257
Administration .....	258
Geographic Information Services .....	261

### OTHER MISCELLANEOUS FUNDS:

Library Special Revenue Fund .....	263
Recreation Special Revenue Fund .....	265
Municipal Court Special Revenue Fund .....	270
Teen Court Special Revenue Fund .....	273
Keller Crime Control Prevention District .....	275
Community Clean-Up Special Revenue Fund .....	276

## DEBT SERVICE FUND

Debt Service Fund Summary .....	277
Debt Ratios (Debt per Capita) .....	278
Debt Service Fund Revenues .....	279
Debt Service Fund Expenditures and Annual Debt Service Requirements Graph .....	280
Schedule of General Obligation Debt Outstanding .....	281
Summary Schedule of Debt Requirements by Fiscal Year – All General Obligation, Water & Sewer Debt (Excluding KDC, Keller Crime Control Prevention District, and TIRZ-Backed Debt Obligations) and Schedule of Debt Requirements, Municipal Lease-Purchase Agreement .....	282
Schedule of Tax-Supported Debt Requirements and Schedule of Debt Requirements – Municipal Lease-Purchase Agreements .....	283
Tax Increment Reinvestment Zone #1 Interest and Sinking Fund .....	284
Expenditures and Schedule of Tax Increment Reinvestment Zone Debt Outstanding .....	285
Summary Schedule of Debt Requirements – Keller Tax Increment Reinvestment Zone #1 (Post Refunding) .....	286

## CAPITAL IMPROVEMENTS

Operating Budget Impact.....	287
Capital Outlay in Operating Budgets .....	289
Park Development Fee Fund .....	293

## TABLE OF CONTENTS

### CAPITAL IMPROVEMENTS (Continued)

Street/Sidewalk/Drainage Improvements Fund.....	294
Equipment Replacement Fund .....	295
Parks Capital Improvements Fund .....	296
Five-Year Capital Improvements Plan (CIP) .....	296

### SUPPLEMENTAL DATA

Budget Policies .....	303
Financial Management Policies .....	306
Fiscal Management Contingency Plan .....	315
2011 (FY2012) Property Tax Rates in the City of Keller .....	318
FY2011-2012 Pay Plan .....	320
Glossary of Terms .....	322



Keller Bike Patrol

# INTRODUCTION

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August 5, 2011

To the Honorable Mayor McGrail and Members of the City Council

Re: *The Proposed Annual Budget for Fiscal Year 2011/2012*

“Progressing towards sustainability” is the theme for the proposed fiscal year 2011-2012 budget. As cities attempt to manage in a new economy, local government functions must be revamped and implemented to continue to provide high levels of service to the community. Meager revenue growths of the last several years (3.8% General Fund revenue total increase for the last 5 budget years) suggest small incremental increases in the next several years. This further underlines the importance of a prudent strategy going forward in order to achieve the best value for every dollar of revenue.

The city staff’s ability to manage expenditures the last several years in conjunction with conservative revenue projections has allowed the General Fund to accumulate a healthy Fund Balance. This allows the City to “pay as you go” for important infrastructure investments and to provide funds for employee compensation.

This proposed budget makes some fundamental changes in employee benefits in an attempt to control costs. Significant increases in employee health benefits and a steady increase in employee retirement system costs require a logical change in order to allow the city government to have options for compensation decisions in the future. Without these changes, the local government will have few options available in the future to keep employee salary levels competitive within their labor market.

This budget addresses five main goals as established during the June 2011 Council Budget Workshop.

1. No increase in property tax rates or water/wastewater rates for the 2011-12 budget year.
2. Keep annual recurring costs to a minimum while maintaining service levels.
3. Invest in increased compensation for a leaner organization.
4. Judicious use of fund balances to “pay as you go” for one-time infrastructure and employee compensation investments.
5. Continue to identify, explore and seek to implement innovative programs and direct services that result in new revenue sources.

### **Revenue and Population Growth**

The North Central Texas Council of Governments estimates that the population in Keller is now 39,920. This is a slight decrease from last year’s original estimated population and is a result of the new Federal 2010 census data which lowered the population figures in Keller.

For fiscal year 2012 total projected revenues increased by \$224,795 or 0.4% over the fiscal year 2010-2011 adopted budget. Our net taxable value and total property tax revenues increased by 1.76%. Total charges for services decreased \$0.6 million (2.2%) – primarily from projected decreases in water and wastewater charges. In addition, intergovernmental revenues decreased by \$704,170 (36.7%) primarily

due to a decrease in transfers to the Tax Increment Reinvestment Zone for debt retirement. Sales and other taxes increased by \$480,147 or 3.4%, mainly due to a projected increase in sales taxes.

### **Property Tax Rate and Sales Taxes**

As mentioned, the taxable property value increased by 1.76% to \$3.994 billion. The increase in taxable property value includes \$80.6 million in new construction. New construction increased by \$16.75 million (26.2%) from the previous year. The proposed budget includes a tax rate of \$0.44219 per \$100 of taxable value, unchanged from the current year.

After two consecutive years of declining sales tax revenues in FY2009 and FY2010, total sales tax revenues are projected to increase slightly by 0.8% and 2.2% in FY2011 and FY2012, respectively. While by no means does this signal an end to the economic slump and a return to previous conditions, it is a positive step towards a more stable and growing economy.

### **Other General Fund Revenues**

The current pace of building activity is projected to continue next year. Activity is up from 2008-09 when housing starts plummeted; however, compared to previous fiscal years the revenues generated from development activity are expected to continue to decline slightly. This is a result not only of the current downturn in the housing market, but also representative of the decreasing amount of developable land remaining in Keller. Revenues from building permits/development fees are also anticipated to be flat in fiscal years 2011 and 2012. Most remaining General Fund revenues are expected to be less next year.

## **Reading the Proposed Budget**

In governmental accounting the resources of the government are accounted for in funds. Following the introductory information and budget summaries, the budget document is separated into five sections – General Fund; Water and Wastewater Utility Fund; Other Funds; Debt Service; and Capital Improvements Funds.

### **Explanation of Fund Accounting**

"Funds" are defined as an independent accounting entity with a self-balancing set of accounts. Funds are categorized into fund types each of which is associated with major services provided by the governmental unit. The equity accounts in governmental accounting are referred to as fund balance. The fund balance accounts can be divided into unreserved fund balance accounts and reserved fund balance accounts. Unreserved fund balance is the difference between assets, liabilities and fund reserves. "Reserved" indicates that a portion of the fund balance is not available for appropriation or is legally separated for a specific future use.

- Fund balance "designations" may be established to indicate managerial plans or intent. For example, a portion of the unreserved fund balance may be "designated" for future capital equipment replacement.

There are basically three groups of funds in governmental accounting; governmental funds, proprietary funds, and fiduciary funds. The City of Keller does not operate a fiduciary fund.

- Governmental funds are often referred to as "source and use" funds. These are the funds through which most governmental functions typically are financed. The fund types included in this category are general, special revenue, capital projects, and debt service funds.
- Proprietary funds are used to account for a government's ongoing organizations and activities which are similar to those often found in the private sector. The fund types included in this category are enterprise and internal service funds. For example, the City utilizes the following enterprise funds: Water and Wastewater Utility, and the Drainage Utility funds, respectively. The City has no internal service funds.

Each Fund's revenues and expenditures are depicted by columns of Actual FY 2009/2010, Budget FY 2010/2011, Estimate FY 2010/2011, and Budget FY 2011/2012 revenue and expenditure data. Fund summaries are provided for all revenues and expenditures applicable to each. The General Fund (tax-supported general operations) and the Water and Wastewater Utility Fund have numerous operating departments or divisions.

**Additional Information**

The Supplemental Data section contains general information, such as the City's budget and financial policies, the fiscal year 2010/2011 pay plan, and a Glossary of Terms.

The Reader's Guide (pages 1-8), Keller Profile (pages 9-15), and budget Summaries (pages 17-69) that follow the Budget Message provide a wealth of historical data concerning property values, ad valorem tax analysis, property value distributions, property taxes, overlapping tax rates, sales tax collections, city workforce information, utility usage, as well as brief explanations of various miscellaneous funds. In addition, page vii, provides "quick facts" for fiscal year 2012. This information can provide a quick reference concerning the city's budget process, operations and budgeted expenditures and revenues.

**FY 2011/2012 Budget Overview**

The budget attempts to address the City Council's goals while maintaining current service levels. The following is a summary of major initiatives or actions included in the proposed budget:

- Property tax rate of \$0.44219 is unchanged
- Water/Wastewater rates remain unchanged
- One-time expenditures from fund balance in General Fund of \$1,816,155
- A one percent (1%) merit increase and a \$1,000 one-time stipend for all employees to assist in keeping the City's compensation package competitive with our benchmark cities and as an investment in the "leaner" organization philosophy. This represents the first across the board salary adjustment since October of 2008.
- Restructuring of employee health and retirement benefits
- Investments in capital equipment replacement and infrastructure improvements

The 2011 (FY2012) net assessed taxable valuation, after adjustments, is \$3.994 billion, an increase of \$69 million, or 1.76 percent over the 2010 (FY2011) net value. Residential property values comprise approximately 82 percent of total property values for fiscal year 2012; however, commercial/industrial values increased by \$2.0 million (0.5%). A total tax rate of \$ 0.44219 per \$100 of assessed taxable valuation funds fiscal year 2011 operations, unchanged from the previous year. The tax rate distribution for fiscal year 2012 compared to fiscal year 2011 represents a slight decrease in debt service requirements and is as follows:

	<u>FY 2010/2011</u>	<u>FY 2011/2012</u>
General Fund	\$ 0.31219	\$ 0.31355
Debt Service Fund	<u>0.13000</u>	<u>0.12864</u>
Total Tax Rate	\$ 0.44219	\$ 0.44219

The total operating budget for fiscal year 2012 is \$70,334,644 including new debt requirements. This is an increase of \$4,333,014, (6.6%) over the fiscal year 2011 adopted budget, and an increase of \$3,216,668 (4.8%) over the FY2011 estimate. Total fiscal year 2012 expenditures include one-time, non-recurring expenditures of \$1,816,155 from the General Fund fund balance. Excluding the one-time expenditures, total expenditures would have increased \$2.5 million, or 3.8% over the FY2011 adopted budget or \$1.4 million over the FY2011 estimate.

## GENERAL FUND

### Quick Facts:

	<u>FY 2011/2012</u> <u>(Budget)</u>	<u>FY 2010/2011</u> <u>(Budget )</u>	<u>Percentage</u> <u>Increase (Decrease)</u>
<b>Expenditures:</b>	<b>\$28.18 Million*</b>	<b>\$27.71 Million</b>	<b>1.7%</b>
<b>Revenues:</b>	<b>\$27.39 Million</b>	<b>\$26.75 Million</b>	<b>2.4%</b>

\*Excluding one-time Fund balance expenditures

### Summary:

The projected beginning fund balance for fiscal year 2012 of \$9,569,807 exceeds the targeted beginning fund balance by approximately 57 days of operations. The total ending fund balance at September 30, 2012 is projected to be \$8,784,382 which is \$1,061,198 higher than last year's budgeted amount. The financial policies require a contingency reserve of 3 percent of operating expenditures, or \$815,889. The City's financial management policies also establish a benchmark (target) of 16.7 percent of operating, non-recurring expenditures as an unreserved fund balance. The actual unreserved fund balance is projected at \$7,943,493, which is 29.2 percent of operating, non-recurring expenditures, thereby exceeding the established benchmark. In summary, I am submitting a General Fund Budget for fiscal year 2011/2012 that makes investments using the fund balance, manages expenditures without service cuts and provides the necessary revenue for debt payments resulting from capital projects.

Total proposed expenditures for fiscal year 2012 (excluding one-time fund balance expenditures) increased \$18,945 (0.06 percent) versus the fiscal year 2011 budget (as amended by Council during the year). Additionally, FY2012 expenditures represent an increase of \$472,000 (1.7%) over the FY2011 original adopted budget. The following is a summary of the significant budgeted operating cost increases/decreases associated with this year's General Fund budget, compared with the original adopted FY2011 budget (\$472,000).

#### General Fund major changes (FY2012):

<u>Description</u>	<u>Amount</u>
1% merit increase for employees	\$ 145,435
Market adjustments approved for Fire Department in FY2011, erroneously omitted from FY2011 budget totals	102,174
Increase in health insurance costs-all departments	97,085
Increase related to TMRS rate adjustment-all departments	34,110
Increase in Information Services charge-backs-all departments	27,265
Additional expenditures related to a projected 25% increase in costs for contract mowing services, combined with additional landscape maintenance, e.g., Marshall Ridge Parkway, Rufe Snow Drive and North Tarrant Parkway	206,800
Reduction in Tabini/Keller Crossing sales tax rebate (rebate agreement expired in FY2011)	(100,000)
Other miscellaneous increases (reductions)	(35,829)
<b>TOTAL</b>	<b>\$ 472,000</b>



The following table provides a summary of changes by department in the fiscal year 2012 budget, compared to the fiscal year 2011 adopted budget.

<b>FY2012 Changes by Department</b>		
Department	2010-2011 Adopted	
	Amount	Pct. Change
General Government/Administration	\$ 8,375	0.2%
Community Development	(29,595)	(2.7%)
Police Department	114,510	1.5%
Fire Department	303,960	4.3%
Public Works	(56,905)	(1.7%)
Keller Public Library	64,735	4.8%
Parks and Recreation	250,820	9.8%
Non-Departmental	(183,900)	(21.3%)
Total	<u>\$ 472,000</u>	1.7%

Personnel costs are obviously the major driver of increases in the fiscal year 2011/2012 General Fund budget. Personnel services (salaries, wages and benefits) account for \$19.7 million, or 69.8 percent of the total expenditures of the General Fund for fiscal year 2012.

All capital improvements and purchases will be paid from current revenues and not short-term financing.

In addition to the above amounts, \$1,816,155 is proposed from the available General Fund fund balance. The one-time expenditures are as follows: replace fire apparatus (\$1,250,000); concrete repairs for Fire Station #3 (\$175,000); concrete repairs for Keller Town Center (\$30,000); Bear Creek Dam repairs/improvements (\$75,000); and a one-time employee stipend, including benefits (\$286,155). If these non-recurring expenditures are funded, the revised ending unreserved fund balance is \$6,127,338, representing 22.5% of operating, non-recurring expenditures, exceeding the established benchmark.

## **WATER AND WASTEWATER FUND**

### **Quick Facts:**

	<u>FY 2011/2012</u> <u>(Budget)</u>	<u>FY 2010/2011</u> <u>(Budget)</u>	<u>Percentage</u> <u>Increase (Decrease)</u>
<b>Expenditures:</b>	\$19.17 Million	\$18.99 Million	1.5%
<b>Revenues:</b>	\$18.33 Million	\$18.88 Million	(2.9%)

The Water and Wastewater (Utility) Fund is an enterprise fund and thereby operates on its own revenues and fees generated primarily from water and wastewater service charges.

Net expenditures in excess of revenues for FY2012 are \$842,785. However, the projected beginning fund balance of \$5,962,874 for FY2012 exceeds the targeted beginning fund balance by approximately 33 days of operations. The total projected ending fund balance at September 30, 2012 is \$5,120,089, which is \$1,098,083 less than last year's budgeted amount. A \$1,000,000 water and wastewater rate stabilization reserve is included as a reservation of fund balance for the purpose of providing funds for variations in weather conditions, specifically years having above-average rainfall (wet year) or below-average rainfall (dry year). The undesignated fund balance of \$4,120,089 represents an operating reserve of 82 days, exceeding the current target of 60 days.

Water revenues are primarily dependent upon the amount of rainfall received during the year and as a result are generally more volatile than General Fund revenues. Based on total water usage through June 2011, water sales of 2.96 billion gallons are anticipated for fiscal year 2011. The fiscal year 2012 budget forecasts 2.81 billion gallons of water usage. Customer water usage reached an all-time high of 3.5 billion gallons in fiscal year 2006, due primarily to dry weather conditions. For fiscal year 2012, a conservative customer average water usage, with reasonable customer growth estimates, is being used to determine the budget amounts. Therefore, if normal rainfall amounts are received during the year, revenues will not be adversely impacted.

The Fort Worth Water Department instituted water conservation measures, system-wide, in 2006 in order to reduce peak water use demands created from extensive residential growth throughout the district and the extra-ordinary use of water for landscape irrigation; however, the conservation measures had little effect on the city's budgeted water revenues.

Except for changes in wholesale pass-through rate changes, no additional rate changes are proposed for fiscal year 2012.

**Expenditures**

The most significant expenditure is wholesale water purchases. Wholesale water purchases for FY2012 are projected to be \$5,450,000 or 28.4 percent of total expenditures, compared to \$5,600,000 or 28.6 percent of total expenditures for fiscal year 2011. This represents a decrease of \$150,000, or 2.7 percent from the fiscal year 2011 estimate. Wholesale water purchases are anticipated to be 2.949 billion gallons in fiscal year 2012 and 3.108 billion gallons in fiscal year 2011.

Other major expenditures for fiscal year 2012 are debt service on long-term debt (13.3 percent); wastewater treatment and collection services provided by the Trinity River Authority (11.8 percent); operating expenses and transfers (27.9 percent); personnel services (salaries and benefits) (15.3 percent); and capital outlay (3.2 percent).

The budget provides a 1% merit increase (\$18,040) and a one-time lump-sum stipend (\$52,660) for Water/Wastewater employees in order to maintain equity among city employees.

**OTHER FUNDS**

**Drainage Utility Fund**

**Quick Facts:**

	<u>FY 2011/2012</u> <u>(Budget)</u>	<u>FY 2010/2011</u> <u>(Budget)</u>	<u>Percentage</u> <u>Increase (Decrease)</u>
<b>Expenditures:</b>	\$1,678,995	\$995,160	68.7%
<b>Revenues:</b>	\$1,530,800	\$1,515,800	.99%

The Drainage Utility Fund is an enterprise fund that operates from revenues received from drainage fees of \$8.00 per month per household. Commercial (non-residential) properties are charged a minimum of \$8.00 per month to a maximum of \$66.24 per month.

Major expenditures for fiscal year 2012 are provided for personnel services (32 percent) for 8.5 full-time equivalent positions. Operations and maintenance and services and other expenditures (25.5 percent of the total budget) provide for both equipment maintenance and drainage channel maintenance, and includes equipment rental as needed. Debt service accounts for 3.2% of total expenditures.

The majority of the increase in expenditures is directly related to capital outlay which provides \$660,000 for Robin Court drainage improvements.

## Keller Development Corporation Fund (KDC)

### Quick Facts:

	<u>FY 2011/2012 (Budget)</u>	<u>FY 2010/2011 (Budget)</u>	<u>Percentage Increase (Decrease)</u>
<b>Expenditures:</b>	\$2.36 Million	\$2.27 Million	4.1%
<b>Revenues:</b>	\$2.08 Million	\$2.01 Million	3.5%

The Keller Development Corporation (KDC) is charged with the responsibility of administering the proceeds from the one-half cent local option sales tax approved by the voters in 1992 for park and recreation facility improvements. On July 28, 2011 the Board of Directors of the KDC reviewed and approved a proposed budget. As required by the Development Corporation Act of 1979, the City Council conducted a public hearing on the budget on August 2, 2011 complying with requirement of a 60-day notice prior to the effective date of expending funds appropriated herein from the Corporation.

Sales tax revenues for fiscal year 2012 are anticipated to increase slightly by 3.6%. The fiscal year 2011 estimated sales tax revenues of \$2,079,650 is \$72,500 (3.5%) above the original adopted budget amount. Proposed expenditures of note include funding for park land acquisition (\$230,000), asphalt park drive and parking lot repairs (\$67,950), and the addition of a new parking lot in conjunction with the Princess Alexa playground (\$50,000).

## Recreation and Aquatics Center (The Keller Pointe) Fund

### Quick Facts:

	<u>FY 2011/2012 (Budget)</u>	<u>FY 2010/2011 (Budget)</u>	<u>Percentage Increase (Decrease)</u>
<b>Expenditures:</b>	\$3.43 Million	\$3.02 Million	13.6%
<b>Revenues:</b>	\$3.13 Million	\$3.02 Million	3.7%

The Recreation and Aquatics Center Fund was established in fiscal year 2003. This Fund is intended to account for all major direct costs associated with the operations of the Recreation and Aquatics Center (The Keller Pointe). Chief expenditures include personnel services for staffing the facility and for recreation programs (45.3 percent), and facility operations and supplies. Services & other expenditures include utilities (electricity, water, natural gas) and payments to recreation program instructors and trainers. Capital outlay comprises 10.9% of total expenditures and includes \$6,500 toward a facility maintenance and replacement account in accordance with the original enterprise plan. Additionally, \$300,000 is provided for the installation of a "sprayground" at The Keller Pointe; re-surfacing the indoor pool deck (\$25,000); replacement of carpet in the Activity Room (\$10,000) with a rubberized surface; and replacement of heating, ventilation, and air conditioning units in the indoor pool area (\$31,450).

Since the opening of The Pointe in May 2004, the operating budget expenditures have increased primarily in the areas of program staffing and utility costs (electricity, water and gas), which correspond to greater facility usage.

## Information Services Fund

### Quick Facts:

	<u>FY 2011/2012 (Budget)</u>	<u>FY 2010/2011 (Budget)</u>	<u>Percentage Increase (Decrease)</u>
<b>Expenditures:</b>	\$1.45 Million	\$1.61 Million	(10.0%)
<b>Revenues:</b>	\$1.51 Million	\$1.50 Million	.2%

The Information Services (IS) Special Revenue Fund was created in 2001 to account for citywide information services/information technology operations. Funding sources are provided from transfers from the General Fund, Water and Wastewater Fund, and The Pointe. Expenditures provide for information technology support personnel and goods and services to be utilized on a city-wide basis, including expenditures for Town Hall networking equipment with the Keller Police Department, The Pointe, the SCADA system, and the Municipal Service Center. In November 2002, geographic information services (GIS) activities were transferred from the Public Works Department to the IS Fund and a GIS Division of the IS Fund was created. In October 2005, the Public Library support, Internet services, and Audio Visual services were transferred to Information Services.

The IS department has developed and implemented a 6-year Technology Plan whereby all computer hardware and software, printer and other technology equipment is evaluated and placed on a replacement schedule. The benefit of the Plan is to establish a planned and affordable replacement schedule of all technology equipment that may be budgeted on an annual basis.

## Miscellaneous Other Funds

Library, Recreation, Municipal Court, and Teen Court are funded by special contributions, participation fees, donations, grants, reimbursements, interlocal agreements with other cities, and other revenues such as voluntary utility bill donations. Expenditures are specifically restricted to the amount of revenues available annually and do not comprise a significant portion of the city's total annual budget. A new Community Clean-Up Fund was added in fiscal year 2011. This fund accounts for a 20-cent monthly fee assessed to residential customers to be used for clean-up programs, such as storm debris pick-up, as well as educational and promotional activities.

## Keller Crime Control Prevention District Fund

The Keller Crime Control Prevention District (KCCPD) was renewed by the voters for a term of fifteen (15) years on May 13, 2006. The KCCPD is funded with a 1/4<sup>th</sup> of a cent sales tax. The KCCPD Fund provides funding for vehicle and related replacements, national accreditation, technology improvements, and a tactical wireless camera. In addition, \$2,179,500 and \$789,229 are reserved for future capital improvements for jail improvements, and furniture, fixture, and equipment replacement, respectively. As required by state law, the KCCPD fiscal year 2012 Budget will be presented to the City Council for approval at the regular meeting of August 16, 2011.

## DEBT SERVICE FUND

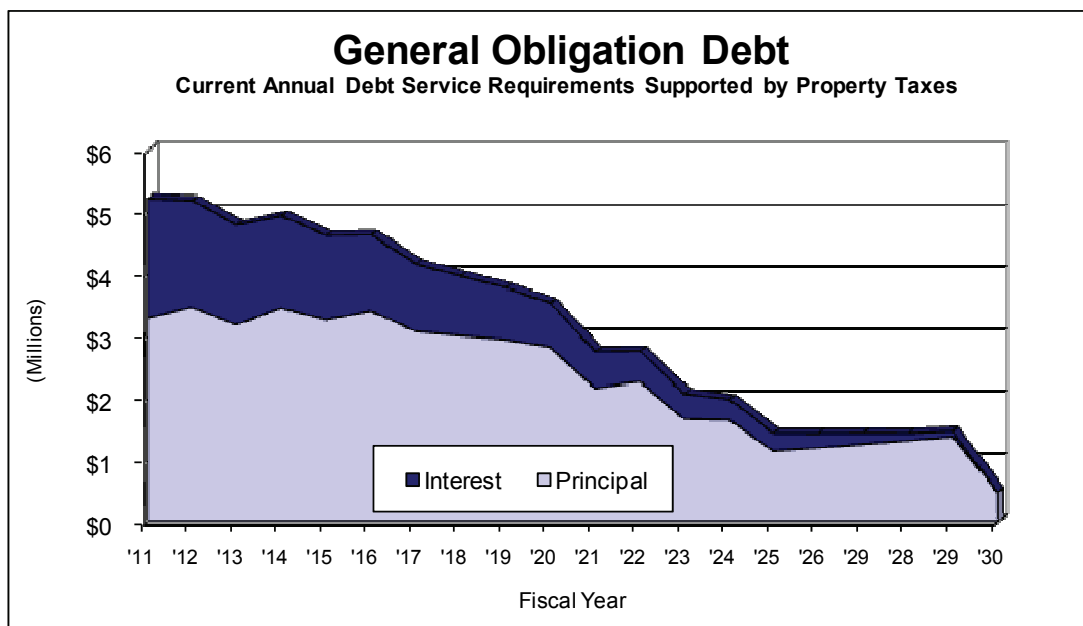
### Quick Facts:

	<u>FY 2011/2012 (Budget)</u>	<u>FY 2010/2011 (Budget)</u>	<u>Percentage Increase (Decrease)</u>
<b>Expenditures:</b>	\$5.76 Million	\$5.84 Million	(1.3%)
<b>Revenues:</b>	\$5.77 Million	\$5.74 Million	0.5%

This Fund is used to account for revenues and expenditures related to the retirement of the city's tax-supported general obligation debt. Fiscal year 2012 direct debt per capita is \$1,085, down from an estimated fiscal year 2011 debt per capita of \$1,179. Debt per capita decreased due to a combination of current year debt retirement, bond refundings and an increase in population.

The city's current bond ratings are "Aa2" from Moody's Investors Services and "AA" from Standard & Poor's Rating Group. Both rating agencies upgraded the City's bond ratings in February 2009. In July 2010, Moody's notified the City that as a result of their recalibration of long-term U.S. municipal ratings, the City's rating was changed from Aa3 to Aa2. Both rating categories now classify the city's debt obligations as high-quality investment grade. The rating agencies realize that the city has done well managing its direct debt obligation and understands the growth demands that have necessitated extensive infrastructure development.

The chart below indicates the current annual principal and interest requirements through fiscal year 2029-30.



### **Tax Increment Reinvestment Zone No. 1 Interest and Sinking Fund**

The Tax Increment Reinvestment Zone No. 1 (TIRZ No. 1) Interest and Sinking Fund budget for fiscal year 2012 reflects participating taxing entities' tax contributions (including the City of Keller's participation).

For budget purposes, and in accordance with state law, the value of the TIRZ No. 1 district is based upon the previous year's assessed property value at the end of the calendar year (December 31, 2010). Therefore, the true assessed values of projects which are completed early in the calendar year are often not fully realized until the subsequent year's budget cycle. Given existing appraised values, the City does not anticipate, and is not budgeting for, any TIRZ subsidies from the General Fund for fiscal year 2012.

Reflected in the TIRZ I&S Fund for future fiscal years are annual debt service costs relating to the Combination Tax and TIRZ Revenue Certificates of Obligation, Series 2000A, issued for the Town Hall, Town Hall Plaza, Town Lakes, and Public Parking; Series 2001, issued for the construction of the KISD Natatorium; and Series 2002, issued for (and combined with remaining funds from the series 1999 issue) the remaining phase of Bear Creek Parkway and the Keller Parkway median construction completed in October 2002.

In May 2010, the City Council approved a refunding and restructuring of TIRZ debt in the amount of \$6.3 million. As a result of the restructuring, the annual TIRZ assessments are anticipated to provide sufficient

annual revenues through fiscal year 2018 – requiring no City of Keller subsidy. The refunding bonds are callable on or after August 15, 2018. The TIRZ will terminate on September 30, 2018 and obligations that are due after that date will be paid with remaining TIRZ funds, if available. In the event that insufficient TIRZ funds remain, the obligations will be paid with the annual interest and sinking fund ad valorem (property) tax levy.

## **CAPITAL IMPROVEMENTS**

Capital improvements are project-based, not fiscal year-based; therefore, they are normally not included in the total operating budget. However, since the Park Development Fee Fund, the Street Improvements Fund, and the Equipment Replacement Fund have recurring revenues, these budgets (revenues) are included in the operating budget totals. In addition, budgets of capital project funds do not lapse at year's end, and unspent funds are automatically re-appropriated into the next fiscal year.

### **Park Development Fee Fund**

Park Development Fees are from fees paid by new development in lieu of parkland dedication. The Park Development Fee, per residential lot of \$1,000, is used for parkland acquisition and development. Expenditures from the Fund are usually recommended by the Parks and Recreation Board and approved by the City Council through the annual budget process. It is estimated that only \$5,000 in fees will be collected in fiscal year 2012.

The Park Development Fee Fund is a clear example of the effect of the recession on city revenues. In fiscal year 2007, the City collected \$436,000 in Park Development Fees and other developer contributions, compared to the expected revenue in fiscal year 2012 of \$5,000. Proposed expenditures for fiscal year 2012 include city-wide park enhancements (\$32,000) and parks master plan update (\$40,900).

### **Street/Drainage Improvements Fund**

This fund is used to account for street maintenance sales tax funds, sidewalk fees paid by development, special street assessments, transfers from other funds and other miscellaneous street-related improvement revenue. The fiscal year 2012 expenditures include street re-construction payable from the street maintenance sales tax revenue and miscellaneous sidewalk replacements and extensions. With the use of \$835,315 in available fund balance, it is estimated that \$ 1,860,000 will be expended in fiscal year 2012 for street re-construction/rehabilitation projects as identified in the CIP.

Sales tax revenues for fiscal year 2012 are anticipated to increase slightly by 3.6%. The fiscal year 2011 estimated sales tax revenues of \$1,008,000 are \$10,800 (1%) above the original adopted budget amount. Proposed expenditures for fiscal year 2012 consist primarily of street improvements (\$1,750,000).

### **Equipment Replacement Fund**

This Fund is used to provide for capital equipment acquisition, primarily for the Water & Wastewater and Drainage Utility Funds. The Water & Wastewater and Drainage Utility Funds transfer annual "lease" payments from their respective operating budgets to fund routine vehicle and light-equipment replacements. The fiscal year 2012 Budget includes the replacement of four utility service vehicles (\$109,000) for the Water and Wastewater and Drainage Utility Funds. Additionally, the Fund may provide short-term capital equipment financing for major capital equipment acquisition, such as ambulances and fire apparatus; however there is no capital equipment financing included for fiscal year 2012.

## **Capital Projects Fund**

The Capital Projects Fund is used to account for revenues from the issuance of debt and project expenditures for specific capital improvements. A five-year capital improvements program (CIP) summary is also included in the Capital Improvements section of the document. No debt-financed capital projects are proposed for fiscal year 2012. **As you will notice, our five (5) year CIP has a number of projects where no funding source has been identified.**

## **Calculations and Projections**

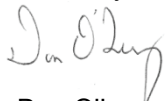
Property tax appraisal information is provided by the Tarrant Appraisal District. Historical sales tax information is provided by the State Comptroller. Franchise, municipal consent agreement and licensing fees are projected pursuant to contractual provisions with each franchisee, municipal consent or licensing agreement and adjusted for growth. All other operating revenues and fees have been estimated by the city staff on the basis of experience and historical growth trends. Operating revenues depict cautious optimism that the regional economy will continue to grow at a steady, yet slower pace than previous years. As a result, a conservative approach has been taken when projecting available revenues for the upcoming fiscal year in order to ensure that revenues will be available throughout the entire fiscal year to support operations, annual debt requirements and preserve financial reserve targets for future years.

All financial goals and targets have been met or exceeded for each fund, expressed in a percentage of operating expenditures and number of days of operating expenditures, pursuant to the approved financial policy and reflective of the city's commitment to maintaining a sound fiscal policy with emphasis on establishing reserves for future capital and equipment replacements and significantly improving the General Fund reserves.

## **Summary**

I hope you find this introduction and overview useful and informative as you prepare to deliberate during our upcoming budget work session. I believe this proposed budget is fiscally-responsible and responsive to both the City Council's goals and objectives and the economic challenges currently facing local governments. I look forward to participating in deliberations and working with the Council to adopt a budget which positively impacts the services we deliver to the Citizens of Keller. This proposed budget would not be possible without the tremendous effort of our department directors and their staffs.

Sincerely,



Dan O'Leary  
City Manager

Non-Financial Departmental Goals

Exhibit A

Department	Superior Service	Council & Citizen Communication	Fiscally Responsible	Quality Transportation and Infrastructure	High Quality Personnel	Quality (Well-Planned) Residential Housing	Quality of Life (Leisure)	Quality (Aggressive) Economic Development
City Manager/Administration <sup>(1)</sup>	✓	✓	✓	✓	✓	✓		✓
Finance Department <sup>(1)</sup>			✓					
Municipal Court <sup>(1)</sup>	✓							
Human Resources <sup>(1)</sup>					✓			
Information Technology <sup>(1)</sup>	✓	✓						
Planning/Community Development				✓		✓		✓
Police Department	✓	✓						
Fire Department	✓	✓						
Public Works				✓				
Water & Wastewater				✓				
Parks & Recreation							✓	

(1) Included in the Administration/General Government category in budget summaries.

**Superior Service** – Develop staff committed to serve in a professional, friendly, responsive, and customer/citizen-focused manner.

**Council & Citizen Communication** – Develop and maintain programs that effectively communicate and increase the public's awareness of City services.

**Fiscally Responsible** – Develop, implement, and continue plans and policies that provide funds to maximize the quality of services while balancing revenue sources with cost of maintenance and operations, and debt service.

**Quality Transportation and Infrastructure** – To ensure the health, safety and welfare of Keller citizens through the provision of high quality Public Works Services involving an aggressive work program to design, construct, maintain and rehabilitate the street, drainage, water and sanitary sewer infrastructure in Keller.

**High Quality Personnel** – Hire, develop and retain high quality staff by establishing interlocal agreements or joint ventures with other municipalities to provide a quality and cost saving service to our citizens.

**Quality (Well-Planned) Residential Housing** – Facilitate the development of land in Keller for high quality residential (as well as non residential) use, while preserving Keller scenic character, promoting sound economic development, maintaining a thoroughfare system while protecting residential areas, promoting enhancement of neighborhoods through natural features and providing for recreational areas and open spaces.



**Quality of Life (Leisure)** – The Keller Public Library will strive to expand services that will keep connecting people with the information needed to live enriched, productive lives. Parks and Recreation programs are designed to enrich our community by providing recreational, entertainment and fitness opportunities; quality parks and facilities; and programs that enhance the lives of our citizens.

**Quality (Aggressive) Economic Development** – Promote and develop, in a proactive format, a well-balanced economic infrastructure by focusing on quality jobs and related issues that will preserve and enhance our high quality of life.



# READER GUIDE

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## **READER'S GUIDE**

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

This guide is included to provide the reader with an overview of the budget document, the budget process, budget implementation, and reporting on budget results.

### **BUDGET PROCESS**

**Budget Calendar.** The following table provides a condensed budget calendar used each year by City staff.

February – April	Forms, instructions, and directives provided to City staff and Departments
April – mid May	Departmental preparation and input of budget requests, and current year re-estimates (amendments)
April – June	City Council and staff budget goals workshop
May – June	Meetings with City Departments by City Manager and Finance Director to review budget requests and current year re-estimates (amendments)
July – August	Final budget revisions prepared by City Manager and Finance Department for distribution of proposed budget to City Council
July 25	Certified tax appraisal roll due from Tarrant Appraisal District
Early August	Calculate and publish effective tax rate
August 15	Proposed budget filed with City Secretary for public review, distributed to the City Council, and copy of proposed budget placed in the Keller Public Library
Mid August – early September	City Council budget workshop(s) to review proposed budget; hold public hearings on tax rate (if necessary)
Mid – late September	Hold public hearing and adopt the budget, set tax rate, and adopt current year budget estimates (amendments)
October – early November	Fiscal year begins October 1. Finance Department staff and City Manager make final corrections resulting from the budget adoption, and publish budget document, which is distributed to users usually in mid November.

**Preparation and Adoption for FY2012.** In March 2011, the budget process for fiscal year 2011-2012 (FY2012) began. The Finance Department prepared and distributed budget preparation instructions and forms to each department to assist in the budget preparation and formulation. The budget instructions included expenditure request forms, current personnel staffing levels by position and other information necessary to complete budget requests for FY2012. Departments were instructed to prepare budget requests in accordance with the Council's goals and objectives, which were established at a City Council budget goal-setting workshop held in June, 2011.

## **READER'S GUIDE**

### **BUDGET PROCESS**

*(continued)*

Upon completion and submission of budget requests by the departments, the Finance Department then processed and compiled the budget requests and line-item expenditure details for review by the City Manager. The City Manager then reviewed 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 made revisions and modifications to the original departmental requests, and current year estimates, in order to arrive at a final proposed budget. The Finance Department also prepared revenue estimates using available historical data, combined with current year projections and trend information. The City Manager also reviewed and made modifications to revenue estimates.

On or before August 15<sup>th</sup> 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 Internet 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, where specifics of the proposed budget are considered and discussed, and prioritized. As a result of Council direction, some amendments are usually made to the proposed budget. These amendments are then incorporated into an amended proposed budget. After the amendments are incorporated into the proposed budget, a public hearing on the amended proposed budget is held by the City Council in September. Prior to the public hearing, in accordance with the City's charter requirements, proper notice is published in the local newspaper encouraging interested citizens to be present and make any comments on the City's proposed budget. At the conclusion of that public hearing on the proposed budget, the City Council adopts the final budget by ordinance, including any additional modifications that may have been made as a result of the public hearing. (However, any increase in the proposed budget as a result of the modifications requires an additional public hearing to consider the proposed increase.) Subsequent to the adoption of the budget, a separate ordinance is adopted, establishing the tax rate necessary to fund the operations and debt service requirements.

**Budget Amendment.** In accordance with Article VIII, Section 12 of the Keller Charter, the City Council may amend the budget by ordinance if the amendment will not increase total budget expenditures. 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 notice and public hearing (as prescribed for the adoption of the original budget).

### **BUDGET OBJECTIVES**

The FY2012 budget has been prepared in an effort to communicate to the citizens and staff of the City the overall policies and goals of the City Council. The budget document includes descriptions of the City's various activities and programs (departments), goals and objectives for the current and future years, and comparative service level indicators for each program or activity, where available. This format is designed to communicate clearly to the public the goals and objectives of the City Council, thereby enabling the reader to gain more useful information about the City, without requiring detailed accounting or budgetary knowledge.

For each operational fund, the budget is prepared on a line-item basis by individual department and division/activity. The City Manager then presents budget programs and goals and objectives to the City Council. Line-item expenditure justifications are omitted from the budget document, in order to focus more on the programs and objectives of the coming fiscal year. The Finance Department will provide a line-item and capital outlay detail budget upon request.

## **READER'S GUIDE**

### **BUDGET PHILOSOPHY**

Budget philosophy for the City depends upon the local needs and concerns of the citizens. Other factors also affect budget philosophy, such as the state of the local economy, the demands of the public for increased services, and unfunded mandates and requirements of federal and state regulatory agencies. Even with all of these considerations, the City's budget is prepared from a conservative perspective with regard to estimating both revenues and expenditures. Although historical comparisons and trends are very useful, often current year data and trends will take precedence over prior year trends.

Likewise, expenditures are estimated conservatively, i.e., allowances are made for unanticipated expenditures, and personnel services costs for vacant positions are funded for the entire fiscal year, except where noted otherwise. *The use of conservative budget estimates generally results in favorable budget variances at the end of the fiscal year, thereby increasing the actual fund balance.*

### **PRESENTATION OF FINANCIAL INFORMATION AND BASIS OF ACCOUNTING**

**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, where assets equal liabilities plus fund balance.

The City primarily uses the following fund types:

- Governmental funds; and
- Proprietary funds

**Governmental Fund Types:** Governmental fund types are those funds through which most governmental functions of the City are financed. The City uses the following four types of governmental fund types:

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. The City budgets for the following other funds:

*Keller Development Corporation* – accounts for proceeds of the one-half cent local sales tax for park improvements.

*The Keller Pointe (Recreation/Aquatic Center) Fund* – accounts for the operations of The Keller Pointe Recreation and Aquatic Center, which opened for operations in May 2004. It is the intent of City management that: a) the operations of the facility will be self-supporting and funded by user fees and charges; and b) no general tax-supported revenue will be used to fund facility operations. The Fund is classified as a Special Revenue Fund for financial reporting purposes, rather than a Proprietary/Enterprise Fund. Even though the intent of the Fund is to fund its operating costs with user fees, the debt obligations used to fund the construction of the facility are the responsibility of the Keller Development Corporation, and are not being repaid from user fees. Consequently, the Fund is not classified as an Enterprise Fund. The Fund is shown as a user-fee supported fund, or a Special Revenue Fund throughout the budget document.

## READER'S GUIDE

### **Fund Accounting**

#### *Governmental Fund Types – Special Revenue Funds (continued)*

*Library Special Revenue Fund* – accounts for special contributions and related expenditures for the Keller Public Library.

*Recreation Special Revenue Fund* – accounts for specific revenues resulting from the operation of the City's recreation program, and related costs.

*Municipal Court Special Revenue Fund* – accounts for technology, building security fees and juvenile case manager fees collected from Municipal Court citations. Expenditures from these fees are specifically designated by State law.

*Public Safety Special Revenue Fund* – accounts for revenues and expenditures of a specific nature for the Police and Fire Departments. Included within this fund are revenues from narcotics seizures, training cost reimbursements from the State of Texas Law Enforcement Officer Standards and Education (LEOSE), local, state, or federal grants, Homeland Security grants, and miscellaneous public donations to the Police and Fire Departments. Because the amount and source of revenues are unpredictable and sporadic, no annual budget is prepared or adopted for this fund.

*Teen Court Special Revenue Fund* – prior to October 2010, the teen court program was operated as a regional joint teen court with the cities of Keller, Haltom City, and Watauga, and the surrounding school districts. Initial funding for this activity was provided from a State Teen Court grant that expired in October 2001. Effective October 1, 2010, Keller's regional teen court program with the cities of Keller, Haltom City and Watauga terminated; Keller now participates in the Metroport teen court program with the cities of Southlake, Colleyville and Grapevine. Because the City of Southlake is the lead agency in the Metroport Teen Court program, this fund will be eliminated as of October 1, 2011. Keller's participation in the Metroport Teen Court program will be funded in the General Fund.

*Information Services Special Revenue Fund* – The Information Services Fund is funded primarily by transfers from both the General Fund and Water and Wastewater Fund, as well as income received from communication tower leases on property owned by the City. These resources are used to fund the operation of a City-wide information systems and information technology program.

*Special Contributions and Donations Fund* – created in FY2007 to account for public donations or other designated revenues. Because the amount and source of revenues are unpredictable and sporadic, no annual budget is prepared or adopted for this fund.

*Keller Crime Control Prevention District Special Revenue Fund* – a fund established in FY2002 to account for revenues derived from sales and use taxes, in accordance with Section 363 of the Texas Local Government Code, to be used for public safety crime control and prevention programs (crime tax). In November 2001, voters authorized 3/8 of one cent (0.375%) sales and use tax. In May 2006, voters authorized the tax for an additional period of 15 years. In November 2007, voters authorized a reduction in the rate from 3/8 of one cent (0.375%) to 1/4 of one cent (0.25%).

*Community Clean-Up Special Revenue Fund* – created in FY2011 and accounts for resources from monthly fees assessed to residential customers that are specifically designated 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. The purpose of this program is to provide public services that assist in keeping the City 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.



## READER'S GUIDE

### **Fund Accounting**

#### *Governmental Fund Types*

(continued)

Budgeted funds in the above group are located in the Other Funds section of the document.

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.

*Debt Service Fund* – used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. This fund does not account for debt obligations backed by revenues of the City's water and wastewater activities.

*Keller Town Center Tax Increment Reinvestment Zone (TIF) Interest and Sinking (I&S) Fund* – accounts for the accumulation of resources for, and the payment of, long-term debt principal and interest issued by the Keller Town Center TIF. TIF assessments are paid into the I&S fund from each of the participating entities.

These two funds are located in the Debt Service section of the document. Debt service for Proprietary Fund Types is included within the activities of the respective proprietary fund.

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 or certificates of obligation. There are several capital project funds used by the City to fund various capital improvements, which are included in the City's audited financial statements. However, the City currently maintains only three capital project funds that are recurring in nature, i.e., financed with transfers, user fees, or short-term debt. Except for intragovernmental transfers to other funds, e.g., transfers of interest earnings or impact fees from capital projects funds to debt service funds for debt retirement, only the following capital project funds are included in the City's budget totals:

*Park Development Fee Fund* – accounts for developer fees that are designated for funding parks capital improvements.

*Street/Sidewalk/Drainage Improvements Fund* – accounts for developer sidewalk fees, street assessments, and the one-eighth cent (0.125%) street maintenance sales tax revenues that are designated for street, sidewalk, and drainage improvements. In November 2007, voters reauthorized the tax for four additional years at 1/4 of one cent (0.25%).

*Equipment Replacement Fund* – accounts for the annual funding of capital equipment replaced with the issuance of short-term debt proceeds, or transfers from other funds. The equipment replaced is typically operational in nature, and therefore, this fund is included in the budget total amounts.

Project-based capital projects funds are included in the City's audited financial statements, but are not necessarily subject to annual appropriations, and are therefore usually excluded from the operating budget totals. These funds include: Capital Projects Fund, Parks Capital Improvements Fund, the Roadway Impact Fee Fund, the Water Impact Fee Fund, and the Wastewater Impact Fee Fund. Project information, including related current funding (if any) for some of these funds is disclosed in the Capital Improvements section of the document.

Proprietary Fund Types: In addition to governmental fund types, the City also uses proprietary fund types or enterprise funds. Enterprise funds are used to account for operations that are financed in a manner similar to private business enterprises. The City utilizes the following enterprise funds:

*Water and Wastewater Fund* – accounts for and reports revenues and expenses of the City's water and wastewater activities, financed through user charges and fees for water and wastewater services. Expenses also include the related annual debt service obligations.

## READER'S GUIDE

### **Fund Accounting**

#### *Proprietary Fund Types (continued)*

*Drainage Utility Fund* – accounts for and reports revenues and expenses of the City's drainage utility, which is financed through drainage charges. This fund is located in the Other Funds section of the document.

**Budget Columns.** In order to facilitate enhancing year-by-year changes, comparative financial information for the following years, is presented in the columns below:

(1)* 2009-2010 <hr style="width: 80%; margin: 0 auto;"/> Actual (FY2010)	(2) 2010-2011 <hr style="width: 80%; margin: 0 auto;"/> Budget (FY2011)	(3) 2010-2011 <hr style="width: 80%; margin: 0 auto;"/> Estimate (FY2011)	(4) 2011-2012 <hr style="width: 80%; margin: 0 auto;"/> Budget (FY2012)
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\* FY2010 amounts represent the actual amounts as provided by the prior year audited financial statements.

**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., 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.

### **BUDGET DOCUMENT PRESENTATION FORMAT**

Included in the introductory section of the budget document is a city-wide organization chart, a budget calendar, and a list of principal officials. As in prior years, the budget contains the City Manager's budget message (transmittal letter) to the citizens and the City Council.

## **READER'S GUIDE**

### **BUDGET DOCUMENT PRESENTATION FORMAT** (continued)

Following the introductory material in the document, City-wide budget summaries, or budget in brief, are presented. Budget summaries include consolidated and/or condensed budget information by fund and general categories, including all revenues and expenditures, transfers, and projected ending fund balances. Other summary information is also included, such as personnel and staffing position summary by fund/department/program or activity; and an ad valorem tax summary, presenting information regarding the assessed valuation and the tax rate (levy) adopted for each year. Appropriate graphs and charts have also been included in order to assist the reader in the interpretation of financial data.

Financial summaries and detailed departmental information are then presented for each individual budgetary fund, where appropriate. The information presented for each fund includes a comparative fund summary with beginning and ending fund balances, and a summary of revenues and expenditures. Revenues are then presented for each fund by detailed sources, while summaries of expenditures are presented for both the department/activity and function (i.e., personal services, operations, etc.). Personnel and staffing level summaries are also presented for each individual fund and department/activity. Graphs and charts of summary data are also included where appropriate.

Following the individual fund summary data, detailed departmental and activity information is presented. These presentations include a department expenditure summary, and an authorized personnel/position summary for each department. A department/activity summary includes (1) a brief description of the program/activity (department), outlining the major areas of responsibility; (2) major goals for the program/activity for the year; and (3) appropriate comparative service level analysis.

The Supplementary Information section includes the City's wage and salary pay scale by individual job title and a glossary of terms. Also included in this section are statements of budget policies, explaining the policies and procedures utilized during the various stages of the budget process. The budget policies include explanations of the budget preparation process, its deliberation and adoption; the public hearing process; and policies for amending the budget subsequent to its adoption.

### **DEPARTMENTAL MATRIX**

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

Department	Governmental Funds				Proprietary Funds	
	General Fund	Other Funds <sup>(1)</sup>	Debt Service	Capital Projects	Water & Wastewater	Drainage
Administration/General Government						
Planning & Development						
Police Department						
Fire Department						
Public Works Department						
Keller Public Library						
Parks and Recreation						
Water & Wastewater (Administration)						
Water Utilities						
Wastewater Utilities						
Drainage Utility						

<sup>(1)</sup> Includes all budgeted Special Revenue Funds.

## **READER'S GUIDE**

### **INTEGRATION WITH THE FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP)**

A Five-Year Capital Improvements Program (CIP) is prepared and updated each year, and includes detailed project descriptions, along with anticipated project costs, and sources of project funding. Many capital projects require the issuance of debt (e.g., general obligation bonds, certificates of obligation) and are therefore currently unfunded; however, the FY2012 CIP projects (if any) are approved during the budget process. Since most projects require the issuance of debt, those projects are not funded until the Mayor and City Council take specific official action to authorize funding during a public meeting.

A summary of the 2011-2012 through 2015-2016 CIP is provided in the capital improvements section of the document.

### **CONCLUSION AND ACKNOWLEDGMENTS**

The preparation of the FY2012 budget document was made possible by the dedicated service of the staff and the Mayor and City Council of the City. Each employee who assisted in contributing to the preparation of this annual budget has the sincere appreciation of the budget staff. Appreciation is also expressed to the Mayor and City Council for providing the necessary resources in which to maintain the integrity of the City's financial and budgetary affairs.



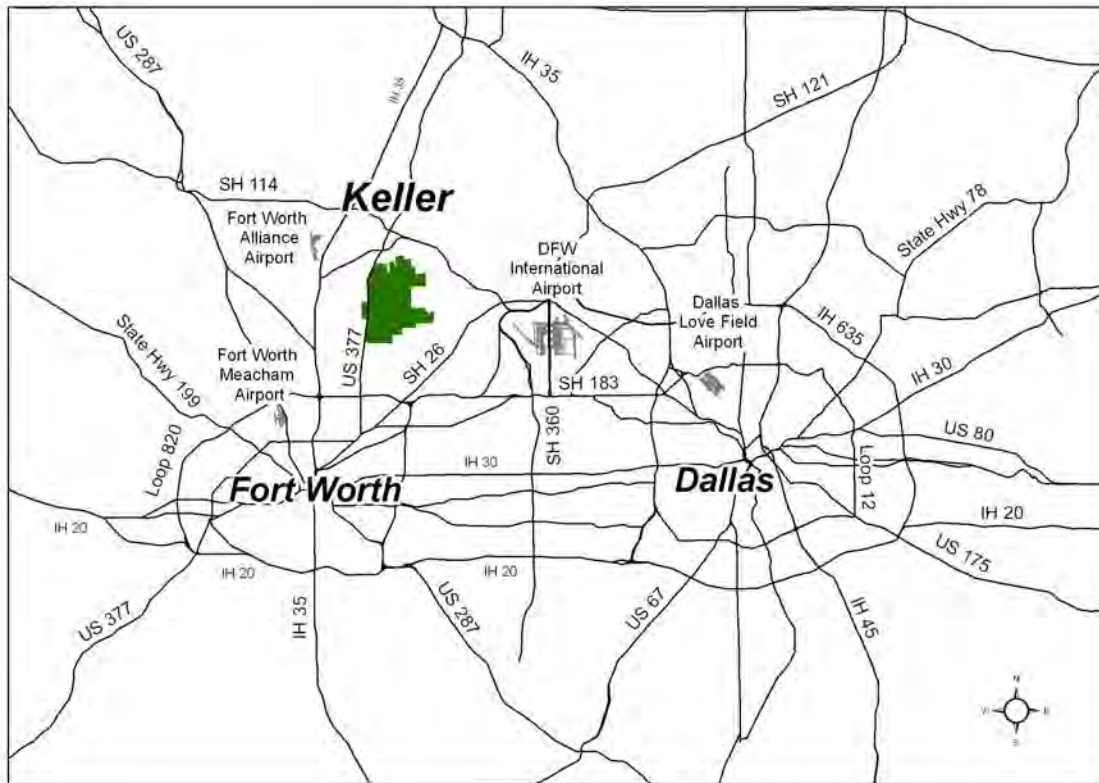
# KELLER PROFILE

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# KELLER PROFILE

## GENERAL INFORMATION

The City of Keller was recently rated as one of the “Top 10 Places to Live” in the United States for 2009 by *Money* magazine as well as one of the top 10 suburbs in the Dallas area in 2008 by *D magazine*. Some of the items that contributed to these rankings include our extremely low crime rate, an excellent park and trail system, diverse and affordable housing opportunities, and an overall high quality of life. This ranking is a reflection of the dynamic community that Keller is becoming and its premier location in the heart of the DFW Metroplex. Keller is approximately mid-way between the Dallas/Fort Worth International and Alliance Airports, both major employers for our community. The city’s approximately 19 square miles is traversed by several major traffic corridors including U.S. 377 and Farm-to-Market 1709. The city’s quality school system, high residential growth rate, business-friendly atmosphere, low taxes, premier park system and low crime rate make Keller an inviting destination for new commercial development projects.



**Keller History.** Located near Double Springs, Keller was originally known as Athol and was settled in the early 1850's because of its close proximity to the Trinity River, a supply of plentiful game, and the abundance of land for cattle raising and farming. The City of Keller was officially established in 1881 during the rapid development of railroad service through the area. It was named after John C. Keller, a Texas Pacific Railroad foreman, after the site became a stop on the railroad line. While Keller's residents were originally farmers, the arrival of the railroad helped develop the city into a successful trade center where a number of businesses thrived. Many of the buildings that housed the original businesses still stand today in the Old Town Keller area.

**Keller Local Government.** The City was incorporated in 1955 under the general laws of the State of Texas. The current home rule charter was approved by voters in 1982, and most recently amended in November 2010. The City operates under the Council-Manager form of government. The City Council is comprised of a Mayor and six Council Members, all elected at-large. Council Members are elected for three-year staggered terms and elections are held annually in May.

## **KELLER PROFILE**

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### **GENERAL INFORMATION**

*(Continued)*

Establishing City policy is the sole responsibility of, and is vested in, the City Council. The City Council is required by the City Charter to appoint a City Manager to serve as the Chief Administrative and Executive Officer of the City. The duties of the City Manager include the appointment of all City department managers, administering the daily affairs of the City and ensuring that City policies are enforced.

### **OPERATIONS**

The City of Keller provides a full level of public services to its citizens, including administrative services; police, fire and emergency medical services; municipal courts service; parks and recreation facilities; a municipal library; community planning and building inspection; economic development; public works and engineering; street maintenance; water, wastewater and drainage utility services; and contracts for solid waste collection and disposal.

The FY2012 annual budget of \$70,334,644 includes a budgeted staffing level of approximately 344 full-time equivalent employees, including 83 in the police department and 59 in the fire department.

### **POPULATION AND ECONOMICS**

The City has experienced significant population growth since 1970 rating it among the fastest growing cities in Tarrant County. The following table presents Keller's official Census population since 1970, as well as the current year estimated population.

	<b>Population</b>	<b>Increase (Decrease)</b>	<b>Pct Increase (Decrease)</b>
1970 Census	1,474	NA	NA
1980 Census	4,156	2,682	182.0%
1990 Census	13,683	9,527	229.2%
2000 Census	27,345	13,662	99.8%
2010 Census	39,627	12,282	44.9%
2011 Estimate	39,920	293	0.74%

The City's estimated build-out population is between 45,000 and 50,000.

The City is approximately 85% developed and continues to grow primarily as a residential community, with residents employed by major companies located within a 15-mile radius of the City. Several manufacturing firms are located in the Keller area, as well as a variety of commercial establishments, restaurants, shops and food stores. Increasing residential development in north Fort Worth, adjacent to Keller's boundary, impacts Keller's commercial and restaurant development due to the lack thereof in the new residential areas. The City continues to encourage quality commercial growth, which will benefit the entire community. More than 2.5 million square feet of commercial space, valued at over \$164 million, was constructed between 2005 and 2010. The average new home is 4,463 square feet compared to 4,361 square feet last year. The average new home construction value of \$290,401 compares to 2009's value of \$282,953. The City expects to have steady residential and commercial growth in the coming years.



## **KELLER PROFILE**

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### **POPULATION AND ECONOMICS**

*(Continued)*

The Keller Pointe, an 87,940 square foot recreation and aquatic center with construction financed by the Keller Development Corporation half-cent sales tax, opened in May 2004. The facility's operations are self-supported by user fees. As of July 2011 the Pointe has approximately 3,615 paid memberships.

Keller Town Hall and Town Hall Plaza were dedicated on April 19, 2002. The 53,000 square foot facility houses the City Council chambers and approximately 65 employees of the administration, finance, utility billing and collections, parks and recreation administration, community development, public works administration, engineering, information services, and human resources departments. The facility is intended to have the capacity for approximately 110 employees at build-out of the City.

In order to keep pace with the rapid residential growth and expanding commercial areas, infrastructure improvements have continued to be a high priority. A 1.4-mile section of Rufe Snow Drive, a primary arterial roadway extending from IH-820 in North Richland Hills northward to the center of Keller at Keller Parkway (F.M. 1709), is currently under review for an expansion to become either a 4-lane divided or 6-lane divided road. This expansion of Rufe Snow Drive between Rapp Road and Bear Creek Parkway is scheduled to begin in the winter of 2010, with an expected completion date in 2011. Major commercial and residential projects along Rufe Snow Drive include: North Hills Family Practice, a 22,932 sq. ft. medical office development; Cobblestone Parks, a 29-lot residential development; and Mustang Creek, a 102-unit assisted living facility nearing completion. Similarly, North Tarrant Parkway is under construction and will expand to a 6 lane divided arterial. Construction on North Tarrant Parkway will be complete in 2011. It, along with Rufe Snow Drive, will have landscaped medians, turn lanes, traffic signals, and sidewalks. Two additional north-south arteries are either under design or under construction. First, Randol Mill Avenue (F.M. 1938) is proposed to become a 4-lane divided roadway. This proposal is currently under design and will increase access along the City's eastern boundary to SH 114. Last, U.S. Highway 377 beginning at Keller Hicks Road and extending north to State Highway 170 was completed in 2009 and now provides a new 4-lane divided highway along Keller's western boundary, thus completing a major north-south arterial roadway from IH-820 to SH 170. In addition, the expanded U.S. Highway 377 will provide improved access to several miles of prime commercial frontage totaling approximately 170 acres.

Major commercial and residential projects on Davis Boulevard (FM 1938) include: Salons of Volterra, a 11,333 sq. ft. office and retail development nearing completion; and Villas of Volterra, Phase I, a 20-lot patio home development.

Major commercial and residential projects on U.S. Highway 377 include: AUI Contractors Field Office and Warehouse, a 30,331 sq. ft. office and contractor yard; Bear Creek Plaza, Phase 3, a 101,000 sq. ft. commercial development of restaurants and shops; Care Now, a 5,575 sq. ft. medical facility; Marshall Pointe Estates, an 84-lot residential development; and Marshall Ridge, a 527-lot residential development. The City has included on the current Thoroughfare Master Plan to construct a two-way couplet through the Old Town Keller business district, which will ultimately create three lanes of traffic moving south along U.S. Highway 377 and three lanes of traffic traveling north along the current alignment of Elm Street. The project currently has a 10-15 year planning and design time frame, and when complete will accomplish two primary goals – the improvement of traffic flow through a major bottleneck, and the preservation of our Old Town business district.

Keller Town Center is a concentrated center of business activity that creates a focal point in the City of Keller. This focal point is non-residential with residential uses allowed as part of the overall mixed-use nature of the area. For example, the Arthouse at Keller Town Center is a 240,974 sq. ft. mixed-use development with 188 residential units. Uptown Keller, Phase 1 is another mixed-use development consisting of 48 residential lots. Other developments in Town Center include Pecan Park, a 10,170 square foot office development, a Wells Fargo banking facility, and the Square at Keller Town Center, a 77,600 square-foot office and retail development.

## KELLER PROFILE

**Area Employers.** There are many employers in the Dallas/Fort Worth Metroplex area, as well as Tarrant County. The largest area employers are shown in the following table:

Major Employers	Number of Employees	Major Local Employers	Number of Employees
AMR Corporation	15,143	Keller ISD	2,103
Bell Helicopter/Textron	4,873	City of Keller (FTEs)	344
ATC Logistics	3,000	Southstar Logistics	330
Sabre Holdings	3,000	Kroger	190
BNSF Railway	2,500	Home Depot	139
Fidelity Investments	2,000	Kohl's Department Store	120
Gaylord Texan Resort	1,900	Lowe's	110
Dallas/Fort Worth Airport	1,700	Tom Thumb Grocery	101
Healthmarkets	1,200		

### CENSUS AND DEMOGRAPHICS

The following information for Keller is taken from the U.S. Census 2010 Data and 2009 *American Community Survey*.

**Population Characteristics (2010):**

	<u>Population</u>	<u>Percent of Total</u>
Male	19,325	48.8 %
Female	20,302	51.2 %

**Age Distribution (2010):**

<u>Age</u>	<u>Percent of Total</u>
0 – 19 years	32.7 %
20 – 34	10.5 %
35 – 54	36.8 %
55 – 64	11.3 %
65+	8.5 %

**Race (2010):**

White	35,506	89.6 %
Black	945	2.4 %
Am. Indian	197	0.5 %
Asian	1,496	3.8 %
Pacific Islander	35	–
Other race	581	1.5 %
2 or more races	867	2.2 %
Hispanic origin (any race – included in above numbers)	2,924	7.4 %

Median age: 39.9 years

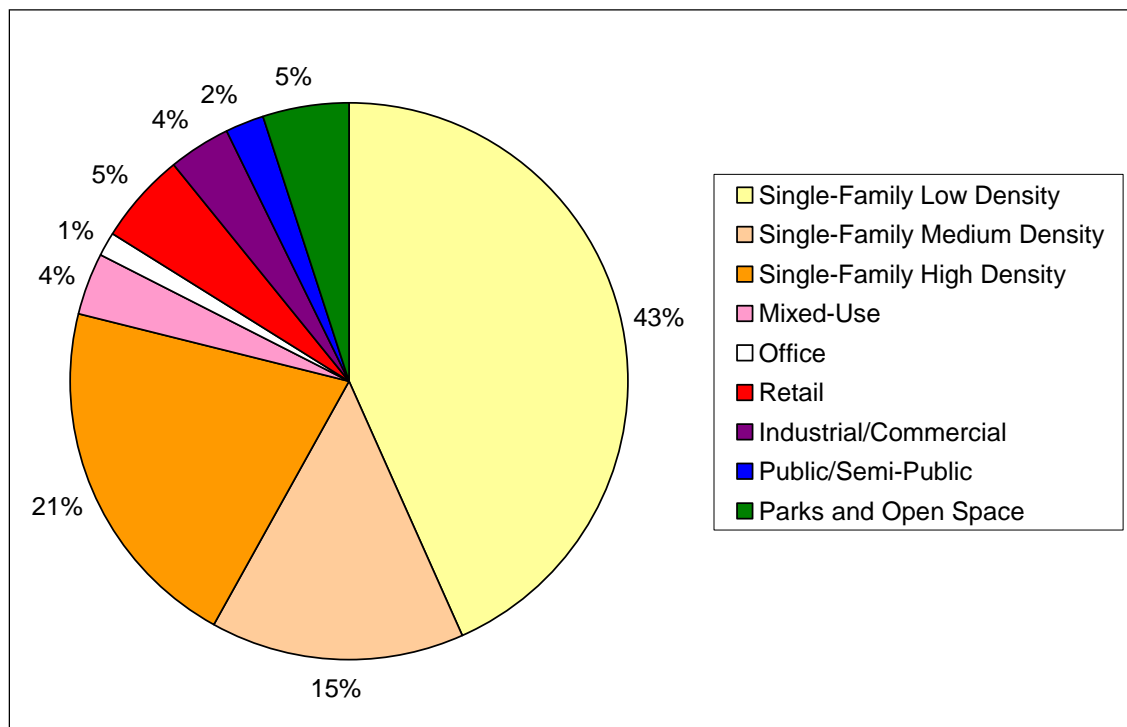
**Income (2010):**

Med. household income(2009)	\$115,723
Per capita income(2009)	\$43,365
Average household income	\$108,000

2011 Pop. Estimate 39,920

## KELLER PROFILE

### PROPOSED LAND USE



The above chart indicates the current proposed land use mix of Keller at build-out. Single-family residential property will comprise approximately 79% of the total land area of Keller.

### EDUCATION

Education for the community is provided by the Keller Independent School District (KISD), which encompasses an area of approximately 51 square miles. The KISD conducts programs for Pre K-12, and employs approximately 2,189 teachers in addition to administrative personnel and support staff. KISD has 36 school campuses, with an approximate enrollment of 30,000 students, and an alternate education center. In addition, there are several private or parochial schools in the area. KISD also has two National Blue Ribbon Schools of Excellence, 32 TEA Exemplary and Recognized schools and the 2007 Texas State Secondary Teacher of the Year.

Educational opportunities beyond high school are readily available. The Northeast campus of the Tarrant County College District is within short driving distance. In addition, within a 40-mile radius, there are a number of colleges and universities, including Southern Methodist University, Texas Christian University, Texas Women's University, the University of North Texas, the University of Dallas, and the University of Texas at Arlington. There are also several trade, industrial and technical schools located throughout the area.

## KELLER PROFILE

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### QUALITY OF LIFE

**Parks and Recreation.** The City has ten developed parks: Keller Sports Park (130 acres); Johnson Road Park (15 acres); Bear Creek Park (44 acres); The Parks at Town Center (102 acres); Bursley Ranch Park (1.34 acres); Overton Ridge Park (8 acres); Chase Oaks Activity Node (5 acres); Willis Coves Open Space (4 acres); Veteran's Memorial Park (.3 acres) and a linear park, Big Bear Creek Greenbelt (26.2 acres), which includes a 5.39 mile concrete hike and bike trail. In addition to this main spine of the trail system, Keller also provides an additional twelve (12) miles of trails throughout the city. These parks provide fishing areas, hike and bike trails, basketball and volleyball courts, playground areas, picnic tables, open play areas, practice areas and pavilions. The Keller Sports Park, opened in 1996, provides soccer and football/t-ball fields, and two 4-plex fields (baseball and softball), an outdoor multi-use arena and has leased 9.9 acres for a 68,000 square foot indoor soccer arena, including two outdoor fields. As previously mentioned, the department also operates The Keller Pointe, an 87,940 square foot state of the art recreation and aquatics center, currently serving over 3,600 annual memberships equating to over 10,000 individual members. The Keller Parks and Recreation Department offers a variety of recreational programs, special events, exercise classes, sports leagues, youth camps and workshops. The Recreation Division also administers the activities of the Keller Senior Activities Center, coordinating recreational activities, events and trips.

**Keller Public Library.** The Keller Public Library provides materials for checkout and programs for citizens of all ages within the community. Special programs include story times, movie nights, teen and adult programs, and a summer reading club. Online resources available with a library card are databases, downloadable audio books and e-books. The library facility was recently renovated and expanded to approximately 21,000 square feet, and includes 50 public computers, three meeting rooms, a patio, and much more.

**Area Recreation and Leisure.** There are several 18-hole championship golf courses located within minutes of the City. The Sky Creek Ranch golf course, located in Keller, opened in 1998. The City offers a suburban lifestyle with varied neighborhoods. There are approximately 20 lakes located in the 11-county Dallas/Fort Worth area, offering boating, fishing, camping and picnicking facilities. The Cities of Fort Worth and Dallas with their varied cultural opportunities of theaters, museums, zoos, botanical gardens and professional sports teams are less than a 30-minute drive from the City. Major tourism attractions in the area include: Fort Worth Botanical Gardens, Fort Worth Zoo, Fort Worth Stockyards, Hurricane Harbor, Six Flags over Texas, Texas Motor Speedway, NRH<sub>2</sub>O family water park, and The Keller Pointe Recreation and Aquatics Center. Professional ball club franchises in the area include the Dallas Cowboys, Texas Rangers, Dallas Stars, Dallas Mavericks, and FC Dallas. There are also numerous minor and independent league franchises for baseball (the Fort Worth Cats), and hockey available in the area.

### MEDICAL

Excellent health care facilities are located within minutes of the City, including four of the largest hospitals in Tarrant County. The Metroplex area is served by more than 70 hospitals offering specialized services such as organ transplantation, major trauma care, cancer treatment, kidney dialysis and chemical dependency treatment. Baylor Medical and Diagnostic Center, located on U.S. Highway 377 in Keller has approximately 39,000 square-feet, and commenced operation in March 2006. Lonestar Endoscopy, also located on U.S. Highway 377 (next to Baylor Medical) is also fully operational.

### TRANSPORTATION

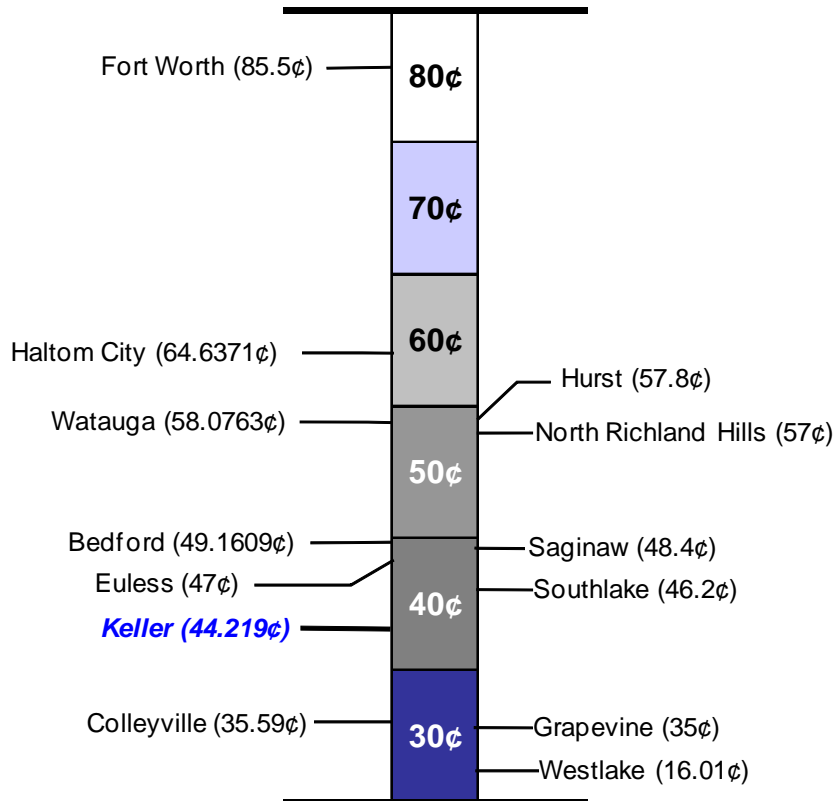
The City is well served by major highways. North/south highways include U.S. Highway 377, SH 121, SH 26, and FM 1938. The east/west highways include IH-820, SH 170, FM 1709, and SH 183. These major highways provide easy access to Dallas, Fort Worth, and the surrounding Metroplex area.

Air service is provided by nearby Dallas/Fort Worth International Airport, the nation's fourth busiest airport, providing service to national and international destinations. Meacham Field, approximately 5 miles away in northern Fort Worth is a fixed base operation for private and commercial service and

## KELLER PROFILE

provides sophisticated instrument approach facilities, lighted runways, terminal facilities and fuel and maintenance services. Alliance Airport, located northwest of Keller, began limited operations in 1989, and is the first newly constructed industrial airport in the United States. The Airport is home to a FedEx hub, BNSF Intermodal Terminal, Drug Enforcement Agency, and numerous distribution company facilities.

### 2010 (FY2011) Tax Rates of Neighboring Northeast Tarrant County Cities (Rates per \$100 of Taxable Value)



For FY2011, property tax rates for cities of Westlake, Bedford, Saginaw, Haltom City, and Hurst increased. Tax rates for all remaining cities were unchanged.

FY2012 property tax rates not yet available.



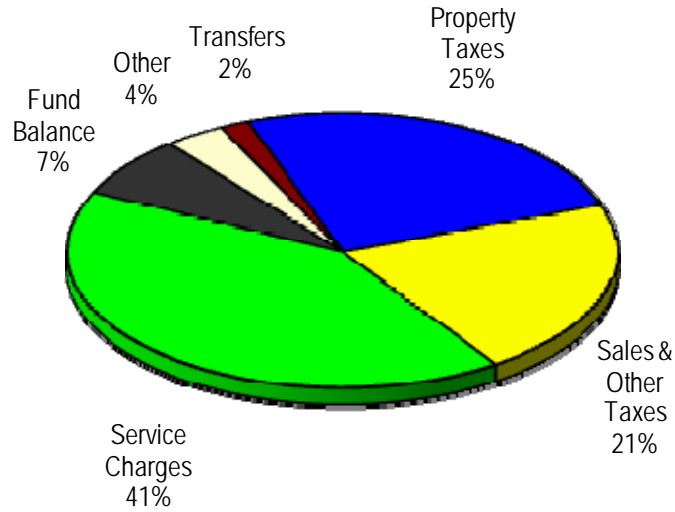
# BUDGET SUMMARY

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**CITY OF KELLER, TEXAS  
2011-2012 BUDGET**

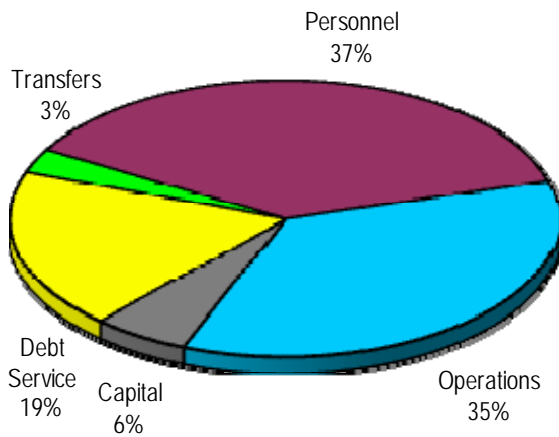
**SOURCES OF REVENUE  
\$70,334,644**



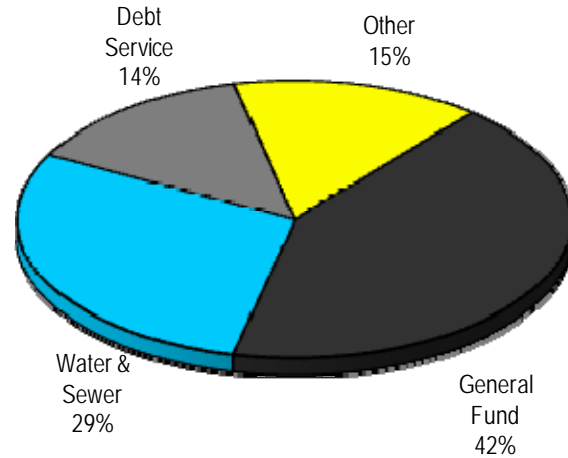
Resources include use of fund balance.

**EXPENDITURES (USES)  
\$70,334,644**

Expenditures by Function



Expenditures by Fund



## BUDGET SUMMARY BY FUND TYPE

Fund Type / Fund Name	Estimated Beginning Balance 10/01/2011	Revenues And Transfers In	Expenditures And Transfers Out	Other Reservations Of Fund Balance	Estimated Ending Balance 09/30/2012
<b>GOVERNMENTAL FUND TYPES:</b>					
<b>Property-Tax Supported Funds:</b>					
General Fund	\$ 9,569,807	\$ 27,394,765	\$ 29,996,345	\$ 840,889	\$ 6,127,338
Debt Service Fund	464,229	5,766,365	5,764,010	-	466,584
* Subtotal *	10,034,036	33,161,130	35,760,355	840,889	6,593,922
<b>Special Revenue/Other Funds:</b>					
Keller Development Corporation	562,467	2,079,850	2,361,915	261,628	18,774
The Keller Pointe (1)	1,029,481	3,131,695	3,430,005	-	731,171
Information Services Fund	368,740	1,507,105	1,445,945	-	429,900
Library Special Revenue Fund	39,374	23,800	32,050	-	31,124
Recreation Special Revenue Fund	73,748	126,115	132,030	22,497	45,336
Court Special Revenue Fund	219,474	107,500	209,834	-	117,140
Crime Control Prevention District	3,542,564	962,000	861,675	2,968,729	674,160
Community Clean-Up Fund	66	30,000	30,000	-	66
* Subtotal *	5,835,914	7,968,065	8,503,454	3,252,854	2,047,671
<b>Other Debt Service Funds:</b>					
Interest & Sinking Fund - TIF	87,663	3,142,550	3,175,580	-	54,633
<b>Capital Projects Funds:</b>					
Park Development Fee Fund	67,800	5,100	72,900	-	-
Street/Drainage Improvements Fund	835,315	1,045,800	1,860,000	-	21,115
Equipment Replacement Fund	726,039	59,940	109,000	-	676,979
* Subtotal *	1,629,154	1,110,840	2,041,900	-	698,094
<b>TOTAL GOVERNMENTAL FUNDS</b>	<b>17,586,767</b>	<b>45,382,585</b>	<b>49,481,289</b>	<b>4,093,743</b>	<b>9,394,320</b>
<b>ENTERPRISE FUNDS:</b>					
<b>User Fee-Supported Funds:</b>					
Water & Wastewater Fund	5,962,874	18,331,575	19,174,360	1,000,000	4,120,089
Drainage Utility Fund	1,303,644	1,531,800	1,678,995	-	1,156,449
<b>TOTAL ENTERPRISE FUNDS</b>	<b>7,266,518</b>	<b>19,863,375</b>	<b>20,853,355</b>	<b>1,000,000</b>	<b>5,276,538</b>
<b>TOTAL – ALL FUNDS</b>	<b>\$ 24,853,285</b>	<b>\$ 65,245,960</b>	<b>\$ 70,334,644</b>	<b>\$ 5,093,743</b>	<b>\$ 14,670,858</b>

Total revenues	\$ 65,245,960
Use of available fund balances	5,088,684
Total available	<u>\$ 70,334,644</u>
Total appropriations	<u>\$ 70,334,644</u>

(1) – Fund balance is cash and investments. Fund is fully supported by user fees, in accordance with the Recreation and Aquatic Center enterprise plan, but shown as a Special Revenue Fund for financial reporting and budgeting purposes.

## BUDGET FINANCIAL SUMMARY (BUDGET IN BRIEF)

Revenues and Expenditures are presented both by Fund and by Function. Funds include the General Fund, Special Revenue Funds, Debt Service Fund, Enterprise (e.g., Water and Wastewater) Funds, and the Keller Development Corporation, the Park Development Fee Fund, The Keller Pointe Recreation/Aquatic Center Fund, and the Equipment Replacement Fund.

### EXPENDITURES

Total expenditures for all funds for FY2012 are \$70,334,644, an increase of \$3,216,668, or 4.8 percent, over 2010-2011 (FY2011) estimated expenditures. FY2012 expenditures are also an increase of \$4,333,014, or 6.6 percent over the FY2011 original adopted budget. The budget includes operating expenditures and capital outlays for the various funds, departments, and agencies of the City.

#### Total Expenditures by Fund – All Funds

Fund	2009-2010 Actual	2010-2011 Estimate	2011-2012 Budget	Increase (Decrease) Over 2010-2011	
				Amount	Percent
General fund	\$ 25,372,767	\$ 28,436,240	\$ 29,996,345	\$ 1,560,105	5.5%
Water & wastewater fund	18,086,913	19,593,635	19,174,360	(419,275)	(2.1)
Drainage utility fund	1,187,920	1,059,305	1,678,995	619,690	58.5
Other funds	2,040,839	2,420,920	2,711,534	290,614	12.0
Keller Development Corporation	2,087,768	2,021,480	2,361,915	340,435	16.8
The Keller Pointe	2,720,982	3,052,340	3,430,005	377,665	12.4
Debt service funds	9,827,503	9,309,730	8,939,590	(370,140)	(4.0)
Capital projects funds (1)	1,401,497	1,224,326	2,041,900	817,574	66.8
<b>TOTAL</b>	<b>\$ 62,726,189</b>	<b>\$ 67,117,976</b>	<b>\$ 70,334,644</b>	<b>\$ 3,216,668</b>	<b>4.8%</b>

(1) Includes Park Development Fee Fund, Street/Drainage Improvements Fund, Equipment Replacement Fund, and transfers to other funds.

#### Total Expenditures by Function – All Funds

Function	2009-2010 Actual	2010-2011 Estimate	2011-2012 Budget	Increase (Decrease) Over 2010-2011	
				Amount	Percent
Personnel services	\$ 24,598,087	\$ 25,021,635	\$ 25,947,950	\$ 926,315	3.7%
Operations & maintenance	3,499,225	4,411,065	4,282,245	(128,820)	(2.9)
Services & other	16,447,631	19,324,910	19,099,414	(225,496)	(1.2)
Capital outlay	3,627,638	3,802,451	7,209,755	3,407,304	89.6
Debt service	12,843,193	12,638,480	12,580,015	(58,465)	(0.5)
Interfund transfers	1,710,415	1,919,435	1,215,265	(704,170)	(36.7)
<b>TOTAL</b>	<b>\$ 62,726,189</b>	<b>\$ 67,117,976</b>	<b>\$ 70,334,644</b>	<b>\$ 3,216,668</b>	<b>4.8%</b>

FY2012 expenditures include proposed one-time, non-recurring expenditures of \$1,816,155 from the General Fund fund balance. Without these one-time expenditures, total expenditures would have increased \$1.4 million, or 2.1%.

## REVENUES

Total revenues and transfers for all funds are \$65,245,960 for FY2012, a decrease of \$685,983, or 1.0% from FY2011 estimated revenues, but are an increase of \$224,795, or 0.4% over the 2010-2011 adopted budget. Revenues include property taxes, sales taxes, service charges (e.g., water and wastewater charges), interest revenue and other miscellaneous revenues.

### Total Revenues by Fund – All Funds

Fund	2009-2010 Actual	2010-2011 Estimate	2011-2012 Budget	Increase (Decrease) Over 2010-2011	
				Amount	Percent
General fund	\$ 27,127,307	\$ 27,193,513	\$ 27,394,765	\$ 201,252	0.7%
Water & wastewater fund	16,904,665	18,818,455	18,331,575	(486,880)	(2.6)
Drainage utility fund	1,730,717	1,488,300	1,531,800	43,500	2.9
Other funds	2,703,354	2,865,665	2,756,520	(109,145)	(3.8)
Keller Development Corporation	2,020,336	2,029,650	2,079,850	50,200	2.5
The Keller Pointe	2,971,994	3,075,335	3,131,695	56,360	1.8
Debt service funds	9,528,004	9,323,835	8,908,915	(414,920)	(4.5)
Capital projects funds (1)	1,131,616	1,137,190	1,110,840	(26,350)	(2.3)
<b>TOTAL</b>	<b>\$ 64,117,993</b>	<b>\$ 65,931,943</b>	<b>\$ 65,245,960</b>	<b>\$ (685,983)</b>	<b>(1.0%)</b>

(1) Includes Park Development Fee Fund, Street/Drainage Improvements Fund, Equipment Replacement Fund, and transfers to other funds.

### Total Revenues by Source – All Funds

Revenue Source	2009-2010 Actual	2010-2011 Estimate	2011-2012 Budget	Increase (Decrease) Over 2010-2011	
				Amount	Percent
Total property taxes	\$ 17,563,175	\$ 17,436,500	\$ 17,696,950	\$ 260,450	1.5%
Sales and other taxes	14,414,487	14,272,613	14,752,760	480,147	3.4
Licenses & permits	994,002	750,610	726,900	(23,710)	(3.2)
Charges for services	25,142,860	27,676,950	27,066,700	(610,250)	(2.2)
Fines & fees	1,501,810	1,266,430	1,297,600	31,170	2.5
Interest revenue	237,028	162,630	164,250	1,620	1.0
Intergovernmental	2,154,346	2,280,995	2,181,595	(99,400)	(4.4)
Miscellaneous revenues	209,997	165,780	143,940	(21,840)	(13.2)
Proceeds from debt issuance	189,873	-	-	-	-
Interfund transfers	1,710,415	1,919,435	1,215,265	(704,170)	(36.7)
<b>TOTAL</b>	<b>\$ 64,117,993</b>	<b>\$ 65,931,943</b>	<b>\$ 65,245,960</b>	<b>\$ (685,983)</b>	<b>(1.0%)</b>

**ANALYSIS OF CHANGES IN FUND BALANCES**

The following table briefly describes the impacts of the projected changes in fund balances for the year, a total decrease of \$5,088,684:

Fund	Total Beginning Fund Balance	Total Ending Fund Balance	Difference	Comments
The following funds have minimum fund balance requirements formally established by financial policies.				
General Fund	\$ 9,569,807	\$6,968,227	(\$2,601,580)	Ending balance exceeds financial policy minimum balance target.
(includes one-time, non-recurring expenditures of \$1,816,155)				
Water & Wastewater Fund	5,962,874	5,120,089	(842,785)	Ending balance exceeds financial policy minimum balance target.
Drainage Utility Fund	1,303,644	1,154,449	(147,195)	Ending balance exceeds financial policy minimum balance target.
Keller Development Corporation	562,467	280,402	(282,065)	Planned capital and debt service expenditures. The ending balance exceeds the minimum balance target.
Financial policies do not specify a targeted fund balance for the following funds.				
The Keller Pointe Recreation & Aquatic Center	1,029,481	731,171	(298,310)	Funds remaining will be carried forward for future years' operations, capital replacements, and/or projects.
Information Services Fund	368,740	429,900	61,160	Funds remaining will be carried forward for future years' operations, capital replacements, and/or projects.
Keller Crime Control Prevention District	3,542,564	3,642,889	100,325	Funds remaining will be carried forward for future years' operations and planned capital expenditures.
Non-major special revenue funds	332,662	216,163	(116,499)	Funds remaining will be carried forward for future years' operations, capital replacements, and/or projects.
Debt Service	551,892	521,217	(30,675)	Planned use of available balances, which can only be used for debt retirement.
Streets/Drainage Improvements Fund	835,315	21,115	(814,200)	Planned use of available balances for capital improvements.
Miscellaneous capital projects funds	793,839	676,979	(116,860)	Planned use of available balances for capital improvements.

**SUMMARY OF MAJOR EXPENDITURES**

**PERSONNEL SERVICES**

City operations are primarily service-oriented, with a focus of providing a variety of services to the citizens of Keller. As a result, personnel services (salaries, wages and benefits) account for \$25.9 million, or 36.9% of total expenditures, compared to \$25.0 million or 37.3% of total expenditures for FY2011. Total personnel services will increase by \$926,315 (3.7%) in FY2012 over FY2011. Excluding The Keller Pointe seasonal/part-time staff, no positions were added or reduced in FY2012.

Included in the FY2012 budget is a one-time lump-sum payment of \$1,000 for regular full-time employees and \$500 for regular part-time employees. In addition, funding is included for a 1% merit increase for employees hired on or before March 1, 2011. Funding for both the lump-sum payment and merit increase also includes related benefits. A summary by fund of the lump-sum and merit is provided in the following table (excludes The Keller Pointe):

<u>Fund</u>	<u>Merit</u>	<u>Lump-Sum</u>	<u>Total</u>
General Fund	\$ 140,435	\$ 286,160	\$ 426,595
Water & Wastewater Fund	18,040	52,660	70,700
Drainage Utility Fund	3,705	10,605	14,310
Keller Development Corporation	575	2,470	3,045
Municipal Court Special Revenue	400	1,230	1,630
Information Services Fund	5,485	8,590	14,075
<b>Total</b>	<b>\$ 168,640</b>	<b>\$ 361,715</b>	<b>\$ 530,355</b>

Personnel services also include the cost of employee benefits. The City provides group health, life and dental insurance benefits for employees. Dependent coverage for employees is paid by a combination of payroll deductions from employees and the City, with employees paying approximately 43% and the City paying approximately 57%. In addition, the City matches mandatory benefits for worker compensation, social security, Medicare (FICA), and retirement benefits (TMRS). The City also participates in deferred compensation plans, which are paid by employee deductions.

A comparative summary by fund of authorized, full-time equivalent positions, including vacant positions, is provided in the following table:

<u>Fund</u>	2009-2010 <u>Actual</u>	2010-2011 <u>Estimate</u>	2011-2012 <u>Budget</u>	<u>Increase (Decrease) Over 2010-2011</u>	
				<u>Amount</u>	<u>Percent</u>
General Fund	231.79	234.79	234.79	-	0.0%
Information Services Fund	7.00	7.00	7.00	-	-
Water & Wastewater Fund	43.17	43.17	43.17	-	-
Drainage Utility Fund	8.50	8.50	8.50	-	-
Keller Development Corp.	2.78	2.78	2.78	-	-
The Keller Pointe	42.83	47.19	46.60	(0.59)	(1.3)
Court Special Revenue	1.00	1.00	1.00	-	-
Teen Court Fund	1.00	-	-	-	-
<b>Total</b>	<b>338.07</b>	<b>344.43</b>	<b>343.84</b>	<b>(0.59)</b>	<b>(0.2%)</b>

For the General Fund, employees per 1,000 residents decreased from 5.93 in FY2011 to 5.88 in FY2012 (0.7%).

The FY2010 Actual and FY2011 Estimate personnel services amounts have been reduced to reflect savings from position vacancies and attrition, where applicable.

**MAJOR EXPENDITURES**

(continued)

**OPERATIONS AND MAINTENANCE**

Operation and maintenance expenditures include major categories of supplies, equipment, grounds, and building maintenance costs. These costs for FY2012 are \$4,285,245, or 6.1% of total expenditures. The FY2012 budget reflects a decrease of \$125,820, or 2.9% from FY2011 expenditures.

**SERVICES AND OTHER**

Services and other expenditures include expenditures for professional services, legal services, contractual services, engineering services, utilities, liability insurance premiums, wholesale water purchases, wastewater treatment services, and other general expenditures. Amounts for FY2012 are \$19,099,414, or 27.2% of total expenditures. This reflects a decrease of \$225,496 (1.2%) from FY2011 expenditures, which represented 28.8% of total expenditures.

**CAPITAL OUTLAY**

Capital outlay includes expenditures for capital improvements, and new or replacement City assets. Capital outlay expenditures for FY2012 are \$7,209,755, representing 10.3% of total expenditures, compared to FY2011 expenditures of \$3,802,451, representing 5.7% of total expenditures. Capital expenditures also include park improvements funded by the Keller Development Corporation, the Park Development Fee Fund, the Keller Crime Control Prevention District, as well as the Street/Drainage Improvements Fund (street maintenance sales tax), water and wastewater infrastructure improvements, and equipment replacements funded in the Equipment Replacement Capital Projects Fund. Capital outlay expenditures for FY2012 increased \$3,407,304, or 89.6% from FY2011.

**DEBT SERVICE**

General obligation (property-tax supported) debt service requirements, excluding water and wastewater, Keller Development Corporation (KDC), and Tax Increment Reinvestment Zone (TIRZ) financing district debt service, for FY2012 are \$5,150,310 and comprise 7.3% of total expenditures. Expenditures decreased by \$70,820, or 1.4% from FY2011.

No new debt was issued in FY2011.

The City's current bond ratings are as follows:

	<u>Moody's</u>	<u>Standard &amp; Poor's</u>
Tax-supported debt	Aa2	AA
Revenue bonds *	Baa	BBB

In February 2009, both Standard and Poor's and Moody's upgraded the City's bond ratings. Moody's increased the City's rating one step from A1 to Aa3, while Standard and Poor's increased the City's rating by two steps, from A+ to AA. Both rating categories now classify the City's debt obligations as high-quality investment grade. In April 2010, these ratings were confirmed by the respective rating agencies. In July 2010, Moody's notified the City that as a result of their recalibration of long term U.S. municipal ratings, the City's rating was changed from Aa3 to Aa2.

\* As of October 1, 2010, the only remaining revenue bond debt outstanding is \$275,000 Keller Development Corporation Sales Tax Revenue Refunding Bonds, Series 2005. These revenue bonds will be retired in January 2013.

**MAJOR EXPENDITURES**  
**DEBT SERVICE** (continued)

The following statistical information represents three important ratios: general obligation debt per capita, debt to assessed valuation and debt to total general government expenditures for property tax-supported debt.

	<u>FY2011</u>	<u>FY2012</u>
General obligation debt outstanding at October 1 (000's)	\$ 46,717	\$ 43,317
Estimated population, October 1	39,627	39,920
Direct debt per capita	\$ 1,179	\$ 1,085
Net taxable valuation (000's)	\$ 3,924,941	\$ 3,993,890
<i>Ratio of debt to taxable valuation</i>	1.2%	1.1%
<i>Financial policy target</i>	15.0%	15.0%
Total general government expenditures (000's) (General Fund and Debt Service Fund)	\$ 33,657	\$ 33,331
Debt service expenditures (000's)	\$ 5,221	\$ 5,150
<i>Debt service expenditures as a percentage of total general government expenditures</i>	15.5%	15.5%
<i>Financial policy target</i>	25.0%	25.0%

As indicated above, the City's actual ratios are within the goals and limits of the Financial Policy.

**INTERFUND (INTRAGOVERNMENTAL) TRANSFERS**

Transfers to other funds for FY2012 are \$1,215,265, representing 1.7% of total expenditures. Transfers are comprised primarily of transfers from other funds to the Debt Service Fund for debt payments and transfers to capital projects funds. Transfers decreased by \$704,170, or 37.7% from FY2011 amounts.

As previously mentioned, transfers are made from other funds to the debt service fund for debt service retirement. The City periodically issues general obligation debt on behalf of other funds or operations, e.g., Water & Wastewater projects, or the Keller Development Corporation. As a result, the fund benefiting from the debt issuance reimburses the debt service fund for the appropriate portion of the annual debt service requirements. The following transfers are provided for FY2011 and FY2012:

	<u>FY2011</u>	<u>FY2012</u>
Debt Service Transfers from other Funds:		
Keller Development Corporation	\$ 143,315	\$ 143,705
Water & Wastewater Fund	465,840	457,860
Debt Service Fund	350,000	-
TIF Interest & Sinking Fund	909,780	613,700
Subtotal	<u>1,868,935</u>	<u>1,215,265</u>
Operational Transfers from other Funds:		
General Fund	10,500	-
Teen Court Fund	40,000	-
Subtotal	<u>50,500</u>	<u>-</u>
Total Transfers	<u><u>\$ 1,919,435</u></u>	<u><u>\$ 1,215,265</u></u>



**MAJOR EXPENDITURES**  
**INTERFUND TRANSFERS** (continued)

In addition to debt service transfers, transfers are also made to assist in funding for certain operational activities (intragovernmental transfers), such as transfers to the Equipment Replacement Fund for equipment replacement, and transfers to the Information Services Fund for direct and indirect cost allocations. These expenditures are generally classified as operational transfers (services and other), while corresponding revenues are classified as charges for services. Comparative intragovernmental transfers by fund, including debt service transfers are provided in the following table:

Fund	Intragovernmental Transfers From Other Funds		Intragovernmental Transfers To Other Funds	
	FY2011	FY2012	FY2011	FY2012
General Fund	\$ 2,524,000	\$ 2,437,500	\$ 1,200,305	\$ 813,435
Keller Development Corporation	–	–	181,815	182,205
Information Services Fund	1,441,970	1,448,605	–	–
The Keller Pointe Fund	–	–	20,315	24,000
Teen Court Fund	40,000	–	10,500	–
Debt Service Fund	959,155	601,565	909,780	613,700
TIF Interest & Sinking Fund	909,780	613,700	–	–
Equipment Replacement Fund	79,940	57,440	–	–
Water & Wastewater Fund	40,000	50,000	3,518,675	3,398,995
Drainage Utility Fund	–	–	153,455	176,475
Total Intragovernmental Transfers	<u>\$ 5,994,845</u>	<u>\$ 5,208,810</u>	<u>\$ 5,994,845</u>	<u>\$ 5,208,810</u>

Intragovernmental transfers by function and purpose, excluding debt service transfers, are summarized below and on the following page as follows:

	FY2011	FY2012
<b>TRANSFERS TO GENERAL FUND</b>		
Payments In-lieu of Taxes Transfers from:		
Teen Court Fund	\$ 10,500	\$ –
Water & Wastewater Fund	980,000	960,000
Drainage Utility Fund	95,000	114,000
Subtotal	<u>1,085,500</u>	<u>1,074,000</u>
Administrative Services Transfers from:		
Water & Wastewater Fund	1,400,000	1,325,000
Keller Development Corporation	38,500	38,500
Subtotal	<u>1,438,500</u>	<u>1,363,500</u>
Total Transfers to General Fund	<u>2,524,000</u>	<u>2,437,500</u>
<b>TRANSFERS TO WATER &amp; WASTEWATER FUND</b>		
Administrative Services Reimbursement Transfers from:		
Drainage Utility Fund	40,000	50,000
Total Transfers to Water & Wastewater Fund	<u>40,000</u>	<u>50,000</u>

(Continued)

**MAJOR EXPENDITURES**  
**INTERFUND TRANSFERS** (continued)

	<u>FY2011</u>	<u>FY2012</u>
<b>TRANSFERS TO INFORMATION SERVICES FUND</b>		
Operating Transfers from:		
General Fund	\$ 569,135	\$ 576,030
Water & Wastewater Fund	569,135	576,030
Subtotal	<u>1,138,270</u>	<u>1,152,060</u>
Cost of Services Transfers from:		
General Fund	241,170	237,405
Water & Wastewater Fund	39,330	31,405
Drainage Utility Fund	2,885	3,735
The Keller Pointe Fund	20,315	24,000
Subtotal	<u>303,700</u>	<u>296,545</u>
Total Transfers to Information Services Fund	<u><u>1,441,970</u></u>	<u><u>1,448,605</u></u>
<b>TRANSFERS TO EQUIPMENT REPLACEMENT FUND</b>		
Internal Vehicle/Equipment Lease Payments from:		
Water & Wastewater Fund	64,370	48,700
Drainage Utility Fund	15,570	8,740
Total Transfers to Equipment Replacement Fund	<u><u>79,940</u></u>	<u><u>57,440</u></u>
<b>TRANSFERS TO DEBT SERVICE FUND</b>		
Debt Service Transfers from:		
Keller Development Corporation	143,315	143,705
Water & Wastewater Fund	465,840	457,860
Total Transfers to Debt Service Fund	<u><u>959,155</u></u>	<u><u>601,565</u></u>
<b>TRANSFERS TO TIF INTEREST &amp; SINKING FUND</b>		
Debt Service Transfers from:		
Debt Service Fund	909,780	613,700
Total Transfers to TIF Interest & Sinking Fund	<u><u>909,780</u></u>	<u><u>613,700</u></u>
<b>TRANSFERS TO TEEN COURT FUND</b>		
Keller share of Teen Court funding from:		
General Fund	40,000	-
Total Transfers to Teen Court Fund	<u><u>40,000</u></u>	<u><u>-</u></u>

**SOURCES AND ESTIMATES OF MAJOR REVENUES**  
**TAXES**

Revenues from taxes include property (ad valorem) taxes, sales (consumer) taxes and franchise taxes. These charges are levied to fund the general municipal services that are provided to the citizens of Keller.

Total property taxes (including agricultural roll-back taxes, penalties and interest) for FY2012 are \$17,696,950, and represent 27.1% of total revenues, compared to \$17,436,500, or 26.5% of total revenues for FY2011. Total property tax revenues for FY2012 increased by \$260,450, or 1.5% over FY2011 taxes. Property (ad valorem) taxes are assessed, or levied, on real and personal property as of January 1 of each year. The tax rate for FY2012 is \$0.44219, unchanged from the FY2011 tax rate. The tax rate is comprised of a "maintenance and operations" (M&O) component (\$0.31355, or 70.9% of the total rate), which is allocated to the general fund, and a "debt service" component (\$0.12864, or 29.1% of the total rate), which is allocated to the debt service fund.

Since 1993, the tax rate has been reduced a total of \$0.10195 per \$100 (10.195¢), or 18.7%. This reduction has been possible due to the growth in the assessed taxable valuation, in combination with increases in sales and franchise taxes, and other revenues. Tax rate comparisons since 2001 are presented in the accompanying chart (per \$100 of appraised values).

<u>Year</u>	<u>Total Tax Rate</u>	<u>Percent Change</u>
2002 (FY2003)	\$ 0.43800	-%
2003 (FY2004)	0.43800	-%
2004 (FY2005)	0.44413	1.4%
2005 (FY2006)	0.44413	-%
2006 (FY2007)	0.43219	(2.7%)
2007 (FY2008)	0.43219	-%
2008 (FY2009)	0.43219	-%
2009 (FY2010)	0.44219	2.3%
2010 (FY2011)	0.44219	-%
2011 (FY2012)	0.44219	-%

There are exemptions from property taxes allowed by the State of Texas and/or the City. Exempt amounts reduce the appraised value by the amount of the exemptions. The following exemptions are currently allowed by the City:

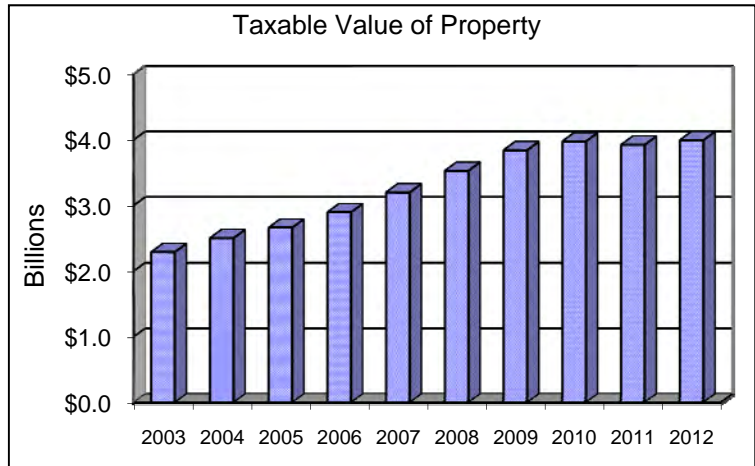
<u>Exemption Type</u>	<u>Exemption Amount</u>
Homestead exemption	1% of appraised value (minimum exemption – \$5,000)
Disabled citizen	\$10,000
Over age 65	\$40,000
Disabled veteran	\$5,000 to \$12,000, depending on the percentage of the person's disability. Effective June 2009, veterans who are 100% disabled are also eligible for a 100% residential homestead exemption.

In August 2004, the City Council approved Ordinance No. 1209 establishing an ad valorem tax limitation on residential homesteads of the disabled and persons 65 years of age or older, and their spouses (tax ceiling) as authorized and defined by the Texas Constitution, Article VIII, Section 1-b, and the Texas Tax Code, Chapter 11. In addition, the over age 65 and disabled citizen exemptions of \$40,000 and \$10,000 respectively, remain in effect. The tax ceiling was effective for tax year 2005 (fiscal year 2005-2006).

**MAJOR REVENUES** (continued)

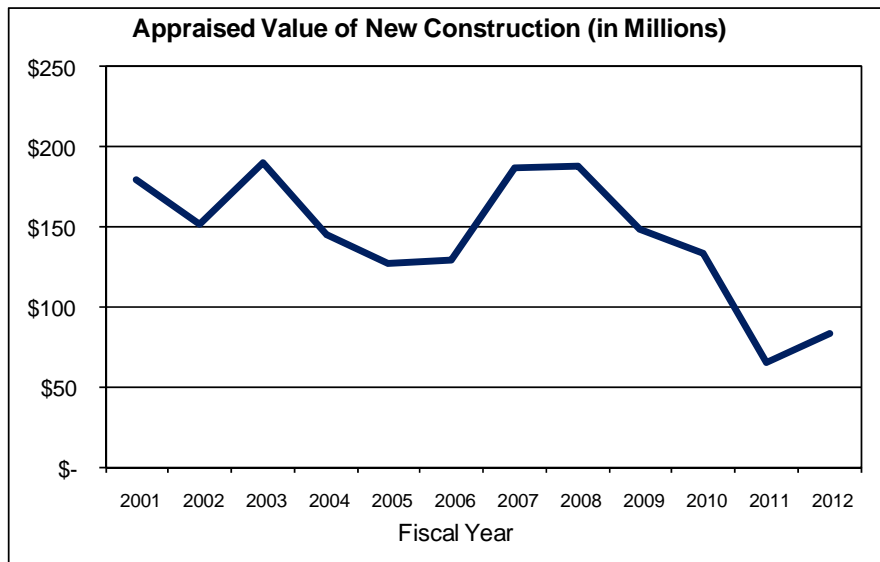
**TAXES:**

Each year the Tarrant Appraisal District (TAD) appraises property for all taxing entities within Tarrant County. Property appraisals are provided to the City on July 25 of each year, when the certified tax (appraisal) roll is received from TAD. The accompanying chart indicates the growth in net taxable values since 2003.



The net taxable value after exemptions and adjustments for FY2012 is \$3.99 billion. This represents an increase in taxable value of 1.8%, or approximately \$68.9 million, compared to a decrease of \$51.6 million (1.3%) in FY2011. The FY2011 decrease in taxable value is the first decrease in value in Keller's history.

As shown in the above chart, Keller has experienced substantial growth in taxable value since 2003. The primary contributing factor to this growth has been new construction, most of which has been residential (single-family home) construction. According to the Tarrant Appraisal District, the City added over \$80 million new construction in calendar year 2010 (fiscal year 2011-12), compared to \$65 million in new construction added to the tax rolls last year (for calendar year 2009, or fiscal year 2010-2011). The chart below provides a history of new construction values, as provided by the Tarrant Appraisal District.



For FY2012, the appraised value of new residential construction in calendar year 2010 was \$79.9 million (97.7%) and new commercial construction was \$3.1 million (2.3%). For the prior fiscal year (calendar year 2009), the appraised value of new residential construction was \$61.3 million (94%) and new commercial construction was \$3.9 million (6%).

**MAJOR REVENUES** (continued)

**TAXES:**

Sales and other taxes: Sales and other taxes are comprised of local sales taxes, franchise taxes from local utilities, and in-lieu of tax payments from the City's Water and Wastewater and Drainage Utility Funds. Other taxes also include assessments to participating entities in the Keller Town Center Tax Increment Reinvestment Zone (TIF). Total revenue for FY2012 is \$14,752,760, representing 22.6% of total revenues, compared to \$14,272,613, representing 21.6% of total revenues in FY2011. Sales and other taxes increased by \$480,147, or 3.4% over FY2011 amounts.

All sales taxes are remitted to the State of Texas from the sale of taxable goods and services. The State of Texas then rebates to the City the following portions of these taxes: general sales taxes – 1%; 0.5% for the Keller Development Corporation; 0.25% for the Keller Crime Control Prevention District; 0.25% street maintenance; and 15% of mixed beverage tax collected within the City. As of November 2007, the City's total sales tax rate is 8.25% of retail sales, and is comprised of the following components:

State of Texas	6.25%
City of Keller	1.00
Keller Development Corporation	0.50
Keller Crime Control Prevention District	0.25 (effective April 2008)
Street maintenance sales tax	<u>0.25 (effective April 2008)</u>
Total	8.25%

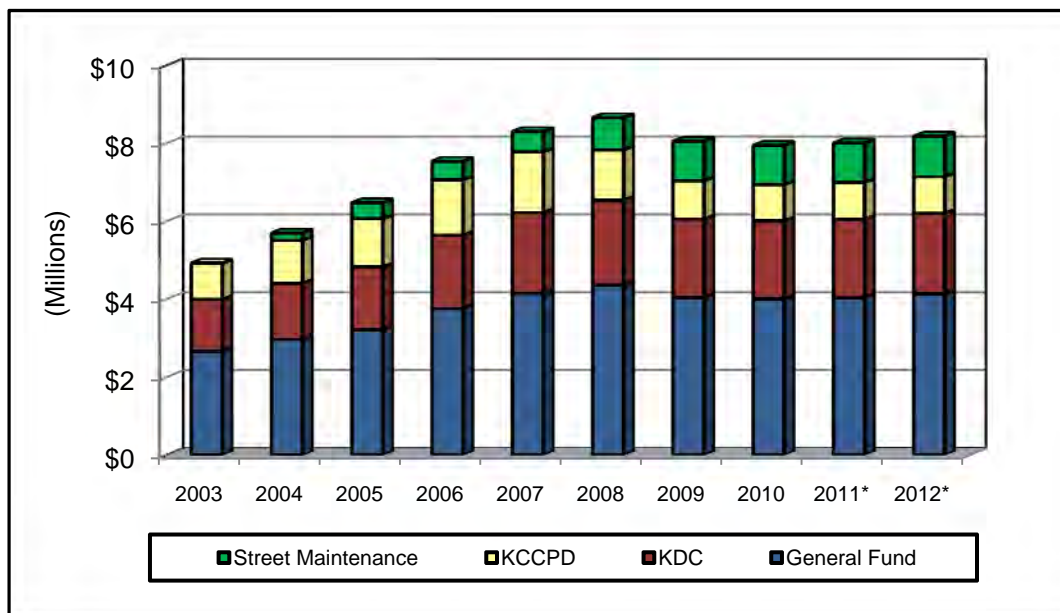
The accompanying table on the next page presents total sales tax collections for the City's general fund, the Keller Development Corporation, the Keller Crime Control & Prevention District, and street maintenance sales tax (a capital projects fund). As the table indicates, sales tax revenue has shown a significant increase, primarily because of a combination of increased retail activity, along with the additional 0.375% KCCPD sales tax that became effective in April 2002, and the street maintenance sales tax of 0.125% that became effective in April 2004. In November 2007, voters reauthorized the street maintenance sales for another four years, and in addition increased the street maintenance sales tax rate from 0.125% to 0.25%, along with a corresponding decrease in the KCCPD sales tax rate to 0.25%.

The City experienced decreases in sales tax revenues in both FY2009 and FY2010 by 7% and 1.3% respectively. For FY2011 and FY2012, sales taxes are projected slightly increase by 0.8% and 2.2% respectively. Prior to FY2009, sales tax revenues had consistently experienced double-digit increases each year. The table below provides sales tax information by type since FY2003. The table reflects the reallocation of the KCCPD and street maintenance sales tax, which became effective April 1, 2008.

**MAJOR REVENUES** (continued)  
**SALES AND OTHER TAXES:**

Fiscal Year	General Fund	KDC	KCCPD	Street Maintenance	Total	Pct Change
2003	\$ 2,662,903	\$ 1,331,301	\$ 923,881	\$ -	\$ 4,918,085	24.0%
2004	2,869,276	1,434,788	1,101,017	185,789	5,590,870	13.7%
2005	3,218,819	1,609,410	1,237,317	402,352	6,467,898	15.7%
2006	3,757,724	1,879,424	1,427,418	469,856	7,534,422	16.5%
2007	4,148,974	2,073,910	1,553,620	518,477	8,294,981	10.1%
2008	4,360,294	2,180,147	1,289,690	824,604	8,654,735	4.3%
2009	4,037,484	2,018,742	979,874	1,009,371	8,045,471	(7.0%)
2010	4,004,193	2,004,557	931,103	999,818	7,939,671	(1.3%)
2011*	4,033,700	2,016,800	942,000	1,008,000	8,000,500	0.8%
2012*	4,134,250	2,067,000	942,000	1,033,000	8,176,250	2.2%

\* projected



Franchise or gross receipts taxes are fees charged for the use of public property and rights-of-way, and are collected primarily from utility companies. Fees range from 2% – 5% of the gross receipts of the respective utility. The City of Keller also pays a 4% franchise tax from the water and wastewater fund and drainage utility fund to the City's General Fund. The water and wastewater fund and drainage utility fund also provides for payments in-lieu of property taxes to the City's general fund. Payments in lieu of property taxes are calculated on the fund's audited net asset value (historical cost less accumulated depreciation) from the prior year, multiplied by the City's property tax rate.

As a combined group, property taxes, sales taxes and franchise taxes account for \$32.45 million, or 49.7% of total revenues for FY2012, compared to \$31.71 million, or 48.1% of total revenues for FY2011. These revenues are projected to increase by \$740,597 (2.3%) over FY2011.

**MAJOR REVENUES** (continued)

**CHARGES FOR SERVICES**

Charges for services primarily include water, wastewater and drainage fees, and revenues for The Keller Pointe recreation and aquatic center. Total service charges for FY2012 are \$27,066,700, comprising 41.5% of total revenues, compared to \$27,676,950, or 42% of total revenues in FY2011.

Major charges for service revenues are comprised of water revenue (\$12,807,500); wastewater revenue (\$5,070,000); drainage utility fees (\$1,514,000); and operating revenues for The Keller Pointe (\$3,111,355). These revenues comprise \$22,502,855, or 34.5% of total revenues in FY2012, compared to \$22,891,455, or 34.7% of total revenues in FY2011.

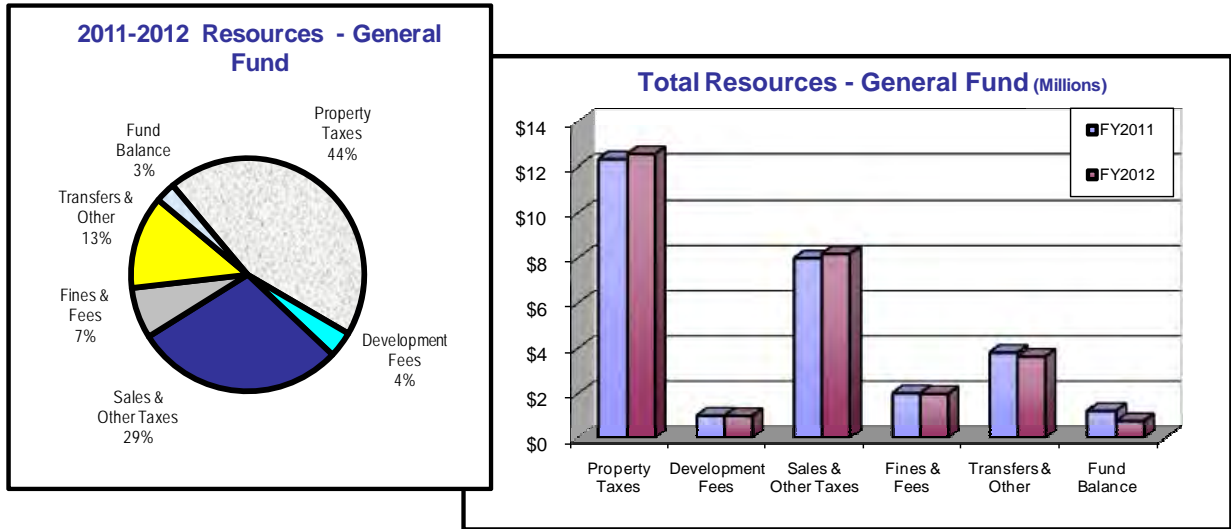
Total revenues from taxes and service charges comprise \$59.5 million, or 91.2% of total revenues, compared to \$59.4 million, or 90.1% of total revenues in FY2011.

**OTHER REVENUES**

Other revenues include fines and fees (\$1,297,600), licenses and permits (\$726,900), interest revenue (\$164,250), miscellaneous revenue (\$143,940), intergovernmental (\$2,181,595), and interfund (intra governmental) transfers (\$1,215,265). Licenses and permits include building permits and fees, plumbing permits, mechanical permits, electrical permits, fence permits and sign and other miscellaneous permits. These revenues total \$5.7 million, or 8.8% of total revenues.

## 2011-2012 BUDGET OVERVIEW OF GENERAL FUND

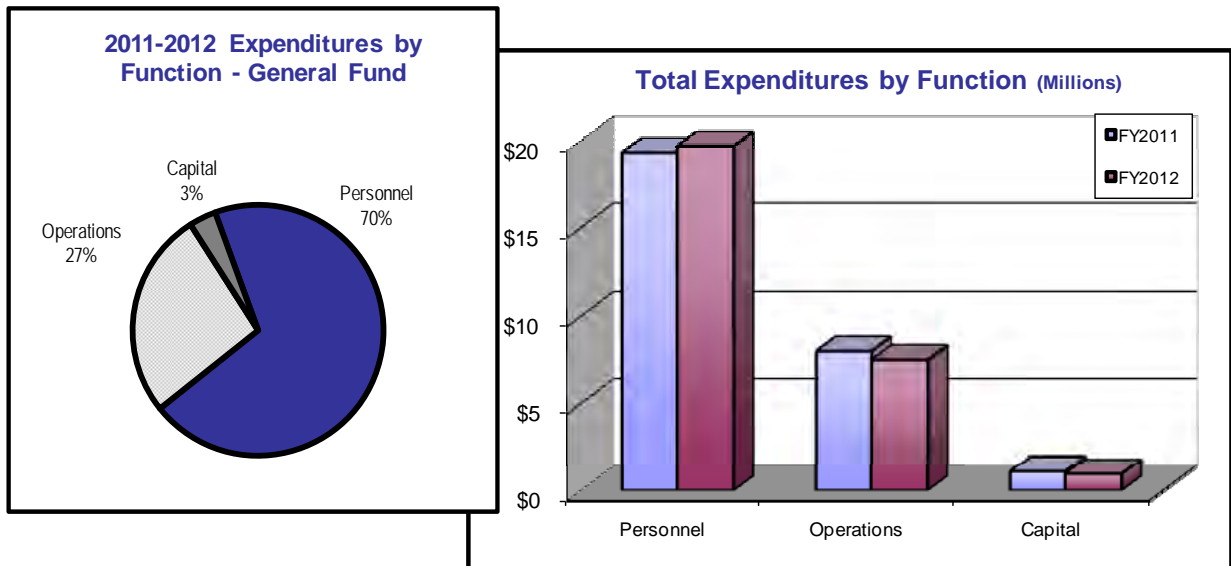
### 2011-2012 RESOURCES – WHERE THE MONEY COMES FROM \$28,180,190



Resources include use of fund balance.

### 2011-2012 EXPENDITURES – WHERE THE MONEY GOES \$28,180,190

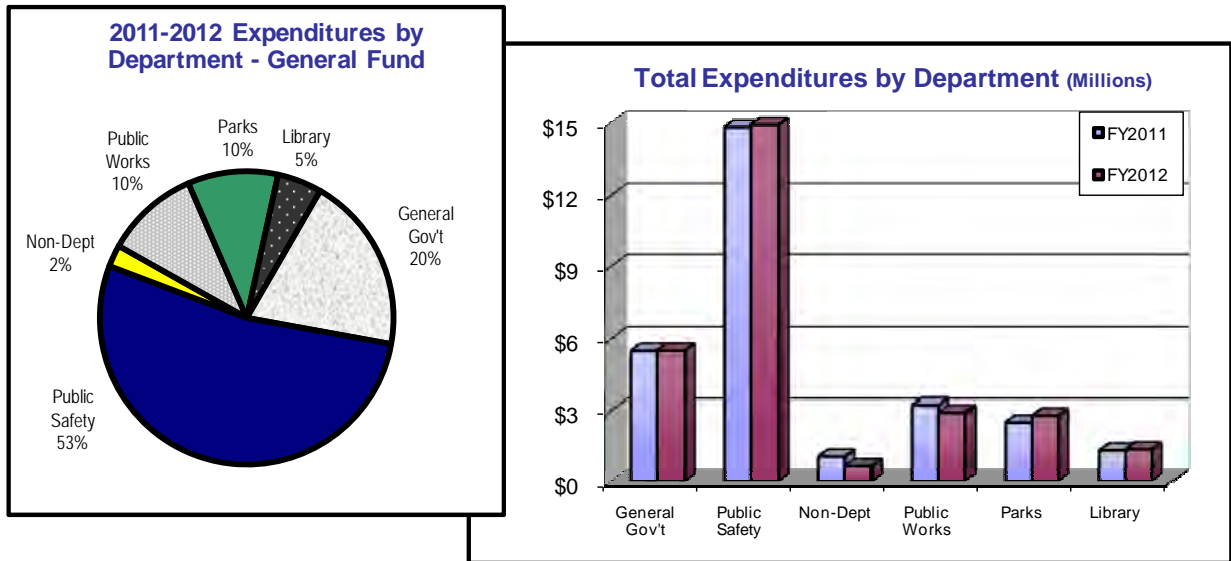
Expenditures by Function





**General Fund Summary** (continued)

Expenditures by Department



**FINANCIAL SUMMARY**

The General Fund is the main operating fund of the City and is used to account for resources associated with traditional governmental activities that are not required to be accounted for in another fund. Revenues are derived primarily from property taxes, franchise taxes, sales taxes, development-related fees and intra-intergovernmental revenues. Expenditures support the following major activities: administration, general services, financial services, community development, police, fire, library, parks and recreation, and public works.

Total revenues and expenditures by function are provided in the following table.

**General Fund Summary** (continued)

**SUMMARY OF REVENUES, EXPENDITURES AND FUND BALANCE**

Description	2009-2010 Actual	2010-2011 Estimate	2011-2012 Budget	Increase (Decrease) Over 2010-2011	
				Amount	Percent
Beginning Balance	\$ 9,057,994	\$ 10,812,534	\$ 9,569,807	\$ (1,242,727)	(11.5%)
<b>REVENUES:</b>					
Total property taxes	12,337,171	12,316,500	12,550,150	233,650	1.9
Sales taxes	4,004,193	4,033,700	4,134,250	100,550	2.5
Other taxes	3,951,462	3,960,863	4,051,860	90,997	2.3
Fines & fees	2,054,033	2,027,160	1,994,300	(32,860)	(1.6)
Building permits/fees	994,002	750,610	726,900	(23,710)	(3.2)
Development fees	402,622	282,900	294,200	11,300	4.0
Intergovernmental revenue	1,990,769	2,228,075	2,142,805	(85,270)	(3.8)
Miscellaneous revenues	1,393,055	1,593,705	1,500,300	(93,405)	(5.9)
<b>TOTAL REVENUES</b>	<b>27,127,307</b>	<b>27,193,513</b>	<b>27,394,765</b>	<b>201,252</b>	<b>0.7</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>36,185,301</b>	<b>38,006,047</b>	<b>36,964,572</b>	<b>(1,041,475)</b>	<b>(2.7)</b>
<b>EXPENDITURES:</b>					
Personnel services	18,818,426	19,294,865	19,682,220	387,355	2.0
Operations & maintenance	1,631,795	2,282,540	2,112,555	(169,985)	(7.4)
Services & other	4,321,891	5,342,590	5,401,520	58,930	1.1
Capital outlay	585,460	1,126,245	983,895	(142,350)	(12.6)
Transfers to other funds	15,195	390,000	-	(390,000)	(100.0)
<b>TOTAL EXPENDITURES</b>	<b>25,372,767</b>	<b>28,436,240</b>	<b>28,180,190</b>	<b>(256,050)</b>	<b>(0.9)</b>
<b>TOTAL ENDING BALANCE</b>	<b>\$ 10,812,534</b>	<b>\$ 9,569,807</b>	<b>\$ 8,784,382</b>	<b>\$ (785,425)</b>	<b>(8.2%)</b>

The General Fund is primarily service-oriented, and provides police, fire, parks, public works, and administrative services. Therefore, personnel services (salaries, wages and benefits) comprise the largest percentage of the budget (69.8%) for FY2012, compared to 67.9% in FY2011. Operations & maintenance and services comprise 26.7% of the total FY2012 budget. Capital outlay (3.5%) and transfers to other funds (0.1%) comprise the remainder of the FY2012 budget.

The FY2012 expenditures are less than the FY2011 estimated expenditures by \$256,050 (0.9%).

Full-time equivalent positions are 234.79, unchanged from FY2011.

Capital outlay includes expenditures for new or replacement City assets, or improvements to existing assets. The City's personal property capitalization limit for FY2012 is \$5,000. Total capital outlay expenditures for FY2012 are \$983,895, or 3.5% of total General Fund expenditures. Capital outlay expenditures for FY2012 increased \$156,115 (18.6%) from FY2011. Major capital items include: street improvements (\$757,585); emergency equipment for the Fire Department (\$134,950); replacement equipment for the Parks & Recreation Department (\$52,560); and street maintenance equipment for the Public Works Department (\$31,800).

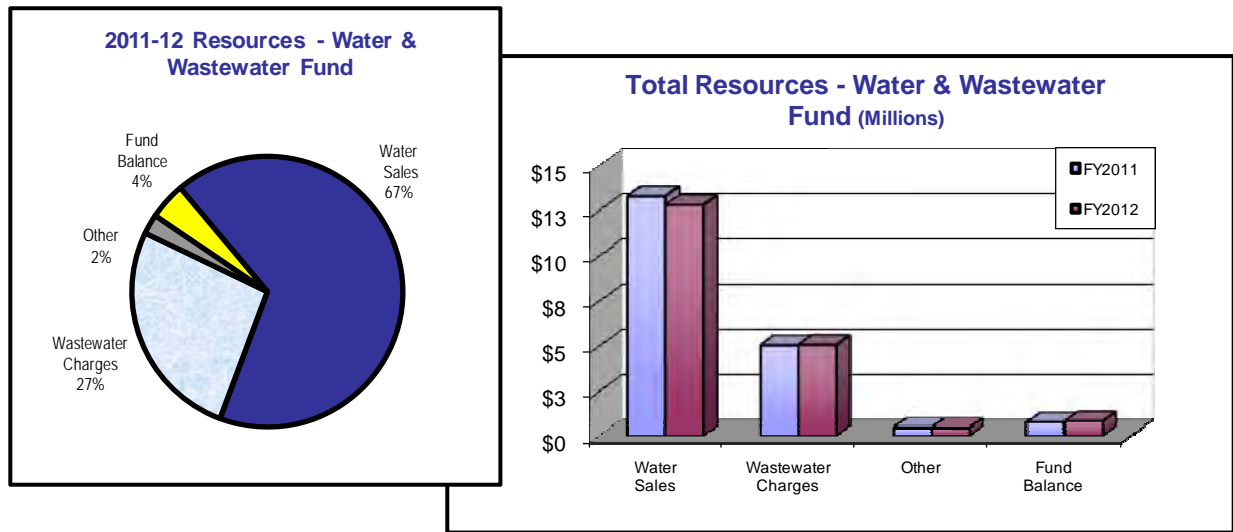
Public Safety expenditures (Police and Fire) comprise over \$14.9 million of General Fund expenditures, or 52.9% of total expenditures. General Government expenditures comprise 15.7% of total expenditures; Community Development, 3.8%; Parks & Recreation, 9.9%; Library, 4.9%; Public Works, 10.4%; and Non-Departmental, 2.4%, respectively.

**General Fund Summary** (continued)

One-time, non-recurring expenditures of \$1,816,155 are also proposed from the available General Fund fund balance. These expenditures are excluded from the total General Fund expenditures shown above, and are proposed as follows: replace fire apparatus (\$1,250,000); concrete repairs for Fire Station #3 (\$175,000); concrete repairs for Keller Town Center (\$30,000); Bear Creek Dam repairs/improvements (\$75,000); and a one-time employee stipend, including related benefits (\$286,155).

**2011-2012 BUDGET  
OVERVIEW OF WATER AND WASTEWATER FUND**

**2011-2012 RESOURCES – WHERE THE MONEY COMES FROM  
\$19,174,360**

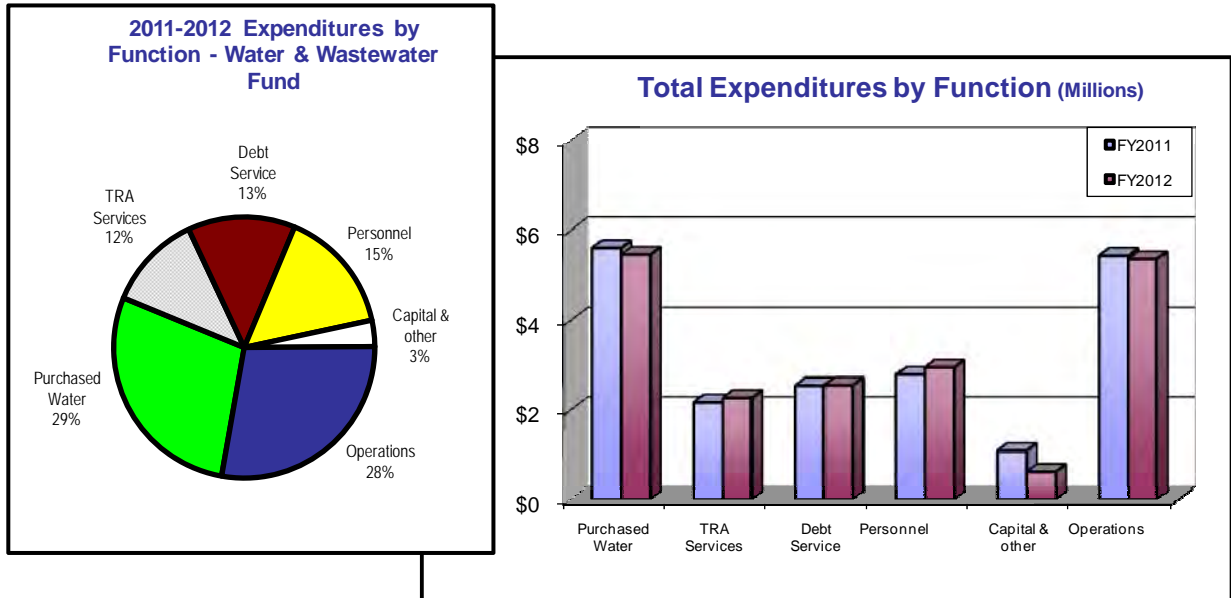


Resources include use of fund balances.

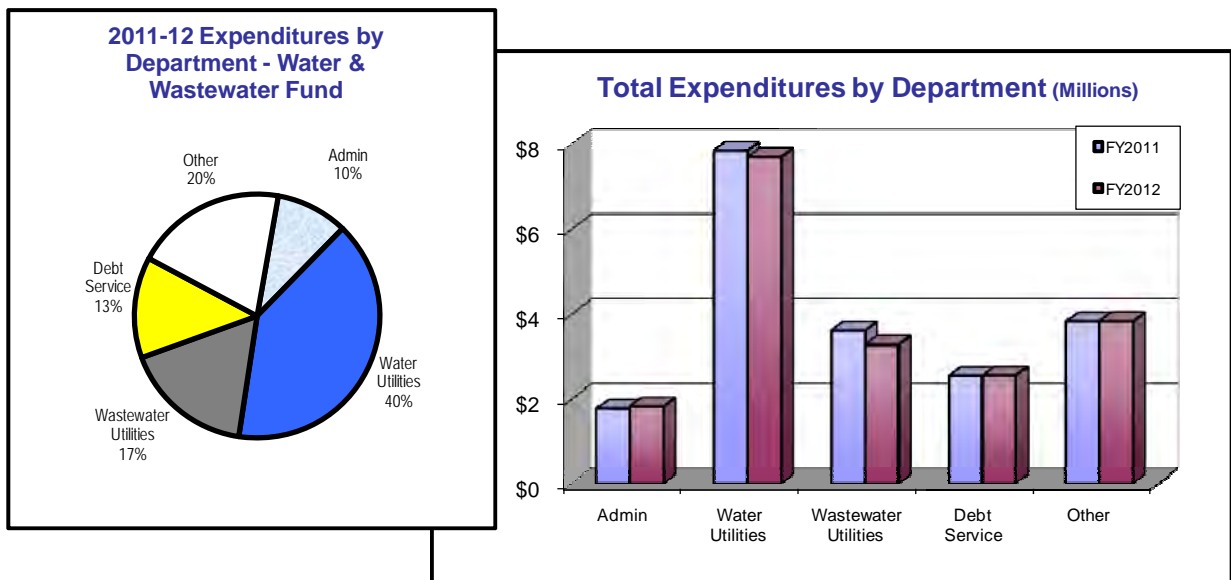
Water and Wastewater Fund Summary (continued)

**2011-2012 EXPENDITURES – WHERE THE MONEY GOES**  
**\$19,174,360**

Expenditures by Function



Expenditures by Department



**Water and Wastewater Fund Summary** (continued)

Water and Wastewater funds and accounts are classified as enterprise funds of the City. Their purpose is to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the City Council is that the cost of providing services to the general public on a continuing basis be financed or recovered primarily through user fees and charges. The Water and Wastewater Fund is used to account for the provision of water and sewer services to the residents of the City. All activities necessary to provide such services are accounted for in this fund, including administration, operations, maintenance, debt service and billing and collection services.

The Water and Wastewater Fund includes the following accounts:

*Water and Wastewater Fund (operating account)* – used to account for the operating activities of water and wastewater operations.

*Water and Wastewater Capital Projects Account* – used to account for resources from fees and/or debt issuance to fund capital improvements to the water and wastewater system. Budget information for this account (if any) is included in the Capital Improvements section of this document.

*Water Impact Fees Account* – used to account for water impact fees for which expenses are restricted to funding capital improvements to the water infrastructure system. Budget information for this account (if any) is included in the Capital Improvements section of this document.

*Wastewater Impact Fees Account* – used to account for water impact fees for which expenses are restricted to funding capital improvements to the wastewater infrastructure system. Budget information for this account (if any) is included in the Capital Improvements section of this document.

Water & Wastewater rates. In March 2006, the City Council adopted both a water and wastewater rate increase of approximately 8%. In April 2010 the City Council authorized a wholesale rate pass-through ordinance for wholesale water purchases and wastewater treatment services. The wholesale pass-through rate is charged on all consumption for both residential and non-residential customers.

The City's current water and wastewater rates are as follows:

**Monthly water rates:** **(Effective November 1, 2010)**

	<u>Residential</u>	<u>Non-Residential</u>
0 to 2,000 gallons	\$16.88 minimum*	\$16.88 minimum*
2,001 to 10,000 gallons (per 1,000 gallons)	\$2.95	\$2.95
10,001 to 20,000 gallons (per 1,000 gallons)	\$3.27	\$3.59
20,001 to 25,000 gallons (per 1,000 gallons)	\$3.70	\$4.22
25,001 to 40,000 gallons (per 1,000 gallons)	\$4.81	\$4.81
over 40,000 gallons (per 1,000 gallons)	\$5.24	\$5.24

The above rates include the current wholesale pass-through rate of \$1.78 per 1,000 gallons.

\* Minimum charge varies according to meter size. Rates indicated are for a 5/8 inch water meter.

**Water and Wastewater Fund Summary** (continued)

**Monthly wastewater rates:**

**(Effective July 1, 2011)**

Residential . . . . .	\$11.85 minimum*, plus \$2.92 per 1,000 gallons of water usage (based on December, January and February average water usage); maximum to 20,000 gallons, or \$65.65 per month
Non-residential . . . . .	\$11.85 minimum*, plus \$2.92 per 1,000 gallons of water usage, no monthly maximum.

The above rates include the current wholesale pass-through rate of \$1.29 per 1,000 gallons.

\* Minimum charge varies according to meter size. Rates indicated are for a 5/8 inch water meter.

**FINANCIAL SUMMARY**

**SUMMARY OF REVENUES, EXPENDITURES AND FUND BALANCE**

Description	2009-2010 Actual	2010-2011 Estimate	2011-2012 Budget	Increase (Decrease) Over 2010-2011	
				Amount	Percent
Beginning Balance	\$ 7,920,302	\$ 6,738,054	\$ 5,962,874	\$ (775,180)	(11.5%)
REVENUES:					
Water sales	11,728,647	13,302,500	12,807,500	(495,000)	(3.7)
Wastewater charges	4,714,589	5,050,000	5,070,000	20,000	0.4
Taps and miscellaneous fees	406,445	427,950	411,000	(16,950)	(4.0)
Contributions	12,668	13,005	13,075	70	0.5
Interest revenue	42,316	25,000	30,000	5,000	20.0
TOTAL REVENUES	<u>16,904,665</u>	<u>18,818,455</u>	<u>18,331,575</u>	<u>(486,880)</u>	<u>(2.6)</u>
TOTAL FUNDS AVAILABLE	<u>24,824,967</u>	<u>25,556,509</u>	<u>24,294,449</u>	<u>(1,262,060)</u>	<u>(4.9)</u>
EXPENDITURES:					
Personnel services	2,953,560	2,779,770	2,941,710	161,940	5.8
Operations & maintenance	703,817	748,325	781,395	33,070	4.4
Services & other	3,760,939	4,209,570	4,108,065	(101,505)	(2.4)
Wholesale water purchased	5,163,957	5,600,000	5,450,000	(150,000)	(2.7)
Wastewater services-TRA	1,633,573	2,161,885	2,264,535	102,650	4.7
Capital outlay	989,611	1,086,945	621,950	(464,995)	(42.8)
Debt service	2,433,836	2,541,300	2,548,845	7,545	0.3
Transfers to other funds	447,620	465,840	457,860	(7,980)	(1.7)
TOTAL EXPENDITURES	<u>18,086,913</u>	<u>19,593,635</u>	<u>19,174,360</u>	<u>(419,275)</u>	<u>(2.1)</u>
TOTAL ENDING BALANCE	<u>\$ 6,738,054</u>	<u>\$ 5,962,874</u>	<u>\$ 5,120,089</u>	<u>\$ (842,785)</u>	<u>(14.1%)</u>

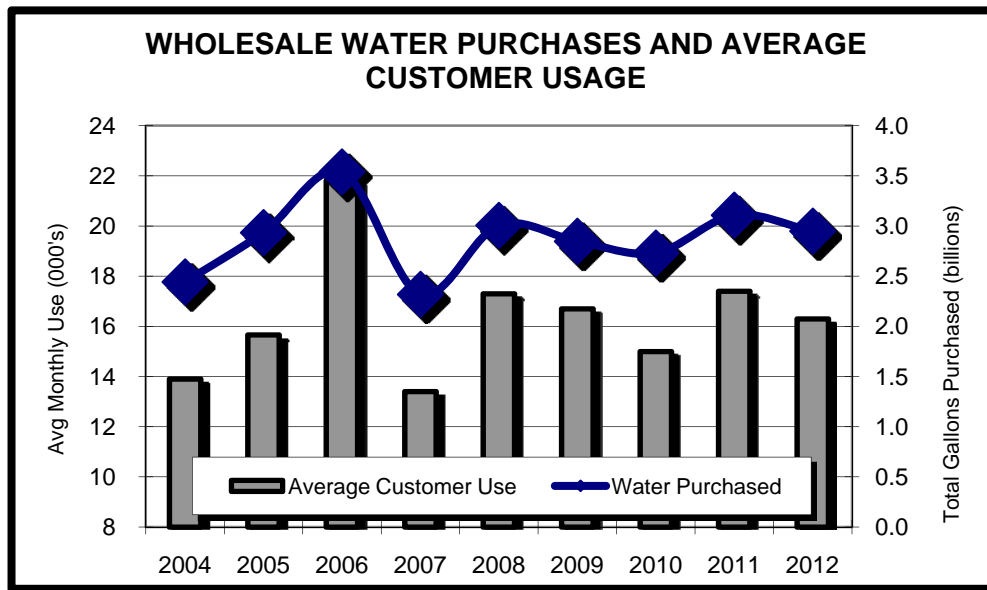
Major revenues for FY2012 are derived from water service charges (68.9%) and wastewater charges (27.7%), compared to 70.7% and 26.8% in FY2011, respectively. These combined revenue sources account for over 97.5% of fund revenues for FY2012, compared to 97.5% for FY2011.

Major expenditures for FY2012 are comprised of wholesale water purchases (28.4%); debt service on long-term debt (13.3%); wastewater treatment and collection services provided by the Trinity River Authority (11.8%); operating expenses and transfers (27.9%); personnel services (salaries and benefits), 15.3%, and capital outlay (3.2%).

**Water and Wastewater Fund Summary (continued)**

Water purchases are projected to be 2.949 billion gallons in FY2012, compared to 3.108 billion in FY2011, a decrease of 158.7 million gallons, or 5.1%. Customer consumption reached an all-time high of 3.5 billion gallons in FY2006. For FY2012, a conservative customer average water usage, with reasonable customer growth estimates, is being used to determine the budget amounts. Therefore, if normal rainfall amounts are received during the year, revenues will not be adversely impacted.

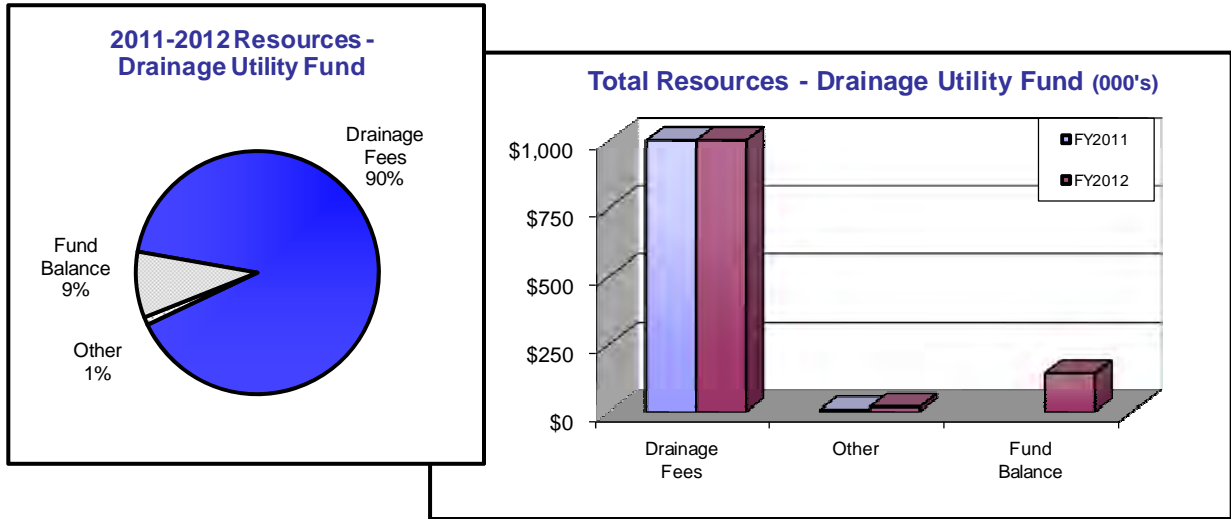
The total ending balance of \$5,120,089 includes a \$1,000,000 water and wastewater rate stabilization reserve. The purpose of the rate stabilization reserve is to provide funds for variations in weather conditions, specifically years having above-average rainfall (wet year) or below-average rainfall (dry year). The undesignated ending fund balance is \$4,120,089.



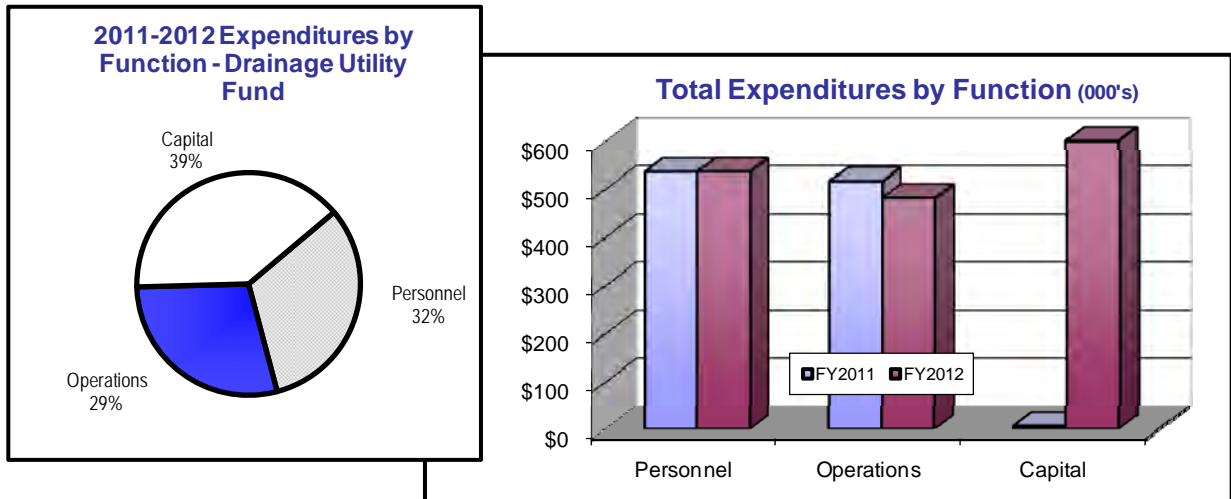
As the above graph indicates, the total number of gallons of wholesale water purchased has generally shown an increasing trend, from as high as 3.54 billion gallons in FY2006 to as low as 2.31 billion gallons in FY2007. Based on total water usage to date through June 2011, water sales of 2.96 billion gallons are anticipated for FY2011. The FY2012 budget forecasts 2.81 billion gallons of water use, and is based on normal, or average rainfall. Using this average, the annualized monthly average usage per customer is 16,318, gallons for FY2012, compared to 17,395 gallons projected for FY2011, and the actual amount of 15,037 gallons in FY2010.

**2011-2012 BUDGET  
OVERVIEW OF DRAINAGE UTILITY FUND**

**2011-2012 RESOURCES – WHERE THE MONEY COMES FROM  
\$1,678,995**



**2011-2012 EXPENDITURES – WHERE THE MONEY GOES  
\$1,678,995**



The Drainage Utility Fund is an enterprise fund of the City. The Fund accounts for user fees charged per equivalent residential unit (ERU) to maintain and enhance drainage of properties within the City of Keller. A single-family residence is equivalent to one ERU. All activities necessary to provide such services are accounted for in this fund, primarily operations and maintenance.



**Drainage Utility Fund Summary** (continued)

The Fund was created by the City in 1990, as a result of the passage of the Municipal Drainage Utility Systems Act by the Texas State Legislature in 1987. The Act authorized the creation of a drainage utility for the purpose of providing funding for drainage maintenance and improvements. Revenues are derived from drainage charges to residential and commercial water utility customers. Monthly drainage charges are based on the ERU for each property.

**FINANCIAL SUMMARY**

**SUMMARY OF REVENUES, EXPENDITURES AND FUND BALANCE**

Description	2009-2010 Actual	2010-2011 Estimate	2011-2012 Budget	Increase (Decrease) Over 2010-2011	
				Amount	Percent
Beginning Balance	\$ 331,852	\$ 874,649	\$ 1,302,644	\$ 427,995	48.9%
<b>REVENUES:</b>					
Drainage fees	1,416,845	1,481,500	1,514,000	32,500	2.2
Miscellaneous revenues	1,090	1,000	1,000	-	-
Intergovernmental-Ft. Worth	89,764	-	-	-	-
Gain (loss) on asset disposal	(9,720)	-	11,000	11,000	-
Developer contributions	40,000	-	-	-	-
Debt proceeds	189,873	-	-	-	-
Interest revenue	2,865	4,800	4,800	-	-
<b>TOTAL REVENUES</b>	<b>1,730,717</b>	<b>1,487,300</b>	<b>1,530,800</b>	<b>43,500</b>	<b>2.9</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>2,062,569</b>	<b>2,361,949</b>	<b>2,833,444</b>	<b>471,495</b>	<b>20.0</b>
<b>EXPENDITURES:</b>					
Personnel services	525,346	536,520	536,905	385	0.1
Operations & maintenance	67,338	122,815	126,555	3,740	3.0
Services & other	260,644	339,740	301,305	(38,435)	(11.3)
Capital outlay/improvements	333,864	6,000	660,000	654,000	10900.0
Debt service	728	54,230	54,230	-	-0-
<b>TOTAL EXPENDITURES</b>	<b>1,187,920</b>	<b>1,059,305</b>	<b>1,678,995</b>	<b>619,690</b>	<b>58.5</b>
<b>TOTAL ENDING BALANCE</b>	<b>\$ 874,649</b>	<b>\$ 1,302,644</b>	<b>\$ 1,154,449</b>	<b>\$ (148,195)</b>	<b>(11.4%)</b>

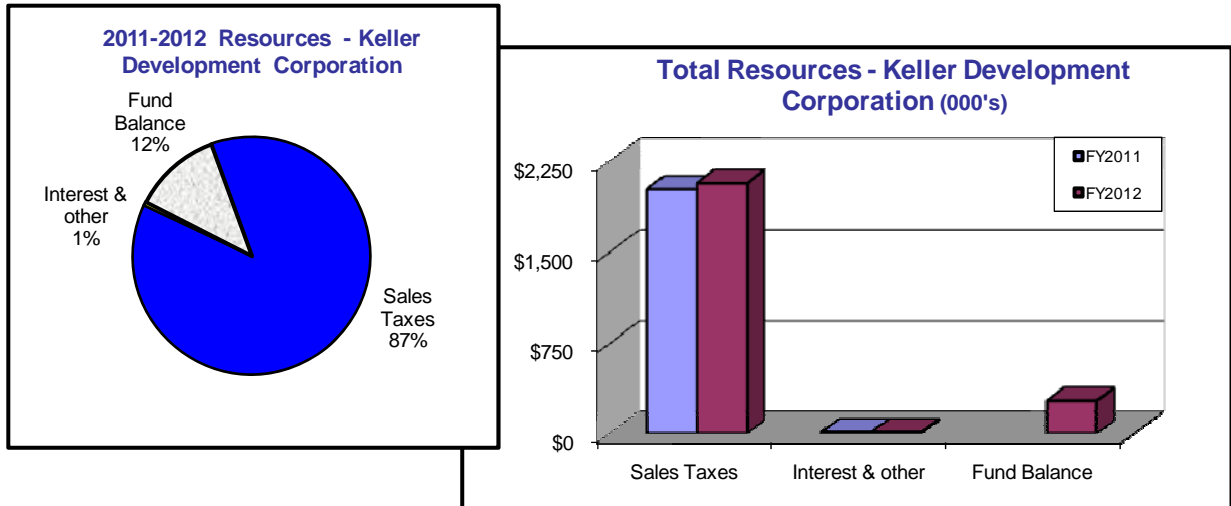
Major revenues for FY2012 are derived from drainage user fees (100%). The monthly drainage charge per ERU is currently \$8.00 per month, last updated in November 2009.

Major expenditures for FY2012 provided for personnel services (32%) for 8.5 full-time equivalent positions. Operations and maintenance and services and other expenditures (25.5% of the total budget) provide for both equipment maintenance and drainage channel maintenance, including equipment rentals as needed. Capital improvements comprise 39.3% of the total budget.

Capital outlay provides \$660,000 for Robin Court drainage improvements.

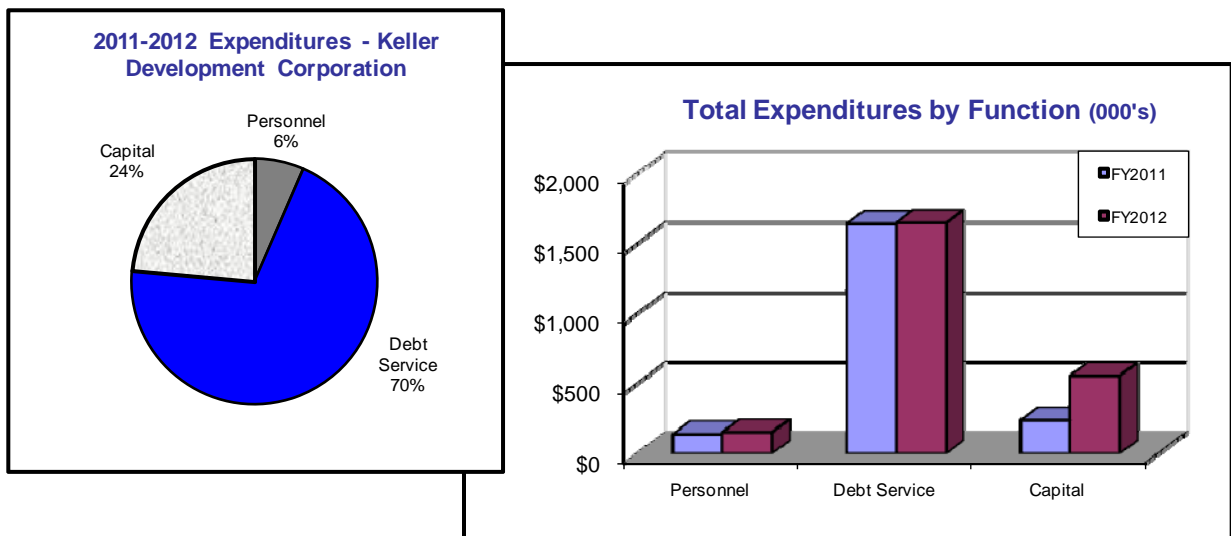
**2011-2012 BUDGET  
OVERVIEW OF KELLER DEVELOPMENT CORPORATION**

**2011-2012 RESOURCES – WHERE THE MONEY COMES FROM  
\$2,361,915**



Resources include use of fund balances.

**2011-2012 EXPENDITURES – WHERE THE MONEY GOES  
\$2,361,915**



**Keller Development Corporation Fund Summary** (continued)

The Keller Development Corporation (KDC) Fund accounts for resources associated with the additional ½ cent local sales tax, interest revenue and other resources to be used exclusively for capital improvements to Keller parks. In January 1992, residents of the City authorized the additional ½ cent sales tax to be used for the construction of recreational facilities in accordance with the provisions contained in Article 5190.6, Texas Revised Civil Statutes, Section 4B. Following the election, the City Council authorized the creation of the KDC. The KDC is governed by a seven-member Board of Directors, all of whom are appointed by the City Council. Each director must be a resident of the City, and at least four directors must be members of the Keller City Council. Since the City appoints all of the members of the KDC board, the Corporation's financial information is included as a blended component unit (Special Revenue Fund) of the City.

The KDC budget was reviewed and approved by the KDC Board of Directors on July 28, 2011. State law requires a public hearing for development corporations at least 60 days prior to the expenditure of funds. The public hearing was held on August 2, 2011.

**FINANCIAL SUMMARY**

**SUMMARY OF REVENUES, EXPENDITURES AND FUND BALANCE**

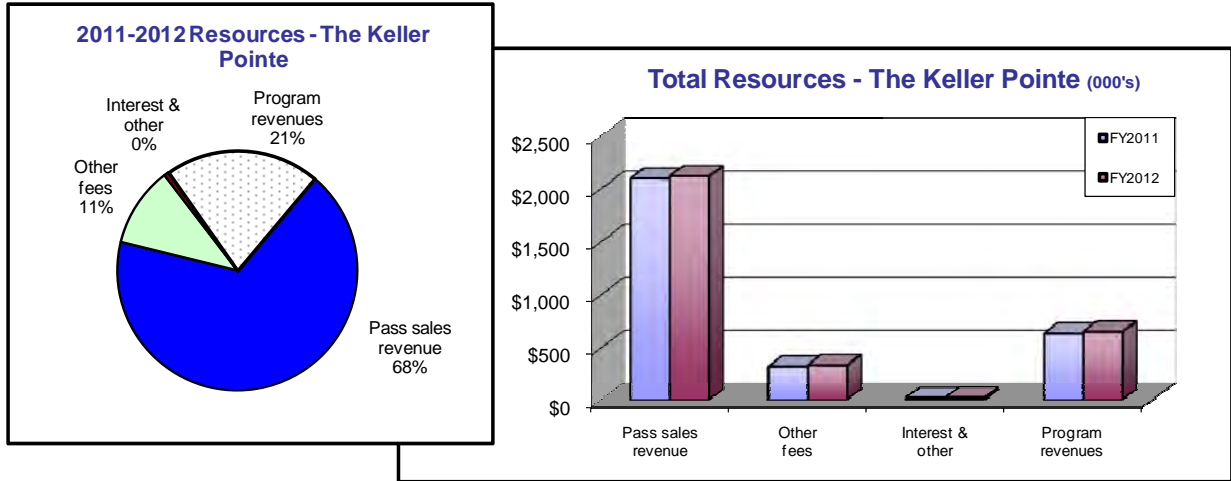
Description	2009-2010 Actual	2010-2011 Estimate	2011-2012 Budget	Increase (Decrease) Over 2010-2011	
				Amount	Percent
Beginning Balance	\$ 621,729	\$ 554,297	\$ 562,467	\$ 8,170	1.5%
<b>REVENUES:</b>					
Sales taxes	2,004,557	2,016,800	2,067,000	50,200	2.5
Gain (loss) on assets	2,500	-	-	-	-
Interest revenue	1,279	850	850	-	-
Rental & other revenue	12,000	12,000	12,000	-	-
<b>TOTAL REVENUES</b>	<b>2,020,336</b>	<b>2,029,650</b>	<b>2,079,850</b>	<b>50,200</b>	<b>2.5</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>2,642,065</b>	<b>2,583,947</b>	<b>2,642,317</b>	<b>58,370</b>	<b>2.3</b>
<b>EXPENDITURES:</b>					
Personnel services	137,303	139,670	153,795	14,125	10.1
Operations & maintenance	24,091	21,770	21,915	145	0.7
Services & other	38,466	45,250	43,500	(1,750)	(3.9)
Capital outlay/improvements	62,182	28,475	347,950	319,475	1121.9
Debt service	1,647,636	1,643,000	1,651,050	8,050	0.5
Transfers to other funds	178,090	143,315	143,705	390	0.3
<b>TOTAL EXPENDITURES</b>	<b>2,087,768</b>	<b>2,021,480</b>	<b>2,361,915</b>	<b>340,435</b>	<b>16.8</b>
<b>TOTAL ENDING BALANCE</b>	<b>\$ 554,297</b>	<b>\$ 562,467</b>	<b>\$ 280,402</b>	<b>\$ (282,065)</b>	<b>(50.1%)</b>

Major revenues for FY2012 are comprised of sales taxes, representing 99% of the total budget. Rental revenue includes proceeds from the Keller Sports Park ground lease agreement with Blue Sky Sports Center.

Debt service expenditures provide for retirement of the \$1.8 million Sales Tax Revenue Bonds originally issued in 1992 (refunded in 2005) for land acquisition and development of the Keller Sports Park, and certificates of obligation issued in 2003 and 2004 for Keller Sports Park improvements, and construction of The Keller Pointe Recreation and Aquatic Center. Transfers to other funds provide for transfers to the City's Debt Service Fund to reimburse the City for debt service due on debt obligations originally issued by the City on behalf of the KDC in 1996 and 1997 for Keller Sports Park improvements, and in 2009 for park land acquisition.

**2011-2012 BUDGET  
OVERVIEW OF THE KELLER POINTE RECREATION  
AND AQUATIC CENTER FUND**

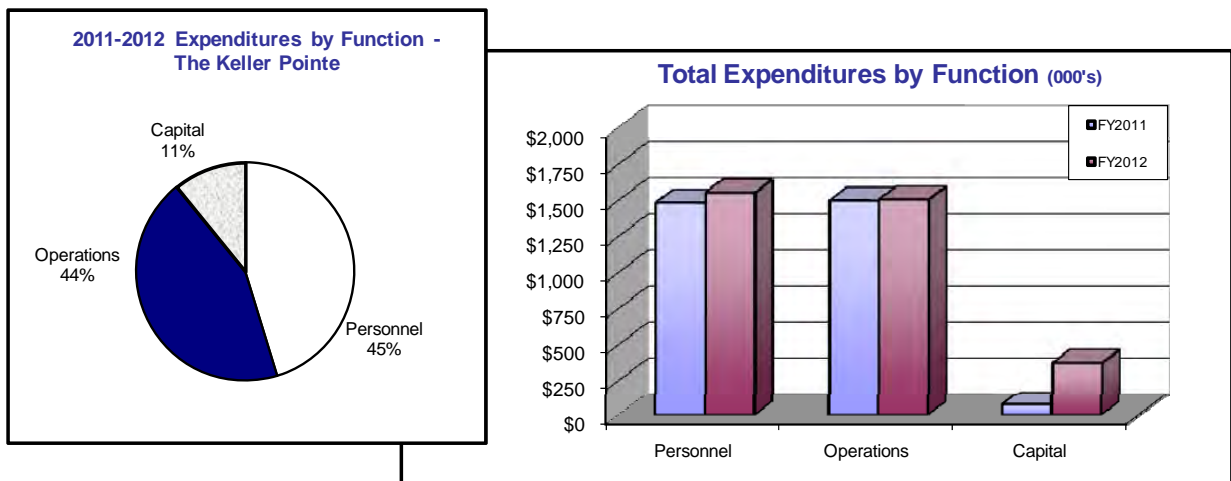
**2011-2012 RESOURCES – WHERE THE MONEY COMES FROM  
\$3,430,005**



Resources include use of fund balances.

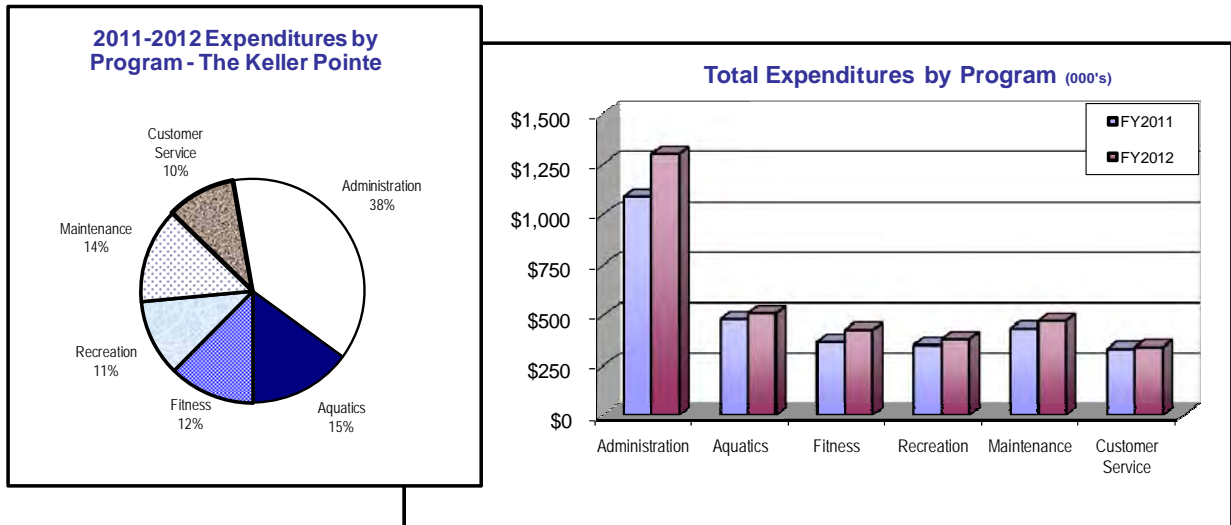
**2011-2012 EXPENDITURES – WHERE THE MONEY GOES  
\$3,430,005**

Expenditures by Function



**The Keller Pointe Summary** (continued)

Expenditures by Division/Program



**THE KELLER POINTE  
Recreation and Aquatic Center Fund**

The Keller Pointe Recreation and Aquatic Center Fund accounts for operating revenues and costs associated with the operation of the Center. The facility opened in May 2004.

Facility construction was authorized as a result of an enterprise plan study recommendation, whereby facility operations were intended to be self-supporting through user fees and charges.



**The Keller Pointe Summary** (continued)

**FINANCIAL SUMMARY**

**SUMMARY OF REVENUES, EXPENDITURES AND FUND BALANCE**

Description	2009-2010 Actual	2010-2011 Estimate	2011-2012 Budget	Increase (Decrease) Over 2010-2011	
				Amount	Percent
Beginning Balance*	\$ 755,474	\$ 1,006,486	\$ 1,029,481	\$ 22,995	2.3%
<b>REVENUES:</b>					
Pass sales/program revenues	2,946,894	3,057,455	3,111,355	53,900	1.8
Miscellaneous revenue	20,630	16,080	18,540	2,460	15.3
Interest revenue	4,470	1,800	1,800	-	-
<b>TOTAL REVENUES</b>	<b>2,971,994</b>	<b>3,075,335</b>	<b>3,131,695</b>	<b>56,360</b>	<b>1.8</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>3,727,468</b>	<b>4,081,821</b>	<b>4,161,176</b>	<b>79,355</b>	<b>1.9</b>
<b>EXPENDITURES:</b>					
Personnel services	1,355,338	1,480,985	1,552,605	71,620	4.8
Operations & maintenance	364,159	386,430	394,265	7,835	2.0
Services & other	963,500	1,110,265	1,110,185	(80)	(0.0)
Capital outlay	37,985	74,660	372,950	298,290	399.5
<b>TOTAL EXPENDITURES</b>	<b>2,720,982</b>	<b>3,052,340</b>	<b>3,430,005</b>	<b>377,665</b>	<b>12.4</b>
<b>TOTAL ENDING BALANCE*</b>	<b>\$ 1,006,486</b>	<b>\$ 1,029,481</b>	<b>\$ 731,171</b>	<b>\$ (298,310)</b>	<b>(29.0%)</b>

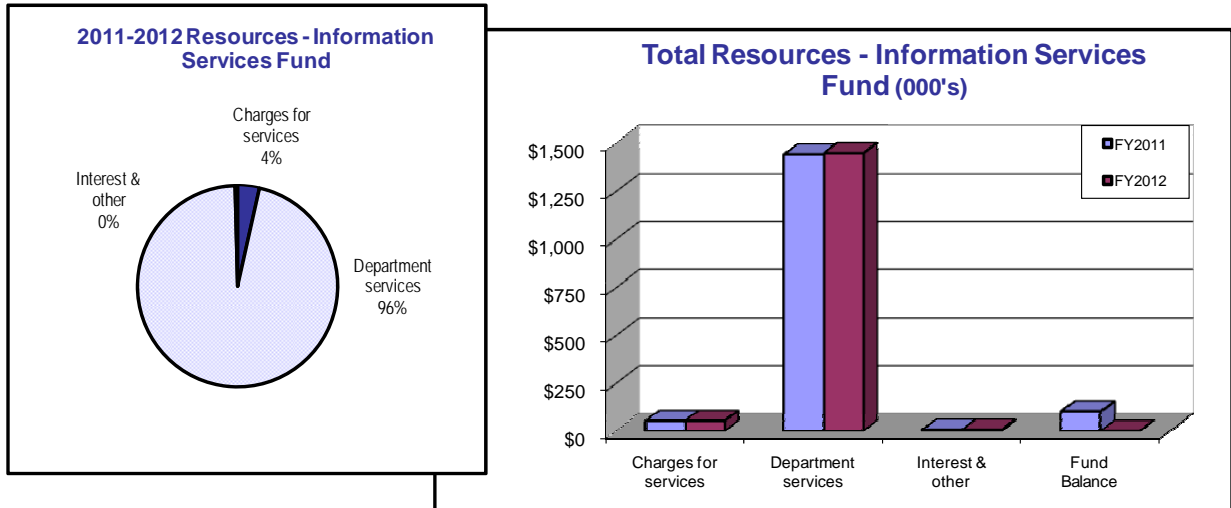
\* Fund balance is cash and investments.

Major revenues for FY2012 are comprised of annual and daily passes, facility rentals, merchandise sales, and program revenues. Program revenues include aquatics, fitness (personal training), and recreation programs.

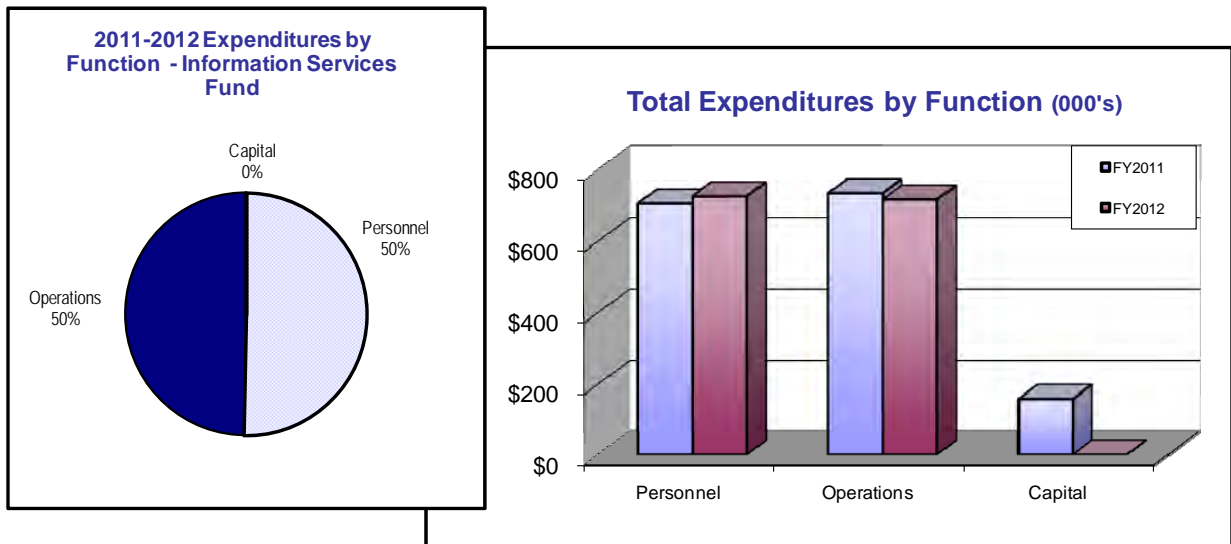
Major expenditures include personnel services for facility staffing and recreation programs (45.3%), and facility operations and supplies. Services & other expenditures include utilities (electricity, water, natural gas) and payments to recreation program instructors and trainers.

**2011-2012 BUDGET  
OVERVIEW OF THE INFORMATION SERVICES FUND**

**2011-2012 RESOURCES – WHERE THE MONEY COMES FROM  
\$1,507,105**



**2011-2012 EXPENDITURES – WHERE THE MONEY GOES  
\$1,445,945**



**Information Services Fund Summary** (continued)

The Information Services Special Revenue Fund is funded jointly by transfers of charge-back fees from respective funds of the City, as well as revenues received from communication tower leases on City-owned facilities. These resources are used to fund City-wide information systems and information technology goods and services, including expenditures for Town Hall networking equipment, and geographic information system (GIS) operations. In October 2005, the Public Library support, Internet services, and Audio Visual services were transferred to Information Services.

**FINANCIAL SUMMARY**

**SUMMARY OF REVENUES, EXPENDITURES AND FUND BALANCE**

Description	2009-2010 Actual	2010-2011 Estimate	2011-2012 Budget	Increase (Decrease) Over 2010-2011	
				Amount	Percent
Beginning Balance	\$ 507,964	\$ 472,410	\$ 368,740	\$ (103,670)	(21.9%)
<b>REVENUES:</b>					
Departmental charge-back fees	1,337,350	1,441,970	1,448,605	6,635	0.5
Communication tower rentals	49,070	52,500	52,500	-	-
Interest revenue	3,249	6,000	6,000	-	-
<b>TOTAL REVENUES</b>	<b>1,389,669</b>	<b>1,500,470</b>	<b>1,507,105</b>	<b>6,635</b>	<b>0.4</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>1,897,633</b>	<b>1,972,880</b>	<b>1,875,845</b>	<b>(97,035)</b>	<b>(4.9)</b>
<b>EXPENDITURES:</b>					
Personnel services	686,211	707,110	727,500	20,390	2.9
Operations & maintenance	415,519	513,600	498,300	(15,300)	(3.0)
Services & other	207,412	222,930	220,145	(2,785)	(1.2)
Capital outlay	116,081	160,500	-	(160,500)	(100.0)
<b>TOTAL EXPENDITURES</b>	<b>1,425,223</b>	<b>1,604,140</b>	<b>1,445,945</b>	<b>(158,195)</b>	<b>(9.9)</b>
<b>TOTAL ENDING BALANCE</b>	<b>\$ 472,410</b>	<b>\$ 368,740</b>	<b>\$ 429,900</b>	<b>\$ 61,160</b>	<b>16.6%</b>

Major revenues are derived from charge-back fees to respective user departments (96.1%). Major expenditures include personnel services (50.3%) for a staff of 7 FTEs, operating, maintenance, and services costs for items such as hardware replacements, consulting services, and hardware/software maintenance (49.7%).

**SUMMARY OF OTHER FUNDS**

The City utilizes seven other special revenue funds. A brief description and financial summary of each fund is provided below.

*The Library Special Revenue Fund* accounts for public donations, grants, and other revenues designated for the Keller Public Library. FY2012 highlights include total revenues of \$23,800; total expenditures of \$32,050; and a \$31,124 ending fund balance.



**Other Funds** (continued)

*The Recreation Special Revenue Fund* accounts for resources derived from donations and/or user charges that are specifically designated for recreation programs or special events, as well as tree preservation fines that are levied upon developers, and are designated for the acquisition and maintenance of trees in City parks. Total FY2012 revenues are \$126,115 and total expenditures are \$132,030, leaving an ending fund balance of \$67,833. This Fund provides for recreation programs, including “Rock the Park” and Concerts in the Park. Beginning in FY2006, recreation program revenues and expenditures are accounted for in the Recreation/Aquatic Center activities (The Keller Pointe).

*The Municipal Court Special Revenue Fund* accounts for technology, building security, and juvenile case manager fees collected from Municipal Court citations. Both the authority for the fees, and the related expenditures from these fees are specifically designated by State law. Total FY2012 revenues are \$107,500, and total expenditures are \$209,834, leaving an estimated ending fund balance of \$117,140.

*The Teen Court Special Revenue Fund* accounts for resources from other governmental revenues that are specifically designated for the operation of the Metroport Regional Court Program. Effective October 1, 2010, the City of Keller’s regional teen court program with the cities of Keller, Haltom City and Watauga terminated. Keller currently participates in the Metroport Teen Court program with the cities of Southlake, Colleyville and Grapevine. Since the City of Southlake accounts for the operations of the Metroport Teen Court program, as of September 30, 2011, this special revenue fund will no longer be used by Keller. Keller’s participation in the Metroport Teen Court program will be funded in the General Fund.

*Keller Crime Control and Prevention Special Revenue Fund* was established in FY2002 to account for revenues derived from sales and use taxes, in accordance with Section 363 of the Texas Local Government Code, to be used for public safety crime control and prevention programs. In November 2001, voters authorized 3/8 of one cent (0.375%) sales and use tax. The tax was authorized for an initial period of five years, with the intent of the City to utilize the proceeds to fund an expansion of the police station facility. This tax was re-authorized for an additional fifteen years by voters in May 2006. In November 2007, voters authorized a reduction in the rate from 0.375% to 0.25%, effective April 2008. Sales tax revenues of \$942,000 are projected in FY2012. Expenditures total \$861,675 and include:

Vehicles and equipment replacements	\$ 231,650
Improvements to technology	61,900
Jail expansion, facility furniture, fixtures, and equipment replacement	554,700
Accreditation fees	13,425

The projected ending fund balance at September 30, 2012 is \$3,642,889. This fund balance includes reserves for capital improvements: \$2,179,500 for jail expansion, and \$789,229 for furniture, fixtures, and equipment, leaving an undesignated fund balance of \$674,160.

*The Community Clean-Up Special Revenue Fund* accounts for resources from monthly fees assessed to residential customers that are specifically designated 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. The purpose of this program is to provide public services that assist in keeping the City 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. Total FY2012 revenues are \$30,000, and total expenditures are \$30,000, leaving an estimated ending fund balance of \$66.

**2011-2012 BUDGET  
OVERVIEW OF THE DEBT SERVICE FUND**

The Debt Service Fund accounts for the accumulation of resources for, and the payment of, general obligation principal and interest. A portion of the ad valorem tax is levied and allocated annually to this fund in an amount sufficient to service the debt payments due for the fiscal year, net of other financing sources. Other financing sources include transfers from roadway impact fees, the Keller Development Corporation, and the Water and Wastewater Fund to reimburse the Debt Service Fund for principal and interest requirements due on debt issued on behalf of these other funds.

Schedules of Water and Wastewater Fund, KDC, and TIF debt obligations are contained in the respective sections of the budget.

**FINANCIAL SUMMARY**

**SUMMARY OF REVENUES, EXPENDITURES AND FUND BALANCE**

Description	2009-2010 Actual	2010-2011 Estimate	2011-2012 Budget	Increase (Decrease) Over 2010-2011	
				Amount	Percent
Beginning Balance	\$ 752,551	\$ 497,984	\$ 464,229	\$ (33,755)	(6.8%)
<b>REVENUES:</b>					
Property taxes	5,226,005	5,120,000	5,146,800	26,800	0.5
Transfers from other funds	628,710	959,155	601,565	(357,590)	(37.3)
Interest revenue	30,512	18,000	18,000	-	-
<b>TOTAL REVENUES</b>	<b>5,885,227</b>	<b>6,097,155</b>	<b>5,766,365</b>	<b>(330,790)</b>	<b>(5.4)</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>6,637,778</b>	<b>6,595,139</b>	<b>6,230,594</b>	<b>(364,545)</b>	<b>(5.5)</b>
<b>EXPENDITURES:</b>					
Debt service	5,073,284	5,221,130	5,150,310	(70,820)	(1.4)
Transfers to other funds	1,066,510	909,780	613,700	(296,080)	(32.5)
<b>TOTAL EXPENDITURES</b>	<b>6,139,794</b>	<b>6,130,910</b>	<b>5,764,010</b>	<b>(366,900)</b>	<b>(6.0)</b>
<b>TOTAL ENDING BALANCE</b>	<b>\$ 497,984</b>	<b>\$ 464,229</b>	<b>\$ 466,584</b>	<b>\$ 2,355</b>	<b>0.5%</b>

Major revenues for FY2012 are derived from property taxes (89.3%) and transfers from other funds (10.4%). Transfers from other funds are comprised of the following:

Transfer from Keller Development Corporation	\$ 143,705
Transfer from Water & Wastewater Fund	<u>457,860</u>
Total	<u>\$ 601,565</u>

As previously mentioned, other operating funds transfer monies into the Debt Service Fund to reimburse the Fund for tax-supported debt obligations that were issued on behalf of the respective self-supporting fund. The self-supporting funds reimburse the Debt Service Fund for their respective proportionate share of tax-supported debt service obligations that were issued on their behalf.

Expenditures are provided for retirement of principal and interest on general obligation bonds and/or certificates of obligation. A detailed list of existing debt obligations by fiscal year is provided in the Debt Service section of the budget.

## **SUMMARY**

The above individual fund summaries provide summarized information about the City's major fund's sources of revenues and major expenditures. The summary is intended to provide a brief financial overview of each individual operating fund of the City. Additional detail information regarding revenue sources and expenditures is provided elsewhere in the budget document, e.g., in the City Manager's Transmittal Letter, and also with the individual fund/department presentation throughout the document.

## **ALL FUND SUMMARIES**

### **Summary of Revenues, Expenditures and Changes in Fund Balances**

- **Revenues by Source**
- **Expenditures by Function**
- **Expenditures by Department/Activity**

(Summaries on following pages)

**CITY OF KELLER, TEXAS**  
**SUMMARY OF REVENUES BY SOURCE – ALL FUNDS**  
**2011-2012 BUDGET**

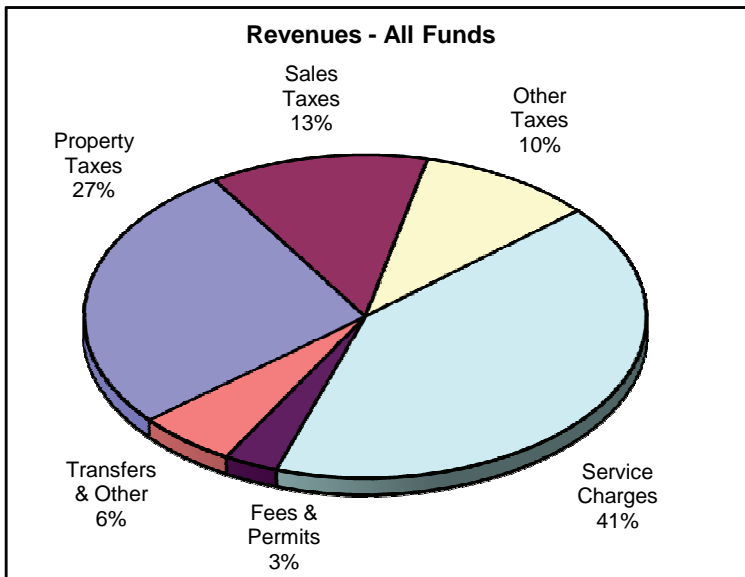
<b>GOVERNMENTAL FUNDS</b>					
Description	General Fund	Special Revenue Funds (1)	Debt Service Funds (2)	Annually Budgeted Capital Projects Funds (3)	Total Governmental Funds
<b>TOTAL BEGINNING BALANCE</b>	\$ 9,569,807	\$ 5,835,914	\$ 551,892	\$ 1,629,154	\$ 17,586,767
<b>REVENUES:</b>					
Total property taxes	12,550,150	–	5,146,800	–	17,696,950
Sales taxes	4,134,250	3,009,000	–	1,033,000	8,176,250
Other taxes	4,051,860	–	2,524,350	300	6,576,510
Licenses & permits	726,900	–	–	–	726,900
Charges for services	2,497,700	4,761,060	–	57,440	7,316,200
Fines & fees	1,174,300	109,800	–	13,500	1,297,600
Interest revenue	82,000	18,550	22,500	6,400	129,450
Debt issuance	–	–	–	–	–
Intergovernmental	2,142,805	715	–	–	2,143,520
Miscellaneous revenue (expense)	34,800	7,190	–	200	42,190
Contributions & donations	–	61,750	–	–	61,750
<b>TOTAL REVENUES</b>	<b>27,394,765</b>	<b>7,968,065</b>	<b>7,693,650</b>	<b>1,110,840</b>	<b>44,167,320</b>
<b>OTHER FINANCING SOURCES:</b>					
Transfers in	–	–	1,215,265	–	1,215,265
<b>TOTAL OTHER SOURCES</b>	<b>–</b>	<b>–</b>	<b>1,215,265</b>	<b>–</b>	<b>1,215,265</b>
<b>TOTAL RESOURCES</b>	<b>27,394,765</b>	<b>7,968,065</b>	<b>8,908,915</b>	<b>1,110,840</b>	<b>45,382,585</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 36,964,572</b>	<b>\$ 13,803,979</b>	<b>\$ 9,460,807</b>	<b>\$ 2,739,994</b>	<b>\$ 62,969,352</b>

(continued)

- (1) Includes Keller Development Corporation, The Keller Pointe, Library, Recreation, Municipal Court, Information Services, Keller Crime Control Prevention District Special Revenue, and Community Clean-Up Funds.
- (2) Includes Debt Service Fund and the TIF Interest and Sinking Fund.
- (3) Capital Project Funds are project-based budgets and therefore cover more than one fiscal year, subsequently, totals are omitted, except for the Park Development Fee Fund, Street/Drainage Improvements Fund, Equipment Replacement Fund and interfund transfers.

(continued)

<b>PROPRIETARY FUNDS</b>			
<b>Enterprise Funds</b>			
<b>Water and Wastewater Fund</b>	<b>Drainage Utility Fund</b>	<b>Total Enterprise Funds</b>	<b>Totals</b>
\$ 5,962,874	\$ 1,303,644	\$ 7,266,518	\$ 24,853,285
-	-	-	17,696,950
-	-	-	8,176,250
-	-	-	6,576,510
-	-	-	726,900
18,234,500	1,516,000	19,750,500	27,066,700
-	-	-	1,297,600
30,000	4,800	34,800	164,250
-	-	-	-
38,075	-	38,075	2,181,595
29,000	11,000	40,000	82,190
-	-	-	61,750
18,331,575	1,531,800	19,863,375	64,030,695
-	-	-	1,215,265
-	-	-	1,215,265
18,331,575	1,531,800	19,863,375	65,245,960
<b>\$ 24,294,449</b>	<b>\$ 2,835,444</b>	<b>\$ 27,129,893</b>	<b>\$ 90,099,245</b>



**CITY OF KELLER, TEXAS**  
**SUMMARY OF EXPENDITURES BY FUNCTION – ALL FUNDS**  
**2011-2012 BUDGET**

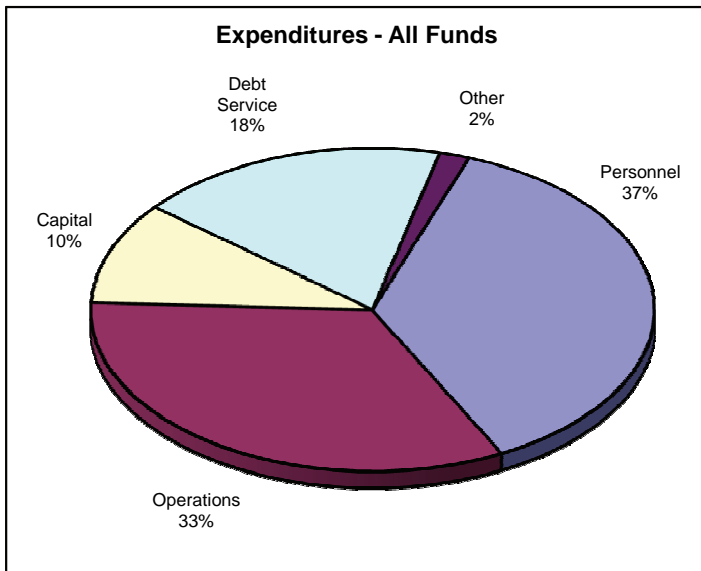
<b>GOVERNMENTAL FUNDS</b>					
<b>Description</b>	<b>General Fund</b>	<b>Special Revenue Funds</b>	<b>Debt Service Funds</b>	<b>Annually Budgeted Capital Projects Funds</b>	<b>Total Governmental Funds</b>
<b>OPERATING EXPENSES:</b>					
Personnel services	\$ 19,968,375	\$ 2,500,960	\$ –	\$ –	\$ 22,469,335
Operations & maintenance	2,112,555	1,181,740	–	80,000	3,374,295
Services & other	5,408,520	1,526,489	–	40,500	6,975,509
Capital outlay	2,506,895	1,499,510	–	1,921,400	5,927,805
Debt service	–	1,651,050	8,325,890	–	9,976,940
<b>TOTAL EXPENDITURES</b>	<b>29,996,345</b>	<b>8,359,749</b>	<b>8,325,890</b>	<b>2,041,900</b>	<b>48,723,884</b>
<b>OTHER FINANCING USES:</b>					
Transfers to other funds	–	143,705	613,700	–	757,405
<b>TOTAL OTHER USES</b>	<b>–</b>	<b>143,705</b>	<b>613,700</b>	<b>–</b>	<b>757,405</b>
<b>TOTAL EXPENDITURES &amp; OTHER USES</b>	<b>29,996,345</b>	<b>8,503,454</b>	<b>8,939,590</b>	<b>2,041,900</b>	<b>49,481,289</b>
<b>TOTAL ENDING BALANCE</b>					
Reserve for contingencies	6,968,227	5,300,525	521,217	698,094	13,488,063
Other reservations of fund balance	815,889	172,628	–	–	988,517
	25,000	3,080,226	–	–	3,105,226
<b>ENDING BALANCE</b>	<b>\$ 6,127,338</b>	<b>\$ 2,047,671</b>	<b>\$ 521,217</b>	<b>\$ 698,094</b>	<b>\$ 9,394,320</b>

(continued)

- (1) Includes Keller Development Corporation, The Keller Pointe, Library, Recreation, Municipal Court, Information Services, Keller Crime Control Prevention District Special Revenue, and Community Clean-Up Funds.
- (2) Includes Debt Service Fund and the TIF Interest and Sinking Fund.
- (3) Capital Project Funds are project-based budgets and therefore cover more than one fiscal year, subsequently, totals are omitted, except for the Park Development Fee Fund, Street/Drainage Improvements Fund, Equipment Replacement Fund and interfund transfers.

(continued)

<b>PROPRIETARY FUNDS</b>			
<b>Enterprise Funds</b>			
<b>Water and Wastewater Fund</b>	<b>Drainage Utility Fund</b>	<b>Total Enterprise Funds</b>	<b>Totals</b>
\$ 2,941,710	\$ 536,905	\$ 3,478,615	\$ 25,947,950
781,395	126,555	907,950	4,282,245
11,822,600	301,305	12,123,905	19,099,414
621,950	660,000	1,281,950	7,209,755
2,548,845	54,230	2,603,075	12,580,015
18,716,500	1,678,995	20,395,495	69,119,379
457,860	—	457,860	1,215,265
457,860	—	457,860	1,215,265
<b>19,174,360</b>	<b>1,678,995</b>	<b>20,853,355</b>	<b>70,334,644</b>
5,120,089	1,156,449	6,276,538	19,764,601
—	—	—	988,517
1,000,000	—	1,000,000	4,105,226
<b>\$ 4,120,089</b>	<b>\$ 1,156,449</b>	<b>\$ 5,276,538</b>	<b>\$ 14,670,858</b>



**CITY OF KELLER, TEXAS**  
**SUMMARY OF EXPENDITURES BY DEPARTMENT/ACTIVITY – ALL FUNDS**  
**2011-2012 BUDGET**

<b>GOVERNMENTAL FUNDS</b>					
<b>Description</b>	<b>General Fund</b>	<b>Special Revenue Funds</b>	<b>Debt Service Funds</b>	<b>Annually Budgeted Capital Projects Funds</b>	<b>Total Governmental Funds</b>
<b>GENERAL GOVERNMENT:</b>					
Administration/General Government	\$ 4,427,290	\$ 1,685,779	\$ –	\$ –	\$ 6,113,069
Community Development	1,074,640	–	–	–	1,074,640
Police Department	7,641,310	861,675	–	–	8,502,985
Fire Department	8,688,970	–	–	–	8,688,970
Public Works	2,916,875	–	–	1,945,000	4,861,875
Keller Public Library	1,381,545	32,050	–	–	1,413,595
Parks & Recreation	2,901,650	4,129,195	–	72,900	7,103,745
<b>WATER &amp; WASTEWATER:</b>					
Administration/Customer Services	–	–	–	24,000	24,000
Water Utilities	–	–	–	–	–
Wastewater Utilities	–	–	–	–	–
<b>OTHER/NON-DEPARTMENTAL:</b>					
Debt service	–	1,651,050	8,325,890	–	9,976,940
Transfers	–	143,705	613,700	–	757,405
Non-departmental / other	964,065	–	–	–	964,065
Subtotal	29,996,345	8,503,454	8,939,590	2,041,900	49,481,289
<b>TOTAL</b>	<b>\$ 29,996,345</b>	<b>\$ 8,503,454</b>	<b>\$ 8,939,590</b>	<b>\$ 2,041,900</b>	<b>\$ 49,481,289</b>

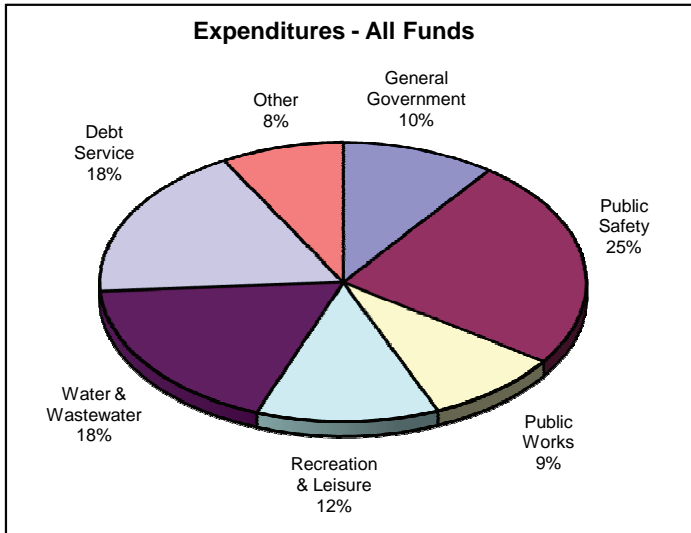
(continued)

- (1) Includes Keller Development Corporation, The Keller Pointe, Library, Recreation, Municipal Court, Information Services, Keller Crime Control Prevention District Special Revenue, and Community Clean-Up Funds.
- (2) Includes Debt Service Fund and the TIF Interest and Sinking Fund.
- (3) Capital Project Funds are project-based budgets and therefore cover more than one fiscal year, subsequently, totals are omitted, except for the Park Development Fee Fund, Street/Drainage Improvements Fund, Equipment Replacement Fund and interfund transfers.



(continued)

<b>PROPRIETARY FUNDS</b>			
<b>Enterprise Funds</b>			
<b>Water and Wastewater Fund</b>	<b>Drainage Utility Fund</b>	<b>Total Enterprise Funds</b>	<b>Totals</b>
\$ -	\$ -	\$ -	\$ 6,113,069
-	-	-	1,074,640
-	-	-	8,502,985
-	-	-	8,688,970
-	1,460,765	1,460,765	6,322,640
-	-	-	1,413,595
-	-	-	7,103,745
1,828,930	-	1,828,930	1,852,930
7,687,405	-	7,687,405	7,687,405
3,275,595	-	3,275,595	3,275,595
2,548,845	54,230	2,603,075	12,580,015
457,860	-	457,860	1,215,265
3,375,725	164,000	3,539,725	4,503,790
19,174,360	1,678,995	20,853,355	70,334,644
<b>\$ 19,174,360</b>	<b>\$ 1,678,995</b>	<b>\$ 20,853,355</b>	<b>\$ 70,334,644</b>



## SUMMARY OF AUTHORIZED FULL-TIME EQUIVALENT POSITIONS

Personnel staffing levels for the City are presented in full-time equivalent (FTE) positions. For example, a position staffed for 40 hours per week for 52 weeks per year equals one full-time equivalent position. For firefighter and firefighter/paramedic positions, a FTE of 2,912 hours per year, or an average of 56 hours per week is used. A FTE position of 0.50 refers to a position that is funded for 1,040 hours per year (2,080 x 0.50). The personnel counts include vacant positions.

The total personnel staffing level for the City in FY2012 is 343.84 FTE positions, and represents a decrease of 0.59 FTE positions or a 0.2% decrease over the FY2011 Estimate. The decrease includes 0.59 FTE positions for part-time and seasonal hours for The Keller Pointe.

Total FTE positions included in the General Fund for FY2012 are 234.79, unchanged from FY2011. The Water & Wastewater Fund totals 43.17 positions, unchanged from FY2011. Department summaries of authorized positions are presented below and with each individual fund summary schedule. In addition, personnel positions shown in detail are presented with each departmental budget. No new full-time positions were added in FY2012.

The number of General Fund employees per 1,000 residents decreased in FY2012. The accompanying chart on the next page depicts the change in the number of General Fund employees per 1,000 residents. General Fund employees per 1,000 residents decreased from 5.93 in FY2011 to 5.88 in FY2012, a decrease of 0.04 FTEs, or 0.7%.

FUND/DEPARTMENT	2009-2010 ACTUAL	2010-2011 ESTIMATE	2011-2012 BUDGET
<b>GENERAL FUND:</b>			
Administration	8.00	8.00	8.00
Town Hall Operations	2.00	3.00	3.00
Finance & Accounting	6.50	6.50	6.50
Municipal Court	3.50	3.50	3.50
Human Resources	5.00	5.00	5.00
Economic Development	1.00	1.00	1.00
Community Development	11.00	11.00	11.00
Police Department	81.00	83.00	83.00
Fire Department	59.00	59.00	59.00
Public Works	14.33	14.33	14.33
Keller Public Library	15.42	15.42	15.42
Parks & Recreation	25.04	25.04	25.04
<b>TOTAL GENERAL FUND</b>	<b>231.79</b>	<b>234.79</b>	<b>234.79</b>
<b>OTHER FUNDS:</b>			
Keller Development Corporation	2.78	2.78	2.78
Information Services Fund	7.00	7.00	7.00
Municipal Court Special Revenue	1.00	1.00	1.00
<b>TOTAL OTHER FUNDS</b>	<b>10.78</b>	<b>10.78</b>	<b>10.78</b>

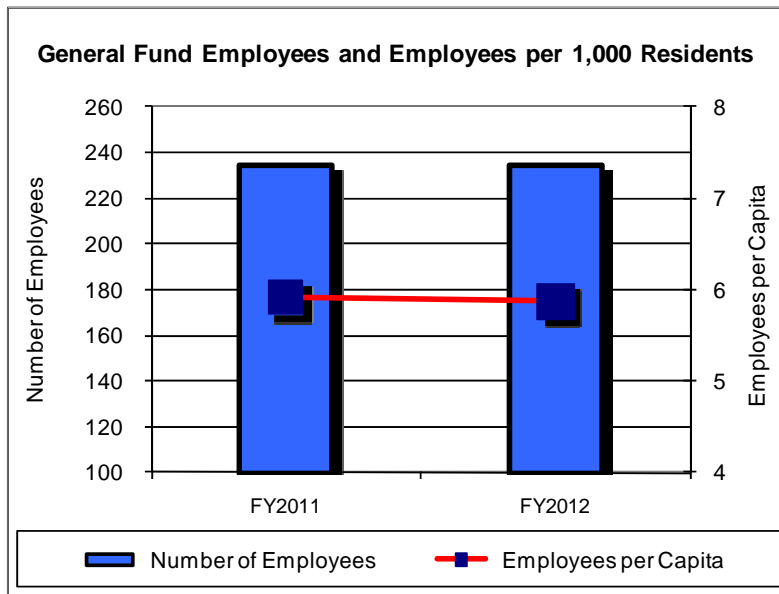
Positions include temporary/part-time positions and partial year funding for full-time positions, where applicable.

(Continued)

**Summary of Authorized Full-time Equivalent Positions:**  
(Continued)

FUND/DEPARTMENT	2009-2010 ACTUAL	2010-2011 ESTIMATE	2011-2012 BUDGET
<b>WATER &amp; WASTEWATER FUND:</b>			
Water & Wastewater Administration	5.17	5.17	5.17
Customer Services	12.00	12.00	12.00
Water Distribution	15.50	15.50	15.50
Wastewater Collection	9.50	9.50	9.50
Municipal Service Center Operations	1.00	1.00	1.00
<b>TOTAL WATER &amp; SEWER FUND</b>	<b>43.17</b>	<b>43.17</b>	<b>43.17</b>
<b>DRAINAGE UTILITY FUND:</b>			
Drainage Maintenance	8.50	8.50	8.50
<b>TOTAL DRAINAGE UTILITY</b>	<b>8.50</b>	<b>8.50</b>	<b>8.50</b>
<b>TOTAL CITY OF KELLER</b>	<b>294.24</b>	<b>297.24</b>	<b>297.24</b>
The Keller Pointe Recreation/Aquatic Center	42.83	47.19	46.60
Teen Court	1.00	-	-
<b>GRAND TOTAL</b>	<b>338.07</b>	<b>344.43</b>	<b>343.84</b>
<b>Total full-time equivalent employees per 1,000 residents</b>	<b>8.57</b>	<b>8.69</b>	<b>8.61</b>
<b>General Fund only employees per 1,000 residents</b>	<b>5.88</b>	<b>5.93</b>	<b>5.88</b>

Positions include temporary/part-time positions and partial year funding for full-time positions, where applicable.



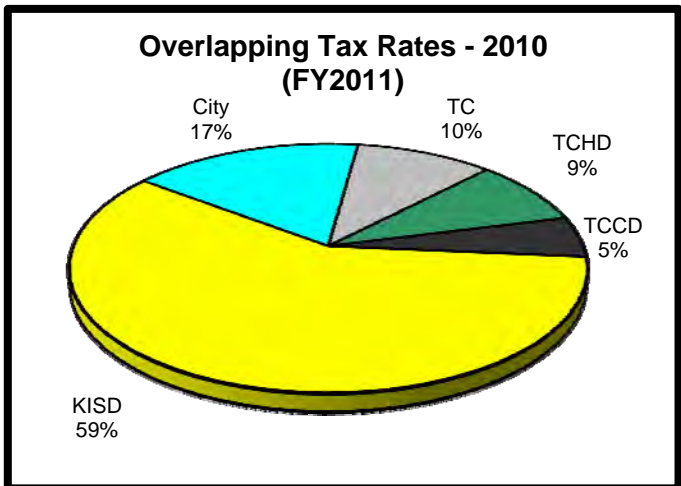
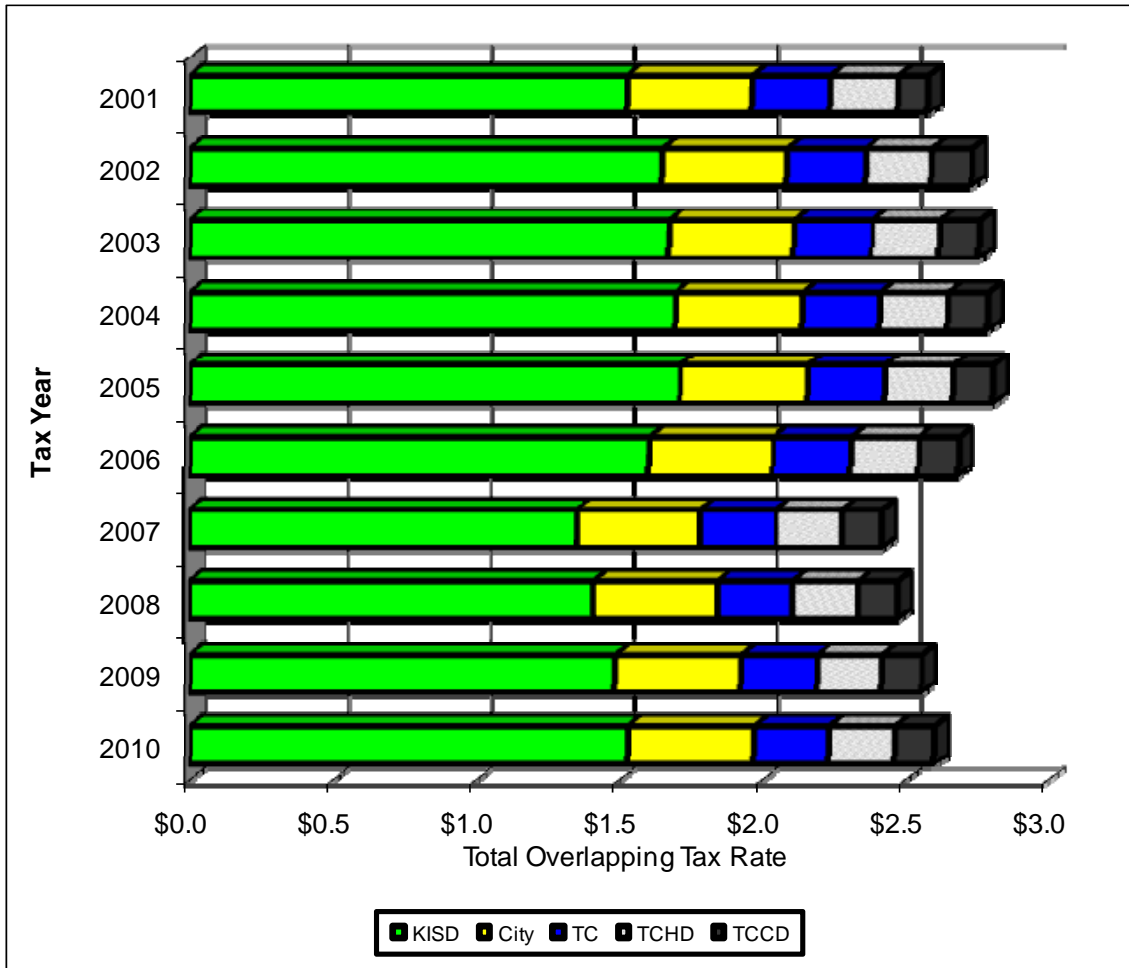
General Fund employees per 1,000 residents decreased from 5.93 in FY2011 to 5.88 employees per 1,000 residents in FY2012, a decrease of 0.04 employees per 1,000 residents, or 0.7%.

## Ad Valorem Tax Analysis

	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
Total appraised value (market)	\$ 4,348,033,062	\$ 4,314,578,820	\$ 4,312,864,430	\$ 4,405,894,331
<i>Percentage change</i>	4.03%	(0.77)%	(0.81)%	2.16%
Less: Exemptions	334,741,974	349,431,177	355,358,138	359,024,816
Net taxable value	4,013,291,088	3,965,147,643	3,957,506,292	4,046,869,515
<i>Percentage change from prior year</i>	3.87%	(1.20)%	(1.39)%	2.26%
Tax rate per \$100	0.44219	0.44219	0.44219	0.44219
Gross tax revenue	17,746,372	17,533,486	17,499,697	17,894,852
Estimated valuation adjustments	0.00%	(0.46)%	0.00%	(0.65)%
Over-65 and disabled taxes limitation adjustment	36,851,127	28,169,644	32,565,187	26,675,178
Net taxable value after adjustments	3,976,548,320	3,918,738,320	3,924,941,105	3,993,889,686
<i>Percentage change from prior year</i>	3.57%	(1.45)%	(1.30)%	1.76%
Tax rate per \$100 of assessed valuation	0.44219	0.44219	0.44219	0.44219
Tax levy	17,583,899	17,328,269	17,355,697	17,660,581
Collection percentage - M&O (100% for debt service)	99.1%	99.3%	99.3%	99.3%
Current tax collections	\$ 17,424,740	\$ 17,206,971	\$ 17,234,207	\$ 17,536,957
<i>Percentage change from prior year</i>	6.27%	(1.25)%	(1.09)%	1.76%
<b>Tax Rate Distribution:</b>				
General Fund (M&O)	\$ 0.31009	\$ 0.31219	\$ 0.31219	\$ 0.31355
Debt Service Fund	0.13210	0.13000	0.13000	0.12864
<b>TOTAL</b>	<b>0.44219</b>	<b>0.44219</b>	<b>0.44219</b>	<b>0.44219</b>
<i>Percentage change from prior year</i>	2.31%	0.00%	0.00%	0.00%
<b>Percentage Distribution:</b>				
General Fund (M&O)	70.1%	70.6%	70.6%	70.9%
Debt Service Fund	29.9%	29.4%	29.4%	29.1%
<b>TOTAL</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>
<b>Dollar Distribution:</b>				
General Fund (M&O)	12,219,270	12,148,271	12,167,497	12,435,157
Debt Service Fund	5,205,470	5,058,700	5,066,710	5,101,800
<b>TOTAL</b>	<b>\$ 17,424,740</b>	<b>\$ 17,206,971</b>	<b>\$ 17,234,207</b>	<b>\$ 17,536,957</b>

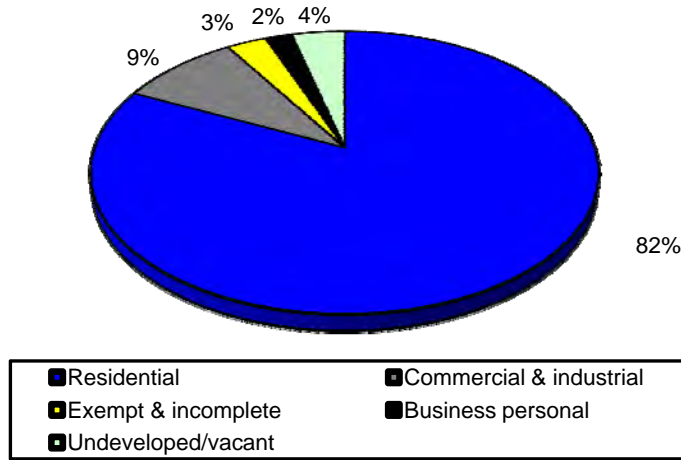
## CITY OF KELLER, TEXAS OVERLAPPING TAX RATES

Overlapping tax rates are property tax rates set by all taxing entities on property within the Keller City limits. The following charts present both a ten-year history as well as the distribution of the 2010 (FY2011) tax rates. The total 2010 overlapping tax rate for Keller is \$2.602327 per \$100 of taxable value, an increase of \$0.04427, or 1.7% from the prior year. Adopted tax rates for FY2012 are not yet available.



City – City of Keller  
 TC – Tarrant County  
 KISD – Keller Independent School District  
 TCHD – Tarrant County Hospital District  
 TCCD – Tarrant County College District

**FY2011 (FY2012) Distribution of Total (Appraised)  
Property Values by Property Type**



<u>Property Type</u>	<u># of Accounts</u>	<u>Total Market Value (000's)</u>	<u>Percent of Total</u>
Residential	13,609	\$ 3,619,741.6	82.2%
Commercial & industrial	420	387,025.8	8.8%
Undeveloped/vacant	1,122	134,835.8	3.1%
Business personal	1,198	87,464.4	2.0%
Exempt & incomplete	125	176,826.8	4.0%
<b>TOTAL</b>	<b>16,474</b>	<b>\$ 4,405,894.3</b>	<b>100.0%</b>

Certified values as of July 22, 2011. Residential property includes unoccupied residential property in inventory held by builders and/or developers.

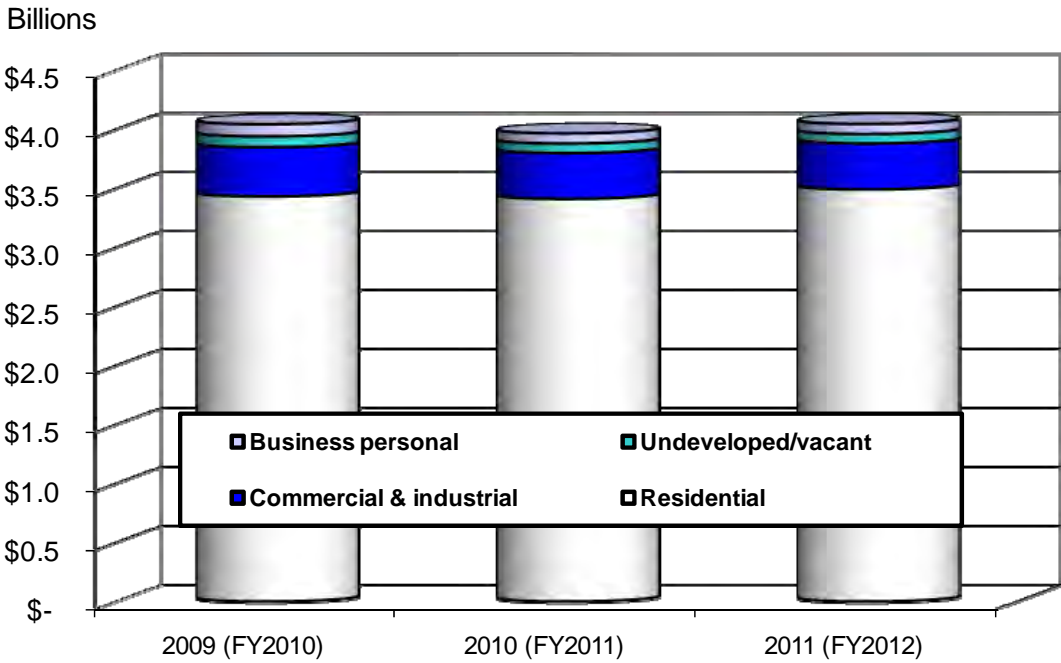
**2010 (FY2011) TOP TEN TAXPAYERS (FY2012 NOT AVAILABLE)**

<u>Name and Description*</u>	<u>Market Value (000's)</u>	<u>Percent of Total</u>
Capri W Dtc - multi-family development/Town Center (1)	\$ 32,800.0	0.76%
Art House - mixed-use development/Town Center (2)	20,000.0	0.46%
Ktc Seniors, Ltd. - multifamily development/Town Center (3)	17,500.0	0.41%
GTE/Verizon - telecommunications utility (4)	15,490.3	0.36%
Regency Centers LP - retail shopping/Town Center (5)	14,033.7	0.33%
T Keller LLC - Tabani/Keller Crossing retail (6)	12,810.4	0.30%
Lowe's Home Centers - retail store (7)	12,808.7	0.30%
TXU/Oncor Electric - electric utility (8)	12,425.4	0.29%
Grand Estates at Keller LP - multi-family development (9)	12,050.0	0.28%
Home Depot USA - retail store (10)	10,816.2	0.25%
<b>TOTAL</b>	<b>160,734.7</b>	<b>3.73%</b>
Other property	4,153,844.1	96.27%
<b>TOTAL MARKET VALUE</b>	<b>\$ 4,314,578.8</b>	<b>100.00%</b>

\* Prior year top ten ranking shown in parentheses.

For FY2011, total market value of top ten taxpayers decreased by \$15.9 million, or 9% from FY2010.

# Taxable Values of Property



Property Category	FY2009 (000's)	FY2010 (000's)	Pct Change	FY2011 (000's)	Pct Change
Commercial & industrial	\$ 415,766.7	\$ 384,831.2	(7.4%)	\$ 386,829.8	0.5%
Business personal	105,742.5	88,047.2	(16.7%)	86,887.6	(1.3%)
Undeveloped/vacant	93,570.4	83,924.6	(10.3%)	82,768.6	(1.4%)
Residential	3,429,072.7	3,408,344.7	(0.6%)	3,490,383.5	2.4%
<b>TOTAL</b>	<b>\$ 4,044,152.3</b>	<b>\$ 3,965,147.6</b>	<b>(2.0%)</b>	<b>\$ 4,046,869.5</b>	<b>2.1%</b>
New construction included	131,546.7	63,865.3	(51.5%)	80,619.1	26.2%

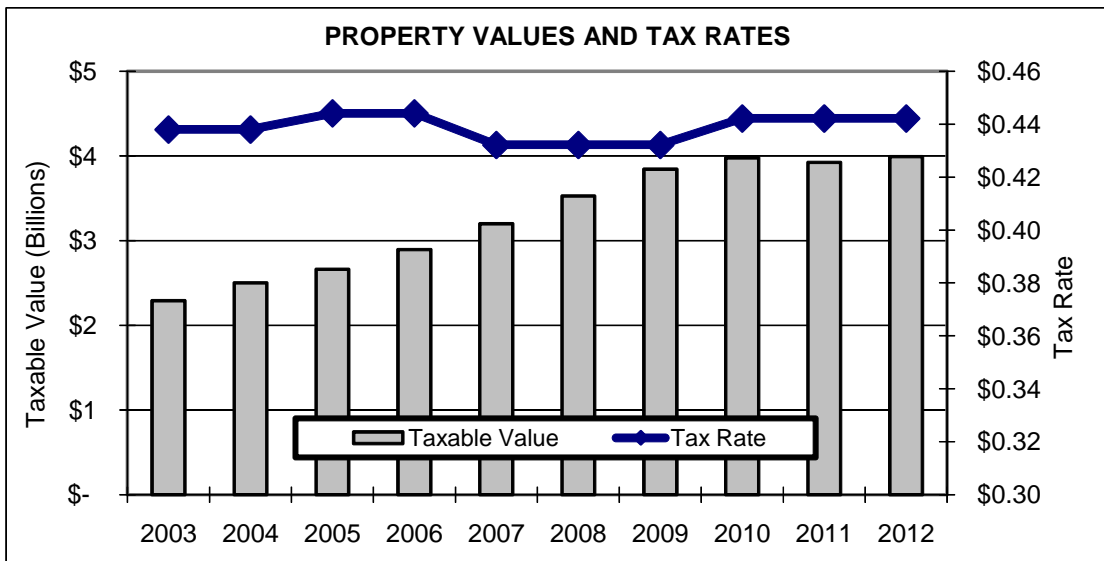
Tarrant Appraisal District certified appraised values as of July 22, 2011. Values include \$128,013,393 in net taxable value of 670 properties under protest (ARB), and \$27,064,142 taxable value of 351 incomplete accounts.

Total taxable values increased in FY2012 by \$81.7 million (2.1%). Residential property values comprise 82% of the total value. Commercial and industrial values comprise approximately 9% of total values.

The taxable value of new construction increased \$16.75 million (26.2%) from FY2011.

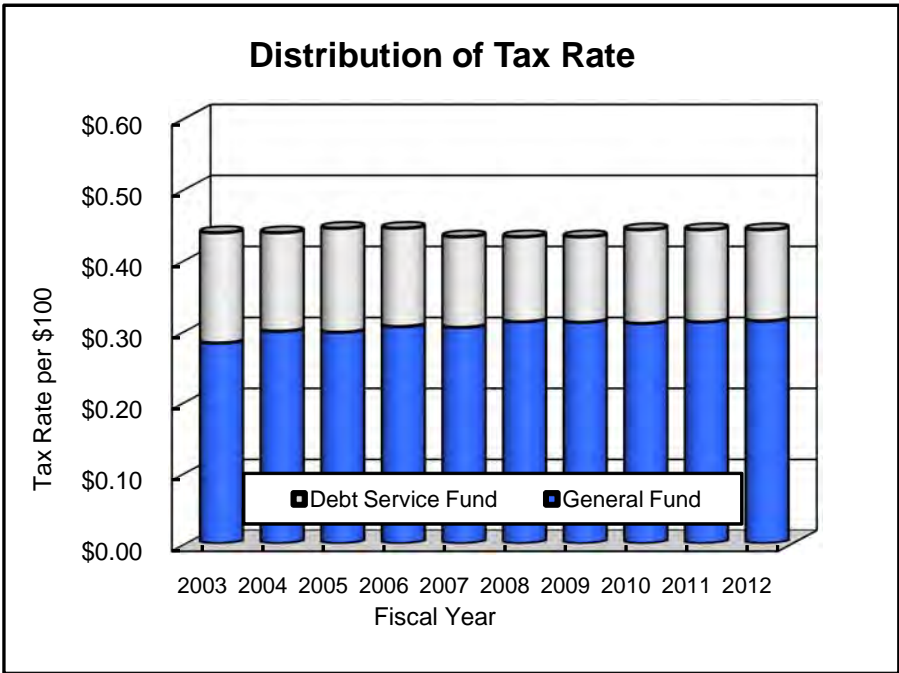
## Property Valuations and Tax Levies Last Ten Years

Fiscal Year	Net Taxable Value (000's)	Tax Rate per \$100 of Value	Total Tax Levy	Percentage of Current Collections
2002-2003	\$ 2,292,171	\$ 0.43800	\$ 10,039,710	99.2%
2003-2004	2,503,115	0.43800	10,963,644	99.2
2004-2005	2,661,364	0.44413	11,819,916	99.3
2005-2006	2,894,771	0.44413	12,856,546	99.1
2006-2007	3,199,354	0.43219	13,827,290	99.1
2007-2008	3,528,240	0.43219	15,248,700	99.3
2008-2009	3,842,404	0.43219	16,606,487	99.1
2009-2010	3,976,548	0.44219	17,583,899	99.1
2010-2011	3,924,941	0.44219	17,355,698	99.3
2011-2012	3,993,890	0.44219	17,660,581	99.3



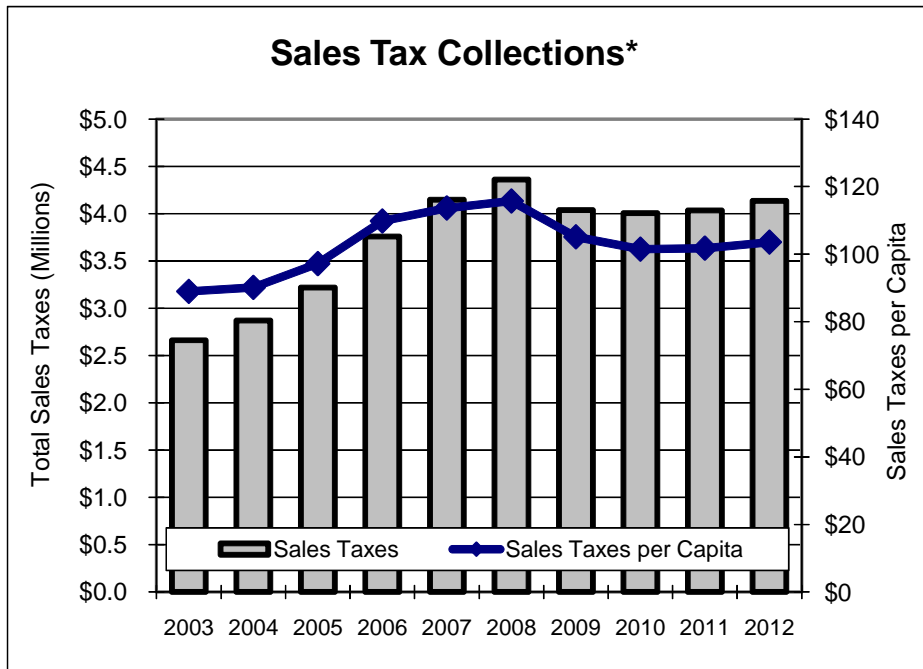
During the last ten years, taxable values have increased over \$1.7 billion, while the tax rate per \$100 of value has decreased from \$0.54414 in FY1994 to the current rate of \$0.44219, a decrease of \$0.10195, or 18.7%.





Fiscal Year Ending September 30	Tax Rate	Tax Rate Distribution	
		General Fund	Debt Service
2003	\$0.43800	\$0.28249	\$0.15551
2004	0.43800	0.29912	0.13888
2005	0.44413	0.29765	0.14648
2006	0.44413	0.30570	0.13843
2007	0.43219	0.30447	0.12772
2008	0.43219	0.31247	0.11972
2009	0.43219	0.31175	0.12044
2010	0.44219	0.31009	0.13210
2011	0.44219	0.31219	0.13000
2012	0.44219	0.31355	0.12864

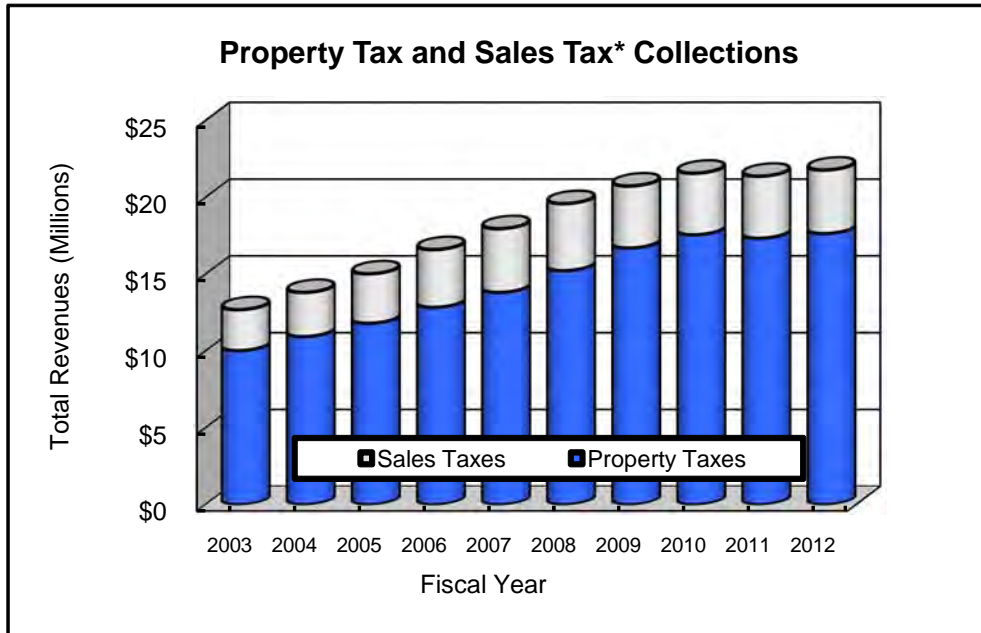
The 2011 (FY2012) property tax rate is \$0.44219, unchanged from FY2011. Due to growth in assessed taxable values, the tax rate has decreased from \$0.54414 in 1994 to \$0.44219. The debt service portion of the tax rate is legally designated for debt retirement, and changes each year because of: 1) new debt obligations issued; 2) debt obligations retired; and 3) debt refundings.



Fiscal Year Ending September 30	Total Sales Tax Collected	Pct. of Ad Valorem Tax Levy	Equivalent Ad Valorem Tax Rate	Sales Taxes Per Capita
2003	\$2,662,903	26.5%	\$0.1162	\$ 89.02
2004	2,869,276	26.2%	0.1146	90.19
2005	3,218,819	27.2%	0.1209	97.21
2006	3,757,724	29.2%	0.1298	109.80
2007	4,148,974	30.0%	0.1297	113.65
2008	4,360,294	28.6%	0.1236	115.70
2009	4,037,484	24.2%	0.1051	105.14
2010	4,004,193	22.8%	0.1007	101.50
2011	4,033,700	23.2%	0.1028	101.79
2012	4,134,250	23.4%	0.1035	103.56

\* Excludes KDC, Keller Crime Control Prevention District, and street maintenance sales taxes.

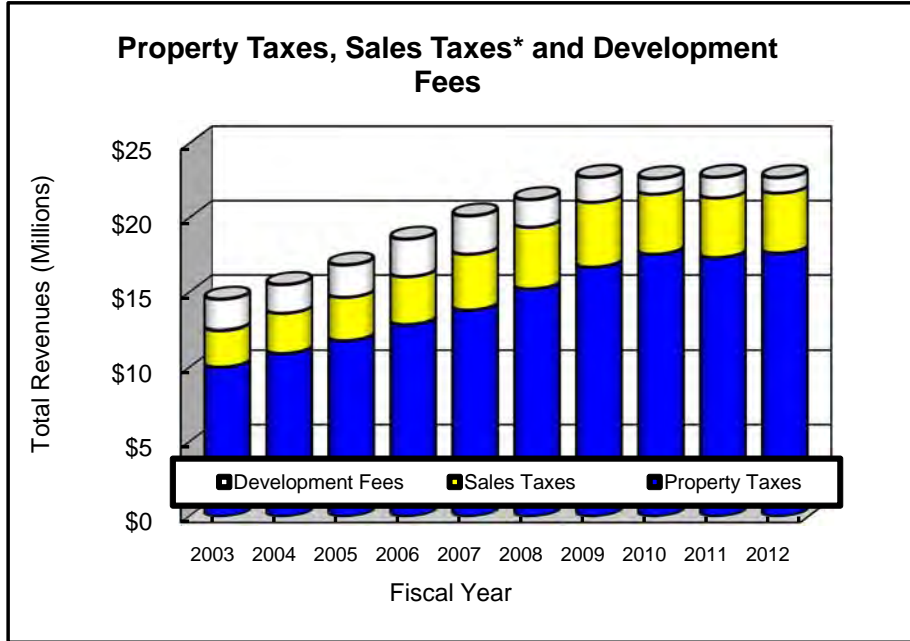
Although sales tax revenues have decreased since 2008, sales tax revenue has improved significantly since 2003 (\$1.47 million or 55 percent) because of the expansion of the retail base. The City will continue to pursue quality commercial and retail development in order to expand the sales tax base. The sales tax now equates to approximately 23.4% of the property tax levy, or approximately \$0.1035 (10.35¢) of the property tax rate.



Fiscal Year Ending September 30	Sales Tax Collections*	Total Ad Valorem Tax Levy
2003	\$2,662,903	\$10,039,710
2004	2,869,276	10,954,013
2005	3,218,819	11,819,914
2006	3,757,724	12,856,545
2007	4,148,974	13,827,290
2008	4,360,294	15,248,703
2009	4,037,484	16,717,185
2010	4,004,193	17,583,899
2011	4,033,700	17,355,697
2012	4,134,250	17,660,581

\* Excludes KDC, Keller Crime Control Prevention District, and street maintenance sales taxes.

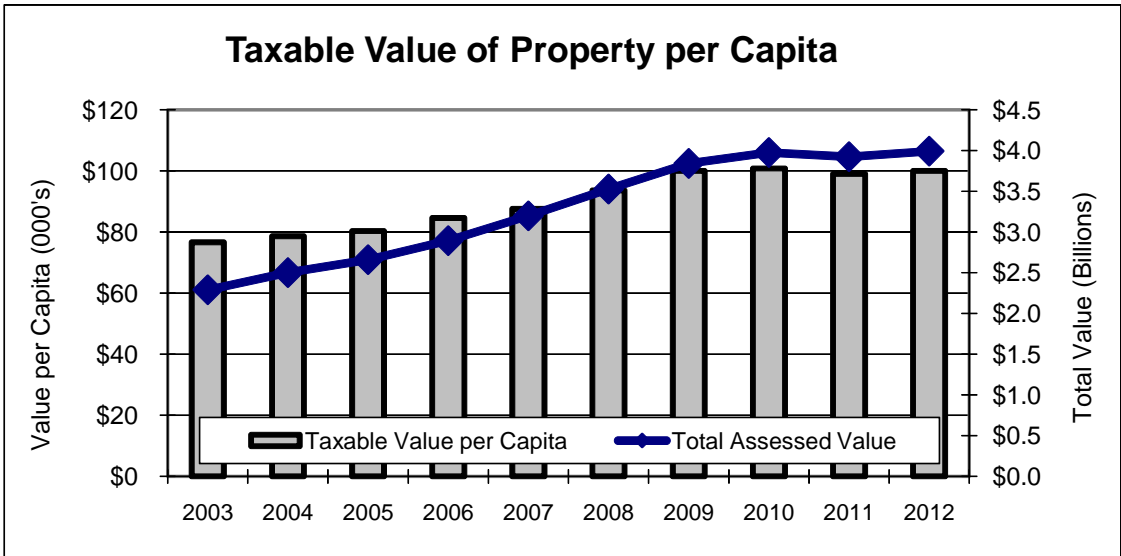
Although sales and property taxes have decreased since 2008, total sales and property tax collections have increased significantly since 2003. Because of the uncertainty in both the national and regional economy, total sales and property tax revenues are projected to increase slightly in FY2012.



Fiscal Year Ending September 30	Sales Tax Collections*	Total Ad Valorem Tax Levy	Development Fees
2003	\$ 2,662,903	\$ 10,039,710	\$ 1,927,733
2004	2,869,276	10,954,013	2,174,421
2005	3,218,819	11,819,914	2,525,426
2006	3,757,724	12,856,545	2,573,166
2007	4,148,974	13,827,290	1,859,802
2008	4,360,294	15,248,703	1,673,381
2009	4,037,484	16,717,185	1,041,153
2010	4,004,193	17,583,899	1,396,624
2011	4,033,700	17,355,697	1,033,510
2012	4,134,250	17,660,581	1,021,100

\* Excludes KDC, Keller Crime Control Prevention District, and street maintenance sales taxes.

Property taxes, sales taxes and development fees comprise 65% of the revenues of the General Fund in FY2012. Development fees peaked in 1999 at \$2.95 million. Decreases have been anticipated in future years, as residential development activity levels off, due to the City becoming closer to build-out. Fees are projected to be decrease in FY2011 and FY2012 due to a decline in development activity.



Fiscal Year Ending September 30	Population as of 10/01	Taxable Assessed Valuation (000's)	Taxable Valuation Per Capita
2003	29,915	\$ 2,292,171	\$ 76,623
2004	31,814	2,503,115	78,680
2005	33,112	2,661,364	80,375
2006	34,224	2,894,771	84,583
2007	36,508	3,199,354	87,634
2008	37,685	3,528,241	93,625
2009	38,402	3,842,404	100,057
2010	39,450	3,976,548	100,800
2011	39,627	3,924,941	99,047
2012	39,920	3,993,890	100,047

Taxable value per capita measures the total growth in taxable value compared to the growth in the population of the City. Significant growth in the commercial and retail tax base will eventually decrease the per capita taxable value of residential taxpayers. However, residential property in Keller continues to comprise approximately 82% of total property values.



# GENERAL FUND

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## GENERAL FUND

### SOURCES OF MAJOR REVENUES

Total General Fund revenues for FY2012 are \$27,394,765; an increase of \$201,252 (0.7%) over FY2011 estimated revenues, and an increase of \$645,980 (2.4%) from the FY2011 original adopted budget.

### PROPERTY & OTHER LOCAL TAXES

As previously mentioned in the Budget Summary section (Budget in Brief), the net assessed taxable value for FY2012 is \$3.99 billion. Property taxes comprise 45.8% of total General Fund revenues. Sales taxes for the general fund are generated from the 1% local sales tax on taxable retail sales (excluding the Keller Development Corporation, the Keller Crime Control Prevention District, and street maintenance sales tax amounts) within the City limits. Sales taxes comprise 15.1% of Fund revenues.

Other local taxes are comprised of mixed beverage and franchise taxes, with franchise taxes accounting for approximately 99% of these revenues for both FY2011 and FY2012 respectively. Franchise taxes are fees charged for the continued use of public property (rights-of-way), and are collected primarily from utility companies, including the City of Keller's Water and Wastewater Utility and Drainage Utility. Fees range from 2% – 5% of the gross receipts of the utility. Franchise tax revenues are \$3,981,800 for FY2012, representing 14.5% of General Fund revenues, compared to \$3,892,513, representing 14.3% of total General Fund revenues in FY2011. Some franchise fee revenue, such as revenues from electricity and water and wastewater sales, is impacted by local weather conditions. Franchise revenues can also be directly related to growth in Keller, whereby growth in the customer base results in increased gross revenues to the respective utilities. The following table presents a comparison of FY2011 and FY2012 franchise taxes by type of franchise (excludes mixed beverage taxes).

Franchise Type	FY2011	FY2012	Pct Change
Electric	\$ 1,283,400	\$ 1,326,780	3.4%
Telephone (1)	731,200	772,770	5.7%
Cable television (1)	73,300	65,430	(10.7%)
Keller utilities	1,075,000	1,074,000	(0.1%)
Gas utilities	479,613	486,820	1.5%
Solid waste utilities	240,000	240,000	0.0%
Other utilities	10,000	16,000	60.0%
Total	<u>\$ 3,892,513</u>	<u>\$ 3,981,800</u>	2.3%

(1) Telephone franchise taxes include Verizon FiOS© and AT&T U-Verse© telephone, cable television, and Internet Service Provider franchise revenues.

As a combined group, property taxes, sales taxes and franchise taxes account for 75.7% of the General Fund revenues for FY2012, compared to 74.7% of General Fund revenues for FY2011.

### FINES & FEES

Fines and fees include fees charged by the City for services provided, such as ambulance billing and animal control fees, as well as fines assessed by the Municipal Court, and library fines. Municipal Court fines comprise the majority of these revenues, and result from Class "C" misdemeanor violations occurring within the City limits. Municipal court fines, ambulance services, and other fees are projected at \$1,943,900 for FY2012, representing 7.3% of General Fund revenues, and a decrease of \$88,400 (4.3%) over FY2011.

### **BUILDING PERMITS/FEES**

Building permits and fees include plumbing permits, mechanical permits, building permits, electrical permits, fence permits, and sign and other miscellaneous permits. Fees and permits are generated as a direct result of the building and construction activity in the City of Keller. Total revenues in this category for FY2012 are projected to be \$726,900, a decrease of \$23,710 (11.8%) from the FY2011 estimate. The major revenue item in this category is building permits, which are projected to be \$540,000 for FY2012, representing 2% of total General Fund revenues.

### **DEVELOPMENT FEES AND OTHER REVENUE**

Development fees include fees related to residential and commercial construction and development in the City. These fees include street inspection, construction plan review, zoning and platting, street lighting, and street sign fees. Total development fee revenue for FY2012 is \$294,200, representing 1% of total General Fund revenue. The most significant revenue in this category is construction plan review fees (\$207,000). Total development fees are projected to increase by \$11,300 (5.6%) over FY2011.

Other significant revenues include administrative services fees from the water and wastewater fund (\$1,325,000) for services and personnel for water and wastewater fund activities that are funded in the general fund; intergovernmental revenue from the Town of Westlake for reimbursement of police operation services resulting from a contract between Keller and Westlake executed in June 2003 (\$775,325); City of Southlake for combined jail and communications services (\$938,380), resulting from the contract between the cities of Keller and Southlake executed in April 2007; City of Colleyville (\$429,100) for a proposed combined jail and communications agreement; and interest revenue (\$82,000) for FY2012.

### **INTERFUND TRANSFERS**

Other than charges for general and administrative services provided to other funds, there are no interfund transfers to the General Fund from other funds in FY2012 or FY2011.

### **MAJOR EXPENDITURES**

Total General Fund expenditures for FY2012 are \$28,180,190, a decrease of \$256,050 (0.9%) from FY2011 estimated expenditures. FY2012 expenditures represent an increase of \$472,000 (1.7%) from the FY2011 adopted budget.

### **PERSONNEL SERVICES**

The General Fund is service-oriented and primarily focused on providing a variety of services to the citizens of Keller. As a result, personnel services account for \$19.7 million, or 69.8% of the total expenditures of the General Fund for FY2012, compared to \$19.3 million or 67.8% of total expenditures for FY2011. Total full-time equivalent positions of 234.79 are unchanged from FY2011. Personnel services also include costs and expenditures for employee benefits.

### **OPERATIONS AND MAINTENANCE**

Operations and maintenance expenditures include major categories of supplies, equipment, street, grounds, and building maintenance costs. These costs for FY2012 are \$2.1 million, or 7.5% of total General Fund expenditures. The FY2012 budget reflects a decrease of \$169,985, or 7.4% from FY2011 expenditures.

### **SERVICES AND OTHER**

Services and other expenditures include expenditures for professional and legal services, utilities, liability insurance premiums and other general expenditures. Budgeted amounts for FY2012 are \$5.4 million, or 19.2% of total General Fund expenditures, an increase of \$58,930, or 1.1% from FY2011 expenditures.

### **INTERFUND (INTRA GOVERNMENTAL) TRANSFERS**

There are no interfund (intra governmental) transfers to other funds for FY2012.

### **DEBT SERVICE**

There are no debt service expenditures from the General Fund for FY2012.

### **CAPITAL OUTLAY**

Capital outlay includes expenditures for new or replacement City assets, or improvements to existing assets. The City's personal property capitalization limit for FY2012 is \$5,000. Total capital outlay expenditures for FY2012 are \$983,895, or 3.6% of total General Fund expenditures. Capital outlay expenditures for FY2012 decreased \$142,350 (12.6%) from FY2011. Major capital items include: street improvements (\$757,585); emergency equipment for the Fire Department (\$134,950); replacement of equipment for the Parks & Recreation Department (\$52,560); and street maintenance equipment for the Public Works Department (\$31,800).

### **FUND BALANCE RESERVES**

Expenditures exceed revenues by \$785,425 for FY2012. The projected beginning fund balance for FY2012 of \$9,569,807 exceeds the targeted beginning fund balance by about 57 days of operations. The total ending fund balance at September 30, 2012 is projected to be \$8,784,382. The financial policies require a contingency reserve of 3% of operating expenditures, or \$815,889. The City's financial management policies also establish a benchmark (target) of 16.7% (60 days) of operating, non-recurring expenditures as an unreserved fund balance. The unreserved fund balance is projected at \$7,943,493, representing 29.2% of operating, non-recurring expenditures, exceeding the established benchmark.

One-time, non-recurring expenditures of \$1,816,155 are proposed from the available General Fund fund balance. These expenditures are excluded from total General Fund expenditures, and are proposed as follows: replace fire apparatus (\$1,250,000); concrete repairs for Fire Station #3 (\$175,000); concrete repairs for Keller Town Center (\$30,000); Bear Creek Dam repairs/improvements (\$75,000); and a one-time employee stipend, including related benefits (\$286,155). If the non-recurring expenditures are funded, the revised ending unreserved fund balance is \$6,127,338, representing 22.5% of operating, non-recurring expenditures, exceeding the established benchmark.

**GENERAL FUND**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>RESOURCES:</u></b>				
Total beginning fund balance	\$ 9,057,994	\$ 7,527,343	\$ 10,812,534	\$ 9,569,807
Revenues and transfers	27,127,307	26,748,785	27,193,513	27,394,765
<b>TOTAL FUNDS AVAILABLE</b>	<b>36,185,301</b>	<b>34,276,128</b>	<b>38,006,047</b>	<b>36,964,572</b>
<b><u>USES/DEDUCTIONS:</u></b>				
Expenditures and transfers out	25,372,767	28,161,245	28,436,240	28,180,190
<b><u>ENDING FUND BALANCE:</u></b>				
Total fund balance	10,812,534	6,114,883	9,569,807	8,784,382
Reserved for special accounts	25,000	25,000	25,000	25,000
Reserved for contingencies	743,163	809,281	807,600	815,889
Unreserved fund balance	10,044,371	5,280,602	8,737,207	7,943,493
<b>FUND TOTAL</b>	<b>\$ 36,185,301</b>	<b>\$ 34,276,128</b>	<b>\$ 38,006,047</b>	<b>\$ 36,964,572</b>
Excess revenues (expenditures)	1,754,540	(1,412,460)	(1,242,727)	(785,425)
Unreserved ending fund balance:				
Percent of operating expenditures <sup>(1)</sup>	40.5%	19.6%	32.5%	29.2%
<b>TARGET</b>	<b>10.0%</b>	<b>10.0%</b>	<b>16.7%</b>	<b>16.7%</b>
Number of days operating expenditures	146.0	70.5	116.8	105.1
<b>TARGET</b>	<b>36.0</b>	<b>36.0</b>	<b>60.0</b>	<b>60.0</b>

<sup>(1)</sup> excluding capital outlay and interfund transfers.

One-time expenditures from fund balance:	
Replace fire apparatus	\$ 1,250,000
Concrete repair-Fire Station #3	175,000
Concrete work-Keller Town Center	30,000
Bear Creek Dam repair	75,000
Employee one-time stipend	286,155
<b>TOTAL</b>	<b>1,816,155</b>
<b>REVISED ENDING FUND BALANCE</b>	<b>\$ 6,127,338</b>

Unreserved ending fund balance, <b>including one-time expenditures:</b>				
Percent of operating expenditures	40.5%	19.6%	32.5%	22.5%
<b>TARGET</b>	<b>10.0%</b>	<b>10.0%</b>	<b>16.7%</b>	<b>16.7%</b>
Number of days operating expenditures	146.0	70.5	116.8	81.1
<b>TARGET</b>	<b>36.0</b>	<b>36.0</b>	<b>60.0</b>	<b>60.0</b>

**GENERAL FUND**

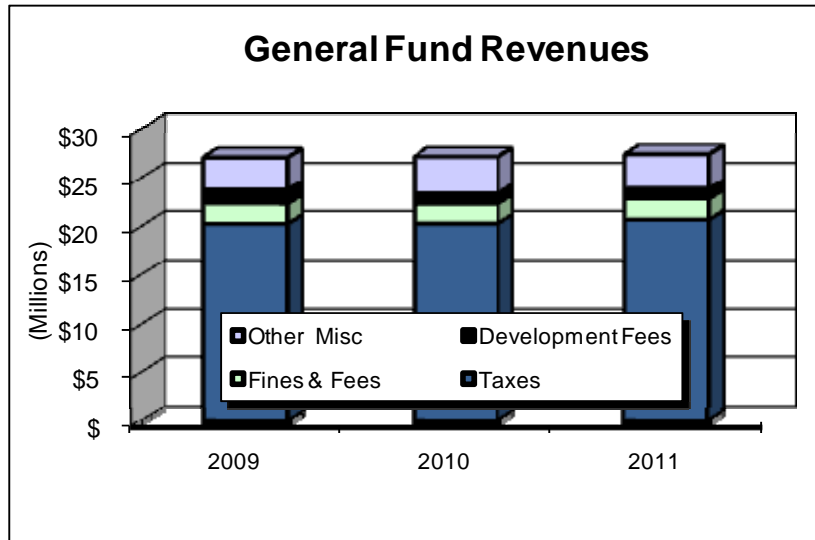
	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
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**SUMMARY OF GENERAL FUND REVENUES**

**REVENUES:**

**TAXES:**

Total property taxes	\$ 12,337,171	\$ 12,257,500	\$ 12,316,500	\$ 12,550,150
Sales taxes	4,004,193	3,989,100	4,033,700	4,134,250
Other taxes	3,951,462	3,530,150	3,960,863	4,051,860
Subtotal	20,292,826	19,776,750	20,311,063	20,736,260
FINES & FEES	2,054,033	1,943,900	2,027,160	1,994,300
BUILDING PERMITS/FEES	994,002	817,000	750,610	726,900
DEVELOPMENT FEES	402,622	338,200	282,900	294,200
INTER-INTRAGOVERNMENTAL	3,229,269	3,622,035	3,677,075	3,506,305
OTHER REVENUE	154,555	250,900	144,705	136,800
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>\$ 27,127,307</b>	<b>\$ 26,748,785</b>	<b>\$ 27,193,513</b>	<b>\$ 27,394,765</b>



**GENERAL FUND**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b>REVENUES</b>				
<b><u>PROPERTY TAXES:</u></b>				
Current taxes	\$ 12,238,663	\$ 12,140,000	\$ 12,160,000	\$ 12,435,150
Delinquent taxes	66,495	45,000	85,000	45,000
Accrued property tax revenue	(27,123)	-	-	-
Penalty & interest	59,136	70,000	71,500	70,000
Agricultural rollback taxes	-	2,500	-	-
Subtotal	12,337,171	12,257,500	12,316,500	12,550,150
<b><u>OTHER LOCAL TAXES:</u></b>				
City sales taxes	4,004,193	3,989,100	4,033,700	4,134,250
Mixed beverage taxes	60,935	59,520	68,350	70,060
Franchise & In-Lieu of taxes:				
Franchise taxes-TXU Electric	545,534	541,340	540,750	559,820
Franchise taxes-Tri County Electric	746,739	687,230	742,650	766,960
Franchise taxes-Verizon	453,553	363,510	565,070	613,470
<i>Includes FIOS<sup>®</sup> franchise revenues</i>				
Franchise taxes-Atmos	544,454	362,500	479,613	486,820
Franchise taxes-TV cable	88,079	80,190	73,300	65,430
Franchise taxes-SBC/AT&T	117,731	114,860	116,130	117,300
<i>Includes U-Verse<sup>®</sup> franchise revenues</i>				
Franchise taxes-Solid Waste	202,985	185,000	240,000	240,000
Franchise taxes-Water and W/W	1,005,000	980,000	980,000	960,000
Franchise taxes-Drainage	97,000	95,000	95,000	114,000
Franchise taxes-One Source	74,051	42,000	50,000	42,000
Franchise taxes-litigation	3,609	-	-	-
Franchise taxes-other	11,792	19,000	10,000	16,000
Subtotal	7,955,655	7,519,250	7,994,563	8,186,110
TOTAL TAX REVENUE	20,292,826	19,776,750	20,311,063	20,736,260
<b><u>FINES &amp; FEES:</u></b>				
Fire inspection fees/permits	6,269	12,500	16,500	12,500
Finger printing fees	1,990	3,500	1,350	3,500
Animal control fees	22,036	16,000	21,500	16,000
Ambulance service fees	907,970	740,000	960,000	920,000
Open records request fees	4,420	6,000	3,500	6,000
Alarm fees/permits	19,550	12,000	14,000	12,000
Solicitor fees/permits	4,475	6,000	1,500	6,000
Special events fees/permits	1,192	-	2,080	2,100
Municipal Court fines/fees	767,625	870,000	685,000	745,000
Library fines	33,862	35,000	46,500	35,000
Library lost book revenue	1,016	2,500	2,500	2,500
Library services fees	4,628	6,000	6,500	6,000
KISD FTA Fines	-	500	500	500
Court fines collection fees	43,668	33,000	27,000	33,000
Facilities/park rental fees	14,180	9,500	14,250	9,500
Park rental fees-Keller Sports Park	17,999	12,500	18,000	12,500
Facility rental fees	75	-	650	800
Communication tower rentals	131,502	78,000	114,500	78,000
Public art sales commissions	3,207	8,000	500	500
Right-of-way easements	\$ 450	\$ 900	\$ 450	\$ 900

(continued)

**GENERAL FUND**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b>REVENUES</b>				
<b><u>FINES &amp; FEES:</u></b>				
(continued)				
Oil & gas royalty revenue	\$ 860	\$ -	\$ 380	\$ -
Other services	5,534	20,000	7,500	20,000
Keller Town Center Property Owner Ass'n	61,525	72,000	82,500	72,000
<b>TOTAL FINES &amp; FEES</b>	<b>2,054,033</b>	<b>1,943,900</b>	<b>2,027,160</b>	<b>\$ 1,994,300</b>
<b><u>BUILDING PERMITS/FEES:</u></b>				
Plumbing permits	77,136	70,000	64,500	63,000
Mechanical permits	54,442	45,000	45,000	41,600
Building permits/C.O.'s	746,368	600,000	554,000	540,000
Fence, sign & miscellaneous permits	29,152	25,000	18,900	17,000
Energy inspections permits	31,280	27,000	22,610	20,300
Electrical permits	55,624	50,000	45,600	45,000
<b>TOTAL BUILDING PERMITS/FEES</b>	<b>994,002</b>	<b>817,000</b>	<b>750,610</b>	<b>726,900</b>
<b><u>DEVELOPMENT FEES:</u></b>				
Paving/drainage Inspection fees	71,177	80,000	45,000	55,000
Construction plan review fees	305,936	230,000	214,000	207,000
Zoning & subdivision fees	18,692	18,000	22,400	22,000
Street lighting fees	4,608	9,000	1,000	9,000
Street sign fees	1,209	1,200	500	1,200
Opticom system fees	1,000	-	-	-
<b>TOTAL DEVELOPMENT FEES</b>	<b>402,622</b>	<b>338,200</b>	<b>282,900</b>	<b>294,200</b>
<b><u>INTERGOVERNMENTAL REVENUE:</u></b>				
Town of Westlake	753,550	745,000	745,000	775,325
KISD-School resource officer	165,750	130,000	130,000	-
State of Texas	65,626	-	41,500	-
Intergovernmental-disaster recovery	-	-	2,740	-
Local intergovernmental revenue	507	-	-	-
City of Southlake	1,005,336	896,170	896,170	938,380
City of Colleyville	-	412,365	412,365	429,100
<b>TOTAL INTERGOVERNMENT REVENUE</b>	<b>1,990,769</b>	<b>2,183,535</b>	<b>2,228,075</b>	<b>2,142,805</b>
<b><u>INTRAGOVERNMENTAL REVENUE:</u></b>				
Keller Water & Wastewater Utility	1,200,000	1,400,000	1,400,000	1,325,000
Keller Development Corporation	38,500	38,500	38,500	38,500
<i>General and administrative services</i>				
<b>TOTAL INTRAGOVERNMENT REVENUE</b>	<b>1,238,500</b>	<b>1,438,500</b>	<b>1,438,500</b>	<b>1,363,500</b>
<b><u>OTHER REVENUE:</u></b>				
Interest earnings	72,325	150,000	82,500	82,000
Gain (loss) on disposal of assets	9,039	5,900	5,900	3,500
Write-off recovery	22,777	20,000	26,000	20,000
Miscellaneous revenue	40,469	25,000	25,100	25,000
Public Arts miscellaneous revenue	320	-	-	1,800
Sculpture show sales/donations	-	25,000	-	-
Public Arts donations/ticket sales	9,625	25,000	5,205	4,500
<b>TOTAL OTHER REVENUE</b>	<b>154,555</b>	<b>250,900</b>	<b>144,705</b>	<b>136,800</b>
<b><u>TRANSFERS FROM OTHER FUNDS:</u></b>				
Transfer from Teen Court Fund	-	-	10,500	-
<b>TOTAL TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>10,500</b>	<b>-</b>
<b>TOTAL REVENUES AND TRANSFERS</b>	<b>\$ 27,127,307</b>	<b>\$ 26,748,785</b>	<b>\$ 27,193,513</b>	<b>\$ 27,394,765</b>

**GENERAL FUND EXPENDITURES**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION</u></b>				
Personnel services	\$ 18,818,426	\$ 19,305,955	\$ 19,294,865	\$ 19,682,220
Operations & maintenance	1,631,795	2,294,950	2,282,540	2,112,555
Services & other	4,321,891	5,375,130	5,342,590	5,401,520
Transfers to other funds	15,195	40,000	390,000	-
<b>SUBTOTAL</b>	<b>24,787,307</b>	<b>27,016,035</b>	<b>27,309,995</b>	<b>27,196,295</b>
Capital outlay	585,460	1,145,210	1,126,245	983,895
<b>TOTAL</b>	<b>\$ 25,372,767</b>	<b>\$ 28,161,245</b>	<b>\$ 28,436,240</b>	<b>\$ 28,180,190</b>

<b><u>EXPENDITURES BY ACTIVITY</u></b>				
Administration/General Government	\$ 4,169,734	\$ 4,490,480	\$ 4,411,210	\$ 4,427,290
Community Development	1,097,318	1,104,465	1,080,285	1,074,640
Public Safety	13,161,573	14,544,670	14,801,080	14,905,280
Public Works	2,640,407	3,260,530	3,226,535	2,916,875
Keller Public Library	1,213,662	1,352,205	1,332,060	1,381,545
Parks & Recreation	2,451,469	2,547,085	2,512,480	2,796,650
Non-departmental / Other	638,604	861,810	1,072,590	677,910
<b>TOTAL</b>	<b>\$ 25,372,767</b>	<b>\$ 28,161,245</b>	<b>\$ 28,436,240</b>	<b>\$ 28,180,190</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>DEPARTMENT / DIVISION</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Administration	8.00	8.00	8.00
Town Hall Operations	2.00	3.00	3.00
Finance & Accounting	6.50	6.50	6.50
Municipal Court	3.50	3.50	3.50
Human Resources	5.00	5.00	5.00
Economic Development	1.00	1.00	1.00
Community Development	11.00	11.00	11.00
Police Department	81.00	83.00	83.00
Fire Department	59.00	59.00	59.00
Public Works	14.33	14.33	14.33
Keller Public Library	15.42	15.42	15.42
Parks & Recreation	25.04	25.04	25.04
<b>TOTAL</b>	<b>231.79</b>	<b>234.79</b>	<b>234.79</b>



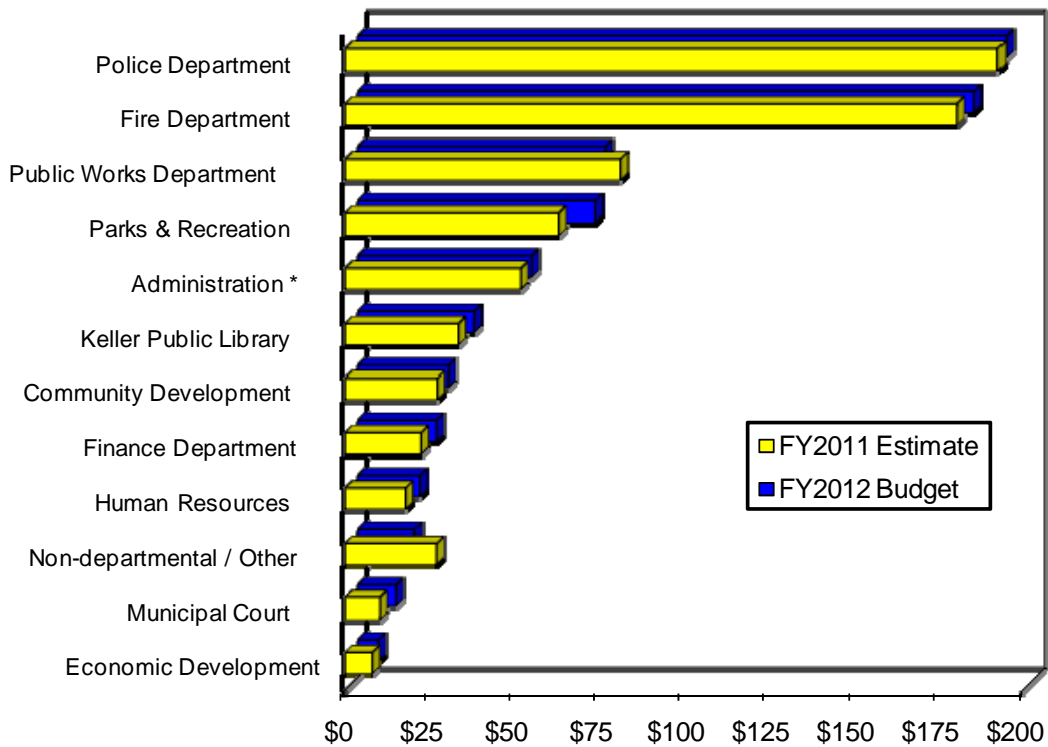
**GENERAL FUND EXPENDITURE SUMMARY  
EXPENDITURES BY DEPARTMENT/ACTIVITY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b>GENERAL GOVERNMENT:</b>				
Administration	\$ 1,360,525	\$ 1,486,380	\$ 1,478,410	\$ 1,455,660
Town Hall Operations	496,484	564,250	559,195	576,110
Mayor & Council	14,110	18,805	18,895	19,625
Finance & Accounting	874,513	889,900	887,520	929,470
Municipal Court	429,383	434,285	417,475	465,985
Human Resources	744,343	725,830	723,170	728,110
Economic Development	250,376	371,030	326,545	252,330
Subtotal	4,169,734	4,490,480	4,411,210	4,427,290
<b>COMMUNITY DEVELOPMENT:</b>				
Administration	401,933	404,235	402,315	406,415
Building and Construction Services	695,385	700,230	677,970	668,225
Subtotal	1,097,318	1,104,465	1,080,285	1,074,640
<b>PUBLIC SAFETY:</b>				
Police Department	7,027,925	7,526,800	7,639,365	7,641,310
Fire Department	6,133,648	7,017,870	7,161,715	7,263,970
Subtotal	13,161,573	14,544,670	14,801,080	14,905,280
<b>PUBLIC WORKS:</b>				
Administration	242,444	351,640	351,905	255,610
Engineering & Inspections	421,460	440,855	438,770	460,930
Street Maintenance	1,552,988	2,040,760	2,008,585	1,773,060
Street Lighting	423,515	427,275	427,275	427,275
Subtotal	2,640,407	3,260,530	3,226,535	2,916,875
<b>RECREATION &amp; LEISURE:</b>				
Keller Public Library	1,213,662	1,352,205	1,332,060	1,381,545
Parks & Recreation:				
Parks & Recreation-Administration	356,826	282,550	281,835	287,875
Parks & City Grounds Management	1,092,707	1,173,880	1,164,215	1,386,200
Recreation Programs	180,596	218,045	219,195	213,655
Senior Services	180,618	193,150	183,605	196,605
Keller Sports Park Maintenance	470,452	498,210	482,780	509,750
Keller Town Center Maintenance	170,270	181,250	180,850	202,565
Subtotal	2,451,469	2,547,085	2,512,480	2,796,650
Total Recreation & Leisure	3,665,131	3,899,290	3,844,540	4,178,195
<b>OTHER/NON-DEPARTMENTAL:</b>				
Non-departmental	638,604	861,810	1,072,590	677,910
Subtotal	638,604	861,810	1,072,590	677,910
<b>TOTAL</b>	<b>\$ 25,372,767</b>	<b>\$ 28,161,245</b>	<b>\$ 28,436,240</b>	<b>\$ 28,180,190</b>

### GENERAL FUND EXPENDITURES PER CAPITA

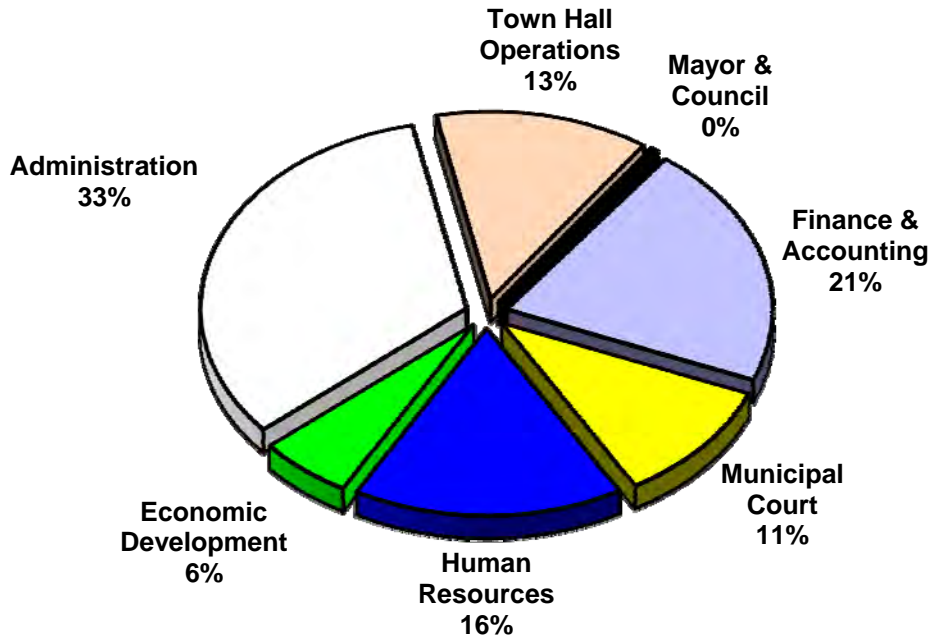
<u>DEPARTMENT</u>	<u>2010-2011 Budget</u>	<u>2010-2011 Estimate</u>	<u>2011-2012 Budget</u>
Police Department	\$ 190.79	\$ 192.78	\$ 191.42
Fire Department	177.89	180.73	181.96
Public Works Department	82.65	81.42	73.07
Parks & Recreation	64.56	63.40	70.06
Administration *	52.46	51.90	51.39
Keller Public Library	34.28	33.61	34.61
Community Development	28.00	27.26	26.92
Finance Department	22.56	22.40	23.28
Human Resources	18.40	18.25	18.24
Non-departmental / Other	21.85	27.07	16.98
Municipal Court	11.01	10.54	11.67
Economic Development	9.41	8.24	6.32
<b>TOTAL</b>	<b>\$ 713.85</b>	<b>\$ 717.60</b>	<b>\$ 705.92</b>

**General Fund**  
 Department Expenditures per Capita



\* Includes Administration, Town Hall Operations, and Mayor/Council.

# General Government

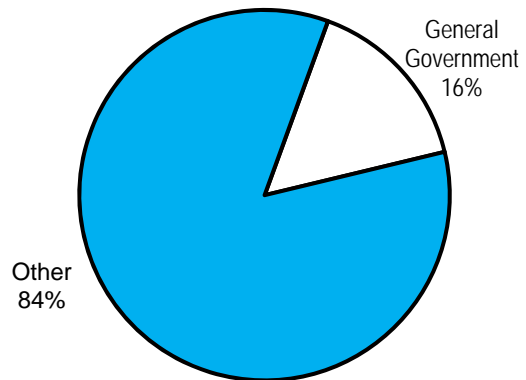


Department total: \$4,427,290

## General Government

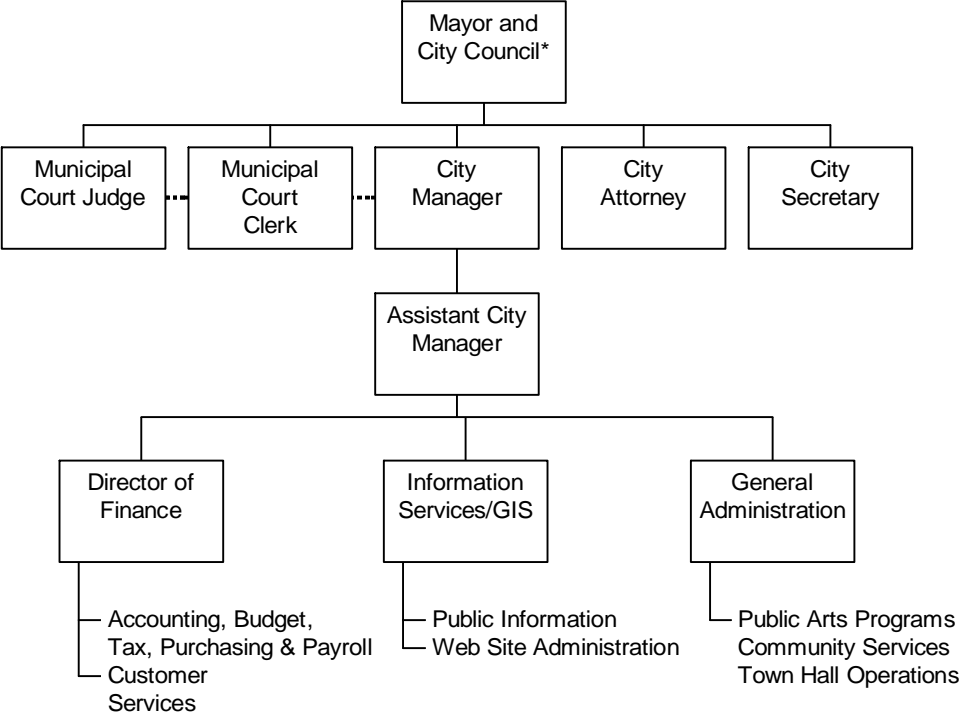
- Administration
  - Public Arts
  - Old Town Keller
  - Community Services
- Town Hall Operations
- Mayor & Council
- Finance & Accounting
- Municipal Court
- Human Resources
- Economic Development

## General Fund Expenditures



**CITY OF KELLER, TEXAS  
ORGANIZATION CHART**

**GENERAL GOVERNMENT**



\* Denotes elected position.

**GENERAL GOVERNMENT  
DEPARTMENT SUMMARY**

	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 2,633,429	\$ 2,553,270	\$ 2,513,785	\$ 2,604,535
Operations & maintenance	89,311	151,990	143,080	160,045
Services & other	1,446,994	1,778,220	1,747,345	1,655,710
SUBTOTAL	4,169,734	4,483,480	4,404,210	4,420,290
Capital outlay	-	7,000	7,000	7,000
<b>TOTAL</b>	<b>\$ 4,169,734</b>	<b>\$ 4,490,480</b>	<b>\$ 4,411,210</b>	<b>\$ 4,427,290</b>

<b><u>EXPENDITURES BY DIVISION:</u></b>				
Administration	\$ 1,360,525	\$ 1,486,380	\$ 1,478,410	\$ 1,455,660
Town Hall Operations	496,484	564,250	559,195	576,110
Mayor & City Council	14,110	18,805	18,895	19,625
Finance & Accounting	874,513	889,900	887,520	929,470
Municipal Court	429,383	434,285	417,475	465,985
Human Resources	744,343	725,830	723,170	728,110
Economic Development	250,376	371,030	326,545	252,330
<b>TOTAL</b>	<b>\$ 4,169,734</b>	<b>\$ 4,490,480</b>	<b>\$ 4,411,210</b>	<b>\$ 4,427,290</b>

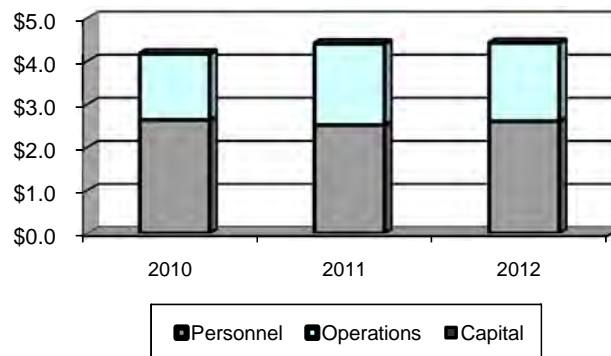
**PERSONNEL SUMMARY BY DEPARTMENT**

(Full-time Equivalent Positions - Includes Vacant Positions)

DEPARTMENT / DIVISION	2009-2010 ACTUAL	2010-2011 ESTIMATE	2011-2012 BUDGET
Administration	8.00	8.00	8.00
Town Hall Operations	2.00	3.00	3.00
Finance & Accounting	6.50	6.50	6.50
Municipal Court	3.50	3.50	3.50
Human Resources	5.00	5.00	5.00
Economic Development	1.00	1.00	1.00
<b>TOTAL</b>	<b>26.00</b>	<b>27.00</b>	<b>27.00</b>

**General Government Expenditures**

(millions)





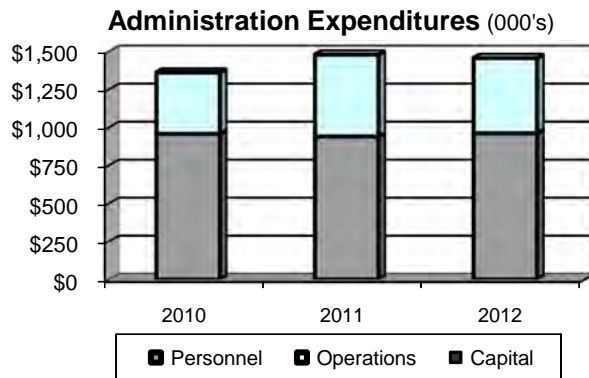
**ADMINISTRATION  
DEPARTMENT SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 958,287	\$ 949,945	\$ 940,990	\$ 961,730
Operations & maintenance	36,421	55,410	53,245	54,910
Services & other	365,817	481,025	484,175	439,020
<b>SUBTOTAL</b>	<b>1,360,525</b>	<b>1,486,380</b>	<b>1,478,410</b>	<b>1,455,660</b>
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,360,525</b>	<b>\$ 1,486,380</b>	<b>\$ 1,478,410</b>	<b>\$ 1,455,660</b>

<b><u>EXPENDITURES BY DIVISION:</u></b>				
Administration	\$ 1,265,278	\$ 1,378,120	\$ 1,376,990	\$ 1,340,505
Public Arts Programs	31,970	36,460	36,460	36,460
Community Services	44,250	71,800	64,960	78,695
Old Town Keller	19,027	-	-	-
<b>TOTAL</b>	<b>\$ 1,360,525</b>	<b>\$ 1,486,380</b>	<b>\$ 1,478,410</b>	<b>\$ 1,455,660</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>DIVISION / ACTIVITY</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Administration	8.0	8.0	8.0
<b>TOTAL</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>



**FUND:**  
General

**DEPARTMENT:**  
Administration

**DIVISION:**  
Administration

**ACCOUNT:**  
100-100-01

**DEPARTMENT DESCRIPTION:**

The Administration Department consists of the City Manager, City Secretary, two Assistant City Managers, two Executive Secretaries, Records Management Coordinator, and Town Hall Receptionist. The purpose of the Department 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.

**DEPARTMENT/DIVISION GOALS:**

**Administration Activities:**

- Support the City Council's priorities, goals, and objectives for fiscal year 2011-12.
- Ensure efficient and effective utilization of municipal resources in accordance with approved budget documents.
- Enhance community relations with citizens via surveys, citizen committees, and individual requests and respond in a timely manner through direct interaction, web site information, news releases, and Town Hall meetings.
- Provide timely assistance and accurate information to the City Council, boards and commissions, citizens, and staff members.
- Support and provide the general direction and tools necessary for the City's various departments to achieve their goals and objectives and continue to meet or exceed the service level expectations of the community.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE LEVEL ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Coordinate, finalize and distribute:			
• Agenda and/or information packets to City Council	52	52	52
• City Manager staff agenda packets	50	50	50
• Boards and Commissions Handbook and revisions	1	1	1
Citizen Newsletters published	4	4	4
Employee Newsletters published	12	12	12
City Council meetings and work sessions held	42	39	40
Birth/death certificates processed (1)	588	326	489
City Council general and run-off elections conducted	-	2	2
Special elections held	-	2	1
Process and respond to open records requests	159	179	165
City Council meetings and work sessions held	42	39	40
 <u>PERFORMANCE INDICATORS</u>			
Percent of solid waste concerns addressed within 24 hours	100%	100%	100%
Percent of open records requests responded to within 10 days	100%	100%	100%

(1) Decreases are a result of new Texas Electronic Register (TER) process.



**FUND:**  
General

**DEPARTMENT:**  
Administration

**DIVISION:**  
Administration

**ACCOUNT:**  
100-100-01

**ADMINISTRATION  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 951,291	\$ 929,965	\$ 927,870	\$ 942,880
Operations & maintenance	6,294	14,160	13,225	14,160
Services & other	307,693	433,995	435,895	383,465
SUBTOTAL	1,265,278	1,378,120	1,376,990	1,340,505
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,265,278</b>	<b>\$ 1,378,120</b>	<b>\$ 1,376,990</b>	<b>\$ 1,340,505</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
City Manager	Exempt	1.0	1.0	1.0
City Secretary	Exempt	1.0	1.0	1.0
Assistant City Manager	M-3	1.0	1.0	1.0
Assistant City Manager	M-3	1.0	1.0	1.0
Executive Secretary	ATN-9	2.0	2.0	2.0
Records Management Coordinator	A/TN-6	1.0	1.0	1.0
Receptionist	A/TN-4	1.0	1.0	1.0
<b>TOTAL</b>		<b>8.0</b>	<b>8.0</b>	<b>8.0</b>

**FUND:**  
General

**DEPARTMENT:**  
Administration

**DIVISION:**  
Public Arts Programs

**ACCOUNT:**  
100-100-02

**DEPARTMENT/DIVISION DESCRIPTION:**

The Public Arts Board consists of seven citizen members appointed by the City Council. The Board includes a Chair and Vice Chair. The Assistant City Manager serves as staff liaison to the Board.

The mission of the Public Arts Program is to support and promote a process that will encourage visual and performing arts in public places; and to define the programs, 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.

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 this Public Arts Plan.

**DEPARTMENT/DIVISION GOALS:**

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

1. Explore alternate sources of income for the funding of the public arts program;
2. Coordinate an annual schedule for programming and events;
3. Explore and introduce various forms of art;
4. Review and update the Public Arts Policy;
5. Purchase one major piece of art at least every other year;
6. Promote art within the City of Keller and work to provide educational opportunities to the public; and
7. Add a full-time staff member to lead the City's public art efforts (not funded).

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE LEVEL ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
<b>Outputs:</b>			
Keller Public Arts Board meetings and work sessions	12	12	12
Monthly public shows	7	10	10
Public Art pieces obtained through purchase, sponsorships or donation	-	-	-
Gallery walks conducted	6	9	-
Public Arts events held	6	6	6

**FUND:**  
General

**DEPARTMENT:**  
Administration

**DIVISION:**  
Public Arts Programs

**ACCOUNT:**  
100-100-02

**PUBLIC ARTS PROGRAMS  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	25,713	29,750	28,500	28,750
Services & other	6,257	6,710	7,960	7,710
SUBTOTAL	31,970	36,460	36,460	36,460
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 31,970</b>	<b>\$ 36,460</b>	<b>\$ 36,460</b>	<b>\$ 36,460</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
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**FUND:**  
General

**DEPARTMENT:**  
Administration

**DIVISION:**  
Community Services

**ACCOUNT:**  
100-100-05

**DEPARTMENT/DIVISION DESCRIPTION:**

The City recognizes the value of community events and activities and seeks to work cooperatively with those local non-profit entities wishing to conduct such events and activities. The purpose of this program is to provide a methodology whereby actual City allocated supplies, services and resources in support of community events and activities can be reviewed, itemized, allocated at the discretion of City Council and more thoroughly monitored on an annual basis.

**DEPARTMENT/DIVISION GOALS:**

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE LEVEL ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>

**FUND:**  
General

**DEPARTMENT:**  
Administration

**DIVISION:**  
Community Services

**ACCOUNT:**  
100-100-05

**COMMUNITY SERVICES  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 6,996	\$ 19,980	\$ 13,120	\$ 18,850
Operations & maintenance	29	11,500	11,520	12,000
Services & other	37,225	40,320	40,320	47,845
SUBTOTAL	44,250	71,800	64,960	78,695
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 44,250</b>	<b>\$ 71,800</b>	<b>\$ 64,960</b>	<b>\$ 78,695</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
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Personnel services include overtime and related benefits for City staff.

**FUND:**  
General

**DEPARTMENT:**  
Administration

**DIVISION:**  
Old Town Keller

**ACCOUNT:**  
100-100-17

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

1. Preserve the Old Town Keller area.
2. Encourage additional retail and commercial activity in the Old Town area.
3. Improve the appearance of the original Old Town Keller area.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE LEVEL ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Partner with the Old Town Keller Merchants Association to promote and participate in various special events	10		
Meet with business prospects or existing businesses to discuss opportunities for new or expanded development	15		
Meet with existing business owners to seek partnership opportunities to improve the overall environment and viability of Old Town Keller	10		

Old Town Keller program transferred to Economic Development Department beginning in fiscal year 2010-11.

**FUND:**  
General

**DEPARTMENT:**  
Administration

**DIVISION:**  
Old Town Keller

**ACCOUNT:**  
100-100-17

**OLD TOWN KELLER  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	4,385	-	-	-
Services & other	14,642	-	-	-
SUBTOTAL	19,027	-	-	-
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 19,027</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
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Old Town Keller program transferred to Economic Development Department beginning in fiscal year 2010-11.

**FUND:**  
General

**DEPARTMENT:**  
Town Hall Operations

**DIVISION:**  
Town Hall Operations

**ACCOUNT:**  
100-110-92

**DEPARTMENT DESCRIPTION:**

The purpose of the department is to maintain the Keller Town Hall, Police and Courts Building, and Keller Public Library, and provide common operational services such as expenditures resulting from utilities, copier supplies, and equipment for facility operations.

**DEPARTMENT/DIVISION GOALS:**

1. Monitor the implementation of an Energy Management Plan for Keller Town Hall and reduce electricity consumption by 5% over the previous fiscal year. Process is ongoing in conjunction with the Keller Improvement Team (KIT), via the implementation of recommendations included in the energy audit performed by Chevron Energy Solutions and through federal grant funding associated with the Energy Efficiency and Conservation Block Grant program.
2. Manage and provide for daily facility maintenance of Keller Town Hall, Keller Police and Courts Building, and Keller Public Library.
3. Establish and maintain routine preventive maintenance of heating, ventilation, and air conditioning (HVAC), including contract maintenance, electrical, plumbing, roof, and bell tower systems.
4. Weekly inspect and perform minor painting, carpentry, electrical, and plumbing repairs within each building.
5. Daily monitor Town Hall's computerized building automation equipment.
6. Review and recommend annual service and warranty contracts for facility maintenance of Town Hall, Police and Courts Building and Keller Public Library.
7. Manage monthly art show set-ups and take downs, assist with annual art programs such as Jazz in June and coordinate set-up for various events and activities.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE LEVEL ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
<b><u>Outputs:</u></b>			
Total facility square footage maintained	94,176	104,176	104,176
Preventive maintenance inspections performed per facility:			
• HVAC systems	4	4	4
• Electrical system	52	52	52
• Plumbing system	52	52	52
• Elevator (Town Hall only)	12	12	12
• Fire and sprinkler system	3	3	3
• Generator system	4	4	4
• Cosmetic inspections	52	52	52
Energy audits performed / implemented	1	1	1
<b><u>Effectiveness:</u></b>			
% decrease in electricity consumption at Keller Town Hall (1)	4%	(4.5%)	(4%)

(1) 2009-2010 Actual includes Library operations temporarily located in Town Hall from April 2009 to February 2010 during expansion and re-construction of the Library facility on Johnson Road.



**FUND:**  
General

**DEPARTMENT:**  
Town Hall Operations

**DIVISION:**  
Town Hall Operations

**ACCOUNT:**  
100-110-92

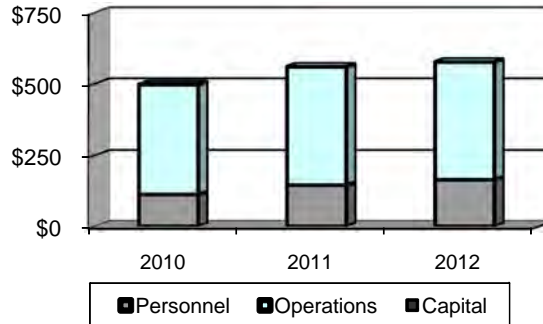
**TOWN HALL OPERATIONS  
DEPARTMENT SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 112,268	\$ 151,045	\$ 145,400	\$ 164,310
Operations & maintenance	18,529	41,380	41,380	43,230
Services & other	365,687	371,825	372,415	368,570
SUBTOTAL	496,484	564,250	559,195	576,110
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 496,484</b>	<b>\$ 564,250</b>	<b>\$ 559,195</b>	<b>\$ 576,110</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

POSITION TITLE	PAY CLASS	2009-2010 ACTUAL	2010-2011 ESTIMATE	2011-2012 BUDGET
Facility Maintenance Supervisor	TN-9	1.0	1.0	1.0
Building Maintenance Technician II	TN-5	1.0	1.0	1.0
Building Maintenance Technician I	TN-1	-	1.0	1.0
<b>TOTAL</b>		<b>2.0</b>	<b>3.0</b>	<b>3.0</b>

**Town Hall Operations Expenditures**  
(000's)



**FUND:**  
General

**DEPARTMENT:**  
Mayor & City Council

**DIVISION:**

**ACCOUNT:**  
100-120-01

**DEPARTMENT DESCRIPTION:**

The mission of the City of Keller is to ensure a safe, comfortable environment for all citizens by realizing a vision that is well planned and sensitive to the community

The City of Keller is a Home Rule Municipality, functioning as a Council-Manager form of government operating under a Home Rule Charter adopted April 3, 1982, with the latest revision being adopted on November 2, 2010. The Keller City Council is composed of a Mayor and six Council members in places designated as 1 through 6, all elected at-large for three-year terms by registered voters within the city limits of Keller. City Council Place 6 was added and terms extended to three years with citizen approval of amendments to the City Charter in November of 2010. With these Charter amendments, the Mayor and City Council places 5 and 6 will be elected for the initial three year term in 2011 and every three years thereafter. Council places 1 and 2 will run through the year 2012 and will be elected every three years thereafter. Council places 3 and 4 shall run through 2013 and then be elected every three years thereafter.

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 City Council enacts local legislation, adopts the annual operating budget, and sets policy.

**CITY COUNCIL GOALS/ACCOMPLISHMENTS:**

1. Enhance economic development opportunities within the City:
  - Increased tax base through sustainable residential, commercial and retail development
  - Responsible for direction leading to seventy-three (73) new businesses opening in calendar year 2010
  - Revamped the New Business Guide to better inform and improve the process for potential businesses considering opening in or relocating to Keller
  - Instrumental in implementation of monthly Economic Development report
  - Approved several economic development incentive packages encouraging new businesses to build and operate in the City of Keller, resulting in an increased tax base
2. Improve the transfer of information between the City and its citizens:
  - Efficiently communicated citizen concerns, complaints, and comments to the City Manager for resolution and follow-up
  - Authorized various citizen telephone and on-line surveys
  - Adopted Council Rules of Order to better facilitate the City Council meeting process
  - Implemented new electronic voting system for the Mayor and City Council
  - City receipt of Gold Medal Award in Financial Transparency from the Texas State Comptroller's Office
3. Strategically enhance the City's financial position to ensure continued viability and the capacity to implement priority capital improvement projects:
  - Maintained the fiscal year 2011 tax rate at \$0.44219 per \$100 taxable value
  - Increased the General Fund Reserves by approximately \$1.75 million
  - Maintained current bond ratings through sound fiscal management
  - Conducted budget overview work sessions with the City Manager and staff
  - Received State Revolving Loan in the amount of \$6.0 million for capital projects at a substantially reduced interest rate
4. Complete current and future Capital Improvement Projects to include, but not limited to:
  - North Tarrant Parkway improvements
  - Rufe Snow Drive expansion
  - Drainage improvements
  - Street improvements
  - Sanitary sewer replacement
  - Rights-of-way landscape enhancements

**FUND:**  
General

**DEPARTMENT:**  
Mayor & City Council

**DIVISION:**

**ACCOUNT:**  
100-120-01

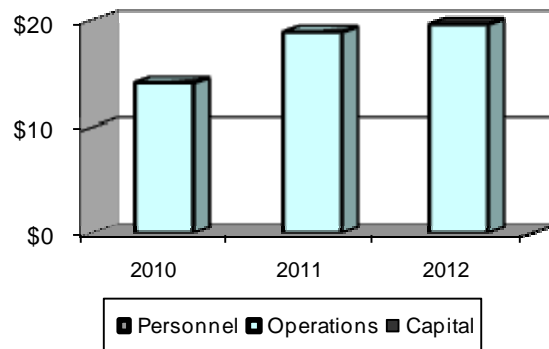
**MAYOR AND CITY COUNCIL  
DEPARTMENT SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	6,632	6,150	6,150	6,800
Services & other	7,478	12,655	12,745	12,825
SUBTOTAL	14,110	18,805	18,895	19,625
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 14,110</b>	<b>\$ 18,805</b>	<b>\$ 18,895</b>	<b>\$ 19,625</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

POSITION TITLE	PAY CLASS	2009-2010 ACTUAL	2010-2011 ESTIMATE	2011-2012 BUDGET
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**Mayor & City Council Expenditures**  
(000's)



**FINANCE & ACCOUNTING  
DEPARTMENT SUMMARY**

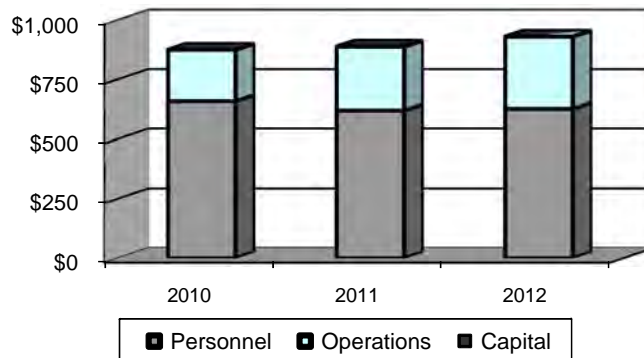
	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 658,391	\$ 622,060	\$ 618,500	\$ 625,980
Operations & maintenance	8,010	6,095	6,095	17,495
Services & other	208,112	261,745	262,925	285,995
<b>SUBTOTAL</b>	<b>874,513</b>	<b>889,900</b>	<b>887,520</b>	<b>929,470</b>
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 874,513</b>	<b>\$ 889,900</b>	<b>\$ 887,520</b>	<b>\$ 929,470</b>

<b><u>EXPENDITURES BY DIVISION:</u></b>				
Administration	\$ 762,886	\$ 769,165	\$ 766,785	\$ 805,175
Tax	111,627	120,735	120,735	124,295
<b>TOTAL</b>	<b>\$ 874,513</b>	<b>\$ 889,900</b>	<b>\$ 887,520</b>	<b>\$ 929,470</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>DEPARTMENT / DIVISION</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Administration	6.5	6.5	6.5
<b>TOTAL</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>

**Finance & Accounting Expenditures (000's)**



<b>FUND:</b> General	<b>DEPARTMENT:</b> Finance & Accounting	<b>DIVISION:</b> Administration	<b>ACCOUNT:</b> 100-130-01
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**DEPARTMENT DESCRIPTION:**

The Finance and Accounting Department maintains oversight responsibility for management of the City's assets. The Director of Finance is responsible for oversight of purchasing, accounting, payroll, accounts receivable, accounts payable, cash and investment management, capital financing, and customer service (utility billing) activities. The department also provides accounting services for the Keller Development Corporation (KDC), the Keller Tax Increment Reinvestment Zone (TIF), 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 23<sup>rd</sup> consecutive year (FY1989 – FY2011).
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 16<sup>th</sup> consecutive year (FY1997 – FY2012).
3. Maintain or strengthen the financial status of the City with outside sources, e.g. rating agencies, investors, and other governmental agencies by providing accurate and timely financial information.
4. Continue receiving Gold Medal Award for Financial Transparency from the State Comptroller's office.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Accounting activities:			
Accounts payable checks processed	5,339	5,778	5,600
Payroll checks processed	10,643	14,040	11,800
Journal entries processed	4,998	5,684	5,500
Bank reconciliations prepared	12	12	12
Employee W-2's issued	565	551	596
Purchasing activities:			
Purchase orders processed	321	372	357
Purchasing card transactions processed	6,984	8,710	8,209
Sealed bids/proposals processed	16	19	18
Banking activities:			
Number of bank deposits processed	1,647	1,944	1,870
Number of incoming wires	71	46	54
Number of outgoing wires	53	32	46
Quarterly investment reports prepared	4	4	4
Quarterly financial reports prepared	4	4	4

(Continued)

**FUND:**  
General

**DEPARTMENT:**  
Finance & Accounting

**DIVISION:**  
Administration

**ACCOUNT:**  
100-130-01

(Continued)

	<b>SERVICE ANALYSIS</b>		
	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 PROJECTED</b>
<b>PERFORMANCE ANALYSIS</b>			
Debt service ratios:			
Direct tax-supported debt per capita	\$1,261	\$1,179	\$1,085
Tax-supported debt service expenditures as a % of general operating expenditures	16.7%	15.5%	15.5%
Financial policy target	25.0%	25.0%	25.0%
Ratio of debt to net taxable valuation	1.4%	1.2%	1.1%
Financial policy target	15.0%	15.0%	15.0%
Investment activities:			
Average weighted average investment yield to maturity	0.82%	0.65%	0.50%
Average spread between City yield and 3-month T- bill	0.11%	0.13%	0.15%
Percent of total funds invested in a daily basis	98%	98%	98%

**FUND:**  
General

**DEPARTMENT:**  
Finance & Accounting

**DIVISION:**  
Administration

**ACCOUNT:**  
100-130-01

**FINANCE & ACCOUNTING/ADMINISTRATION  
DIVISION/ACTIVITY SUMMARY**

	<u>2009-2010 ACTUAL</u>	<u>2010-2011 BUDGET</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 BUDGET</u>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 658,391	\$ 622,060	\$ 618,500	\$ 625,980
Operations & maintenance	7,712	5,795	5,795	17,195
Services & other	96,783	141,310	142,490	162,000
SUBTOTAL	762,886	769,165	766,785	805,175
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 762,886</b>	<b>\$ 769,165</b>	<b>\$ 766,785</b>	<b>\$ 805,175</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<u>POSITION TITLE</u>	<u>PAY CLASS</u>	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 BUDGET</u>
Director of Finance	M-3	1.0	1.0	1.0
Finance/Purchasing Manager	M-1	1.0	1.0	1.0
Financial Analyst	PE-7	1.0	1.0	1.0
Senior Accounting Technician	A/TN-10	1.0	1.0	1.0
Purchasing Technician	A/TN-10	1.0	1.0	1.0
Account Clerk/Finance Secretary	A/TN-6	1.0	1.0	1.0
Records Clerk	A/TN-2	0.5	0.5	0.5
<b>TOTAL</b>		<b>6.5</b>	<b>6.5</b>	<b>6.5</b>





**FUND:**  
General

**DEPARTMENT:**  
Finance & Accounting

**DIVISION:**  
Tax

**ACCOUNT:**  
100-130-09

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

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

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Special assessment accounts maintained (In FY2008, all special assessment accounts transferred to the Utility Billing System for billing and collection)	8	2	2
Release of liens	11	2	2
Addition of liens	—	—	—
Total property tax accounts maintained by Tarrant Appraisal District	16,000	16,221	16,477
Total number of over-65 and disabled accounts	1,474	1,626	1,765
Total (appraised) value of over-65 and disabled accounts (millions)	\$335.8	\$372.2	\$410.9
Total number of tax ceiling accounts	1,399	1,534	1,662
Taxable value of tax ceiling accounts (millions)	\$257.6	\$280.9	\$311.1
Total number of new residential homesteads	355	308	331
Total (appraised) value of new residential homesteads (millions)	\$135.6	\$110.5	\$110.9
Total number of new over-65 accounts	58	79	89
Total (appraised) value of new over-65 accounts (millions)	\$13.7	\$21.0	\$24.1
Total (appraised) value of new construction (millions)	\$133.6	\$65.2	\$83.0
Total (appraised) value of new residential construction (millions)	\$110.2	\$61.3	\$79.9
Total (appraised) value of new commercial construction (millions)	\$23.3	\$3.9	\$3.1

(Continued)

**FUND:**  
General

**DEPARTMENT:**  
Finance & Accounting

**DIVISION:**  
Tax

**ACCOUNT:**  
100-130-09

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**  
(Continued)

<u>PERFORMANCE ANALYSIS</u>	<b>SERVICE ANALYSIS</b>		
	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 PROJECTED</b>
Percentage of taxes collected (services to be provided by the Tarrant County Tax Assessor/Collector)	99.1%	99.3%	99.3%
Average appraised residential value	\$273,612	\$273,270	273,467
Percent change	2.5%	(0.1%)	(0.1%)
Average taxable residential value	\$263,891	\$263,481	263,154
Percent change	2.2%	(0.1%)	(0.1%)
Effective tax rate per \$100 of taxable value	\$0.43050	\$0.45921	\$0.44928
Actual tax rate per \$100 of taxable value	\$0.44219	\$0.44219	\$0.44219 <sup>(1)</sup>
Rollback tax rate per \$100 of taxable value	\$0.45850	\$0.49206	\$0.46452
Average City of Keller tax bill (actual rate)	\$1,169.90	\$1,165.09	\$1,163.54 <sup>(1)</sup>
Percent change	4.6%	(0.4%)	(0.1%)
Average appraised value of new residential homesteads	\$382,044	\$358,820	\$334,939
Percent change	(5.2%)	(6.1%)	(6.7%)
Average appraised value of new over-65 residential homesteads	\$235,471	\$266,324	\$271,059
Percent change	(13.5%)	13.1%	2.9%
Average taxable value of tax ceiling accounts	\$184,134	\$183,140	\$187,160
Percent change	6.3%	(0.5%)	2.2%
Percentage of taxable value of new construction by property category:			
Residential	83.1%	94.3%	97.7%
Commercial	16.9%	5.7%	2.3%

<sup>(1)</sup> proposed tax rate.

**FUND:**  
General

**DEPARTMENT:**  
Finance & Accounting

**DIVISION:**  
Tax

**ACCOUNT:**  
100-130-09

**FINANCE & ACCOUNTING/TAX  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	298	300	300	300
Services & other	111,329	120,435	120,435	123,995
SUBTOTAL	111,627	120,735	120,735	124,295
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 111,627</b>	<b>\$ 120,735</b>	<b>\$ 120,735</b>	<b>\$ 124,295</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
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Services are provided under contract with the Tarrant Appraisal District and the Tarrant County Tax Assessor/Collector.

**FUND:**  
General

**DEPARTMENT:**  
Municipal Court

**DIVISION:**  
Administration

**ACCOUNT:**  
100-160-01

**DEPARTMENT DESCRIPTION:**

The Keller Municipal Court provides the City with enforcement of Class C misdemeanor criminal laws and ordinance offenses occurring within the City limits. The Municipal 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 Municipal Court processes and distributes all money collected in the jail for the City of Keller, Southlake, Colleyville and Westlake. The 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. Keep the department current with quality technology in order to provide the most efficient and accurate service.
3. Aggressively pursue the collection of outstanding warrants by implementing Tele-Works, Inc. which will call defendants with active warrants, past due accounts, and court date reminders. Tele-Works will also act as an information system to the public (24) twenty-four hours a day. We are currently utilizing the top-rated collection agency, Linebarger and Associates. The court participates in the State-wide Warrant Round-Up as well as continues to research creative ideas and incentives that increase the collection of outstanding warrants.
4. Maintain the Nisi process of forfeiting appearance bonds to ensure court appearance obligations are met and to hold the bail bondsman financially accountable if appearances are not met.
5. Ensure that all personnel in the court have the most current and updated training available. All personnel are Certified Court Clerks in the state of Texas.
6. 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.
7. Maintain and continually update the Municipal Court Policy and Procedures manual.
8. 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.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 PROJECTED</b>
Number of citations processed	11,709	10,000	11,000
Number of cases requesting court dates	6,275	6,300	6,300
Number of cases with attorney representation	2,148	2,150	2,150
Number of court dockets held per year	208	208	208
Number of warrants processed/issued	1,853	2,300	2,000
Number of reports generated (open records requests)	286	302	315
Number of warrants outstanding	1,417	1,500	1,300
Number of defendants requesting jury trial	31	45	45

**FUND:**  
General

**DEPARTMENT:**  
Municipal Court

**DIVISION:**  
Administration

**ACCOUNT:**  
100-160-01

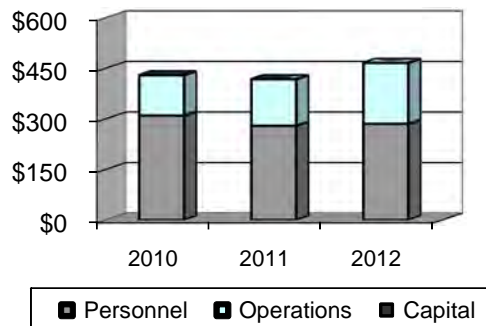
**MUNICIPAL COURT  
DEPARTMENT SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 309,893	\$ 274,785	\$ 279,560	\$ 285,145
Operations & maintenance	8,296	20,690	18,265	14,765
Services & other	111,194	138,810	119,650	166,075
SUBTOTAL	429,383	434,285	417,475	465,985
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 429,383</b>	<b>\$ 434,285</b>	<b>\$ 417,475</b>	<b>\$ 465,985</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Municipal Court Clerk	M-1	1.0	1.0	1.0
Municipal Judge	Exempt	0.5	0.5	0.5
Senior Deputy Court Clerk	A/TN-10	1.0	1.0	1.0
Deputy Court Clerk	A/TN-6	1.0	1.0	1.0
<b>TOTAL</b>		<b>3.5</b>	<b>3.5</b>	<b>3.5</b>

**Municipal Court Expenditures (000's)**





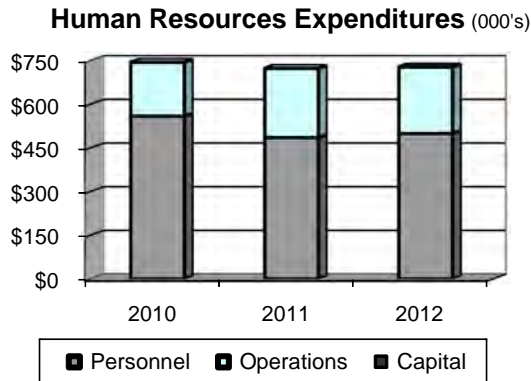
## HUMAN RESOURCES DEPARTMENT SUMMARY

	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 559,368	\$ 490,095	\$ 485,485	\$ 499,730
Operations & maintenance	4,181	8,750	8,750	8,800
Services & other	180,794	226,985	228,935	219,580
SUBTOTAL	744,343	725,830	723,170	728,110
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 744,343</b>	<b>\$ 725,830</b>	<b>\$ 723,170</b>	<b>\$ 728,110</b>

<b><u>EXPENDITURES BY DIVISION:</u></b>				
Administration	\$ 361,292	\$ 335,370	\$ 331,675	\$ 344,245
City-wide Employee Activities	280,086	281,475	283,890	273,295
Risk Management	102,965	108,985	107,605	110,570
<b>TOTAL</b>	<b>\$ 744,343</b>	<b>\$ 725,830</b>	<b>\$ 723,170</b>	<b>\$ 728,110</b>

### PERSONNEL SUMMARY BY DEPARTMENT (Full-time Equivalent Positions - Includes Vacant Positions)

DEPARTMENT / DIVISION	2009-2010 ACTUAL	2010-2011 ESTIMATE	2011-2012 BUDGET
Administration	4.0	4.0	4.0
Risk Management	1.0	1.0	1.0
<b>TOTAL</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>



**FUND:**  
General

**DEPARTMENT:**  
Human Resources

**DIVISION:**  
Administration

**ACCOUNT:**  
100-170-01

**DEPARTMENT DESCRIPTION:**

The Human Resources Department is responsible for the employment-related activities involving human resources that are intended to influence the productivity and effectiveness of the employees of the City. Specific activities that integrate human resources with the overall effectiveness of City operations include the following: administration of policy, recruiting and selection, employee training, development and organizational development, employment relations, compensation and benefits, risk management, and compliance with federal and state laws and regulations and those of the City.

**DEPARTMENT/DIVISION GOALS:**

1. Leverage the City's human capital to increase the efficiency and effectiveness of the organization as a whole.
  - Ensure that the City's compensation practices and benefits are competitive.
  - Develop a formal selection program with expert selection tools.
  - Ensure the hiring of high caliber employees through effective selection expertise.
  - Develop/train our employees for current and future positions within the City of Keller
  - Help the City become an employer of choice.
2. Be an effective strategic partner to our customers – other City departments
  - Provide expert consultation to departments in the areas of selection, compensation, benefits, employee relations/disciplinary, leaves, and risk management.
  - Develop HR staff expertise through effective training programs
  - Focus on continuous measurable quality improvement in consultative services.

**STANDARD MEASURES OF ACTIVITY:**

The following metrics, though not measures of performance strictly speaking, are valuable indices of the degree of activity in the Human Resources department. Such indices may prove useful in identifying trends, e.g. an increase in the size of the applicant pool, or an increase in employment actions.

<u>SERVICE ANALYSIS</u>	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
General job vacancies filled	17	27	25
TKP job vacancies filled	128	80	80
General applications processed	430	500	350
TKP applications processed	350	250	250
<u>PERFORMANCE ANALYSIS</u>			
General employee turnover rate (excluding seasonal employees)	8.68%*	8%	8%
The Keller Pointe (TKP) employee turnover rate (excluding seasonal employees)	5%	15%	10%

\* 8.68% includes sixteen (16) positions eliminated due to the Reduction in Force in May, 2010. Excluding those positions, the turnover rate was 3.89%.



**FUND:**  
General

**DEPARTMENT:**  
Human Resources

**DIVISION:**  
Administration

**ACCOUNT:**  
100-170-01

**HUMAN RESOURCES / ADMINISTRATION  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 351,625	\$ 319,945	\$ 315,350	\$ 328,135
Operations & maintenance	632	2,595	2,595	2,595
Services & other	9,035	12,830	13,730	13,515
SUBTOTAL	361,292	335,370	331,675	344,245
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 361,292</b>	<b>\$ 335,370</b>	<b>\$ 331,675</b>	<b>\$ 344,245</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Director of Human Resources	M-3	1.0	1.0	1.0
Human Resources Manager	PE-6	1.0	1.0	1.0
Employment Specialist	PE-4	1.0	1.0	1.0
Administrative Secretary	A/TN-8	1.0	1.0	1.0
<b>TOTAL</b>		<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

<b>FUND:</b> General	<b>DEPARTMENT:</b> Human Resources	<b>DIVISION:</b> City-Wide Employee Activities	<b>ACCOUNT:</b> 100-170-11
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**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

Promote the City as an employer of choice through recognition and promotion of employees.

1. Reward and encourage employees for excellent customer service through "Quality Achievement Awards".
2. Recognize and reward employees for tenure with the City through annual service award banquet and presentation of service pins and Employee of the Year in each of the Core Values plus overall Employee of the Year.
3. Encourage and support employees in their career development through cost-effective, quality training programs, career development, and tuition reimbursement.
4. Educate employees in all City benefits to improve utilization of such benefits and manage benefit costs. Opportunities are available through communication pieces, annual benefit fair, benefit meetings, and annual health fair with free health screenings and health issue information.
5. Partner with our medical insurance vendor (CIGNA) on a wellness initiative. CIGNA has provided \$5,000 each year for the last two years to be used to encourage employees to make healthier lifestyle choices. These funds were used to host lunch n' learns, weight-loss competitions, walking competitions, encouraging health risk assessments, and nutrition education.

**STANDARD MEASURES OF ACTIVITY:**

The following metrics, though not measures of performance, are valuable indices of the degree of activities performed.

<u>SERVICE ANALYSIS</u>	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Employees requesting tuition reimbursement benefit	22	25	25
Employees utilizing tuition reimbursement benefit	14	15	16
General job vacancies filled	17	27	25
Number of in-house promotions	6	7	3
Number of new hires from outside	11	20	22
Average annual training hours per employee	2.4	5.6	4.0

**FUND:**  
General

**DEPARTMENT:**  
Human Resources

**DIVISION:**  
City-Wide Employee  
Activities

**ACCOUNT:**  
100-170-11

**HUMAN RESOURCES / CITY-WIDE EMPLOYEE ACTIVITIES  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 106,667	\$ 65,000	\$ 66,965	\$ 65,000
Operations & maintenance	2,595	4,675	4,675	4,725
Services & other	170,824	211,800	212,250	203,570
SUBTOTAL	280,086	281,475	283,890	273,295
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 280,086</b>	<b>\$ 281,475</b>	<b>\$ 283,890</b>	<b>\$ 273,295</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
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This program was originally created in FY2008, by consolidating and transferring expenditures from other City funds and departments. Expenditures are primarily comprised of employee dues for The Keller Pointe, training programs, tuition reimbursement, unemployment compensation, and employee recognition programs for all City departments. Personnel services include unemployment compensation costs for all funds, except The Keller Pointe.

**FUND:**  
General

**DEPARTMENT:**  
Human Resources

**DIVISION:**  
Risk Management

**ACCOUNT:**  
100-170-15

**DEPARTMENT DESCRIPTION:**

The underlying purpose of Risk Management is to reduce unnecessary losses: the less an organization spends on losses, the more resources it has to direct toward essential services and/or benefits.

**DEPARTMENT/DIVISION GOALS:**

1. Protect city assets by minimizing the city's internal and external exposures associated with risk.
2. Continue effective risk management program, including but not limited to, employee safety committee for review of all potential loss events.
3. Assist all levels of management and employees to maintain safety programs and practices that will ensure the safe and effective completion of city services and reduce accidents and injuries.
4. Investigate all workers' compensation claims, liability and property claims and report claims to appropriate service agencies in a timely manner.
5. Monitor and coordinate employees that need to use the Family Medical Leave Act (FMLA), short-term disability and/or long-term disability.

**STANDARD MEASURES OF ACTIVITY:**

The following metrics, though not measures of performance strictly speaking, are valuable indices of the degree of activity in the Risk Management Division. Such indices may prove useful in identifying trends, e.g. limiting the number of on-the-job injuries or the need to increase safety training classes.

<u>SERVICE ANALYSIS</u>	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
In-house safety training classes conducted	6	5	5
Worker compensation claims processed	49	55	40
Equipment and vehicle damage claims processed	27	25	25
Liability claims processed	32	25	30
FMLA requests processed	53	40	45

**FUND:**  
General

**DEPARTMENT:**  
Human Resources

**DIVISION:**  
Risk Management

**ACCOUNT:**  
100-170-15

**HUMAN RESOURCES / RISK MANAGEMENT  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 101,076	\$ 105,150	\$ 103,170	\$ 106,595
Operations & maintenance	954	1,480	1,480	1,480
Services & other	935	2,355	2,955	2,495
SUBTOTAL	102,965	108,985	107,605	110,570
Capital outlay	–	–	–	–
<b>TOTAL</b>	<b>\$ 102,965</b>	<b>\$ 108,985</b>	<b>\$ 107,605</b>	<b>\$ 110,570</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions – Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Risk Manager	PE-10	1.0	1.0	1.0
<b>TOTAL</b>		<b>1.0</b>	<b>1.0</b>	<b>1.0</b>



**ECONOMIC DEVELOPMENT  
DEPARTMENT SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 35,222	\$ 65,340	\$ 43,850	\$ 67,640
Operations & maintenance	7,242	13,515	9,195	14,045
Services & other	207,912	285,175	266,500	163,645
<b>SUBTOTAL</b>	<b>250,376</b>	<b>364,030</b>	<b>319,545</b>	<b>245,330</b>
Capital outlay	-	7,000	7,000	7,000
<b>TOTAL</b>	<b>\$ 250,376</b>	<b>\$ 371,030</b>	<b>\$ 326,545</b>	<b>\$ 252,330</b>

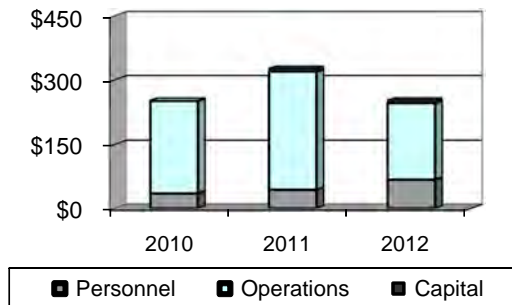
<b><u>EXPENDITURES BY DIVISION:</u></b>				
Administration	\$ 250,376	\$ 336,980	\$ 294,595	\$ 216,280
Old Town Keller	-	34,050	31,950	36,050
<b>TOTAL</b>	<b>\$ 250,376</b>	<b>\$ 371,030</b>	<b>\$ 326,545</b>	<b>\$ 252,330</b>

Services and other – includes sales tax rebates for fiscal years 2009-10 and 2010-11 of \$98,487 and \$113,885, respectively, pursuant to a 2007 Chapter 380 Economic Development Incentive agreement.

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Administration		1.0	1.0	1.0
<b>TOTAL</b>		<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

**Economic Development Expenditures** (000's)



**FUND:**  
General

**DEPARTMENT:**  
Economic Development

**DIVISION:**  
Administration

**ACCOUNT:**  
100-190-01

**DEPARTMENT DESCRIPTION:**

The Economic Development Department fosters sustainable economic growth opportunities for job creation and revenue enhancement through comprehensive business expansion, attraction, and retention programs and services to ultimately increase our residents' property value and improve their quality of life. The department will work to create strategic partnerships by serving as liaisons with residents, businesses, agencies, groups and civic clubs to receive and evaluate economic development comments, suggestions and recommendations regarding incentive strategies and policies within the City.

**DEPARTMENT/DIVISION GOALS:**

**Attraction and Retention Activities:**

1. Attract and retain quality commercial developments that increase our resident's property value and improve their quality of life while ultimately increasing and/or expanding the retail, commercial and residential tax base.
2. Prepare and disseminate economic incentive packages to appropriate and interested business prospects.
3. Oversee the Keep it in Keller program to support local businesses. Continue ongoing shop-local campaign and maintain the [www.keepitinkeller.com](http://www.keepitinkeller.com) website that provides residents and visitors alike a way to easily find places to shop, eat and get other business services in Keller.
4. Oversee the Old Town Keller Façade Improvement Grant Program.
5. Attend at least three (3) trade shows to market the City of Keller to prospective developers, businesses, realtors, and investors.

**Partnerships:**

1. Work with developers, brokers and respective marketing groups to fully develop all land and buildings in Keller with emphasis in key areas.
2. Serve as a liaison between the City and Keller Economic Development Board (KEDB).
3. Partner with the Old Town Keller Merchants Association to expand development, improve the overall environment and viability and promote various special events.

**Easier Access to Quality Information:**

1. Create and maintain relevant and effective marketing/demographic materials, website, and community profile data; prepare and update community statistics for economic development purposes.
2. Inform and educate citizens about economic development activities through various organizations and media.

**Strategic Planning:**

1. Work to develop a long-term branding, marketing and advertising strategy for economic development in the City of Keller.
2. Investigate alternative funding options to further support quality commercial development

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 PROJECTED</b>
Economic development meetings with KEDB	15	4	4
Business prospect proposals distributed	100	150	175
New/expanded businesses announced and/or started	73	60	60
Marketing/demographic brochures distributed	200	400	500
Business prospect contacts made	40	50	60
Trade shows attended	2	3	3



**ECONOMIC DEVELOPMENT / ADMINISTRATION  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 35,222	\$ 65,340	\$ 43,850	\$ 67,640
Operations & maintenance	7,242	7,515	5,195	6,045
Services & other	207,912	264,125	245,550	142,595
SUBTOTAL	250,376	336,980	294,595	216,280
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 250,376</b>	<b>\$ 336,980</b>	<b>\$ 294,595</b>	<b>\$ 216,280</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Economic Development Coordinator	PE-5	1.0	1.0	1.0
<b>TOTAL</b>		<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

**FUND:**  
General

**DEPARTMENT:**  
Economic Development

**DIVISION:**  
Old Town Keller

**ACCOUNT:**  
100-190-17

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

1. Preserve the Old Town Keller area.
2. Encourage additional retail and commercial activity in the Old Town area.
3. Improve the appearance of the original Old Town Keller area.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Partner with the Old Town Keller Merchants Association to promote and participate in various special events		10	6
Meet with business prospects or existing businesses to discuss opportunities for new or expanded development		15	15
Meet with existing business owners to seek partnership opportunities to improve the overall environment and viability of Old Town Keller		12	12

Old Town Keller program transferred from Administration Department beginning in fiscal year 2010-11.

**ECONOMIC DEVELOPMENT / OLD TOWN KELLER  
DIVISION/ACTIVITY SUMMARY**

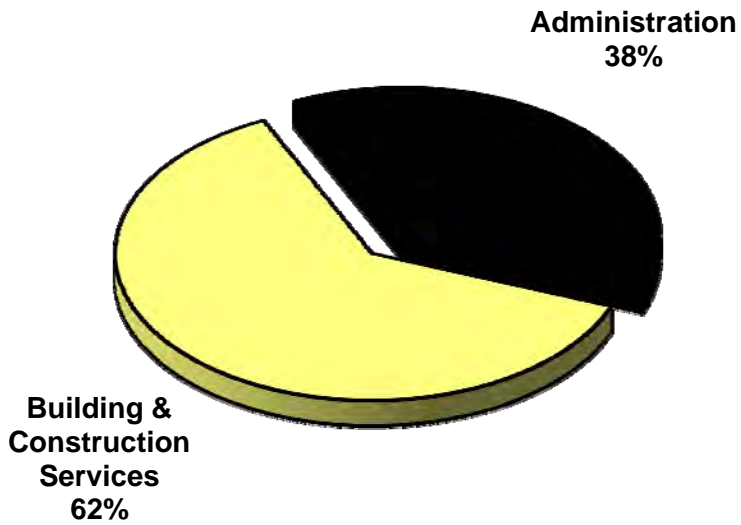
	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	6,000	4,000	8,000
Services & other	-	21,050	20,950	21,050
SUBTOTAL	-	27,050	24,950	29,050
Capital outlay	-	7,000	7,000	7,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 34,050</b>	<b>\$ 31,950</b>	<b>\$ 36,050</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
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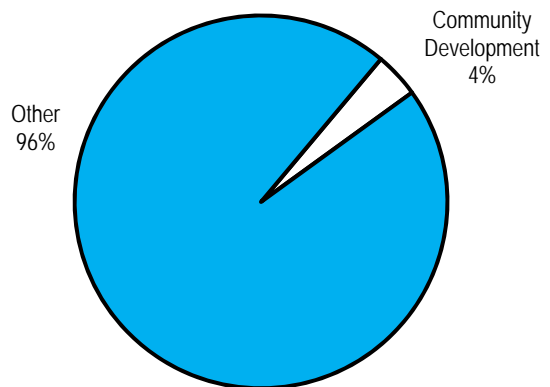
FY2012 highlights: capital outlay includes funding for Old Town Keller street signage and lighting.

# Community Development



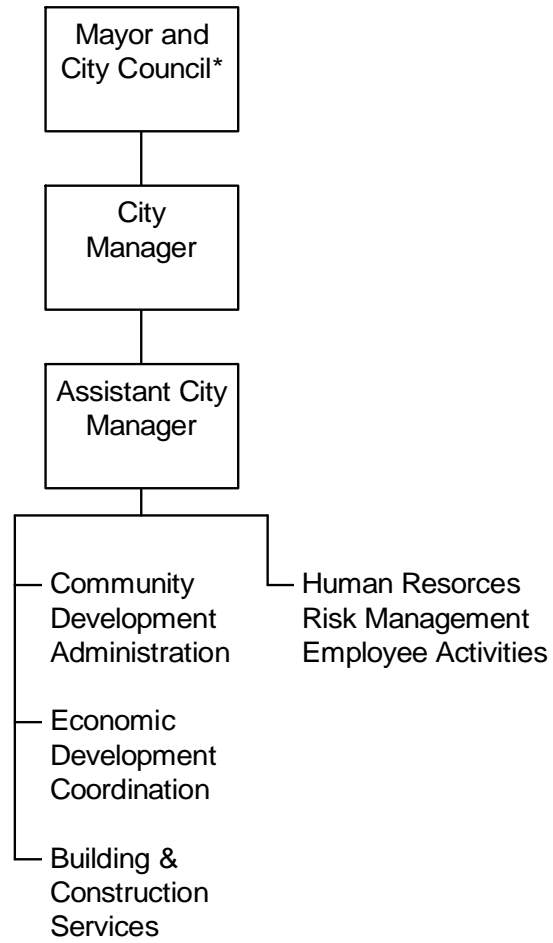
Department total: \$1,174,640

## General Fund Expenditures



# CITY OF KELLER, TEXAS ORGANIZATION CHART

## COMMUNITY DEVELOPMENT



\* – Denotes elected position.

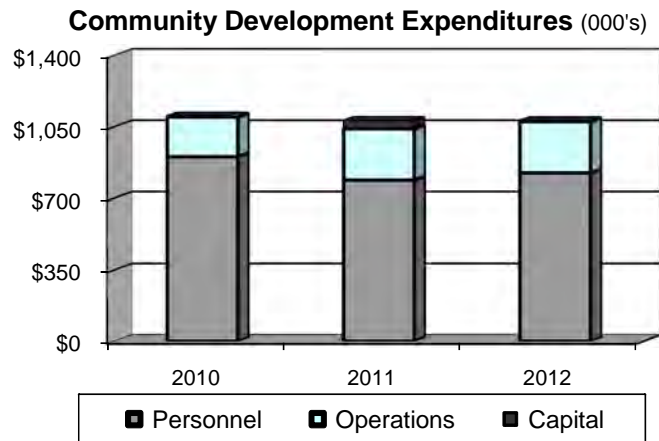
**COMMUNITY DEVELOPMENT  
DEPARTMENT SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 902,415	\$ 807,640	\$ 787,710	\$ 822,715
Operations & maintenance	23,670	35,410	33,010	34,620
Services & other	171,233	216,415	218,955	217,305
<b>SUBTOTAL</b>	<b>1,097,318</b>	<b>1,059,465</b>	<b>1,039,675</b>	<b>1,074,640</b>
Capital outlay	-	45,000	40,610	-
<b>TOTAL</b>	<b>\$ 1,097,318</b>	<b>\$ 1,104,465</b>	<b>\$ 1,080,285</b>	<b>\$ 1,074,640</b>

<b><u>EXPENDITURES BY DIVISION:</u></b>				
Administration	\$ 401,933	\$ 404,235	\$ 402,315	\$ 406,415
Building & Construction Services	695,385	700,230	677,970	668,225
<b>TOTAL</b>	<b>\$ 1,097,318</b>	<b>\$ 1,104,465</b>	<b>\$ 1,080,285</b>	<b>\$ 1,074,640</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>DEPARTMENT / DIVISION</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Administration	4.5	4.5	4.5
Building & Construction Services	6.5	6.5	6.5
<b>TOTAL</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>



**FUND:**  
General

**DEPARTMENT:**  
Community Development

**DIVISION:**  
Administration

**ACCOUNT:**  
100-200-01

**DEPARTMENT DESCRIPTION:**

The Community Development Department is responsible for facilitating, organizing and directing the City's growth and development. The department implements growth policies in accordance with the City Council directed goals and objectives. It is comprised of two divisions to include planning and development and construction services activities. The Planning and Development division is routinely involved in land use planning, thoroughfare planning, residential and commercial development plan review, zoning activities including determination of the highest and best use, and coordination and implementation of the Capital Improvements Plan and Impact Fee Ordinance. The Department provides coordination among other development related departments through management of the Development Review Committee in order to expedite and advance the development projects in the most efficient manner. The Department supports three city appointed boards: the Planning and Zoning Commission, the Capital Improvements Advisory Committee, and the Zoning Board of Adjustments.

**DEPARTMENT/DIVISION GOALS:**

1. Maintain and improve the level of service provided to the citizens, City Council, members of appointed boards and the development community.
2. Streamline and facilitate all development projects in a timely manner.
3. Strengthen the effectiveness of development boards through training of members.
4. Implement the City's Land Use Plan and other land development policies and expand programs to enhance development opportunities in the City.
5. Improve effectiveness of the Department by maintaining the Unified Development Code (UDC) and other development ordinances.
6. Improve public relations efforts with the community through outreach programs, by providing and updating the Community Development summary brochure, development activity reports, annual meetings and workshops with the development community and regular presentations regarding the City's growth and progress at various community and civic organizations.
7. Provide useful information such as development applications, policies and regulations on the City's web page for customer/public access.
8. Assist in the maintenance of the City's GIS program.
9. Assist the City with implementation of ordinances and development plans for special projects (i.e. Gas Well Ordinance Update; Katy Road Overlay District; 2020 Future Land Use Plan Update; Amendments to the Unified Development Code (includes parking; signage; land uses and definitions; accessory building standards; masonry and stucco standards); Amendments to Sign Ordinance; Master Thoroughfare Plan Update (w/ Public Works).
10. Update demographic materials and community profile data; prepare and update community statistics for economic development purposes.
11. Assist Economic Development Department in updating database necessary for business recruitment efforts, such as site and building inventories, and marketing information, as well as prepare and disseminate economic incentive packages to appropriate and interested business prospects.
12. Assist Economic Development Department by providing data and information and promoting programs to attract new commercial development to Keller.

(Continued)

**FUND:**  
General

**DEPARTMENT:**  
Community Development

**DIVISION:**  
Administration

**ACCOUNT:**  
100-200-01

(Continued)

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Planning & Zoning Commission activities:			
regular P&Z meetings held	20	19	20
special meetings held for ordinance revisions and land use plan implementations, e.g., subdivision ordinance, impact fee ordinance and land use plan changes.	2	5	4
plat applications reviewed	56	35	30
zone change requests reviewed	9	10	5
site plans reviewed	26	15	15
specific use permit applications reviewed	24	10	15
Zoning Board of Adjustments activities:			
regular meetings held	11	7	7
variance applications reviewed	23	14	14

<u>PERFORMANCE INDICATORS</u>			
Office Staff (FTE)	4.5	4.5	4.5
Average staff processing time for initial review of zoning and SUP applications	5	5	5
Average response from applicants regarding Initial review	10	10	10
Average case preparation time for public hearings (in days)	2	2	2
Average approval time for administrative site plans (in days)	14	14	14



**FUND:**  
General

**DEPARTMENT:**  
Community Development

**DIVISION:**  
Administration

**ACCOUNT:**  
100-200-01

**COMMUNITY DEVELOPMENT ADMINISTRATION  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Personnel services	\$ 388,888	\$ 353,360	\$ 350,120	\$ 364,350
Operations & maintenance	889	3,670	3,670	2,830
Services & other	12,156	47,205	48,525	39,235
<b>SUBTOTAL</b>	<b>401,933</b>	<b>404,235</b>	<b>402,315</b>	<b>406,415</b>
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 401,933</b>	<b>\$ 404,235</b>	<b>\$ 402,315</b>	<b>\$ 406,415</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Community Development Manager	M-2	1.0	1.0	1.0
Senior Planner	PE-8	1.0	1.0	1.0
Planner II	PE-7	1.0	1.0	1.0
Administrative Secretary	A/TN-8	1.0	1.0	1.0
Planning Intern	NA	0.5	0.5	0.5
<b>TOTAL</b>		<b>4.5</b>	<b>4.5</b>	<b>4.5</b>

<b>FUND:</b> General	<b>DEPARTMENT:</b> Community Development	<b>DIVISION:</b> Building & Construction Services	<b>ACCOUNT:</b> 100-200-14
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**DEPARTMENT DESCRIPTION:**

Building and Construction Services is a division of the Community Development Department and is responsible for regulating and controlling the design, construction, quality of materials, building use and occupancy, location and maintenance of all buildings and structures within the City. The Building & Construction Services Division is also responsible for safeguarding property and the public welfare through the enforcement of the City's building and zoning codes. This activity includes enforcement of codes for building, plumbing, gas, electrical, mechanical inspections and the Unified Development Code. This division is supplemented with an out sourced agency for inspection services. This allows the division to maintain cost effectiveness and efficiency during high and low peaks without any need for additional staff.

**DEPARTMENT/DIVISION GOALS:**

1. Provide prompt, friendly and efficient customer service to all customers including citizens, developers, builders and contractors.
2. Conduct quality inspections through consistent interpretations of the building codes and zoning and other ordinances.
3. Increase community awareness of the department's purpose and responsibilities through public information activities and campaigns including interactive web based information.
4. Promote a higher quality of life through the continuing efforts of code compliance.
5. Provide division information regarding activities and code/ordinance updates and changes on the City's web page.
6. Improve building permit activities by further automating the permit process with on line access and web based software. The automation currently provides for phone and web inspection scheduling and checking on results.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Single-family building permits issued			
number of permits	183	248	250
value of residential permits (millions)	\$53	\$68	\$70
Value of non-residential permits (millions)	\$12	\$7	\$10
Number of miscellaneous permits issued	1,881	1,902	2,000
Number of inspections performed	5,142	5,586	6,000
Plans reviewed for new construction (residential & commercial)	256	346	350
Miscellaneous plans reviewed	1,991	1,278	1,300
Certificates of occupancy issued for existing structures	70	66	70
Code enforcement activities:			
on-site inspections	729	756	800
non-permitted sign removal	2,515	2,022	2,200

(Continued)

**FUND:**  
General

**DEPARTMENT:**  
Community Development

**DIVISION:**  
Building & Construction  
Services

**ACCOUNT:**  
100-200-14

(Continued)

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>		<b>SERVICE ANALYSIS</b>		
		<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Office Staff (5 FTE)	Phone calls	29,715	37,195	38,000
	Consultations/walk-ins	4,879	4,327	4,400
	Meetings	227	274	300
Inspectors (1 FTE)	Phone calls	1,313	1,212	1,300
	Consultations/walk-ins	101	312	350
	Meetings	56	60	60
Code Compliance (1.5 FTE)	Phone calls	3,230	3,170	3,200
	Consultations/walk-ins	244	562	600
	Meetings	23	44	50

**PERFORMANCE INDICATORS**

Average number of days for staff to review plans and return comments to applicant:

Residential	10	10	10
Signs	5	5	5
Commercial alterations and finish-outs	15	15	15
Percentage of code issues responded to in 24 hours	100%	100%	100%

**FUND:**  
General

**DEPARTMENT:**  
Community Development

**DIVISION:**  
Building & Construction  
Services

**ACCOUNT:**  
100-200-14

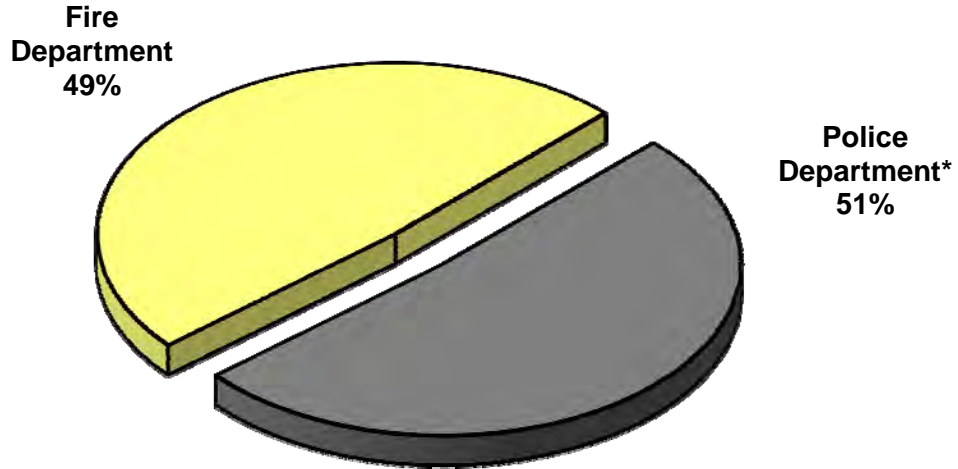
**COMMUNITY DEVELOPMENT / BUILDING & CONSTRUCTION SERVICES  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 513,527	\$ 454,280	\$ 437,590	\$ 458,365
Operations & maintenance	22,781	31,740	29,340	31,790
Services & other	159,077	169,210	170,430	178,070
SUBTOTAL	695,385	655,230	637,360	668,225
Capital outlay	-	45,000	40,610	-
<b>TOTAL</b>	<b>\$ 695,385</b>	<b>\$ 700,230</b>	<b>\$ 677,970</b>	<b>\$ 668,225</b>

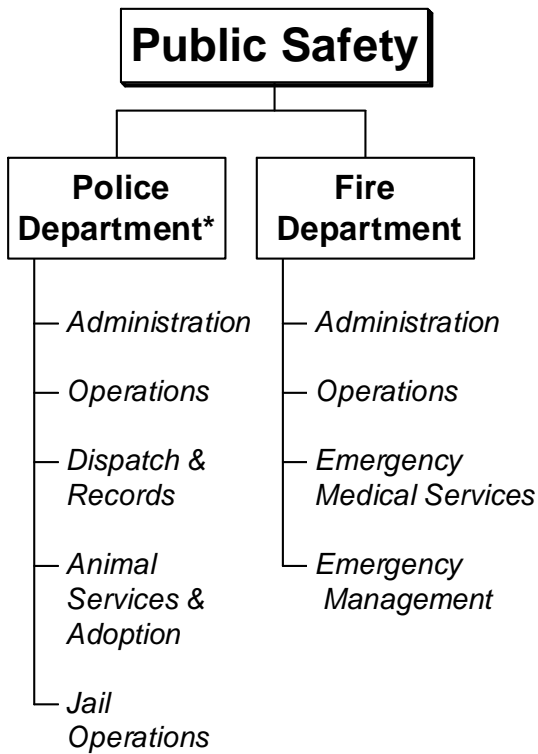
**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Building Official	M-1	1.0	1.0	1.0
Plans Examiner	A/TN-11	1.0	1.0	1.0
Code Compliance Officer	A/TN-10	1.0	1.0	1.0
Administrative Secretary	A/TN-8	1.0	1.0	1.0
Permit Technician	A/TN-5	2.0	2.0	2.0
Community Development Field Worker	TN-1	0.5	0.5	0.5
<b>TOTAL</b>		<b>6.5</b>	<b>6.5</b>	<b>6.5</b>

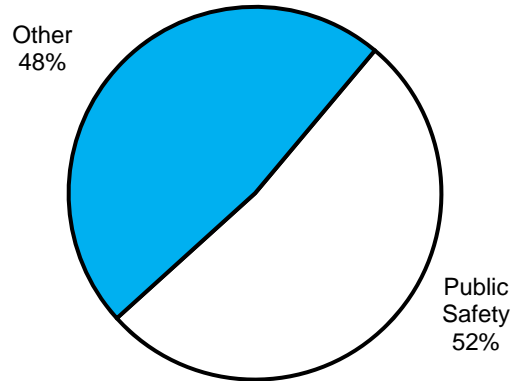
# Public Safety



Department total: \$14,905,280



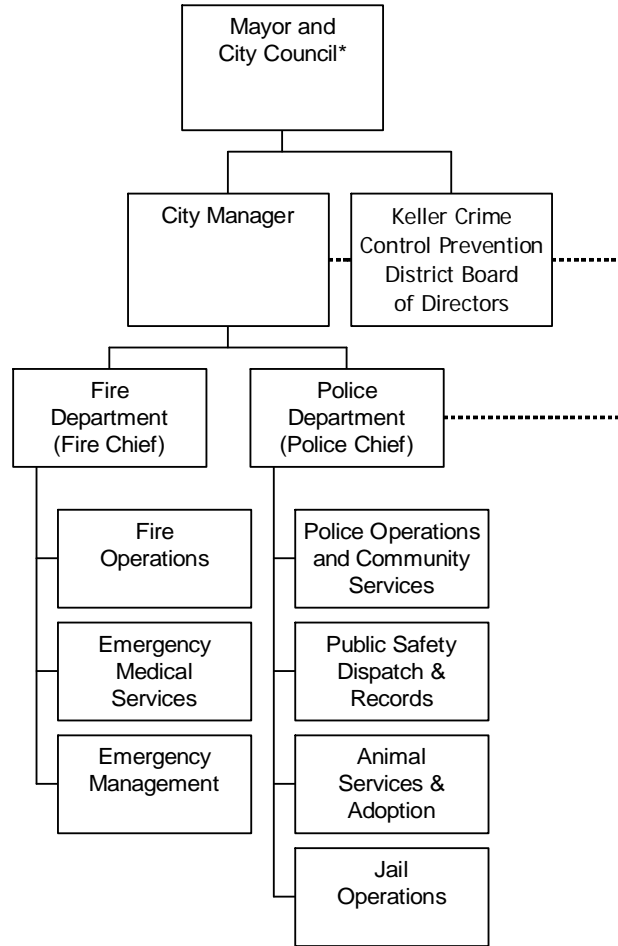
## General Fund Expenditures



\* Includes Town of Westlake and Keller/Southlake combined communications and jail operations.

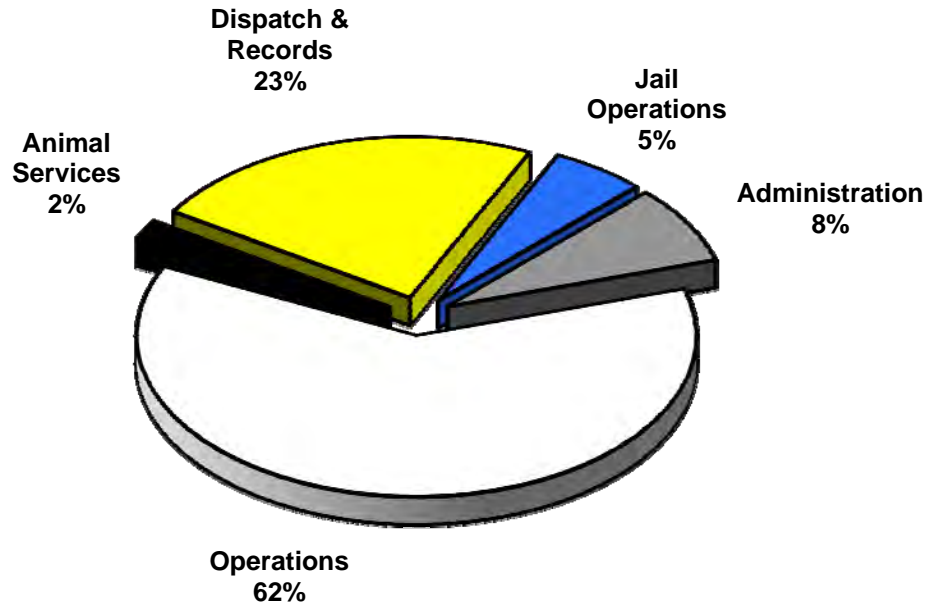
# CITY OF KELLER, TEXAS ORGANIZATION CHART

## PUBLIC SAFETY



\* - Denotes elected positions.

# Police Department

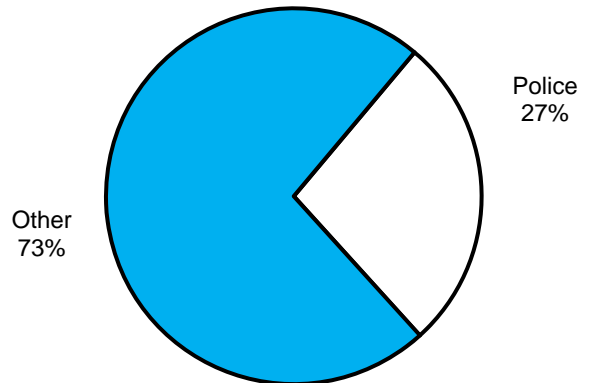


Department total: \$7,641,310

## Police Department

- Administration
- Police Operations
- Dispatch & Records
- Animal Services & Adoption
- Jail Operations

## General Fund Expenditures







## DEPARTMENT SUMMARY POLICE DEPARTMENT

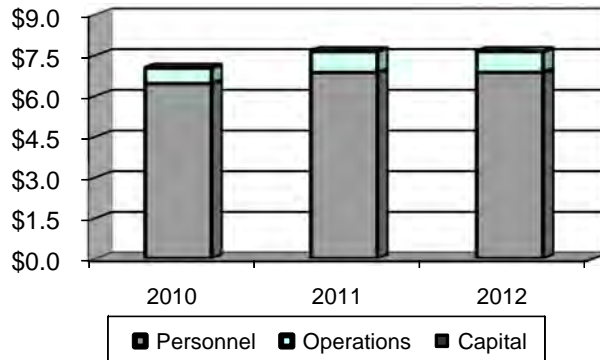
	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 6,453,252	\$ 6,761,450	\$ 6,861,090	\$ 6,866,265
Operations & maintenance	286,664	386,810	380,110	389,180
Services & other	288,009	378,540	398,165	385,865
SUBTOTAL	7,027,925	7,526,800	7,639,365	7,641,310
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 7,027,925</b>	<b>\$ 7,526,800</b>	<b>\$ 7,639,365</b>	<b>\$ 7,641,310</b>

<b><u>EXPENDITURES BY DIVISION:</u></b>				
Administration	\$ 534,427	\$ 598,510	\$ 604,655	\$ 597,260
Police Operations	4,568,533	4,640,185	4,760,325	4,716,480
Public Safety Dispatch & Records	1,470,518	1,727,920	1,722,260	1,758,570
Animal Services & Adoption	140,045	146,485	151,040	150,760
Jail Operations	314,402	413,700	401,085	418,240
<b>TOTAL</b>	<b>\$ 7,027,925</b>	<b>\$ 7,526,800</b>	<b>\$ 7,639,365</b>	<b>\$ 7,641,310</b>

### PERSONNEL SUMMARY BY DEPARTMENT (Full-time Equivalent Positions - Includes Vacant Positions)

DEPARTMENT / DIVISION	2009-2010 ACTUAL	2010-2011 ESTIMATE	2011-2012 BUDGET
Administration	3.90	3.90	3.90
Police Operations	48.00	48.00	48.00
Public Safety Dispatch & Records	22.00	23.00	23.00
Animal Services & Adoption	2.00	2.00	2.00
Jail Operations	5.10	6.10	6.10
<b>TOTAL</b>	<b>81.00</b>	<b>83.00</b>	<b>83.00</b>

**Police Department Expenditures (millions)**



**FUND:**  
General

**DEPARTMENT:**  
Police

**DIVISION:**  
Administration

**ACCOUNT:**  
100-300-01

**DEPARTMENT DESCRIPTION:**

The Administration Division is responsible for the overall leadership, management, and supervision of all the activities of the police department under the direction of the Chief of Police.

The Division is also responsible for the successful attainment of goals and objectives throughout the department including, but not limited to, traffic safety and regulation, uniformed patrol, community services & education, crime control, animal control, public safety dispatch, and facility & equipment maintenance.

**DEPARTMENT/DIVISION GOALS:**

1. Continue to meet the service needs of a growing community with value driven, customer focused style of policing designed to improve the quality of life in Keller.
2. Continue creative funding mechanisms with a 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.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Achieve a spot in the top three cities reporting the lowest Part 1 Crime Index compared to the 15 benchmark cities in the Dallas/Fort Worth Metroplex.
2. Continue to emphasize crime prevention measures through our full-time community service officer using Keller Connect and other social media venues.
3. Work with the Keller Crime Control and Prevention District to efficiently and effectively manage the sales tax funds to provide technology, vehicles, and a capital replacement fund.
4. Manage and monitor the long-term agreement to provide communications and jail services to the Cities of Southlake and Colleyville.
5. Manage and monitor the regional Special Weapons and Tactical Team with Southlake, Colleyville, Roanoke, and Watauga.
6. Manage, and monitor the Police Services Agreement with the Town of Westlake.
7. Continue the planning for the jail and animal shelter capital improvements using a regional approach to share in the operation costs of the refurbished facility.
8. Successfully pass the on-site assessment and achieve re-accreditation by the Commission on Accreditation for Law Enforcement Agencies.
9. Explore a regional approach with Southlake, Westlake and Colleyville to reduce the amount of false alarms and obtain an accurate data base of all the registered alarms in the four cities, by contracting with a vendor to manage the program.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Total Part I major crimes	525	525	525
Total arrests	1,532	1,500	1,525
Total traffic accidents	290	275	260
Citizen initiated calls for service	30,000	32,800	33,000
Officer initiated calls for service	52,740	53,000	53,500
E-Safe E-mails	5,779	6,615	6,650

Excludes Town of Westlake activity.

**FUND:**  
General

**DEPARTMENT:**  
Police

**DIVISION:**  
Administration

**ACCOUNT:**  
100-300-01

**POLICE ADMINISTRATION  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 386,006	\$ 398,220	\$ 402,560	\$ 400,265
Operations & maintenance	30,317	47,730	42,730	47,730
Services & other	118,104	152,560	159,365	149,265
SUBTOTAL	534,427	598,510	604,655	597,260
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 534,427</b>	<b>\$ 598,510</b>	<b>\$ 604,655</b>	<b>\$ 597,260</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Police Chief	M-3	1.0	1.0	1.0
Police Lieutenant	PSE-2P	0.9	0.9	0.9
Administrative Secretary	A/TN-8	1.0	1.0	1.0
Building Maintenance Tech I	TN-1	1.0	1.0	1.0
<b>TOTAL</b>		<b>3.9</b>	<b>3.9</b>	<b>3.9</b>

**FUND:**  
General

**DEPARTMENT:**  
Police

**DIVISION:**  
Police Operations

**ACCOUNT:**  
100-300-20

**DEPARTMENT/DIVISION 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, mounted 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 AND OBJECTIVES:**

1. Continue "KPYD" – (Keller Police for Youth Development). This program consists of one two-hour class held in the community room for ages 12 – 20. The objective is to instill leadership principles, while building relationships.
  - Make the class available to the Municipal Judge or court to assign as an alternative or 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 success rate and maintain the 80% rate of non-recidivism for non traffic violations.
2. Maintain Bicycle Officer patrols in the parks and trails systems.
  - Deploy an officer to bike patrol for each shift when weather permits and minimum staffing has been satisfied.
  - Manage the 3<sup>rd</sup> annual Keller Police Bike Race to benefit the Alliance for Children.
  - Conduct training with an in-house instructor.
  - Deploy bike patrol officers during community events and parades.
  - Deploy bike unit at the High School Football Stadium upon Keller Independent School District (KISD) request.
  - In conjunction with the Community Relations Officer, Bike Officers will assist in conducting child bike safety education.
3. Continue the use of the mounted patrol unit.
  - Deploy regularly at large events in the parks and schools.
  - Continue to train annually through Alpha Omega.
4. Maintain officer-training levels through in-house training sources.
  - Average 30 hours of in-service training per officer.
5. Reduce traffic accident rate by 5% through enforcement and education efforts.
  - Respond to the routine traffic analysis and enforce intersection violations on an on-going basis.
  - Continue to conduct a quarterly crash analysis and conduct traffic details at target locations.
6. Maintain traffic enforcement/special watch patrols and visibility in neighborhoods and other locations of frequent traffic complaints.
  - Continue to respond to traffic complaints and schedule regular enforcement times at problem locations.
  - Conduct follow-up interviews with complainants to review results of the efforts.
  - Utilize portable speed signs for traffic calming with the assistance of the Volunteers in Policing Services.
7. Maintain enforcement of narcotic activities in the City of Keller.
  - 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.

(Continued)

**FUND:**  
General

**DEPARTMENT:**  
Police

**DIVISION:**  
Police Operations

**ACCOUNT:**  
100-300-20

(Continued)

**DEPARTMENT/DIVISION GOALS AND OBJECTIVES:**

8. Continue efforts to curb underage alcohol and tobacco use.
  - Conduct one alcohol and or tobacco sting per year
  - Continue being proactive by sending local businesses letters explaining State Law regarding sale of alcohol and tobacco to minors.
9. Continue to utilize Citizens Academy Volunteers on Patrol for support services (warrants, property destruction, selected patrol activities and victim's assistance).
10. Update the City of Keller Police Department's website in regards to the following financial crimes:
  - Identity Theft
  - Filing a report
  - Location of forms
  - Frequently asked questions
  - Credit/debit card abuse

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Total arrests made	1,532	1,532	1,552
Total citations issued	11,202	9,636	10,000
Total cases investigated	1,576	1,862	1,950
<u>PERFORMANCE INDICATORS</u>			
Case clearance rate	61%	71%	71%
Part 1 crime clearance rate	33%	34%	34%



**FUND:**  
General

**DEPARTMENT:**  
Police

**DIVISION:**  
Police Operations

**ACCOUNT:**  
100-300-20

**POLICE OPERATIONS  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 4,283,540	\$ 4,284,780	\$ 4,397,230	\$ 4,354,520
Operations & maintenance	207,866	262,335	260,635	262,835
Services & other	77,127	93,070	102,460	99,125
SUBTOTAL	4,568,533	4,640,185	4,760,325	4,716,480
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 4,568,533</b>	<b>\$ 4,640,185</b>	<b>\$ 4,760,325</b>	<b>\$ 4,716,480</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Police Lieutenant	PSE-2P	2.0	2.0	2.0
Police Sergeant	PSN-11P	6.0	6.0	6.0
Corporal	PSN7P	3.0	3.0	3.0
Criminal Investigator	PSN-2P	3.0	3.0	3.0
Police Officer/Criminal Investigator	PSN-2P	34.0	34.0	34.0
<b>TOTAL</b>		<b>48.0</b>	<b>48.0</b>	<b>48.0</b>

<b>FUND:</b> General	<b>DEPARTMENT:</b> Police	<b>DIVISION:</b> Public Safety Dispatch & Records	<b>ACCOUNT:</b> 100-300-21
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**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 enhanced 911 Public Safety answering points in the State. The center is civilian staffed and dispatches emergency and non-emergency calls for Fire, Police, and Emergency Medical Services. This Division serves more than 90,000 residents in an area covering 60.6 square miles. The center's staff of 23 full time employees, including 19 dispatchers, answers hundreds of daily calls, seven days a week, 365 days a year. The two civilian Records Technician's receive, process, index, and file all police reports for retrieval on an as-needed basis. In addition, they must provide accurate statistical data for administrative use, access to public records, manage Solicitor's Permits, fingerprinting services, and work closely with all personnel within the City, our citizens, as well as outside agencies.

**DEPARTMENT/DIVISION GOALS:**

1. Contribute the prompt response of police units by collecting necessary information from callers and dispatching emergency calls for service within 2 minutes on average.
2. Contribute to the prompt response of fire/EMS units by collecting necessary information from callers and dispatching emergency calls in under 1 minute on average.
3. Answer incoming 911 phone calls within 10 seconds.
4. Receive, process, index, and file all police reports for retrieval on an as-needed basis.
5. Respond to all record requests under terms of the Texas Public Information Act.
6. Enhance the division employee's skills in providing excellent customer service.

**DEPARTMENT/DIVISION OBJECTIVES:**

1. Maintain the dispatch portion of the overall police response time for emergency calls to 2 minutes.
2. Maintain the dispatch portion of the overall fire/EMS response time for emergency calls within the Keller/Southlake/Colleyville/Westlake city limits to 1 minute.
3. Answer all incoming 911 calls within 10 seconds to enhance the feeling of safety for our citizens.
4. Continue to improve overall response times through employee training, improved vendor performance, and equipment upgrades.
5. Maintain high levels of employee training in all communications/records related fields.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE LEVEL ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
<b>Inputs:</b>			
Total number of authorized division personnel:	22	23	23
Manager	1	1	1
Supervisor	1	1	1
Dispatcher	18	19	19
Records Technician	2	2	2
<b>Outputs:</b>			
Activities processed by the NETCOM:			
Number of police calls for service			
• Keller	61,235	61,000	61,500
• Southlake	62,234	63,000	63,500
• Westlake	11,967	11,500	12,000
• Colleyville	N/A	35,000	36,000

(continued)

**FUND:**  
General

**DEPARTMENT:**  
Police

**DIVISION:**  
Public Safety Dispatch &  
Records

**ACCOUNT:**  
100-300-21

(Continued)

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE LEVEL ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Number of fire/EMS calls for service:			
• Keller	2,705	2,800	2,900
• Southlake	2,234	3,000	3,000
• Westlake	360	370	370
• Colleyville	N/A	1,600	1,650
Number of 9-1-1 calls received:			
• Keller	18,327	18,700	19,000
• Southlake	12,390	12,600	13,000
• Colleyville	N/A	6,800	7,000
Number of in-coming phone calls	134,823	147,000	150,000
Open record requests processed	2,520	2,600	2,650
<b>Efficiency/Effectiveness:</b>			
Average time from call receipt to dispatch:			
Police emergency calls (minutes)	2:06	1:45	1:45
Fire/EMS emergency calls (minutes)	1:00	0:59	0:58
Percent of 911 phone calls answered within 10 seconds	100%	100%	100%



**FUND:**  
General

**DEPARTMENT:**  
Police

**DIVISION:**  
Public Safety Dispatch &  
Records

**ACCOUNT:**  
100-300-21

**POLICE / PUBLIC SAFETY DISPATCH & RECORDS  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 1,370,280	\$ 1,582,340	\$ 1,580,580	\$ 1,608,655
Operations & maintenance	34,355	53,005	53,005	53,005
Services & other	65,883	92,575	88,675	96,910
SUBTOTAL	1,470,518	1,727,920	1,722,260	1,758,570
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,470,518</b>	<b>\$ 1,727,920</b>	<b>\$ 1,722,260</b>	<b>\$ 1,758,570</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Regional Communications Manager	M-1	1.0	1.0	1.0
Regional Dispatch Supervisor	PN-8	1.0	1.0	1.0
Shift Supervisor	PN-4	-	2.0	2.0
Dispatcher	PN-3	18.0	17.0	17.0
Senior Records Technician	A/TN-5	1.0	1.0	1.0
Records Technician	A/TN-4	1.0	1.0	1.0
<b>TOTAL</b>		<b>22.0</b>	<b>23.0</b>	<b>23.0</b>

**FUND:** General                                **DEPARTMENT:** Police                                **DIVISION:** Animal Services & Adoption                                **ACCOUNT:** 100-300-23

**DEPARTMENT/DIVISION DESCRIPTION:**

The Animal Services & Adoption Division of the Keller Police Department provides enforcement of the animal ordinance within the City of Keller 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. Continual efforts to expand the adoption program have been successful.

**DEPARTMENT/DIVISION GOALS AND OBJECTIVES:**

1. Continue to strive for receiving no citizen dissatisfaction complaints regarding animal control efforts.
  - Answer incoming calls by the third ring.
  - Return voice mails within one hour while on duty, (during off-duty the phones will be transferred to dispatch).
  - When two officers are on duty, staff the shelter with one officer to answer walk-ins, unless an emergency exists requiring two officers to handle the call.
  - Continue to coordinate with Human Resources to provide light duty job opportunities answering phones and walk-ins.
  - Conduct weekly inspection of the facilities to ensure cleanliness and proper care. Utilize appropriate form to capture the results.
2. Maintain the percentage of animals adopted, redeemed, and/or rescued at a minimum of 70% of total impounded animals.
  - Utilize rescue groups to adopt animals.
  - Utilize the city web-site to advertise animal adoptions.
  - Promote registration awareness.
  - Conduct proactive patrols.
  - Participate in community events where you may have an opportunity to adopt out an animal.
3. Continue volunteer staffing to assist with kennel care.
  - Continue to actively grow the program.
  - Expand volunteer staffing to include local veterinarians to make weekly rounds assessing general health of animals in the shelters care.
  - Empower volunteers to play a greater role in promoting adoption/rescue/redemption of animals through community events, online promotion, and print advertising.
  - Actively staff volunteers in positions commensurate with their skills and professional experience.
4. Increase the notification of ordinance violations.
  - Determine and make notification to owners whose animals license has expired.
  - Adoption obligations are in compliance.
5. Continue to train Animal Control Officers with the Less Lethal Munitions and State Required certifications.
6. Actively promote and administer the spay and neuter voucher program.
  - Seek 90% compliance rate.
  - Provide educational resources concerning the program to citizens.
  - Consistently follow-up to verify compliance.
  - Partner with local veterinarian professionals in spaying and neutering animals prior to adoption.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 PROJECTED</b>
Stray animals impounded	1,108	1,204	1,300
Citations issued	24	36	34
Total calls for service	14,514	16,910	15,904
Animal bite reports taken	63	76	70
Reported rabies incidents	1	1	1
Animals adopted/redeemed/rescued	666	818	910

**POLICE / ANIMAL SERVICES & ADOPTION  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 122,650	\$ 125,365	\$ 125,800	\$ 127,015
Operations & maintenance	8,208	11,595	11,595	13,460
Services & other	9,187	9,525	13,645	10,285
SUBTOTAL	140,045	146,485	151,040	150,760
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 140,045</b>	<b>\$ 146,485</b>	<b>\$ 151,040</b>	<b>\$ 150,760</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Animal Control Officer	TN-5	2.0	2.0	2.0
<b>TOTAL</b>		<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

**FUND:**  
General

**DEPARTMENT:**  
Police

**DIVISION:**  
Jail Operations

**ACCOUNT:**  
100-300-25

**DEPARTMENT/DIVISION DESCRIPTION:**

The primary responsibility of the Jail Operations Division is to provide a safe, secure, and humane environment for detainees who are arrested by Keller, Southlake, Colleyville and Westlake. 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 AND OBJECTIVES:**

1. Continue to operate a safe, efficient, and humane temporary holding facility.
2. Decrease the errors in book-in and court paperwork.
  - Continuous training on frequent paperwork errors
  - Paperwork and print cards double-check the book-in process
  - Standardization of book-in and book-out procedures
3. Continue to comply with accreditation standards
4. Conduct weekly inspection of the jail facility for safety purposes and cleanliness.
  - Daily task list
  - Weekly cell checks
5. Provide a positive atmosphere with other employees by following our four core values: Empathy, Edification, Enthusiasm and Excellence.
6. Transition to quarterly training of Detention Officers in defensive tactics, Crimes and Live Scan, paperwork updates, and customer service techniques.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Keller prisoners detained	1,287	1,218	1,177
Southlake prisoners detained	1,016	1,007	1,075
Westlake prisoners detained	242	305	315
Colleyville prisoners detained	1	548	625

**FUND:**  
General

**DEPARTMENT:**  
Police

**DIVISION:**  
Jail Operations

**ACCOUNT:**  
100-300-25

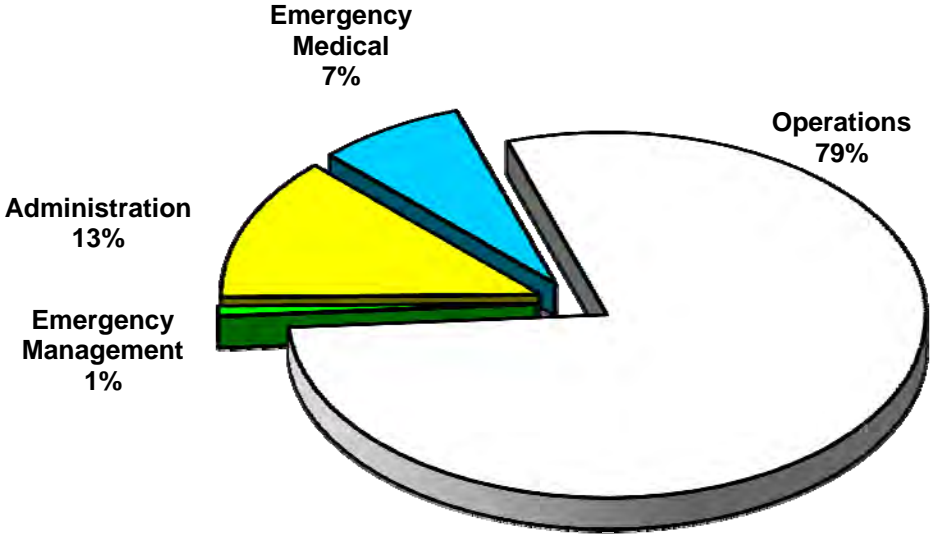
**POLICE / JAIL OPERATIONS  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 290,776	\$ 370,745	\$ 354,920	\$ 375,810
Operations & maintenance	5,918	12,145	12,145	12,150
Services & other	17,708	30,810	34,020	30,280
SUBTOTAL	314,402	413,700	401,085	418,240
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 314,402</b>	<b>\$ 413,700</b>	<b>\$ 401,085</b>	<b>\$ 418,240</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Police Lieutenant	PSE-2P	0.1	0.1	0.1
Detention Officer	PN-2	5.0	6.0	6.0
<b>TOTAL</b>		<b>5.1</b>	<b>6.1</b>	<b>6.1</b>

# Fire Department

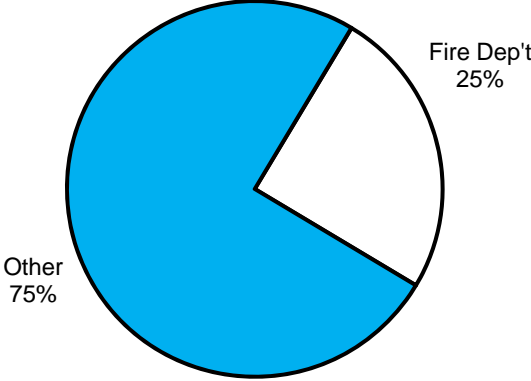


Department total: \$ 7,263,970

**Fire Department**

- Administration
- Fire Operations
- Emergency Medical Services
- Emergency Management

## General Fund Expenditures



## FIRE DEPARTMENT DEPARTMENT SUMMARY

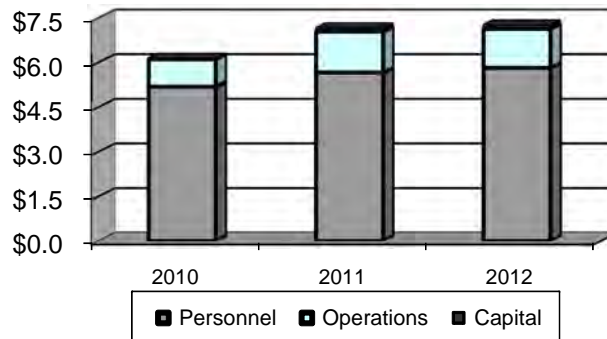
	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 5,187,485	\$ 5,512,265	\$ 5,662,030	\$ 5,817,350
Operations & maintenance	541,536	826,725	825,205	708,790
Services & other	375,877	537,680	548,460	602,880
SUBTOTAL	6,104,898	6,876,670	7,035,695	7,129,020
Capital outlay	28,750	141,200	126,020	134,950
<b>TOTAL</b>	<b>\$ 6,133,648</b>	<b>\$ 7,017,870</b>	<b>\$ 7,161,715</b>	<b>\$ 7,263,970</b>

<b><u>EXPENDITURES BY DIVISION:</u></b>				
Administration	\$ 813,082	\$ 907,665	\$ 853,840	\$ 924,170
Fire Operations	4,944,502	5,530,185	5,730,615	5,736,070
Emergency Medical Services	324,658	517,425	514,665	540,365
Emergency Management	51,406	62,595	62,595	63,365
<b>TOTAL</b>	<b>\$ 6,133,648</b>	<b>\$ 7,017,870</b>	<b>\$ 7,161,715</b>	<b>\$ 7,263,970</b>

### PERSONNEL SUMMARY BY DEPARTMENT (Full-time Equivalent Positions - Includes Vacant Positions)

DEPARTMENT / DIVISION	2009-2010 ACTUAL	2010-2011 ESTIMATE	2011-2012 BUDGET
Administration	7.0	7.0	7.0
Fire Operations	52.0	52.0	52.0
<b>TOTAL</b>	<b>59.0</b>	<b>59.0</b>	<b>59.0</b>

**Fire Department Expenditures (millions)**







**FUND:**  
General

**DEPARTMENT:**  
Fire Department

**DIVISION:**  
Administration

**ACCOUNT:**  
100-350-01

**DEPARTMENT DESCRIPTION:**

The Keller Fire-Rescue Department's Administration Division consists of seven (7) employees. The Fire Chief/Emergency Management Coordinator who in addition to serving as the Fire Department's Director also coordinates all activities regarding Emergency Management and Homeland Security for all City departments regarding disaster planning, preparedness, response, and recovery operations. The Assistant Chief for Operations who oversees direct leadership of four Battalion Fire Chiefs (one for each shift and the Battalion Chief for EMS/Training and Safety), fire officers and fire fighters at three geographically separated fire stations and all facets of fire fighting, rescue, supplies and rescue training budgets. The Battalion Chief for EMS/Training and Safety reports directly to the Assistant Chief for Operations and oversees all aspects of the Emergency Medical Program including coordination with our Emergency Medical Director who is a contracted physician ensuring quality control over our paramedics as well as managing the department's fire suppression and rescue training and safety program. The Assistant Chief for Fire Prevention/Fire Marshal directs the efforts of the Fire Prevention/Inspection and Fire Safety Education Division which consist of one additional fire inspector who works intimately with the City's Code Development Review Committee to ensure compliance with all fire code issues. This individual 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. Lastly, The Administrative Secretary and the Accounting Technician are the primary focal point for citizen questions and our employees regarding a myriad of issues while coordinating the thousands of financial transactions necessary to maintain the fire protection system legally and ethically under City, State and Federal directives.

Fire Administrative duties include:

- Provide top-notch customer service to the citizens of Keller, the members of this department, and the employees and staff of the City of Keller.
- Ensure the proper efficient, ethical and effective utilization of City of Keller resources for the life safety and quality of life for citizens and visitors to Keller.
- Plan for the continued quality improvement of the department.
- Aggressively seek, apply for and administer grant funding from outside funding sources.
- Encourage private and public partnerships to ensure quality training opportunities, fire safety programs, and improved quality of life within the City of Keller.
- Maintain positive liaisons with neighboring communities, fire service organizations locally, regionally and nationally to keep abreast of developments affecting the City of Keller and its emergency services.
- Ensure that our staff both administratively and operationally is receiving high quality training to maintain a high state of readiness to meet the needs of our community and our commitment to our regional emergency services obligation.
  - North East Explosives Response Team
  - Technical and Heavy Rescue Teams
  - Hazardous Materials Response
  - Mass Decontamination Team
  - Mass Casualty Response Team
  - Swift Water Rescue Team
  - Texas Task Force One (Urban Search and Rescue Team)
  - North Texas Type 3 Incident Management Team
- Analyze the current and future needs of the department such as capital improvements (fire station needs and location, fire apparatus replacement and acquisition, and staffing) to ensure proper planning and financial support, through grants and budget is available to meet those needs.

(continued)

**FUND:**  
General

**DEPARTMENT:**  
Fire Department

**DIVISION:**  
Administration

**ACCOUNT:**  
100-350-01

(Continued)

**DEPARTMENT/DIVISION GOALS:**

1. Aggressively seek grant funding in support of the department to include; Assistance to Fire Fighters Grant funding for Fire Fighter Operations Safety, Fire Prevention Activities, and Texas Intrastate Fire Mutual Aid System (TIFMAS) grants for training and equipment.
2. Initiate the Commission on Fire Accreditation "Self-Assessment" process with the goal of acquiring international accreditation for the department.
3. Implement an action plan for the continued department improvement and development to include upgrade of the ambulance and vehicle fleet, acquisition of land for future fire stations and construction of future fire stations based upon data and the community need.
4. Participate in City-wide research efforts to seek cost efficiency shared services and purchases within the City of Keller.
5. Repair concrete roadway/ramps at Fire Station #3.
6. Continue fire safety education on a statewide basis with the Texas Educational Television Network and expand the fire prevention safety education program to encompass all elementary schools within the limits of Keller.
7. Develop a Fire Fighter Development Program within the department to provide a career progression template for current and new members to follow for career advancement from Fire Fighter to Fire Chief and allow for better continuity within the department.
8. Continue to revise departmental policies and procedures to ensure they are current and meet the dynamic nature of the fire service.
9. Explore with Information Services a plan to develop video conferencing between all fire stations and fire administration.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Total Fire & EMS calls for service	2,749	2,700	2,700
Average overall response time (minutes)	5:27	5:27	5:27
Fire investigations conducted	19	20	20
Commercial construction plans/plats reviewed	153	187	200
Commercial fire inspections conducted	966	863	875
Public fire education programs conducted	123	132	140
Gas well site inspections	19	16	15

**FUND:**  
General

**DEPARTMENT:**  
Fire Department

**DIVISION:**  
Administration

**ACCOUNT:**  
100-350-01

**FIRE DEPARTMENT ADMINISTRATION  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 698,529	\$ 737,105	\$ 680,960	\$ 751,925
Operations & maintenance	37,118	55,415	53,495	70,695
Services & other	57,685	93,895	98,365	101,550
SUBTOTAL	793,332	886,415	832,820	924,170
Capital outlay	19,750	21,250	21,020	-
<b>TOTAL</b>	<b>\$ 813,082</b>	<b>\$ 907,665</b>	<b>\$ 853,840</b>	<b>\$ 924,170</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Fire Chief	M-3	1.0	1.0	1.0
Ass't Chief-Operations	M-3	1.0	1.0	1.0
Ass't Chief-Fire Prevention	M-3	1.0	1.0	1.0
Battalion Chief-EMS/Training	PSN-12F	1.0	1.0	1.0
Fire Inspector	PSN-1F1	1.0	1.0	1.0
Administrative Secretary	A/TN-8	1.0	1.0	1.0
Accounting Technician	A/TN-7	1.0	1.0	1.0
<b>TOTAL</b>		<b>7.0</b>	<b>7.0</b>	<b>7.0</b>

**FUND:**  
General

**DEPARTMENT:**  
Fire Department

**DIVISION:**  
Fire Operations

**ACCOUNT:**  
100-350-40

**DEPARTMENT/DIVISION 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 substations and work a three-platoon rotating 24-hour shift. The Fire Operations Division utilizes three major fire apparatus, three ambulances and two brush trucks. The Fire Operations Division provides specialty services such as hazardous materials, technical rescue, and explosives response by participating as a member of the Northeast Fire Department Association (NEFDA) regional response teams. Fire Operations works closely with surrounding departments with both automatic and mutual aid agreements developed by the Fire Administration Division to provide the shortest response time possible on each call. Fire Operations is dispatched by the Northeast Tarrant Communications Center (NETCOM) using an 800 MHz radio system in which Keller is a joint member with five other area cities.

**DEPARTMENT/DIVISION GOALS:**

1. Maintain preplans on all commercial properties and update semi-annually.
2. Continue the fire hydrant inspection process on a semi-annual basis.
3. Test fire pumps and ladders in accordance with Underwriters Laboratory (UL) standards.
4. Conduct monthly day and night multi-company drills.
5. Conduct the "Keller Way" officer development training for acting company officers.
6. Fully implement up to four tactical medics to support Keller Police Department (KPD) special weapons and tactics (SWAT).
7. Conduct monthly training and continuing education to maintain proficiency in Technical Rescue Team, Swift Water Rescue, Hazardous Materials, Company Officer and Driver/Operator Skills.
8. Upgrade motor vehicle extrication cutters to ensure ability to perform extrication on vehicles with ultra-high strength materials.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE LEVEL ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Calls for service (excludes EMS calls):			
Fire calls and other emergencies	891	909	927
Public service calls	257	269	284

**FUND:**  
General

**DEPARTMENT:**  
Fire Department

**DIVISION:**  
Fire Operations

**ACCOUNT:**  
100-350-40

**FIRE DEPARTMENT / OPERATIONS  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 4,488,956	\$ 4,775,160	\$ 4,981,070	\$ 5,065,425
Operations & maintenance	355,026	579,425	580,825	470,260
Services & other	91,520	160,650	168,720	170,435
SUBTOTAL	4,935,502	5,515,235	5,730,615	5,706,120
Capital outlay	9,000	14,950	—	29,950
<b>TOTAL</b>	<b>\$ 4,944,502</b>	<b>\$ 5,530,185</b>	<b>\$ 5,730,615</b>	<b>\$ 5,736,070</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Battalion Chief	PSN-12F	3.0	3.0	3.0
Fire Captain	PSN-10F	9.0	9.0	9.0
Fire Equipment Driver/Engineer	PSN-2F	9.0	9.0	9.0
Firefighter/Paramedic Field Training Officer	PSN-2F	6.0	6.0	6.0
Firefighter/Paramedic	PSN-1F	25.0	25.0	25.0
<b>TOTAL</b>		<b>52.0</b>	<b>52.0</b>	<b>52.0</b>

FY2012 highlights: capital outlay funding provides for implementation of an automated departmental records management system (\$14,950) and replacement of Hurst "Jaws of Life" equipment (\$15,000).

The following one-time capital expenditures are proposed *in addition to* the above totals: replacement of fire apparatus (\$1,250,000) and concrete repairs for Fire Station #3 (\$175,000). These expenditures are proposed to be funded from available fund balance.

**FUND:**  
General

**DEPARTMENT:**  
Fire Department

**DIVISION:**  
Emergency Medical  
Services

**ACCOUNT:**  
100-350-41

**DEPARTMENT DESCRIPTION:**

The Fire Department/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; a cross 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. Personnel services funding for Emergency Medical Technicians and Paramedics are included in the Fire Operations division.

**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. Decrease or maintain average response time from time of dispatch to on scene at five (5) minutes.
3. Implement and train on new inventory management system to track inventory and ensure response readiness of ambulances.
4. Monitor cost recovery and billing structure with the intent of maximizing revenue to the City through ambulance billing.
5. Develop training classes for integration of the Simulation Mannequin (SIM\_MAN) 3G trainer.
6. Continue with validation process of new modified stroke scale for better management and outcome measurement of stroke patients.
7. Update and revise medical protocols with the advice of the Medical Director and develop an improved training program to teach and implement those protocols.
8. Work with local hospitals to continue to improve 911 calls to cardiologist intervention times in heart attack patients with an end goal average of 60 minutes or less.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE LEVEL ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
EMS/Rescue calls for service	1,717	1,680	1,662
EMS total patients not transported	416	390	377
EMS total patient transports	1,295	1,282	1,277
<b><u>PERFORMANCE INDICATORS</u></b>			
EMS response time (from dispatch to on location, average minutes)	5	5	5
EMS down time (at hospital to available for call, average minutes)	53	52	52
EMS call time (average time from dispatch to unit is available, average minutes)	83	83	83

**FUND:**  
General

**DEPARTMENT:**  
Fire Department

**DIVISION:**  
Emergency Medical  
Services

**ACCOUNT:**  
100-350-41

**FIRE DEPARTMENT / EMERGENCY MEDICAL SERVICES  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	138,598	177,135	176,135	152,135
Services & other	186,060	235,290	233,530	283,230
SUBTOTAL	324,658	412,425	409,665	435,365
Capital outlay	-	105,000	105,000	105,000
<b>TOTAL</b>	<b>\$ 324,658</b>	<b>\$ 517,425</b>	<b>\$ 514,665</b>	<b>\$ 540,365</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
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Funding for emergency medical positions is included in the Fire Department/Operations division.

FY2012 highlights: capital outlay includes funding to replace automated external defibrillators (AEDs) and heart monitors.

**FUND:**  
General

**DEPARTMENT:**  
Fire Department

**DIVISION:**  
Emergency Management

**ACCOUNT:**  
100-350-42

**DEPARTMENT/DIVISION DESCRIPTION:**

The Emergency Management Division (EM) provides planning, preparedness, response and recovery services to the City of Keller in addition to the coordination of the Keller Consolidated Emergency Operations Plan, 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 Keller 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 assigned this function. The Fire Chief along with all City officials work seamlessly with Tarrant County, North Central Texas Council of Governments, as well as State and Federal agencies to facilitate stellar intergovernmental relationships that have proven worthwhile in times of disaster. As a public service the EM Division in conjunction with Keller fire fighters and the City of Fort Worth Environmental Services Department conduct bi-annual household hazardous waste collection events each year. These events are proactive "Green Initiatives" that keep toxic waste out of the environment and make homes safer.

**DEPARTMENT/DIVISION GOALS:**

1. Work to enhance the value of the Community Emergency Response Team (CERT) to the community by greater involvement and publicity.
2. Provide Incident Command System (ICS) training and continue to track compliance with the National Incident Management System (NIMS) training requirements.
3. Update Emergency Management Policies and Procedures as necessary.
4. Conduct annual fire safety/fire extinguisher/severe weather training to all City of Keller employees.
5. Evaluate and acquire a better personal notification system for command staff and CERT.
6. Hold at least one table-top and one Emergency Operation Center exercise per year.
7. Develop a fire prevention/severe weather information program to insert with City water bills.
8. Seek additional Emergency Management Institute (EMI) training for the Emergency Management Coordinator to facilitate better involvement in the program.
9. Seek grant funding for an outdoor warning siren coverage survey to ensure proper siren coverage and replace the aging outdoor emergency warning siren system.
10. Provide exciting training opportunities and events to maintain interest in CERT.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Household hazardous waste collection events	2	2	2
Keller household hazardous waste program participants (Fort Worth Environmental Collection Center)	702	830	875



**FUND:**  
General

**DEPARTMENT:**  
Fire Department

**DIVISION:**  
Emergency Management

**ACCOUNT:**  
100-350-42

**FIRE DEPARTMENT / EMERGENCY MANAGEMENT  
DIVISION/ACTIVITY SUMMARY**

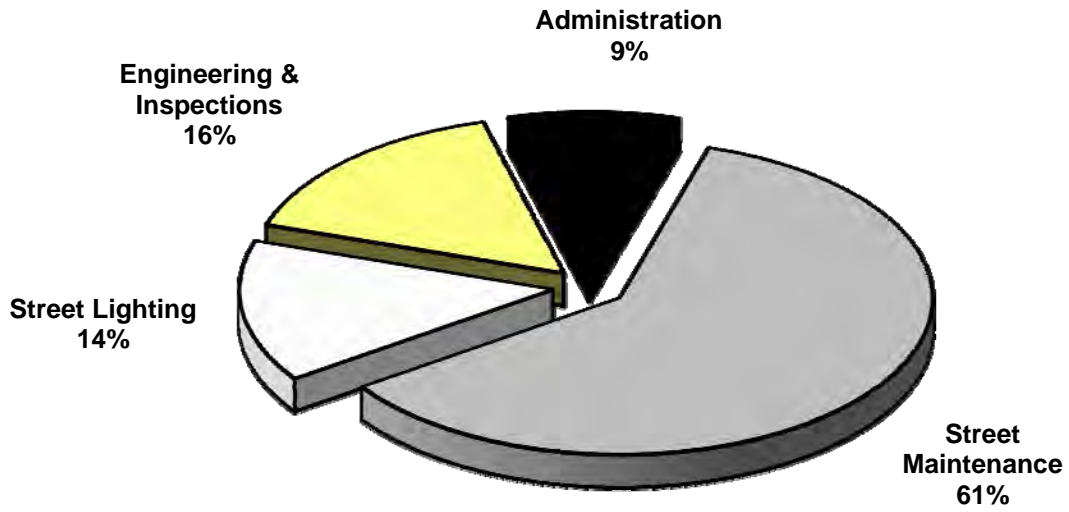
	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	10,794	14,750	14,750	15,700
Services & other	40,612	47,845	47,845	47,665
SUBTOTAL	51,406	62,595	62,595	63,365
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 51,406</b>	<b>\$ 62,595</b>	<b>\$ 62,595</b>	<b>\$ 63,365</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

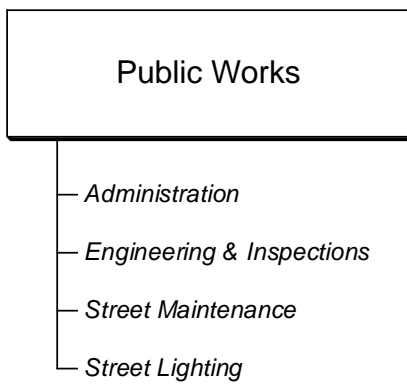
<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
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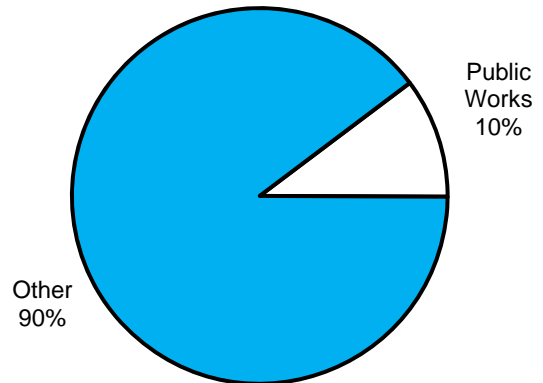
# Public Works



Department total: \$2,916,875

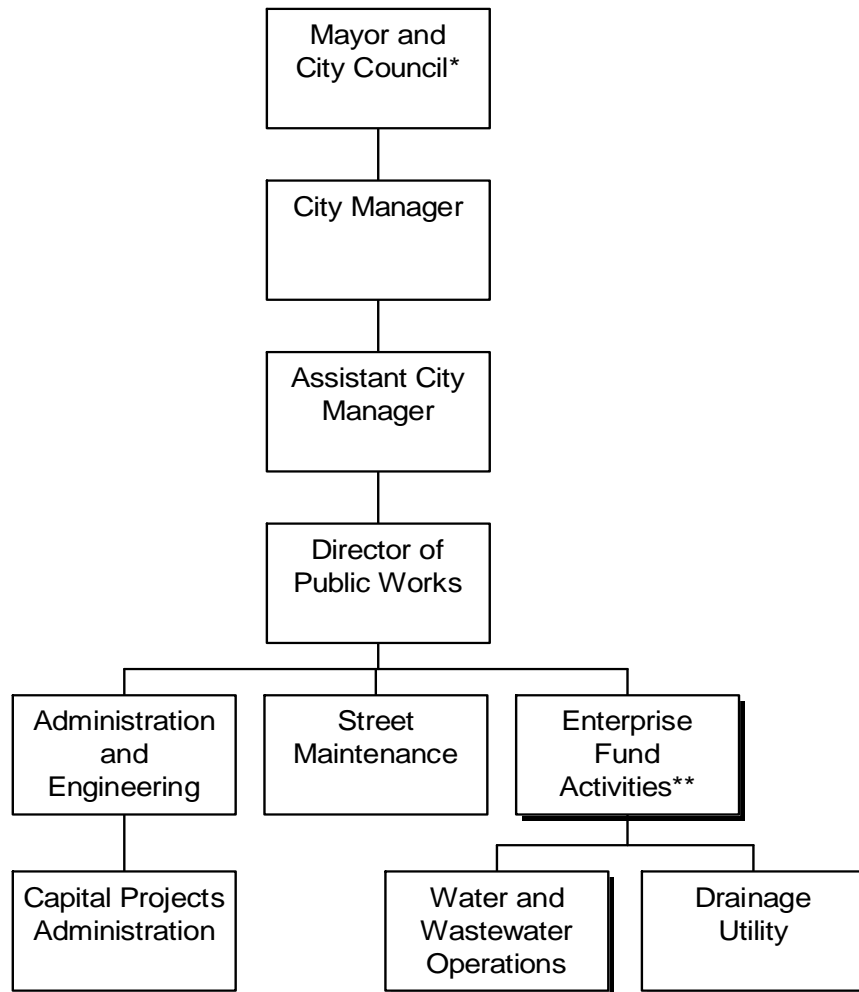


## General Fund Expenditures



# CITY OF KELLER, TEXAS ORGANIZATION CHART

## PUBLIC WORKS



\* – Denotes elected positions.

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

**PUBLIC WORKS  
DEPARTMENT SUMMARY**

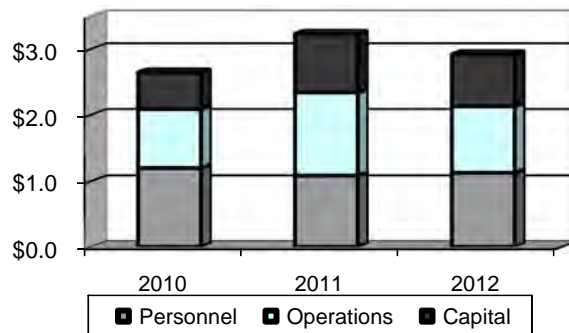
	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 1,199,618	\$ 1,125,075	\$ 1,083,880	\$ 1,127,135
Operations & maintenance	220,926	395,710	397,355	313,280
Services & other	663,750	850,240	856,570	687,075
<b>SUBTOTAL</b>	<b>2,084,294</b>	<b>2,371,025</b>	<b>2,337,805</b>	<b>2,127,490</b>
Capital outlay	556,113	889,505	888,730	789,385
<b>TOTAL</b>	<b>\$ 2,640,407</b>	<b>\$ 3,260,530</b>	<b>\$ 3,226,535</b>	<b>\$ 2,916,875</b>

<b><u>EXPENDITURES BY DIVISION:</u></b>				
Administration	\$ 242,444	\$ 351,640	\$ 351,905	\$ 255,610
Engineering & Inspections	421,460	440,855	438,770	460,930
Street Maintenance	1,552,988	2,040,760	2,008,585	1,773,060
Street Lighting	423,515	427,275	427,275	427,275
<b>TOTAL</b>	<b>\$ 2,640,407</b>	<b>\$ 3,260,530</b>	<b>\$ 3,226,535</b>	<b>\$ 2,916,875</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>DEPARTMENT / DIVISION</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Administration	2.00	2.00	2.00
Engineering & Inspections	3.50	3.50	3.50
Street Maintenance	8.83	8.83	8.83
<b>TOTAL</b>	<b>14.33</b>	<b>14.33</b>	<b>14.33</b>

**Public Works Department Expenditures**  
(millions)



**FUND:**  
General

**DEPARTMENT:**  
Public Works

**DIVISION:**  
Administration

**ACCOUNT:**  
100-500-01

**DEPARTMENT/DIVISION 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 of the City.

**DEPARTMENT/DIVISION GOALS:**

1. Continuously review and evaluate work methods and processes to determine changes needed to improve efficiency and reduce operations and maintenance cost, throughout the fiscal year.
2. Continuously review and improve customer service for the citizens of Keller by holding quarterly sessions with Public Works staff on the customer service process.
3. Provide effective and efficient guidance and supervision of the engineering, inspection, street maintenance and drainage divisions.
4. Work with the division managers toward the improvement of their professional knowledge and skills through in house and external educational opportunities.
5. Review all budgets on a monthly basis to ensure cost containment and adherence to budget expenditure policies.
6. Respond to e-mail and citizen requests within 24 hours of message or request receipt.
7. Attempt to minimize flooding of public and private property.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Scheduled customer service meetings	4	4	4
Scheduled coordination meetings with staff	48	52	52
Schedule staff to attend external quarterly training sessions	4	4	4
Review all budgets	10	12	12

**FUND:**  
General

**DEPARTMENT:**  
Public Works

**DIVISION:**  
Administration

**ACCOUNT:**  
100-500-01

**PUBLIC WORKS ADMINISTRATION  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 231,407	\$ 239,125	\$ 237,260	\$ 241,530
Operations & maintenance	1,490	3,270	3,270	4,670
Services & other	9,547	109,245	111,375	9,410
SUBTOTAL	242,444	351,640	351,905	255,610
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 242,444</b>	<b>\$ 351,640</b>	<b>\$ 351,905</b>	<b>\$ 255,610</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Director of Public Works	M-3	1.0	1.0	1.0
Administrative Secretary	A/TN-8	1.0	1.0	1.0
<b>TOTAL</b>		<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

**FUND:**  
General

**DEPARTMENT:**  
Public Works

**DIVISION:**  
Engineering & Inspections

**ACCOUNT:**  
100-500-50

**DEPARTMENT/DIVISION DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

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

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
In-house public works construction projects designed	14	12	10
Review & approve capital improvement projects designed by others	14	10	12
Street, water and wastewater map updates prepared	12	10	12
Development Review Committee items reviewed	100	120	140
Paving and utility inspections conducted for residential, commercial and capital improvement projects	5,860	7,000	7,500
Residential inspections conducted	2,080	2,200	2,400
Customer service requests completed	3,800	3,000	3,200



**FUND:**  
General

**DEPARTMENT:**  
Public Works

**DIVISION:**  
Engineering & Inspections

**ACCOUNT:**  
100-500-50

**PUBLIC WORKS / ENGINEERING & INSPECTIONS  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 306,929	\$ 325,795	\$ 321,430	\$ 329,245
Operations & maintenance	4,118	8,760	8,760	7,260
Services & other	110,413	106,300	108,580	99,425
<b>SUBTOTAL</b>	<b>421,460</b>	<b>440,855</b>	<b>438,770</b>	<b>435,930</b>
Capital outlay	-	-	-	25,000
<b>TOTAL</b>	<b>\$ 421,460</b>	<b>\$ 440,855</b>	<b>\$ 438,770</b>	<b>\$ 460,930</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
City Engineer	M-2	1.0	1.0	1.0
Engineering Technician	A/TN-11	1.0	1.0	1.0
Construction Inspector	A/TN-11	1.0	1.0	1.0
Engineering Intern	NA	0.5	0.5	0.5
<b>TOTAL</b>		<b>3.5</b>	<b>3.5</b>	<b>3.5</b>

FY2012 highlights: capital outlay includes funding of \$25,000 for vehicle replacement.

**FUND:**  
General

**DEPARTMENT:**  
Public Works

**DIVISION:**  
Street Maintenance

**ACCOUNT:**  
100-500-51

**DEPARTMENT/DIVISION DESCRIPTION:**

The Street Maintenance Division of the Public Works Department is responsible for providing a safe street and sidewalk transportation system for motorists and pedestrians in the City of Keller. To achieve this responsibility, the division maintains the transportation system through the installation and maintenance of guardrails, barricades, street signs, traffic signals, routine street maintenance, pothole patching, curb and gutter maintenance, asphalt overlay, street striping, maintenance of all dedicated street easements, and right-of-way mowing and maintenance.

**DEPARTMENT/DIVISION GOALS:**

1. Continually review and evaluate work methods and procedures to determine changes that will improve efficiency and reduce operational and maintenance costs throughout the year.
2. Conduct visual asphalt and concrete roadway condition surveys of 30% of the City's roadways for confirmation of annual street maintenance program.
3. Repair potholes and replace and/or repair damaged street regulatory signs within 24 hours of notification and street information signs within 48 hours of notification.
4. Continue the implementation of a sidewalk repair program, the ultimate goal of which is to identify and repair 100% of defective sidewalks annually.
5. Determine the priority of roadways to be repaired annually using different methods such as slurry seal/micro-surfacing, hot top overlays, or complete reconstruction.
6. Continue an on-going street sweeping program to clean all City streets a minimum of 3 times a year.
7. Implement a traffic sign database utilizing the Government Benefit Administrators (GBA) Master Series software system.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Lane miles of paved streets to be maintained	418	462	470
Tons of hot-mix asphalt used for major street repairs*	6,694	8,000	10,000
Tons of cold-mix asphalt used for street potholes	35	20	25
Linear feet of sidewalks repaired	1,005	1,200	1,200
Street signs repaired/replaced	684	960	1,000
Sidewalks repaired/replaced in-house (linear feet)	811	1,040	1,000
Miles of street striping completed	16	16	16
Acres of right-of-way & channels mowed	70	70	77
Miles of street sweeping completed	1,344	1,400	1,400
Lane miles of streets crack-sealed	9	14	14

\* – Includes major street repairs funded from street maintenance sales tax.

**FUND:**  
General

**DEPARTMENT:**  
Public Works

**DIVISION:**  
Street Maintenance

**ACCOUNT:**  
100-500-51

**PUBLIC WORKS / STREET MAINTENANCE  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 661,282	\$ 560,155	\$ 525,190	\$ 556,360
Operations & maintenance	215,318	383,680	385,325	301,350
Services & other	120,275	207,420	209,340	150,965
SUBTOTAL	996,875	1,151,255	1,119,855	1,008,675
Capital outlay	556,113	889,505	888,730	764,385
<b>TOTAL</b>	<b>\$ 1,552,988</b>	<b>\$ 2,040,760</b>	<b>\$ 2,008,585</b>	<b>\$ 1,773,060</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Street/Drainage Superintendent	M-1	0.50	0.50	0.50
Street/Drainage Foreman	TN-8	1.00	1.00	1.00
Street Crewleader	TN-6	2.00	2.00	2.00
Equipment Operator	TN-5	1.00	1.00	1.00
Street Maintenance Worker	TN-2	4.00	4.00	4.00
Administrative Secretary	A/TN-8	0.33	0.33	0.33
<b>TOTAL</b>		<b>8.83</b>	<b>8.83</b>	<b>8.83</b>

FY2012 highlights: capital outlay includes \$757,585 for street reconstruction and \$6,800 to acquire a sand spreader.

**FUND:**  
General

**DEPARTMENT:**  
Public Works

**DIVISION:**  
Street Lighting

**ACCOUNT:**  
100-500-52

**DEPARTMENT/DIVISION DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

1. Provide safe and effective street lighting throughout the City.
2. Conduct a billing audit of street lights to ensure accurate billing.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Number of street lights maintained*	2,395	2,408	2,425

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

**FUND:**  
General

**DEPARTMENT:**  
Public Works

**DIVISION:**  
Street Lighting

**ACCOUNT:**  
100-500-52

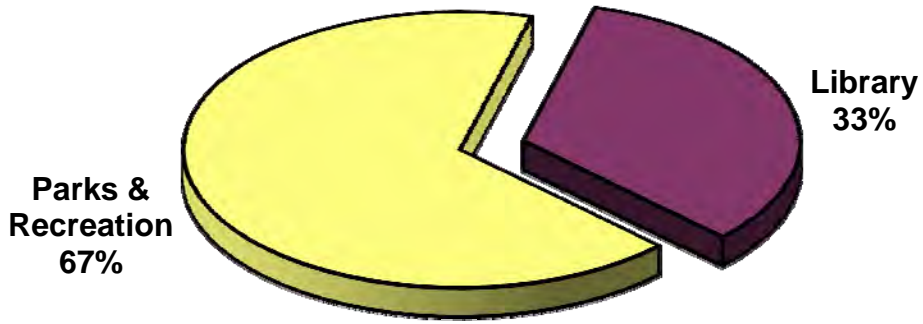
**PUBLIC WORKS / STREET LIGHTING  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-
Services & other	423,515	427,275	427,275	427,275
SUBTOTAL	423,515	427,275	427,275	427,275
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 423,515</b>	<b>\$ 427,275</b>	<b>\$ 427,275</b>	<b>\$ 427,275</b>

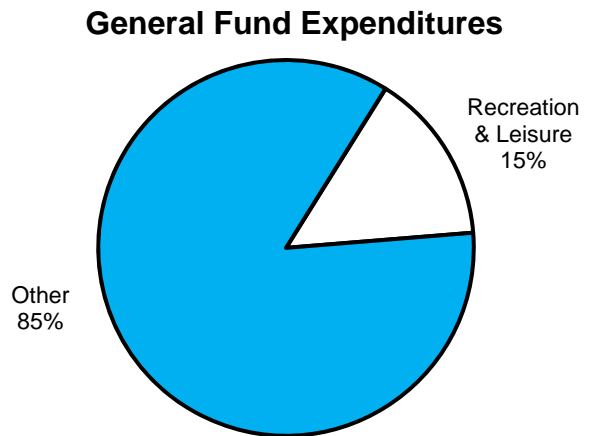
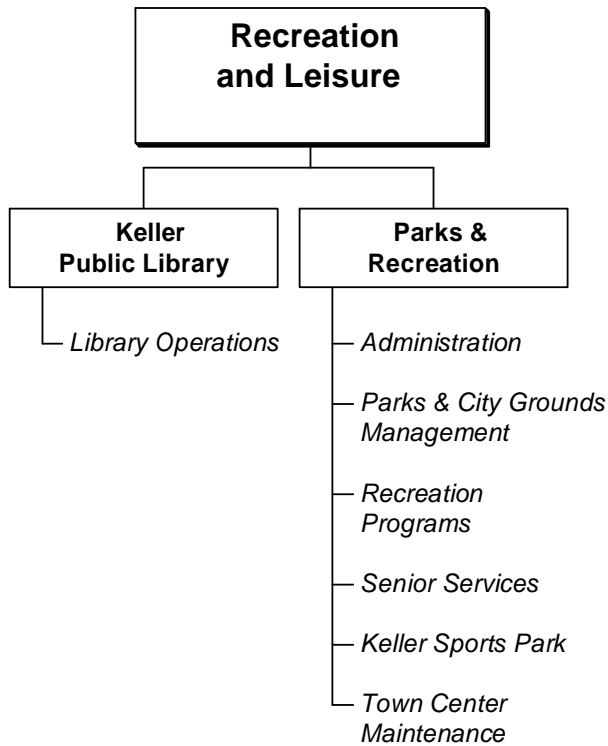
**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
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# Recreation & Leisure

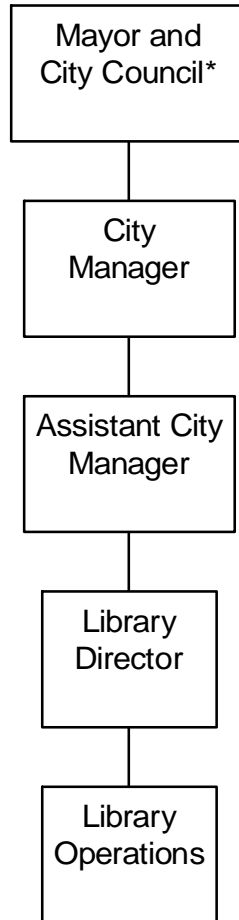


Department total: \$4,178,195



**CITY OF KELLER, TEXAS  
ORGANIZATION CHART**

**KELLER PUBLIC LIBRARY**



\* – Denotes elected positions.

**FUND:**  
General

**DEPARTMENT:**  
Keller Public Library

**DIVISION:**  
Administration

**ACCOUNT:**  
100-600-01

**DEPARTMENT/DIVISION DESCRIPTION:**

The Keller Public Library supports life-long learning and fun through books, programs and media.

**DEPARTMENT/DIVISION GOALS:**

**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 21<sup>st</sup> 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.

**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, resource sharing and other collaborative efforts.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Visits to Library	193,821	200,229	208,000
Number of checkouts	378,167	467,311	546,500
New items added	9,013	9,050	9,075
Library program participants	14,040	14,100	14,200
 <b><u>PERFORMANCE MEASURES</u></b>			
Checkouts per FTE employees as a measure of workload (Texas average of 15,031 checkouts per FTE)	23,635	29,206	37,157
Library visits per capita (Texas average 3.32)	4.85	5.01	5.20
Library checkouts per capita (Texas average 4.91)	9.46	11.69	13.67



**FUND:**  
General

**DEPARTMENT:**  
Keller Public Library

**DIVISION:**  
Administration

**ACCOUNT:**  
100-600-01

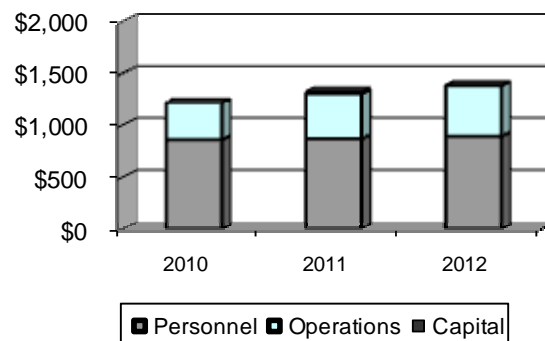
**KELLER PUBLIC LIBRARY  
DEPARTMENT SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 861,960	\$ 897,010	\$ 870,820	\$ 893,855
Operations & maintenance	156,301	178,605	182,550	178,970
Services & other	194,804	252,025	254,125	308,720
<b>SUBTOTAL</b>	<b>1,213,065</b>	<b>1,327,640</b>	<b>1,307,495</b>	<b>1,381,545</b>
Capital outlay	597	24,565	24,565	-
<b>TOTAL</b>	<b>\$ 1,213,662</b>	<b>\$ 1,352,205</b>	<b>\$ 1,332,060</b>	<b>\$ 1,381,545</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

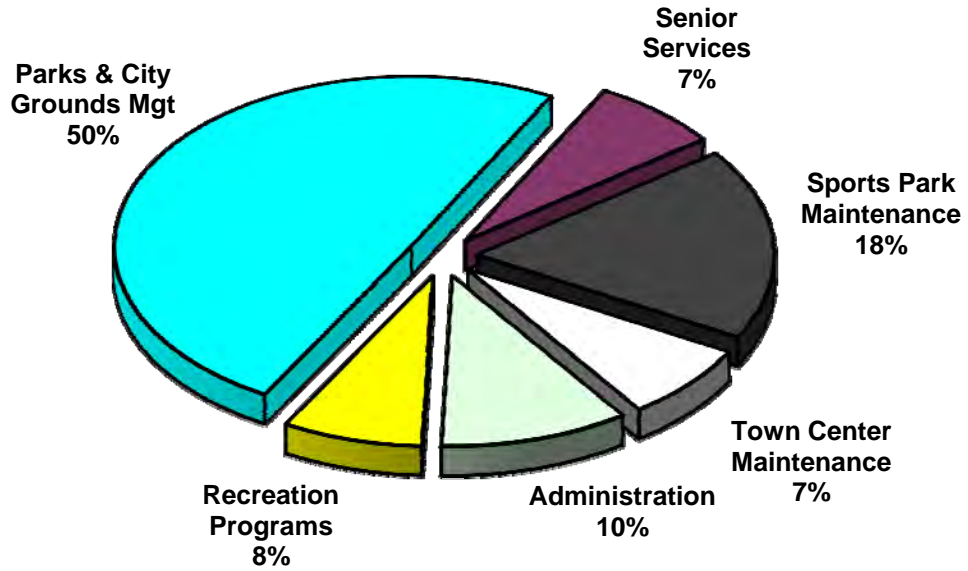
<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Library Director	M-3	1.00	1.00	1.00
Public Services Manager	PE-5	1.00	1.00	1.00
Librarian	PE-3	3.00	3.00	3.00
Circulation Supervisor	A/TN-6	1.00	1.00	1.00
Administrative Secretary	A/TN-8	1.00	1.00	1.00
Library Clerk II	A/TN-5	1.00	1.00	1.00
Library Clerk	A/TN-3	7.28	7.28	7.28
Library Aide (part-time)	NA	0.14	0.14	0.14
<b>TOTAL</b>		<b>15.42</b>	<b>15.42</b>	<b>15.42</b>

**Keller Public Library Expenditures**  
(000's)





# General Fund Parks and Recreation

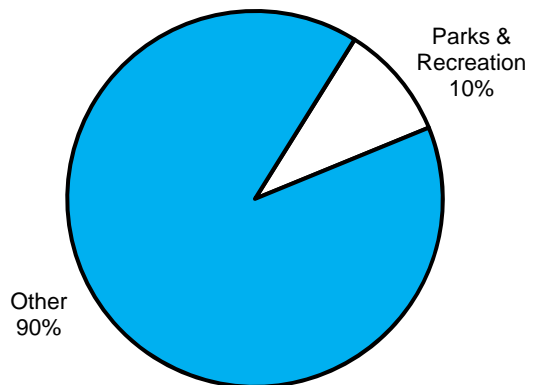


**Department total: \$2,796,650**

**General Fund  
Parks & Recreation  
(General Fund)**

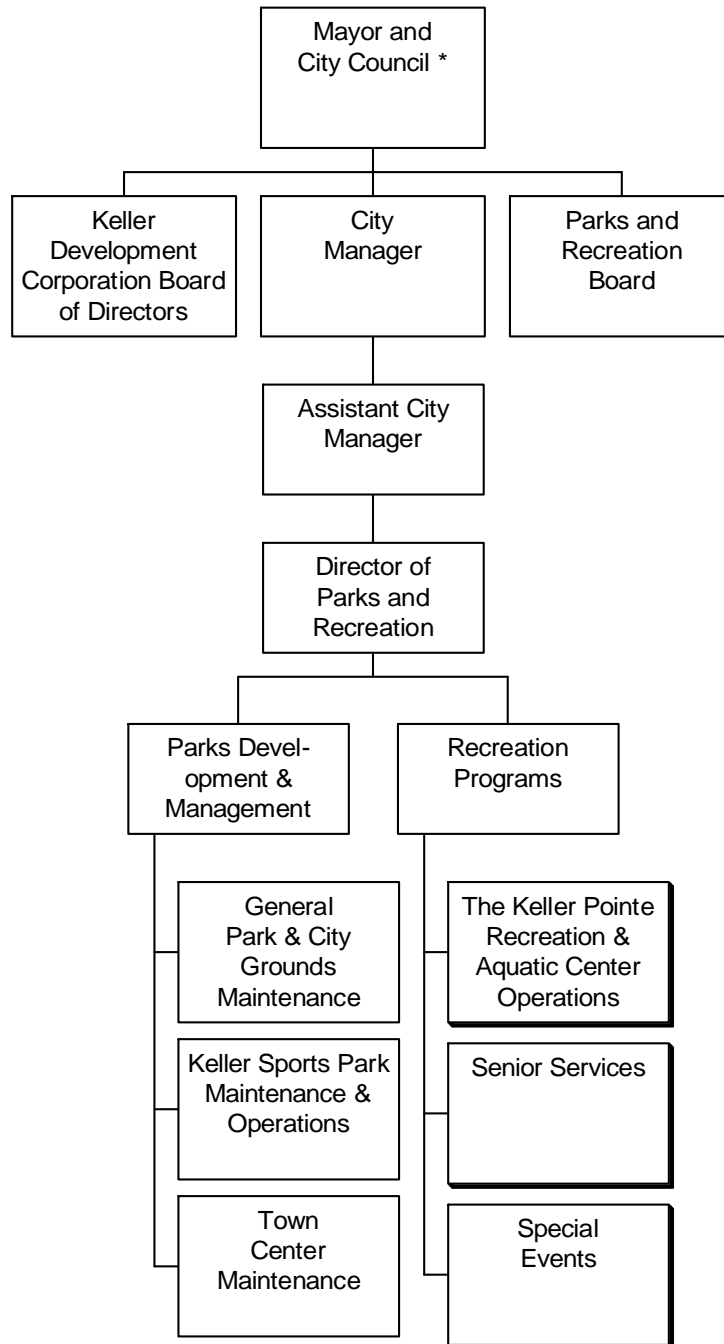
- Administration
- Parks & City Grounds Management
- Recreation Programs
- Senior Services
- Sports Park Maintenance
- Town Center Maintenance

### General Fund Expenditures



# CITY OF KELLER, TEXAS ORGANIZATION CHART

## PARKS AND RECREATION



\* Denotes elected positions.

Shaded boxes represent activities provided for in other funds.

**PARKS AND RECREATION  
DEPARTMENT SUMMARY**

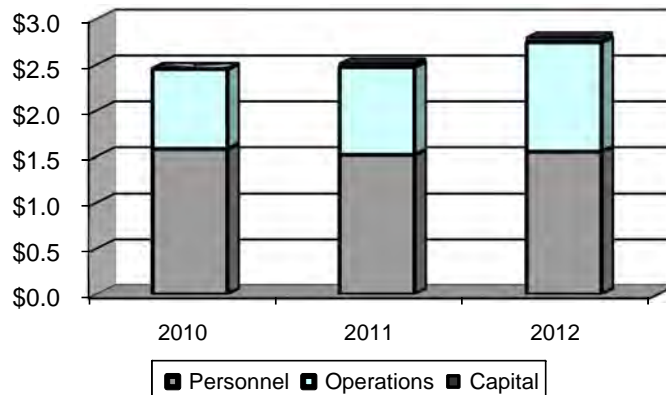
	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 1,580,267	\$ 1,560,745	\$ 1,515,550	\$ 1,550,365
Operations & maintenance	301,937	307,700	309,230	315,670
Services & other	569,265	640,700	648,380	878,055
<b>SUBTOTAL</b>	<b>2,451,469</b>	<b>2,509,145</b>	<b>2,473,160</b>	<b>2,744,090</b>
Capital outlay	-	37,940	39,320	52,560
<b>TOTAL</b>	<b>\$ 2,451,469</b>	<b>\$ 2,547,085</b>	<b>\$ 2,512,480</b>	<b>\$ 2,796,650</b>

<b><u>EXPENDITURES BY DIVISION:</u></b>				
Administration	\$ 356,826	\$ 282,550	\$ 281,835	\$ 287,875
Parks & City Grounds Management	1,092,707	1,173,880	1,164,215	1,386,200
Recreation Programs	180,596	218,045	219,195	213,655
Senior Services	180,618	193,150	183,605	196,605
Sports Park Maintenance	470,452	498,210	482,780	509,750
Town Center Maintenance	170,270	181,250	180,850	202,565
<b>TOTAL</b>	<b>\$ 2,451,469</b>	<b>\$ 2,547,085</b>	<b>\$ 2,512,480</b>	<b>\$ 2,796,650</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>DEPARTMENT / DIVISION</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Administration	3.00	3.00	3.00
Parks & City Grounds Management	12.54	12.54	12.54
Recreation Programs	2.00	2.00	2.00
Senior Services	2.50	2.50	2.50
Sports Park Maintenance	5.00	5.00	5.00
<b>TOTAL</b>	<b>25.04</b>	<b>25.04</b>	<b>25.04</b>

**Parks & Recreation Expenditures (millions)**



**FUND:**  
General

**DEPARTMENT:**  
Parks & Recreation

**DIVISION:**  
Administration

**ACCOUNT:**  
100-630-01

**DEPARTMENT/DIVISION 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 and 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 children 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. Strive to meet needs related to parks and recreation of both current and potential residents and businesses through proper implementation of the Park Dedication Ordinance.
5. Cultivate partnerships with civic groups, private businesses, foundations and neighboring cities that align with our core values to expand our resources and abilities to offer services that make the community more attractive to current and potential residents and businesses.
6. Acquire and administer grants for parks and facilities with priorities of land acquisition; expansion of the trail system, Senior Activities Center, Keller Sports Park; and a tennis facility as identified in the 2007 Parks, Recreation and Open Space Master Plan.
7. Provide recreational and event locations for individuals to gather, celebrate, practice and compete through the management of a park and facility reservation system.
8. Ensure sustainability of The Keller Pointe through management of a self-sufficient enterprise fund to continue to prevent any subsidization from the general fund.
9. Attract individuals and businesses to the area by providing quality customer care in the delivery of all programs and services that exceeds guests' expectations.
10. Enhance communication to the public regarding parks and recreation operations through social, electronic and print media.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Board/committee meetings organized	40	47	40
Facility reservations processed	812	940	975
 <u>PERFORMANCE INDICATORS</u>			
Per capita annual investment in parks and recreation operations	\$55.47	\$55.79	\$56.41
Park development fees	\$36,000	\$38,000	\$5,000
The Keller Pointe annual operating surplus (deficit)	\$251,012	\$22,995	*(298,310)

\*Includes utilization of \$300,000 for installation of a sprayground at The Keller Pointe.

**FUND:**  
General

**DEPARTMENT:**  
Parks & Recreation

**DIVISION:**  
Administration

**ACCOUNT:**  
100-630-01

**PARKS & RECREATION ADMINISTRATION  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 344,119	\$ 263,465	\$ 262,770	\$ 266,335
Operations & maintenance	2,747	6,550	6,450	2,850
Services & other	9,960	12,535	12,615	18,690
SUBTOTAL	356,826	282,550	281,835	287,875
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 356,826</b>	<b>\$ 282,550</b>	<b>\$ 281,835</b>	<b>\$ 287,875</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Director of Parks and Recreation	M-3	1.0	1.0	1.0
Administrative Secretary	A/TN-8	1.0	1.0	1.0
Receptionist	A/TN-4	1.0	1.0	1.0
<b>TOTAL</b>		<b>3.0</b>	<b>3.0</b>	<b>3.0</b>





**FUND:**  
General

**DEPARTMENT:**  
Parks & Recreation

**DIVISION:**  
Parks & City Grounds  
Management

**ACCOUNT:**  
100-630-60

**DEPARTMENT/DIVISION DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

1. Encourage healthy lifestyles and promote economic development through the provision of professionally managed quality grounds and facilities.
2. Foster tourism, showcase local businesses and organizations and provide citizens an economical means of recreation by assisting the Recreation Division with the implementation of City-wide special events.
3. Boost economic prosperity by enhancing/maintaining real estate values; stimulating recreational equipment sales; and attracting businesses and tourism through the daily inspection, cleaning and repairing of parks and park playground equipment.
4. Maintain the city's investment in vehicles and equipment and keep repair cost minimal through a quality in-house preventative maintenance program.
5. Provide a safe and healthy environment through daily in-house custodial services to Fire Administration, Senior Activities Center and park restroom/concession facilities.
6. Maintain low overhead expenses on the construction and installation of small park capital improvement projects by completing the projects with in-house staff.
7. Increase the overall economic value and aesthetics of the city through the provision of professionally managed landscaping in city parks, medians and city facilities.
8. Enhance recreational and competitive opportunities through professionally managed sport fields and facilities for use by the local sport associations.
9. Continue to attract individuals and businesses to the area through the provision of quality customer care in the delivery of services that exceeds guest expectations.

(Continued)

**FUND:**  
General

**DEPARTMENT:**  
Parks & Recreation

**DIVISION:**  
Parks & City Grounds  
Management

**ACCOUNT:**  
100-630-60

(Continued)

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 PROJECTED</b>
Total park acreage (including undeveloped land)	456	456	456
Total developed park acreage maintained by City	190.63	190.63	190.63
• Bear Creek Park acreage maintained	44	44	44
• Big Bear Creek Greenbelt acreage maintained	27	27	27
• Keller Sports Park acreage maintained	110	110	110
• Chase Oaks Activity Node acreage maintained	5	5	5
• Willis Cove open space acreage maintained	4	4	4
• Eastern Trail section acreage maintained	0.25	0.25	0.25
• Veterans Memorial Park	0.38	0.38	0.38
Total miles of hike/bike trails maintained	16.62	17.06	18
Contracted developed park acreage maintained	85	85	85
Contracted park areas include Johnson Road Park (15 ac); Meandering Trail (6.94ac); Burseley Ranch Park (1.3 ac); The Parks at Town Center (23 ac); Milestone Park (10 ac); Keller Sports Park (20 ac); Overton Ridge Park (7.88 ac)			
Undeveloped park land/open space maintained	180	180	180
The Parks at Town Center (86.73 ac); Northeast Park Property (43 ac); Cherry Grove Park (5.37 ac); Keller Sports Park (18 ac); Shady Grove Greenwalk (8.5 ac); Old Town Park (0.55 ac); Fall Creek Open Space (2 ac); Milestone Park (5 ac.); Overton Ridge Park (11.4 ac)			
Total playgrounds maintained	9	9	9
Total city grounds acreage maintained	14.55	14.55	19.43
Keller Parkway medians (0.17 ac); Rufe Snow Drive medians south (6.27 ac); Bourland Road medians (1 ac); Other miscellaneous medians (0.11 ac); Fire Stations, Fire Administration, and Friends of Library Bldg (7 ac); Rufe Snow Drive medians north (1.58 ac); North Tarrant Pkwy medians (2.61 ac); and Marshall Ridge Pkwy landscaping (.69 ac)			
Total City facilities square footage maintained	8,039	8,039	8,039
<b><u>PERFORMANCE INDICATORS</u></b>			
Total developed park acreage per 1,000 residents	7.0	7.0	6.9
* Parks investment per developed acre	\$6,273	\$6,597	\$6,672
* Parks investment per resident	\$23.21	\$24.30	\$24.39
* Developed park acres per full-time maintenance staff	15.33	16.23	16.23

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

**PARKS & RECREATION / PARKS & CITY GROUNDS MANAGEMENT  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 701,197	\$ 729,035	\$ 716,990	\$ 715,195
Operations & maintenance	147,401	146,670	147,975	158,455
Services & other	244,109	288,025	289,145	489,580
<b>SUBTOTAL</b>	<b>1,092,707</b>	<b>1,163,730</b>	<b>1,154,110</b>	<b>1,363,230</b>
Capital outlay	-	10,150	10,105	22,970
<b>TOTAL</b>	<b>\$ 1,092,707</b>	<b>\$ 1,173,880</b>	<b>\$ 1,164,215</b>	<b>\$ 1,386,200</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Park Superintendent	M-1	1.00	1.00	1.00
Park Foreman	TN-8	1.00	1.00	1.00
Park/Landscape Crewleader	TN-6	2.00	2.00	2.00
Parks/Landscape Maintenance Worker	TN-2	7.00	7.00	7.00
Building Maintenance Technician I	TN-1	1.00	1.00	1.00
Parks Maintenance Worker (seasonal)	NA	0.54	0.54	0.54
<b>TOTAL</b>		<b>12.54</b>	<b>12.54</b>	<b>12.54</b>

FY2012 highlights: capital outlay funding provides for the replacement of a pond aerator at Bear Creek Park (\$6,050) and replacement of grounds maintenance equipment (\$16,920).

***In addition to the above totals***, \$75,000 is proposed for improvements to the Big Bear Creek Dam, to be funded from available fund balance as a one-time capital expenditure.



**FUND:**  
General

**DEPARTMENT:**  
Parks & Recreation

**DIVISION:**  
Recreation Programs

**ACCOUNT:**  
100-630-61

**DEPARTMENT/DIVISION DESCRIPTION:**

The Recreation Programs division of the Parks and Recreation department provides the administration of the City's recreation programs and activities including special events, Senior Activities Center programs and The Keller Pointe operations. Special events administered by the department include the Rock the Park, Holly Days, Santa's Workshop, Haunted Trails, TREE-Mendous Spring Egg Scramble, Concerts in the Park, Spooky Kooky Keller Kastle, Fishing For Fun events, Daddy/Daughter Sweetheart Ball, Mother/Son "I Scream" Social, Family Fun Films, MasterWorks Music Series, Family Camp Out, and the Trash Bash events. All of the special events with the exception of the Trash Bash and MasterWorks Music Series and the personnel support services are funded through sponsorships, fees and donations accounted for in the Recreation Special Revenue Fund, but are administered by the Recreation Division staff.

**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 to appeal to guests of different ages and interest.
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 sponsors and developing new opportunities for businesses to feature their products and services.
4. Attract individuals and businesses to the area by providing quality customer care in the delivery of all programs and services that exceeds guest expectations.
5. Enhance communication regarding recreational programs, events and facilities through social, electronic and print media.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Special events provided annually	35	26	26
Special events participants	574	461	465
Program volunteers	17	18	19
Program volunteer hours	8	8	8
 <u>PERFORMANCE INDICATORS</u>			
Special events guests	27,359	21,200	22,000
Program volunteer hours	2,021	1,600	1,625
Partnership dollars generated	\$95,488	\$20,000	\$95,000
Recreation league participants	183	160	160

**FUND:**  
General

**DEPARTMENT:**  
Parks & Recreation

**DIVISION:**  
Recreation Programs

**ACCOUNT:**  
100-630-61

**PARKS & RECREATION / RECREATION PROGRAMS  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 158,854	\$ 164,960	\$ 164,060	\$ 167,615
Operations & maintenance	4,098	10,265	6,795	9,630
Services & other	17,644	30,820	33,100	36,410
SUBTOTAL	180,596	206,045	203,955	213,655
Capital outlay	-	12,000	15,240	-
<b>TOTAL</b>	<b>\$ 180,596</b>	<b>\$ 218,045</b>	<b>\$ 219,195</b>	<b>\$ 213,655</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Recreation Superintendent	M-1	1.0	1.0	1.0
Special Events Coordinator	A/TN-10	1.0	1.0	1.0
<b>TOTAL</b>		<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

**FUND:**  
General

**DEPARTMENT:**  
Parks & Recreation

**DIVISION:**  
Senior Services

**ACCOUNT:**  
100-630-62

**DEPARTMENT/DIVISION DESCRIPTION:**

The Senior Services division of the Parks and Recreation Department is responsible for the programming and maintenance of the Senior Activities Center (SAC). The SAC is used for senior activities, events, and programs. Senior meals are provided five days a week through a contractual agreement with Senior Citizen Services of Greater Tarrant County.

**DEPARTMENT/DIVISION GOALS:**

1. Promote healthy lifestyles of senior adults through the provision of a professionally managed senior activities center.
2. Enrich the lives of senior adults by creating and offering quality economical recreational programs, activities and events.
3. Ensure sustainability of senior adult activities and programs 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 sponsors and developing new opportunities for businesses to feature their products and services.
  - d. Maintaining a program pricing structure for special interest activities.
4. Create an inviting atmosphere and a loyal participant base with quality customer care that exceeds expectations of guests.
5. Enhancing communication to the public regarding recreational programs, events and facilities through social, electronic and print media.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Annual Senior Center programs provided	960	975	1,050
Number of special events offered	118	142	154
Number of trips offered	34	36	40
Community outreach initiatives	103	120	137
 <u>PERFORMANCE INDICATORS</u>			
Average regular (daily) Senior Center attendance	45	50	56
Annual Senior Center Program attendance	11,900	13,600	15,300
Special event participants	2,177	2,500	3,000
Trip participants	924	950	1,000

**FUND:**  
General

**DEPARTMENT:**  
Parks & Recreation

**DIVISION:**  
Senior Services

**ACCOUNT:**  
100-630-62

**PARKS & RECREATION / SENIOR SERVICES  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 137,231	\$ 147,350	\$ 136,880	\$ 149,680
Operations & maintenance	17,733	14,890	14,690	13,580
Services & other	25,654	30,910	32,035	33,345
SUBTOTAL	180,618	193,150	183,605	196,605
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 180,618</b>	<b>\$ 193,150</b>	<b>\$ 183,605</b>	<b>\$ 196,605</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Senior Center Supervisor	PE-6	1.0	1.0	1.0
Recreation Specialist	A/TN-9	1.0	1.0	1.0
Office Assistant	RCS-2	0.5	0.5	0.5
<b>TOTAL</b>		<b>2.5</b>	<b>2.5</b>	<b>2.5</b>

**FUND:**  
General

**DEPARTMENT:**  
Parks & Recreation

**DIVISION:**  
Sports Park Maintenance

**ACCOUNT:**  
100-630-63

**DEPARTMENT/DIVISION DESCRIPTION:**

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

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

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

**DEPARTMENT/DIVISION GOALS:**

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

(Continued)



**FUND:**  
General

**DEPARTMENT:**  
Parks & Recreation

**DIVISION:**  
Sports Park Maintenance

**ACCOUNT:**  
100-630-63

(Continued)

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Total Sports Park acreage	148	148	148
Total Sports Park acreage maintained by City	110	110	110
Total Sports Park acreage maintained privately	20	20	20
Total Sports Park acreage undeveloped	18	18	18
Total facility square footage maintained	13,277	13,277	13,277
 <u>PERFORMANCE INDICATORS</u>			
*Sports Park operating & maintenance cost per acre	\$6,510	\$6,621	\$6,755
*Sports Park operating & maintenance cost per capita	\$18.15	\$18.37	\$18.61
*Developed Sports Park acres per maintenance staff	15.72	15.72	15.72

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

**FUND:**  
General

**DEPARTMENT:**  
Parks & Recreation

**DIVISION:**  
Sports Park Maintenance

**ACCOUNT:**  
100-630-63

**PARKS & RECREATION / SPORTS PARK MAINTENANCE  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 238,866	\$ 255,935	\$ 234,850	\$ 251,540
Operations & maintenance	119,757	106,025	110,020	107,855
Services & other	111,829	120,460	123,935	120,765
SUBTOTAL	470,452	482,420	468,805	480,160
Capital outlay	-	15,790	13,975	29,590
<b>TOTAL</b>	<b>\$ 470,452</b>	<b>\$ 498,210</b>	<b>\$ 482,780</b>	<b>\$ 509,750</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Parks/Landscape Maintenance Worker	TN-2	5.0	5.0	5.0
<b>TOTAL</b>		<b>5.0</b>	<b>5.0</b>	<b>5.0</b>

FY2012 highlights: capital outlay funding is included for replacement of mowing equipment.

**FUND:**  
General

**DEPARTMENT:**  
Parks & Recreation

**DIVISION:**  
Town Center Maintenance

**ACCOUNT:**  
100-630-64

**DEPARTMENT/DIVISION DESCRIPTION:**

The Town Center Maintenance division was created to account for the activities and maintenance of Keller Town Center public areas. 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's property owner's percentage of maintenance costs, based on each owner's respective amount of land owned in Keller Town Center.

**DEPARTMENT/DIVISION GOALS:**

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

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Association fee revenue	\$78,035	\$72,000	\$72,000
Association meetings held	1	2	2
Total Town Center property acreage	161.6	161.6	161.6
Public property acreage	100.2	100.2	100.2
Private property acreage	61.4	61.4	61.4
Number of special events supported	1	1	1

**FUND:**  
General

**DEPARTMENT:**  
Parks & Recreation

**DIVISION:**  
Town Center Maintenance

**ACCOUNT:**  
100-630-64

**PARKS & RECREATION / TOWN CENTER MAINTENANCE  
DIVISION/ACTIVITY SUMMARY**

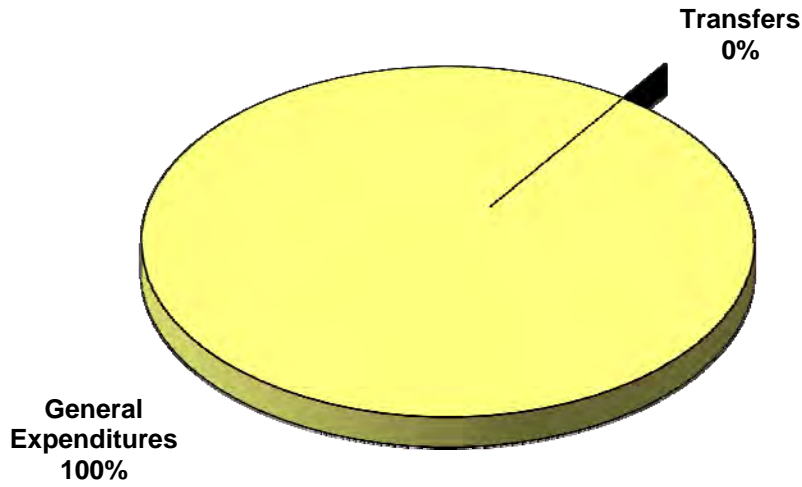
	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	10,201	23,300	23,300	23,300
Services & other	160,069	157,950	157,550	179,265
SUBTOTAL	170,270	181,250	180,850	202,565
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 170,270</b>	<b>\$ 181,250</b>	<b>\$ 180,850</b>	<b>\$ 202,565</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
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*In addition to the above totals, \$30,000 is proposed for concrete repairs in Keller Town Center, to be funded from available fund balance as a one-time capital expenditure.*

# General Fund Non-Departmental

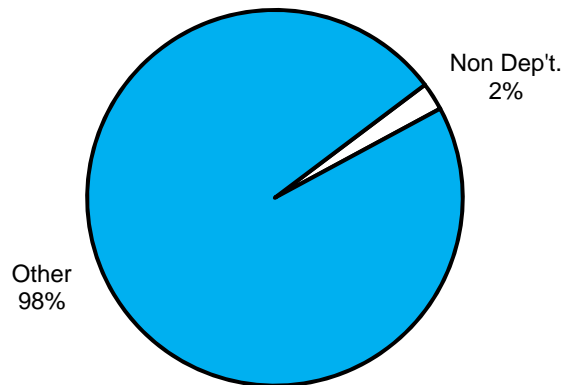


Department total: \$677,910

## General Fund Non Departmental

- General Operations
- Interfund Transfers

## General Fund Expenditures



**FUND:**  
General

**DEPARTMENT:**  
Non-Departmental

**DIVISION:**  
All

**ACCOUNT:**  
100-990-XX

***DEPARTMENT DESCRIPTION:***

The General Fund/Non-Departmental activity reflects expenditures of a general nature, which have not been allocated to specific departments. Included within this activity are budgeted costs for general insurance, salary contingencies, and transfers to other funds.

***DEPARTMENT/DIVISION GOALS:***

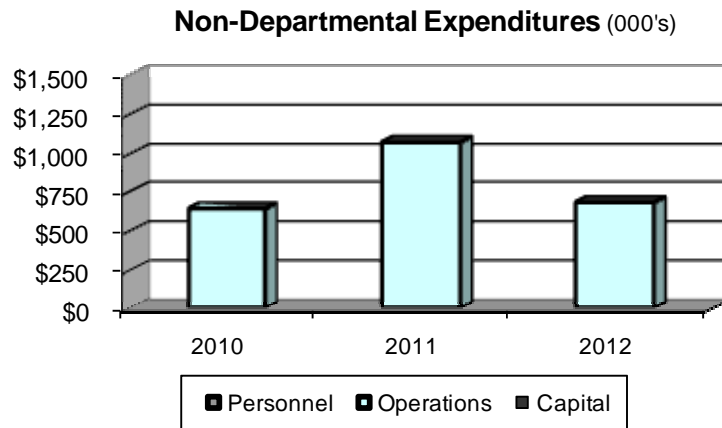
**GENERAL FUND / NON-DEPARTMENTAL  
DEPARTMENT SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ -	\$ 88,500	\$ -	\$ -
Operations & maintenance	11,450	12,000	12,000	12,000
Services & other	611,959	721,310	670,590	665,910
Transfers to other funds	15,195	40,000	390,000	-
<b>SUBTOTAL</b>	<b>638,604</b>	<b>861,810</b>	<b>1,072,590</b>	<b>677,910</b>
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 638,604</b>	<b>\$ 861,810</b>	<b>\$ 1,072,590</b>	<b>\$ 677,910</b>

<b><u>EXPENDITURES BY DIVISION:</u></b>				
Transfers to other funds	\$ 15,195	\$ 40,000	\$ 390,000	\$ -
Non-Departmental	623,409	821,810	682,590	677,910
<b>TOTAL</b>	<b>\$ 638,604</b>	<b>\$ 861,810</b>	<b>\$ 1,072,590</b>	<b>\$ 677,910</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>DEPARTMENT / DIVISION</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
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# WATER & WASTEWATER FUND

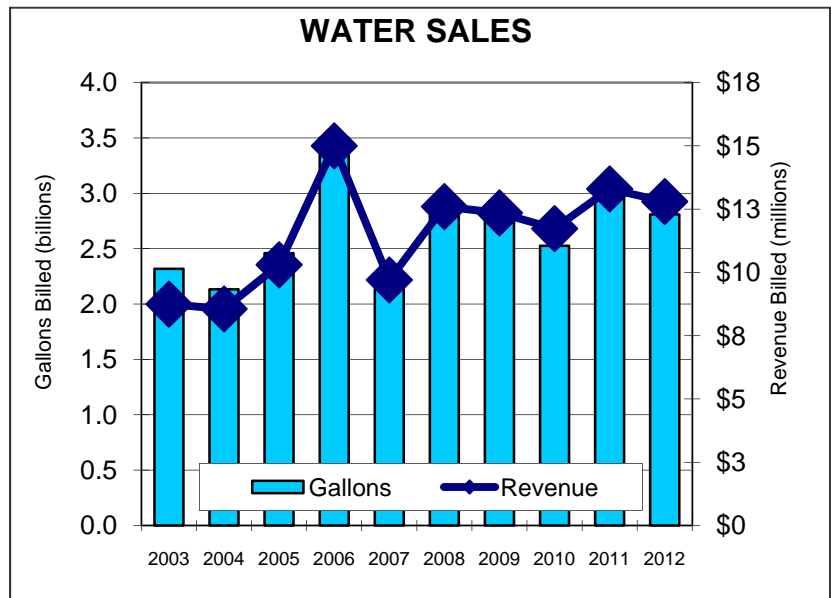
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## WATER AND WASTEWATER FUND REVENUES

Water revenues comprise \$12.8 million, or 70% of total revenues of the fund, while wastewater (sewer) charges comprise \$5.07 million, or 27.7% of total revenues. Water and sewer charges combined comprise \$17.88 million or 97.5% of the revenues of the fund. The remaining resources are derived primarily from user fees and interest.

### Revenue Projections and Analysis

Water revenues are primarily dependent upon the amount of rainfall received during the year and as a result are generally more volatile than General Fund revenues. FY2010 actual water usage billed to customers decreased 8.7% from FY2009. Based on current YTD usage through June 2011, the water consumption is anticipated to increase to 2.96 billion gallons in FY2011, compared to 2.53 billion gallons in FY2010. Customer water usage reached an all-time high of 3.54 billion gallons in FY2006. For FY2012, a conservative customer average water usage, with reasonable customer growth estimates,



is being used to determine the budget amounts. Therefore, if normal rainfall amounts are received during the year, revenues will not be adversely impacted.

As the accompanying chart above indicates, total water sales in gallons as well as revenues have gradually increased since 2003. In general, these increases have been driven both by growth in customers as well as dry weather conditions, especially in 2006.

Growth in the water and wastewater system continues, although the rate of growth is slowing. For FY2012, average monthly water customers are projected to increase to 14,344 customers from 14,180 in FY2011. Average monthly wastewater customers are projected to increase to 12,005 for FY2012, compared to a monthly average of 11,725 for FY2011.

Intergovernmental revenues (contributions) include revenues from the Lake Turner Municipal Utility District. These revenues result from reimbursements of debt service issued to fund the construction of joint water improvement projects.

In April 2010, the City Council adopted a wholesale rate pass-through ordinance, whereby future increases (or decreases) in wholesale water supply and wastewater treatment costs will be automatically passed through to Keller customers.

## **WATER AND WASTEWATER FUND EXPENDITURES**

Expenditures include costs for personnel services; operations and maintenance of the water and wastewater system; services and other expenditures; wholesale purchases of water from Fort Worth; wastewater treatment and collection services with the Trinity River Authority; debt service interest and principal; transfers to other funds for general and administrative cost reimbursements and in lieu of taxes; and capital outlay. Depreciation expense is not budgeted, while debt service principal is budgeted as an expenditure.

A significant expenditure is wholesale water purchases. For FY2012, wholesale water purchases are projected to be \$5,450,000, or 28.4% of total expenditures of the fund, compared to \$5,600,000, or 28.6% of total expenditures for FY2011. This represents a decrease of \$150,000, or 2.7%. The decrease is because FY2012 estimates are based on a slight decrease in customer usage. Wholesale water purchases are anticipated to be 2.949 billion gallons in FY2012 and 3.108 billion gallons in FY2011.

The average customer usage based on wholesale water purchased (including both residential and non-residential customers) is 16,318 gallons per month for FY2012 compared to 17,395 gallons per month for FY2011, a decrease of 6.2%. Average customer usage for FY2010 was 15,037. The usage for FY2012 is based on estimates derived from anticipating normal rainfall during the year.

Operations, maintenance and services expenditures comprise 25.5% of the Fund's budget for FY2012 compared to 25.3% for FY2011. These expenditures include purchases of pipe, vehicle and equipment maintenance, water meters, pipe fittings, as well as maintenance of service mains and pumps. In addition, electrical costs for pump operations are also included in this category.

Personnel services (salaries and benefits) comprise the next significant expenditure, approximately 15.3% of total expenditures of the Fund. Total full-time equivalents are 43.17 FTEs, unchanged from FY2011. During FY2010 4.75 FTE positions (including one vacant position) were eliminated due to a City-wide reduction in force. Personnel detail by position is included with each individual department/division budget presentation on the following pages.

Debt service costs comprise 13.3% of the Fund's budget and are committed for the retirement of long-term debt. Long-term debt is used to finance improvements and/or expansions to the City's water and wastewater system.

Wastewater treatment and collection services, including contracted services provided by the Trinity River Authority (TRA) comprise approximately 11.8% of the Fund's budget. The City maintains a wastewater collection crew that provides maintenance and installation of wastewater collector mains that flow into the City's main collector lines and eventually to TRA's Central Regional Treatment Plant or the Denton Creek Wastewater Treatment Plant for treatment. Once again, due to customer growth, the amount of effluent treated by the TRA continues to increase, while the average treated per customer remains relatively constant.

Capital outlay expenditures include machinery, equipment and routine vehicle replacements, facility improvements, as well as general infrastructure improvements for new and/or major repairs to water mains and wastewater mains. Capital expenditures for FY2012 are \$621,950, and represent 3.2% of the Fund's budget and a decrease of \$464,995 from FY2011.

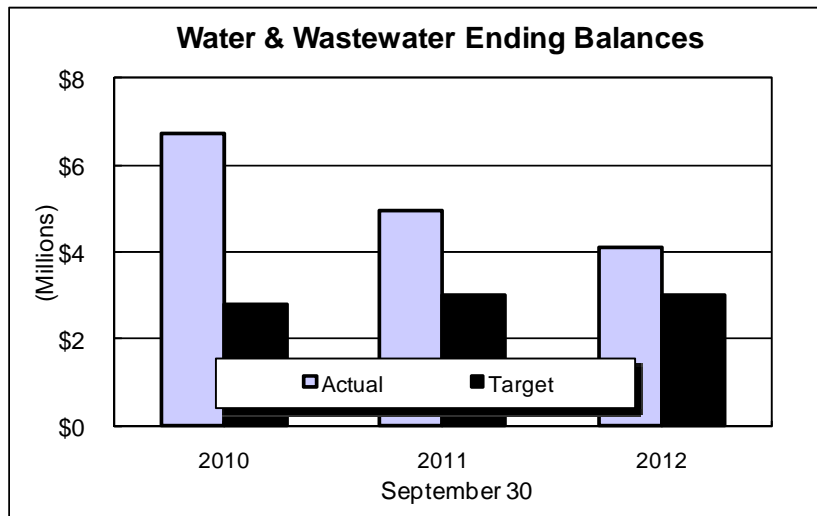
## **FUND BALANCE RESERVES**

Net expenditures in excess of revenues for FY2012 are \$842,785. However, the projected beginning fund balance for FY2012 exceeds the targeted beginning fund balance by approximately 33 days of operations. The total projected ending fund balance (working capital) at September 30, 2012 is \$5,120,089, of which \$1,000,000 is designated for a rate stabilization reserve. The purpose of the rate stabilization reserve is to provide funds for variations in weather conditions, specifically years having above-average rainfall (wet year) or below-average rainfall (dry year).

The undesignated ending fund balance is \$4,120,089, representing an operating reserve of 82 days, compared to the City's current target of 60 days.

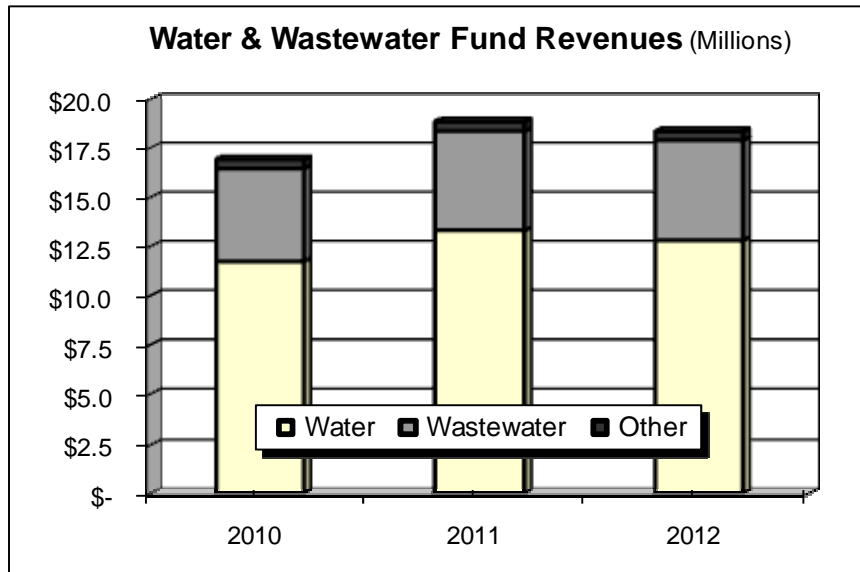
## WATER AND WASTEWATER FUND

	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
<b><u>RESOURCES:</u></b>				
Total beginning fund balance	\$ 7,920,302	\$ 6,711,726	\$ 6,738,054	\$ 5,962,874
Revenues and transfers	16,904,665	18,898,455	18,818,455	18,331,575
<b>TOTAL FUNDS AVAILABLE</b>	<b>24,824,967</b>	<b>25,610,181</b>	<b>25,556,509</b>	<b>24,294,449</b>
<b><u>USES/DEDUCTIONS:</u></b>				
Expenditures and transfers out	18,086,913	19,392,009	19,593,635	19,174,360
<b><u>ENDING FUND BALANCE:</u></b>				
Total fund balance	6,738,054	6,218,172	5,962,874	5,120,089
Rate stabilization reserve	-	1,000,000	1,000,000	1,000,000
Unreserved fund balance	6,738,054	5,218,172	4,962,874	4,120,089
<b>FUND TOTAL</b>	<b>\$ 24,824,967</b>	<b>\$ 25,610,181</b>	<b>\$ 25,556,509</b>	<b>\$ 24,294,449</b>
Excess revenues (expenditures)	(1,182,248)	(493,554)	(775,180)	(842,785)
Unreserved ending fund balance:				
Percent of operating expenditures <sup>(1)</sup>	40.5%	29.3%	27.5%	22.8%
<b>TARGET</b>	<b>16.7%</b>	<b>16.7%</b>	<b>16.7%</b>	<b>16.7%</b>
Number of days operating expenditures	145.7	105.3	99.0	82.0
<b>TARGET</b>	<b>60.0</b>	<b>60.0</b>	<b>60.0</b>	<b>60.0</b>



## WATER AND WASTEWATER FUND REVENUE SUMMARY

	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
<b><u>REVENUES:</u></b>				
<b>OPERATING REVENUES:</b>				
Water sales	\$ 11,728,647	\$ 13,007,500	\$ 13,302,500	\$ 12,807,500
Wastewater sales	4,714,589	5,360,000	5,050,000	5,070,000
Subtotal	16,443,236	18,367,500	18,352,500	17,877,500
<b>OTHER REVENUES:</b>				
Taps and miscellaneous fees	341,289	370,000	361,450	352,500
Contributions	12,668	13,005	13,005	13,075
Interest revenue	42,316	65,000	25,000	30,000
Other revenues (expense)	65,156	82,950	66,500	58,500
Subtotal	461,429	530,955	465,955	454,075
<b>TOTAL REVENUES</b>	<b>\$ 16,904,665</b>	<b>\$ 18,898,455</b>	<b>\$ 18,818,455</b>	<b>\$ 18,331,575</b>



## WATER AND WASTEWATER FUND

### REVENUES

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>OPERATING REVENUES:</u></b>				
Water sales	\$ 11,728,647	\$ 13,007,500	\$ 13,302,500	\$ 12,807,500
Wastewater sales	4,714,589	5,360,000	5,050,000	5,070,000
Subtotal	16,443,236	18,367,500	18,352,500	17,877,500
<b><u>MISCELLANEOUS FEES:</u></b>				
Water taps/connect fees	81,530	80,000	65,000	70,000
Fire hydrant meter rental fees	5,398	8,000	5,700	8,000
Wastewater tap fees	4,200	7,500	7,000	7,500
Industrial waste surcharge fees	-	1,000	500	1,000
Meter box/lid fees	-	500	250	500
Reconnect fees	14,025	12,000	20,000	15,000
Inspection fees	20,842	30,000	22,500	20,000
Penalty revenue	177,205	175,000	185,000	175,000
Other services	7,305	15,000	15,000	4,500
Keller drainage utility	30,000	40,000	40,000	50,000
<i>General and administrative services</i>				
Recycling bins/lids	784	1,000	500	1,000
Subtotal	341,289	370,000	361,450	352,500
<b><u>CONTRIBUTIONS:</u></b>				
Lake Turner Municipal Utility District	12,668	13,005	13,005	13,075
Subtotal	12,668	13,005	13,005	13,075
<b><u>OTHER REVENUE:</u></b>				
Interest earnings	42,316	65,000	25,000	30,000
Gain (loss) on disposal of assets	23,949	23,000	23,000	4,000
Southlake wastewater reimbursement	22,943	25,000	25,000	25,000
Miscellaneous revenue (expense)	18,264	34,950	18,500	29,500
Subtotal	107,472	147,950	91,500	88,500
<b>TOTAL REVENUES AND TRANSFERS</b>	<b>\$ 16,904,665</b>	<b>\$ 18,898,455</b>	<b>\$ 18,818,455</b>	<b>\$ 18,331,575</b>

**WATER AND WASTEWATER FUND  
EXPENDITURE SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION</u></b>				
Personnel services	\$ 2,953,560	\$ 2,859,285	\$ 2,779,770	\$ 2,941,710
Operations & maintenance	703,817	761,355	748,325	781,395
Services & other	3,760,939	4,261,066	4,209,570	4,108,065
Wholesale water purchases	5,163,957	5,340,003	5,600,000	5,450,000
Wastewater services-TRA	1,633,573	2,161,885	2,161,885	2,264,535
Debt service	2,433,836	2,451,630	2,541,300	2,548,845
Transfers to other funds	447,620	465,840	465,840	457,860
SUBTOTAL	17,097,302	18,301,064	18,506,690	18,552,410
Capital outlay	989,611	1,090,945	1,086,945	621,950
<b>TOTAL</b>	<b>\$ 18,086,913</b>	<b>\$ 19,392,009</b>	<b>\$ 19,593,635</b>	<b>\$ 19,174,360</b>

<b><u>EXPENDITURES BY ACTIVITY</u></b>				
Water & W/W Administration	\$ 798,857	\$ 684,990	\$ 675,845	\$ 691,280
Customer Services	1,063,035	1,111,021	1,101,975	1,137,650
Water Utilities	7,052,290	7,678,138	7,836,645	7,687,405
Wastewater Utilities	3,106,848	3,581,790	3,607,225	3,275,595
Municipal Service Center	342,995	288,725	286,065	339,430
Non-departmental / Other	5,722,888	6,047,345	6,085,880	6,043,000
<b>TOTAL</b>	<b>\$ 18,086,913</b>	<b>\$ 19,392,009</b>	<b>\$ 19,593,635</b>	<b>\$ 19,174,360</b>

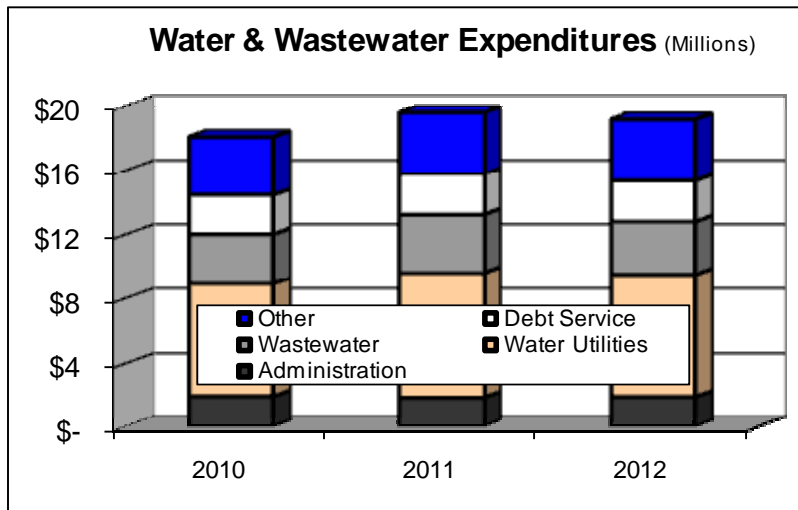
**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>DEPARTMENT / DIVISION</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Water & W/W Administration	5.17	5.17	5.17
Customer Services	12.00	12.00	12.00
Water Utilities	15.50	15.50	15.50
Wastewater Utilities	9.50	9.50	9.50
Municipal Service Center	1.00	1.00	1.00
<b>TOTAL</b>	<b>43.17</b>	<b>43.17</b>	<b>43.17</b>

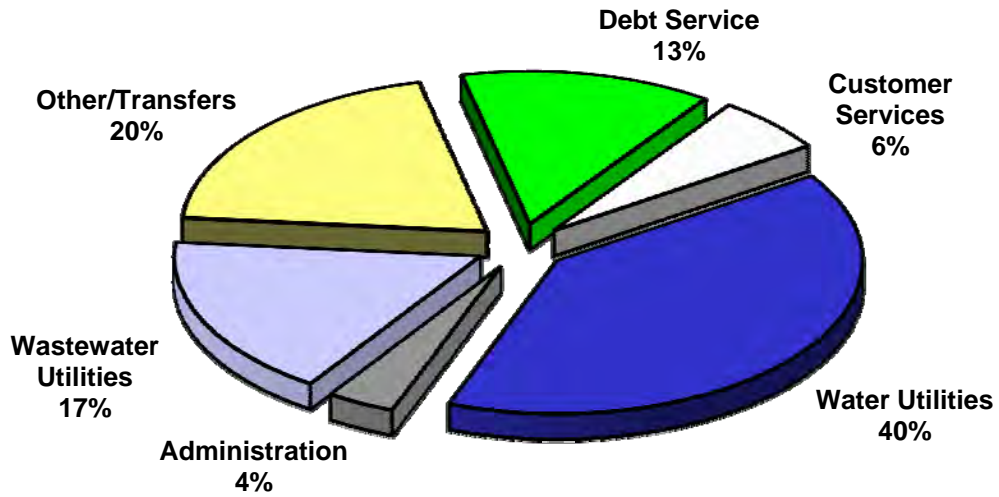


**WATER AND WASTEWATER FUND  
EXPENDITURE SUMMARY  
EXPENDITURES BY DEPARTMENT**

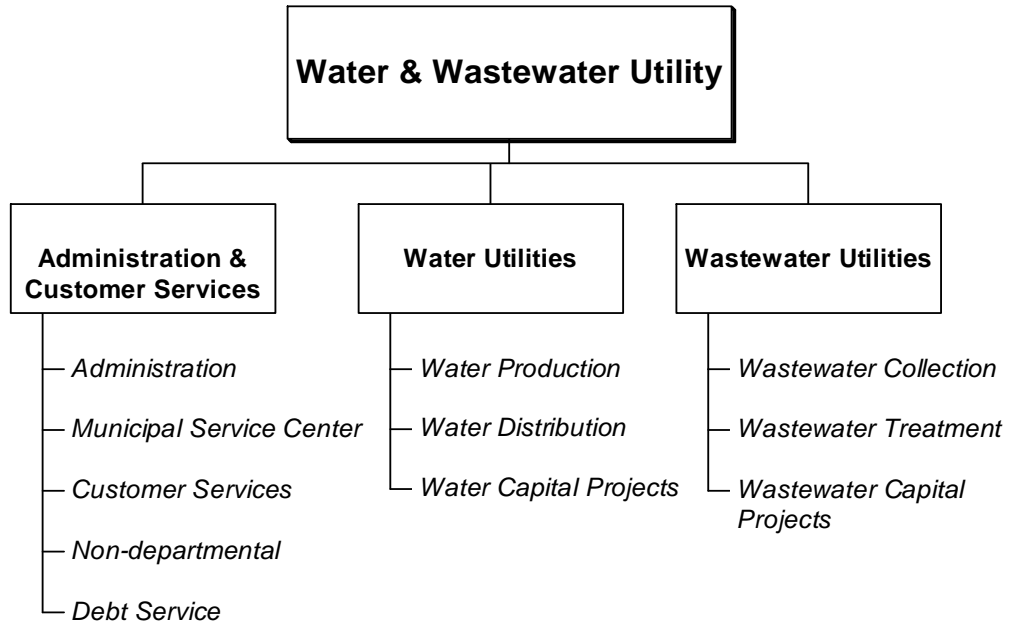
	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
Water/Wastewater Administration	\$ 798,857	\$ 684,990	\$ 675,845	\$ 691,280
<b>Customer Services:</b>				
Administration	790,889	814,516	800,015	849,325
Field Services	272,146	296,505	301,960	288,325
Subtotal	1,063,035	1,111,021	1,101,975	1,137,650
<b>Water Utilities:</b>				
Water Production	5,587,080	5,864,808	6,128,125	5,995,445
Water Distribution	1,465,210	1,813,330	1,708,520	1,691,960
Subtotal	7,052,290	7,678,138	7,836,645	7,687,405
<b>Wastewater Utilities:</b>				
Wastewater Collection	1,629,620	1,514,865	1,540,300	1,107,345
Wastewater Treatment	1,477,228	2,066,925	2,066,925	2,168,250
Subtotal	3,106,848	3,581,790	3,607,225	3,275,595
Municipal Service Center Operations	342,995	288,725	286,065	339,430
Debt Service	2,430,944	2,451,630	2,541,300	2,548,845
Transfers to Other Funds	447,620	465,840	465,840	457,860
Non-Departmental	2,844,324	3,129,875	3,078,740	3,036,295
<b>TOTAL</b>	<b>\$ 18,086,913</b>	<b>\$ 19,392,009</b>	<b>\$ 19,593,635</b>	<b>\$ 19,174,360</b>



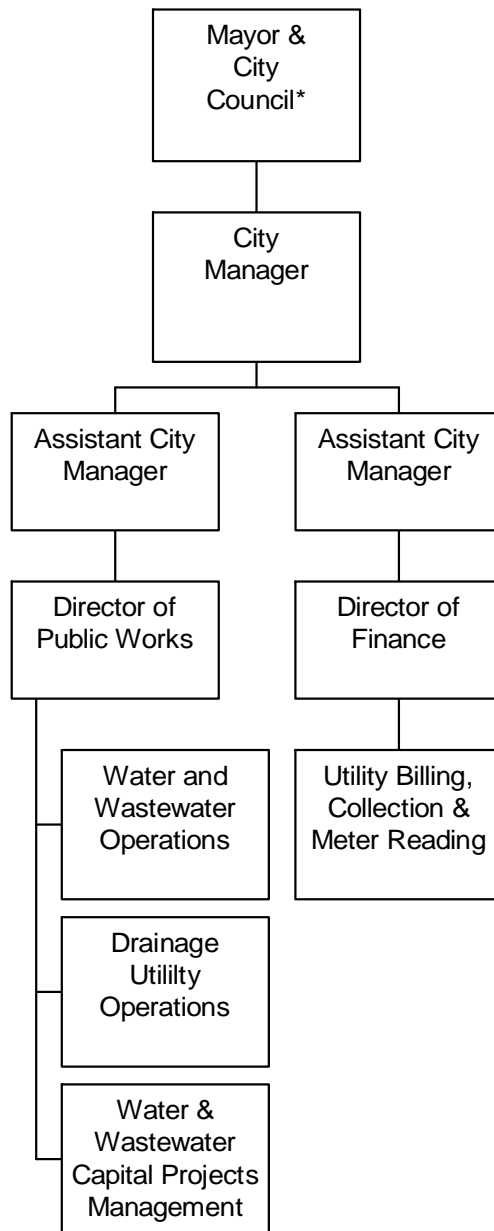
# WATER & WASTEWATER



Fund total: \$19,174,360



**CITY OF KELLER, TEXAS**  
**ORGANIZATION CHART**  
**WATER, WASTEWATER AND**  
**DRAINAGE UTILITIES**



\* Denotes elected positions.

**FUND:**  
Water & Wastewater

**DEPARTMENT:**  
Administration

**DIVISION:**  
Administration

**ACCOUNT:**  
200-700-01

**DEPARTMENT/DIVISION DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

1. Continuously review and evaluate work methods and processes to determine changes that will result in improved efficiency and reduced operation and maintenance costs, throughout the fiscal year.
2. Continuously review and improve customer service for the citizens of Keller by holding quarterly sessions with Water and Wastewater staff on the customer service process.
3. Provide effective and efficient guidance and supervision of the water and wastewater divisions.
4. Work with division managers in improving their professional knowledge and skills through in-house and outside educational opportunities.
5. Review all budgets on a monthly basis to ensure cost containment and adherence to budget expenditure policies.
6. Respond to e-mail and citizen requests within 24 hours of message or request receipt.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE LEVEL ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Scheduled customer service meetings	2	4	4
Scheduled coordination meetings with staff	49	52	52
Review all budgets	10	12	12
Citizen/internal customer responses	430	500	500

**FUND:**  
Water & Wastewater

**DEPARTMENT:**  
Administration

**DIVISION:**  
Administration

**ACCOUNT:**  
200-700-01

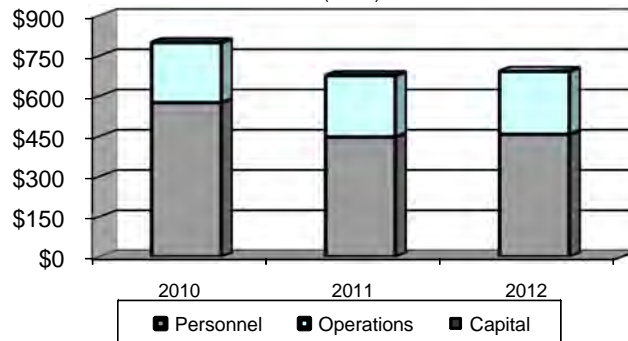
**WATER & WASTEWATER ADMINISTRATION  
DEPARTMENT SUMMARY**

	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
Personnel services	\$ 574,770	\$ 448,310	\$ 446,970	\$ 456,710
Operations & maintenance	2,077	6,275	4,690	7,125
Services & other	222,010	230,405	224,185	227,445
<b>SUBTOTAL</b>	<b>798,857</b>	<b>684,990</b>	<b>675,845</b>	<b>691,280</b>
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 798,857</b>	<b>\$ 684,990</b>	<b>\$ 675,845</b>	<b>\$ 691,280</b>

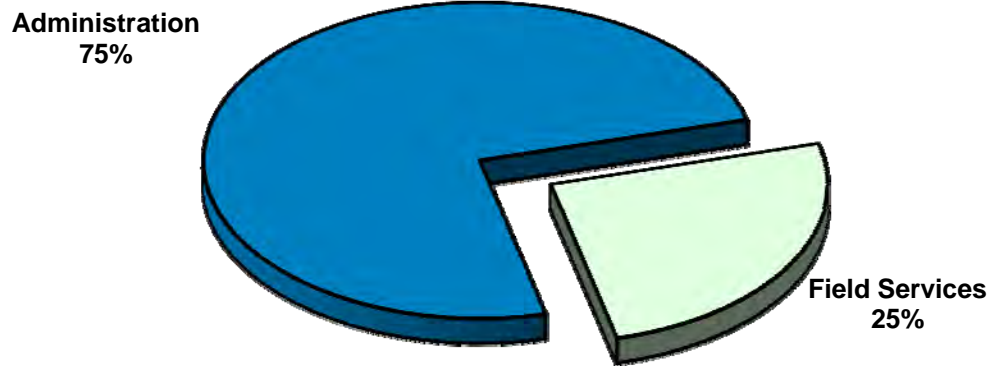
**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

POSITION TITLE	PAY CLASS	2009-2010 ACTUAL	2010-2011 ESTIMATE	2011-2012 BUDGET
Water & Wastewater Superintendent	M-1	1.00	1.00	1.00
Senior Project Engineer	PE-11	1.00	1.00	1.00
Public Works Logistics Coordinator	PE-7	1.00	1.00	1.00
Customer Service Supervisor	A/TN-10	1.00	1.00	1.00
Administrative Secretary	A/TN-8	0.67	0.67	0.67
GIS Intern	NA	0.50	0.50	0.50
<b>TOTAL</b>		<b>5.17</b>	<b>5.17</b>	<b>5.17</b>

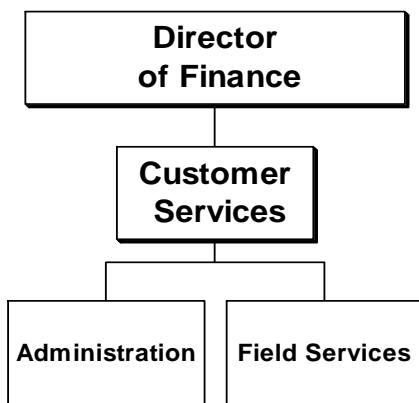
**Water & W/W Administration Expenditures**  
(000's)



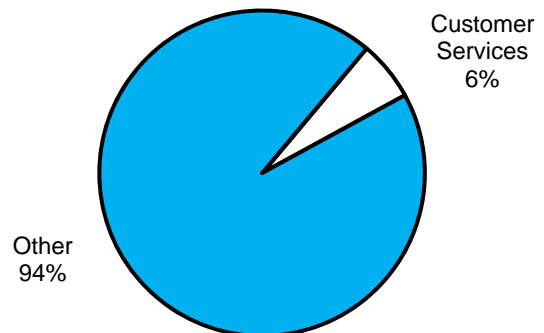
# Customer Services



Department total: \$1,137,650



## Water & Wastewater Fund Expenditures



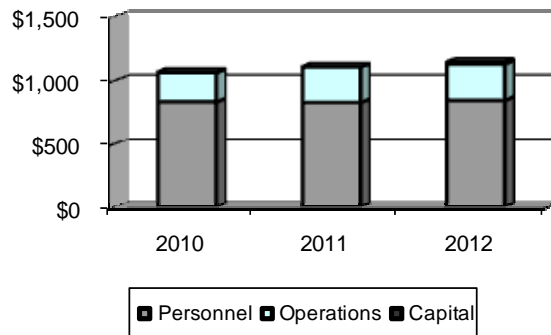
**WATER & WASTEWATER  
CUSTOMER SERVICES  
DEPARTMENT SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 824,836	\$ 832,825	\$ 820,590	\$ 836,360
Operations & maintenance	85,987	110,630	110,630	112,445
Services & other	146,686	167,566	170,755	174,845
<b>SUBTOTAL</b>	<b>1,057,509</b>	<b>1,111,021</b>	<b>1,101,975</b>	<b>1,123,650</b>
Capital outlay	5,526	-	-	14,000
<b>TOTAL</b>	<b>\$ 1,063,035</b>	<b>\$ 1,111,021</b>	<b>\$ 1,101,975</b>	<b>\$ 1,137,650</b>
<b><u>EXPENDITURES BY DIVISION:</u></b>				
Administration	\$ 790,889	\$ 814,516	\$ 800,015	\$ 849,325
Field Services	272,146	296,505	301,960	288,325
<b>TOTAL</b>	<b>\$ 1,063,035</b>	<b>\$ 1,111,021</b>	<b>\$ 1,101,975</b>	<b>\$ 1,137,650</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>DIVISION / ACTIVITY</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Administration	8.0	8.0	8.0
Field Services	4.0	4.0	4.0
<b>TOTAL</b>	<b>12.0</b>	<b>12.0</b>	<b>12.0</b>

**Customer Services Expenditures**  
(000's)



**FUND:**  
Water & Wastewater

**DEPARTMENT:**  
Customer Services

**DIVISION:**  
Administration

**ACCOUNT:**  
200-710-01

**DEPARTMENT DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

1. Continue to provide timely and efficient customer service.
2. Provide timely and accurate utility billing statements.
3. Minimize water losses by identifying slow and stopped water meters, with timely investigation and/or meter replacement.
4. Maintain and improve the automated/on-line 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 SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE LEVEL ANALYSIS</b>		
	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 PROJECTED</b>
Customer meter reading routes maintained	70	70	70
Number of billing cycles	2	2	2
Number of annual billings:			
• water customers billed	167,951	170,165	172,130
• sewer customers billed	139,358	140,700	144,060
• drainage customers billed	160,840	163,010	166,200
• garbage customers billed	152,543	154,810	155,165
Total water gallons billed (million gallons)	2,525.5	2,960.0	2,808.8
Annual delinquent statements processed	18,633	19,668	19,000
Customer security deposits processed	1,587	1,392	1,600
Services disconnected for non-payment	1,113	1,365	1,000
Customer transfers/final accounts processed	1,706	1,318	1,300
Number of on-line/automated payments	31,703	40,000	50,000
Total amount of on-line/automated payments (000's)	\$4,074	\$4,710	\$5,500
Lockbox payments processed	-	33,600	37,500
Amount of lockbox payments processed (000's)	-	\$3,675	\$4,000

*Lockbox payment service initiated in November 2010*

**PERFORMANCE ANALYSIS**

Monthly average billings:			
• average monthly water customers billed	13,996	14,180	14,344
• average monthly sewer customers billed	11,613	11,725	12,005
• average monthly drainage customers billed	13,403	13,584	13,850
• average monthly garbage customers billed	12,712	12,900	12,930
Average water usage per customer	15,037	17,395	16,318
Average water bill per customer (gallons)	\$68.39	\$78.26	\$74.57
Average water revenue per 1,000 gallons billed	\$4.55	\$4.50	\$4.57
Average daily water usage billed (million gallons)	6.919	8.110	7.696
Average sewer bill per customer	\$34.44	\$35.22	\$35.79
Average drainage bill per customer	\$8.81	\$9.09	\$9.10
Average garbage bill per customer	\$9.03	\$11.04	\$11.04
Average daily phone inquiries	51	50	50



**FUND:**  
Water & Wastewater

**DEPARTMENT:**  
Customer Services

**DIVISION:**  
Administration

**ACCOUNT:**  
200-710-01

**WATER & WASTEWATER  
CUSTOMER SERVICES ADMINISTRATION  
DIVISION / ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 577,717	\$ 576,300	\$ 560,150	\$ 578,660
Operations & maintenance	71,199	86,590	86,590	89,300
Services & other	136,447	151,626	153,275	167,365
<b>SUBTOTAL</b>	<b>785,363</b>	<b>814,516</b>	<b>800,015</b>	<b>835,325</b>
Capital outlay	5,526	-	-	14,000
<b>TOTAL</b>	<b>\$ 790,889</b>	<b>\$ 814,516</b>	<b>\$ 800,015</b>	<b>\$ 849,325</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Revenue Manager	M-1	1.0	1.0	1.0
Chief Accountant	PE-10	1.0	1.0	1.0
Utility Billing Manager	A/TN-12	1.0	1.0	1.0
Utility Billing Technician	A/TN-7	1.0	1.0	1.0
Utility/Development Fee Clerk	A/TN-5	1.0	1.0	1.0
Customer Service Representative	A/TN-5	3.0	3.0	3.0
<b>TOTAL</b>		<b>8.0</b>	<b>8.0</b>	<b>8.0</b>

FY2012 highlights: capital outlay includes funding to replace electronic meter reading equipment (\$7,500) and to install and implement a new online payment server (\$6,500).

**FUND:**  
Water & Wastewater

**DEPARTMENT:**  
Customer Services

**DIVISION:**  
Field Services

**ACCOUNT:**  
200-710-70

**DEPARTMENT DESCRIPTION:**

The Customer Services/Field Services Division is responsible for field activities for utility billing duties. Included within these activities are meter reading, customer connects and disconnects, customer transfers, and investigation 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 99.5% of total meters read by ensuring that meters are in proper working order, and utilizing automated meter reading technology.
3. Minimize water losses by identifying slow and stopped water meters, with timely investigation and/or meter replacement.
4. Assist and educate customers with respect to water conservation.
5. Maintain radio (wireless) meter reading.
6. Meter replacement program average 1,400 per year, per conservation ordinance.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE LEVEL ANALYSIS</b>		
	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 PROJECTED</b>
Customer meter reading routes maintained	72	72	72
Service calls made to customers (including re-reads)	1,562	1,700	1,800
Total water meters read (monthly average)	13,842	14,464	14,000
Work orders completed	12,608	14,380	14,500
Annual meter change outs	1,743	1,400	1,400
Annual meter sets	292	283	380
<b>PERFORMANCE ANALYSIS</b>			
Billing cycles read on schedule	100%	100%	100%
Meter reading accuracy rate	99.5%	99.9%	99.9%
Average hours to read a billing cycle	8.5	8.5	8.5
Manual re-reads as a % of total meter reads	3.0%	1.5%	2.0%

**FUND:**  
Water & Wastewater

**DEPARTMENT:**  
Customer Services

**DIVISION:**  
Field Services

**ACCOUNT:**  
200-710-70

**WATER & WASTEWATER  
CUSTOMER SERVICES - FIELD SERVICES  
DIVISION / ACTIVITY SUMMARY**

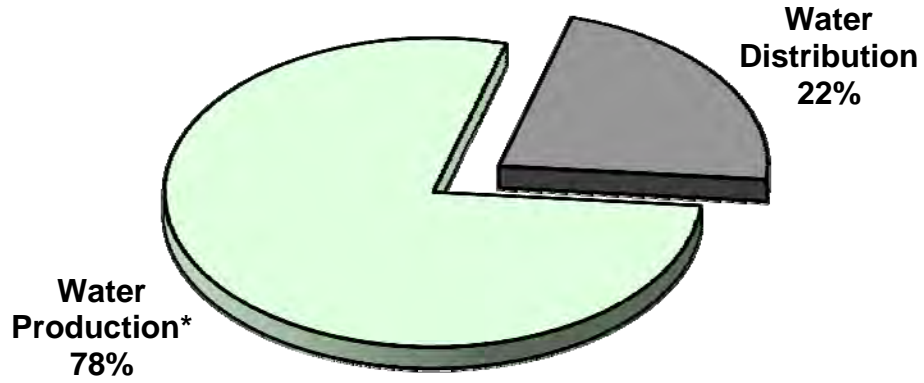
	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 247,119	\$ 256,525	\$ 260,440	\$ 257,700
Operations & maintenance	14,788	24,040	24,040	23,145
Services & other	10,239	15,940	17,480	7,480
SUBTOTAL	272,146	296,505	301,960	288,325
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 272,146</b>	<b>\$ 296,505</b>	<b>\$ 301,960</b>	<b>\$ 288,325</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

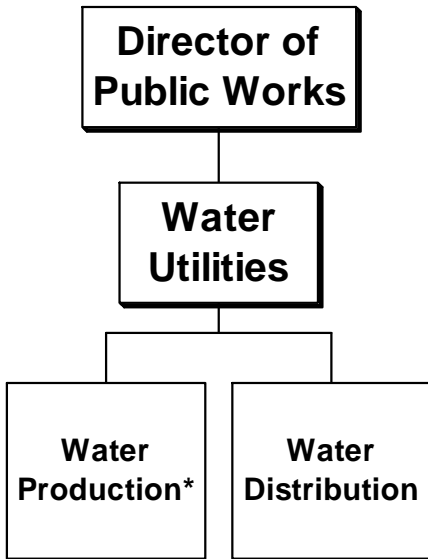
<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Field Services Crew Leader	TN-6	1.0	1.0	1.0
Meter Maintenance Technician	TN-5	1.0	1.0	1.0
Field Services Technician	TN-3	2.0	2.0	2.0
<b>TOTAL</b>		<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

FY2012 highlights: funding of \$24,000 is provided in the Equipment Replacement Fund for vehicle replacement.

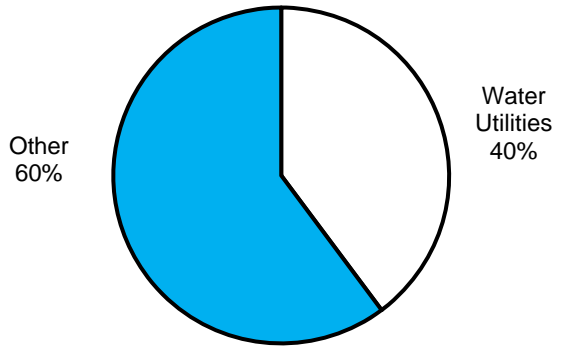
# Water Utilities



Department total: \$7,687,405



Water & Wastewater Fund Expenditures



\* - Includes wholesale water purchases

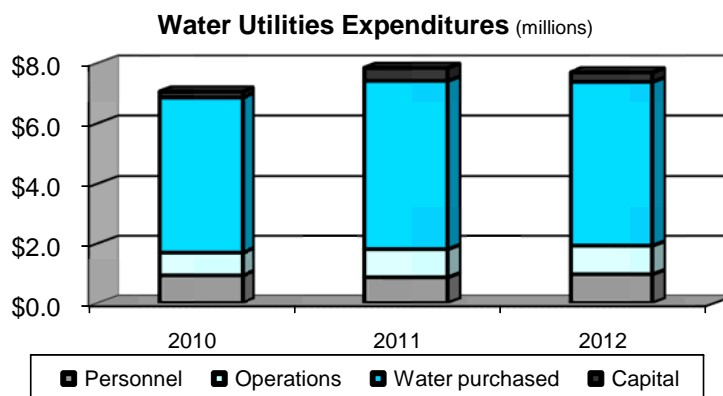
**WATER & WASTEWATER  
WATER PRODUCTION AND WATER DISTRIBUTION  
COMBINED DEPARTMENT SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 913,590	\$ 941,545	\$ 849,090	\$ 952,095
Operations & maintenance	412,209	468,610	457,465	484,925
Services & other	369,919	499,035	505,145	489,935
Wholesale water purchases	5,163,957	5,340,003	5,600,000	5,450,000
SUBTOTAL	6,859,675	7,249,193	7,411,700	7,376,955
Capital outlay	192,615	428,945	424,945	310,450
<b>TOTAL</b>	<b>\$ 7,052,290</b>	<b>\$ 7,678,138</b>	<b>\$ 7,836,645</b>	<b>\$ 7,687,405</b>

<b><u>EXPENDITURES BY DIVISION:</u></b>				
Water Production	\$ 5,587,080	\$ 5,864,808	\$ 6,128,125	\$ 5,995,445
Water Distribution	1,465,210	1,813,330	1,708,520	1,691,960
<b>TOTAL</b>	<b>\$ 7,052,290</b>	<b>\$ 7,678,138</b>	<b>\$ 7,836,645</b>	<b>\$ 7,687,405</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>DEPARTMENT / DIVISION</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Water Production	2.0	2.0	2.0
Water Distribution	13.5	13.5	13.5
<b>TOTAL</b>	<b>15.5</b>	<b>15.5</b>	<b>15.5</b>



**FUND:**  
Water & Wastewater

**DEPARTMENT:**  
Water Utilities

**DIVISION:**  
Water Production

**ACCOUNT:**  
200-730-74

**DEPARTMENT/DIVISION DESCRIPTION:**

The Water Production Division is responsible for providing a safe, adequate supply of potable water to meet the demands of the City's water users. The source of the City's water supply is the City of Fort Worth Water Department pursuant to a wholesale water supply contract approved in November 2010. The contract will expire in September 2031. The City of Keller owns and operates three high service pump stations, a 50% portion of the operation/maintenance of the Keller/Southlake service pump station with the City of Southlake (which provides water to Pearson Pump Station and the new low pressure plane), one 1.5 million and two 1 million gallon elevated water towers (elevated storage tanks) and two 3 million gallon ground storage tanks.

**DEPARTMENT/DIVISION GOALS:**

1. Insure that the public and the citizens of Keller are provided with an adequate supply of potable water.
2. Encourage water conservation and achieve overall reduction in water consumption.
3. Constantly review and monitor the daily operations of the City's water system.
4. Continue design of all upgrades identified in the City's Water Master Plan to meet system growth demands and insure pumping efficiency in order to maintain adequate pressure in the system.
5. Maintain all pump stations and water tower sites in order to maintain a clean and orderly image for the City.
6. Complete the Keller/Southlake wholesale water meter transfer.
7. Complete improvements for the lower pressure plane, and begin operation.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE LEVEL ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Elevated storage capacity (million gallons)	3.0	4.0	4.0
Ground storage capacity (million gallons)	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>
Total storage capacity (million gallons)	10.0	10.0	10.0
Total daily pumping capacity (million gallons)	28.0	28.0	28.0
Total wholesale gallons purchased (million gallons)	2,731.0	3,108.0	2,949.3
Peak day water demand (million gallons)	18.7	20.7	19.0
<u>PERFORMANCE ANALYSIS</u>			
Average daily water usage (million gallons)	7.5	8.5	8.1
Average cost per 1,000 gallons of wholesale water purchased	\$1.81	\$1.82	\$1.85
Base (winter) average daily water demand (million gallons)	3.7	4.5	4.5
Base (winter) demand per capita (gallons)	85.5	103.4	101.5
Peak day water demand per capita (gallons)	461.3	502.2	476.0

**FUND:**  
Water & Wastewater

**DEPARTMENT:**  
Water Utilities

**DIVISION:**  
Water Production

**ACCOUNT:**  
200-730-74

**WATER & WASTEWATER  
WATER UTILITIES - WATER PRODUCTION  
DIVISION / ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 133,883	\$ 140,725	\$ 139,490	\$ 142,145
Operations & maintenance	47,364	58,690	58,665	74,125
Services & other	241,876	325,390	329,970	320,175
Wholesale water purchases	5,163,957	5,340,003	5,600,000	5,450,000
<b>SUBTOTAL</b>	<b>5,587,080</b>	<b>5,864,808</b>	<b>6,128,125</b>	<b>5,986,445</b>
Capital outlay	-	-	-	9,000
<b>TOTAL</b>	<b>\$ 5,587,080</b>	<b>\$ 5,864,808</b>	<b>\$ 6,128,125</b>	<b>\$ 5,995,445</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Water Systems Supervisor	TN-7	1.0	1.0	1.0
Well Pump Operator	TN-5	1.0	1.0	1.0
<b>TOTAL</b>		<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

FY2012 highlights: capital outlay funding is provided to replace a mower used for maintenance of facilities.

**FUND:**  
Water & Wastewater

**DEPARTMENT:**  
Water Utilities

**DIVISION:**  
Water Distribution

**ACCOUNT:**  
200-730-75

**DEPARTMENT/DIVISION 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, water sampling and testing, installing new water mains and water taps, and installing and maintaining fire hydrants.

**DEPARTMENT/DIVISION GOALS:**

1. Continuously review and evaluate work methods and processes to determine changes that will result in improved efficiency and reduced operation and maintenance costs throughout the fiscal year.
2. Continue to monitor and maintain a cross connection control program in order to protect the City's water supply from possible sources of contamination.
3. Develop and maintain a database for identifying properties in the City that have private water wells used for irrigation purposes.
4. Work with the Utility Billing Department to establish and maintain a water usage database to include assessment of accounted and unaccounted water loss.
5. To continue the process of identifying and eliminating dead-end lines by looping to existing lines or providing an automatic flushing device that will flush on a monthly schedule.
6. Flush all dead-end lines in the City at least once a month in accordance with Texas Commission on Environmental Quality regulations. This will be accomplished by flushing 12 dead-end lines per day (3,120 flushes a year) to complete this mandatory task in order to maintain good water quality.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE LEVEL ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Total miles of distribution lines maintained	256	256	260
Water samples tested	875	900	900
Fire hydrants flushed and serviced	1,300	1,300	1,300
Fire hydrants inspected	2,050	4,100	4,130
New fire hydrants installed	4	15	15
Fire hydrants replaced	10	12	12
Work orders completed	1,027	1,200	1,200



**FUND:**  
Water & Wastewater

**DEPARTMENT:**  
Water Utilities

**DIVISION:**  
Water Distribution

**ACCOUNT:**  
200-730-75

**WATER & WASTEWATER  
WATER UTILITIES - WATER DISTRIBUTION  
DIVISION / ACTIVITY SUMMARY**

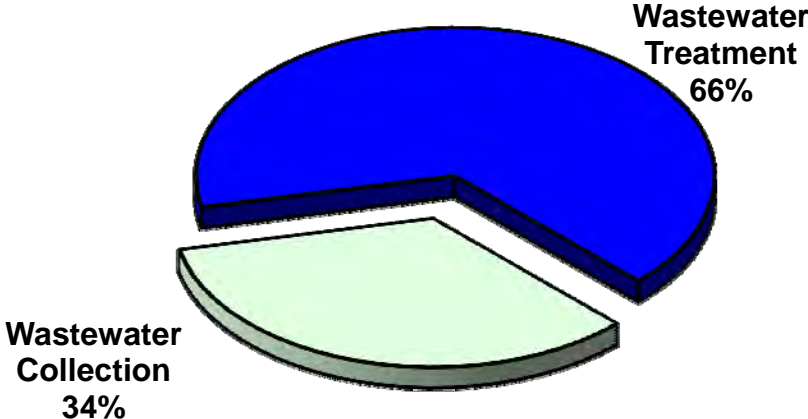
	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 779,707	\$ 800,820	\$ 709,600	\$ 809,950
Operations & maintenance	364,845	409,920	398,800	410,800
Services & other	128,043	173,645	175,175	169,760
<b>SUBTOTAL</b>	<b>1,272,595</b>	<b>1,384,385</b>	<b>1,283,575</b>	<b>1,390,510</b>
Capital outlay	192,615	428,945	424,945	301,450
<b>TOTAL</b>	<b>\$ 1,465,210</b>	<b>\$ 1,813,330</b>	<b>\$ 1,708,520</b>	<b>\$ 1,691,960</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

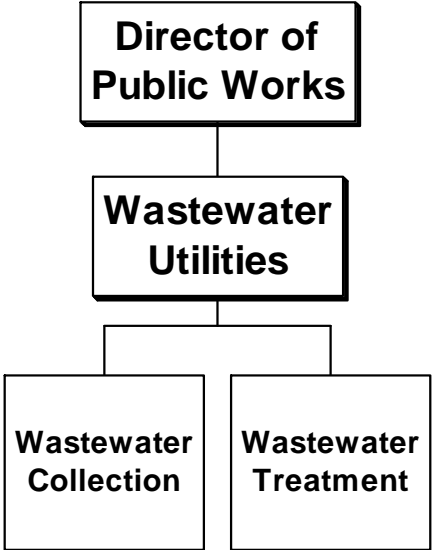
<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Construction Inspector	A/TN-11	1.0	1.0	1.0
Water/Sewer Foreman	TN-9	0.5	0.5	0.5
Water/Sewer Crewleader	TN-7	2.0	1.0	1.0
Environmental Services Coordinator	TN-7	1.0	1.0	1.0
SCADA Operator/Dispatcher	TN-4	2.0	3.0	3.0
Water/Sewer Maintenance Worker	TN-3	7.0	7.0	7.0
<b>TOTAL</b>		<b>13.5</b>	<b>13.5</b>	<b>13.5</b>

FY2012 highlights: capital outlay includes funding for water distribution infrastructure improvements, such as water mains, water meters, and fire hydrants.

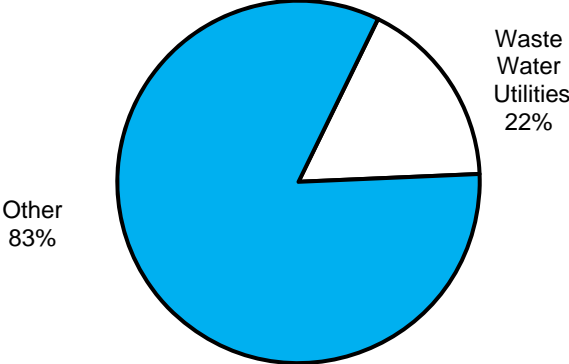
# Wastewater Utilities



Department total: \$3,275,595



Water & Wastewater Fund Expenditures



**WATER & WASTEWATER  
WASTEWATER TREATMENT AND COLLECTION  
COMBINED DEPARTMENT SUMMARY**

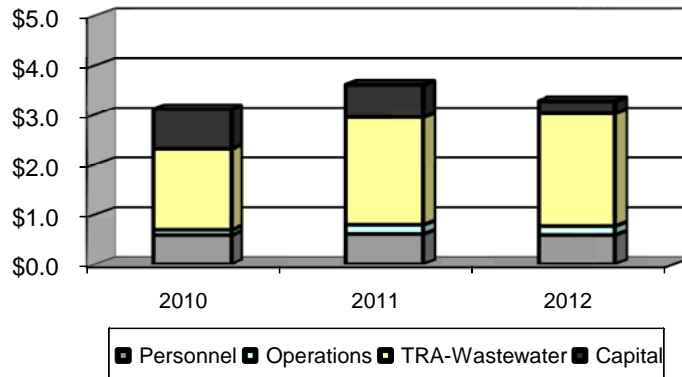
	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 576,712	\$ 571,540	\$ 597,940	\$ 577,680
Operations & maintenance	65,560	103,635	105,740	108,465
Services & other	39,533	82,730	79,660	71,915
Wastewater Services-TRA	1,633,573	2,161,885	2,161,885	2,264,535
SUBTOTAL	2,315,378	2,919,790	2,945,225	3,022,595
Capital outlay	791,470	662,000	662,000	253,000
<b>TOTAL</b>	<b>\$ 3,106,848</b>	<b>\$ 3,581,790</b>	<b>\$ 3,607,225</b>	<b>\$ 3,275,595</b>

<b><u>EXPENDITURES BY DIVISION:</u></b>				
Wastewater Collection	\$ 1,629,620	\$ 1,514,865	\$ 1,540,300	\$ 1,107,345
Wastewater Treatment	1,477,228	2,066,925	2,066,925	2,168,250
<b>TOTAL</b>	<b>\$ 3,106,848</b>	<b>\$ 3,581,790</b>	<b>\$ 3,607,225</b>	<b>\$ 3,275,595</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>DEPARTMENT / DIVISION</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Wastewater Collection	9.50	9.50	9.50
<b>TOTAL</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>

**Wastewater Utilities Expenditures** (millions)



**FUND:**  
Water & Wastewater

**DEPARTMENT:**  
Wastewater Utilities

**DIVISION:**  
Wastewater Collection

**ACCOUNT:**  
200-750-80

**DEPARTMENT/DIVISION DESCRIPTION:**

The Wastewater Collection Division is responsible for the City's wastewater collection system. This includes facilities for collecting and transporting wastewater from 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. Continuously review and evaluate work methods and processes to determine changes that will result in improved efficiency and reduced operation and maintenance costs throughout the fiscal year.
2. Maintain a video records library of the physical condition of all sanitary sewer mains to be in compliance with state and federal regulatory requirements and mandates.
3. Locate segments of the collection system that are over burdened by excessive flows and identify those segments requiring rehabilitation or upsizing.
4. Review all video records of the physical condition of sanitary sewer mains to identify damaged or deteriorating sections for replacement/repair.
5. Ensure that regularly scheduled cleanings of sanitary sewer mains are preformed in order to prevent any blockage.
6. Inspect all of the manholes in the City of Keller, document their conditions and determine what repairs are needed to be performed in order to prevent infiltration.

**DEPARTMENT/DIVISION SERVICE ANALYSIS**

<u>SERVICES PROVIDED</u>	<b>SERVICE LEVEL ANALYSIS</b>		
	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 PROJECTED</b>
Total miles of wastewater mains maintained	189	189	193
Total miles of wastewater mains cleaned	87	90	90
Total miles of wastewater mains inspected by a camera	19	20	20
Sewer manholes maintained	2,800	2,875	2,875
Sewer manholes inspected	1,100	1,200	1,200
Lift stations maintained	6	6	6
Number of active wastewater customers at Sept. 30 <sup>th</sup>	11,620	11,805	12,080
Work orders completed	1,095	1,625	1,625
Total miles of wastewater mains maintained	189	189	193

**FUND:**  
Water & Wastewater

**DEPARTMENT:**  
Wastewater Utilities

**DIVISION:**  
Wastewater Collection

**ACCOUNT:**  
200-750-80

**WATER & WASTEWATER  
WASTEWATER COLLECTION  
DIVISION / ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 576,712	\$ 571,540	\$ 597,940	\$ 577,680
Operations & maintenance	65,560	103,635	105,740	108,465
Services & other	39,533	82,730	79,660	71,915
Wastewater services-TRA	156,345	94,960	94,960	96,285
<b>SUBTOTAL</b>	<b>838,150</b>	<b>852,865</b>	<b>878,300</b>	<b>854,345</b>
Capital outlay	791,470	662,000	662,000	253,000
<b>TOTAL</b>	<b>\$ 1,629,620</b>	<b>\$ 1,514,865</b>	<b>\$ 1,540,300</b>	<b>\$ 1,107,345</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Water/Sewer Foreman	TN-9	0.50	0.50	0.50
Water/Sewer Crewleader	TN-7	3.00	3.00	3.00
SCADA Dispatcher	TN-4	2.00	2.00	2.00
Water/Sewer Maintenance Worker	TN-3	4.00	4.00	4.00
<b>TOTAL</b>		<b>9.50</b>	<b>9.50</b>	<b>9.50</b>

FY2012 highlights: capital outlay includes funding for wastewater infrastructure improvements.

**FUND:**  
Water & Wastewater

**DEPARTMENT:**  
Wastewater Utilities

**DIVISION:**  
Wastewater Treatment

**ACCOUNT:**  
200-750-81

**DEPARTMENT/DIVISION 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.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE LEVEL ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Total annual gallons treated (million gallons)	1,085.9 (1)	1,110.0	1,200.0
<b><u>PERFORMANCE ANALYSIS</u></b>			
Average daily gallons treated (million gallons)	2.975 (1)	3.014	3.288
Average cost per 1,000 gallons of wastewater treated	\$1.69 (1)	\$1.75	\$1.85
Average monthly wastewater gallons treated per customer	7,848	7,889	8,330

(1) Trinity River Authority audit report as of November 30, 2010. Remaining amounts are City estimates.

**FUND:**  
Water & Wastewater

**DEPARTMENT:**  
Wastewater Utilities

**DIVISION:**  
Wastewater Treatment

**ACCOUNT:**  
200-750-81

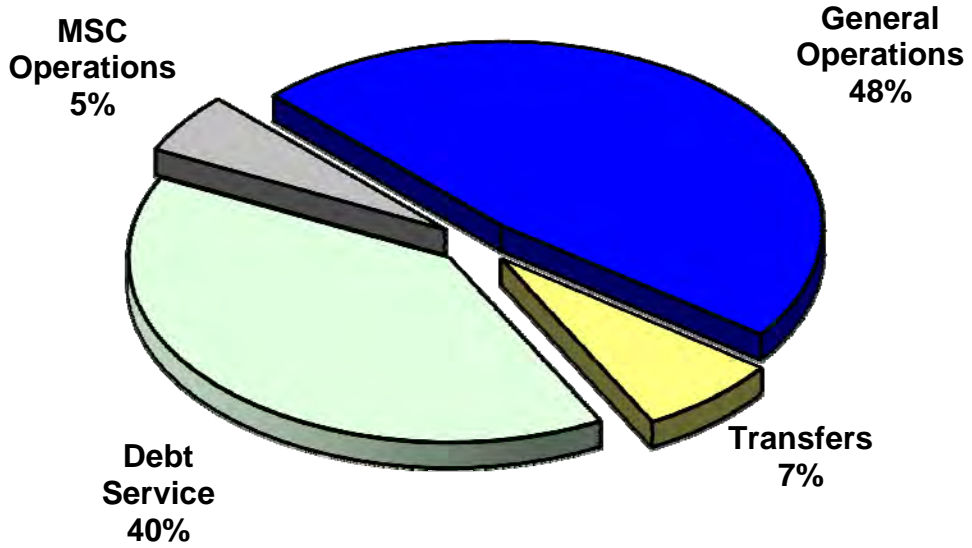
**WATER & WASTEWATER  
WASTEWATER TREATMENT  
DIVISION / ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-
Services & other	-	-	-	-
Wastewater services-TRA	1,477,228	2,066,925	2,066,925	2,168,250
SUBTOTAL	1,477,228	2,066,925	2,066,925	2,168,250
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,477,228</b>	<b>\$ 2,066,925</b>	<b>\$ 2,066,925</b>	<b>\$ 2,168,250</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
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# Water & Wastewater Fund Other / Non-Departmental

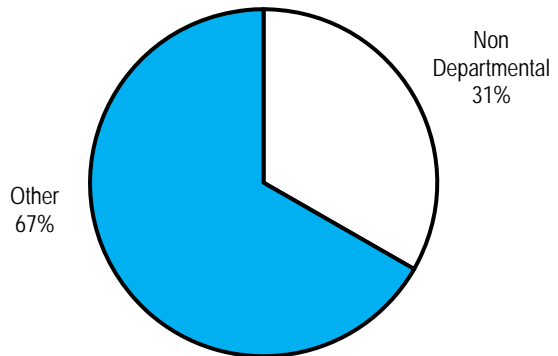


Department total: \$6,382,430

## Non Departmental

- General Expenditures
- Municipal Service Center Operations
- Transfers to Other Funds
- Debt Service

### Water & Wastewater Fund Expenditures





**FUND:**  
Water & Wastewater

**DEPARTMENT:**  
Non-Departmental

**DIVISION:**  
MSC Operations

**ACCOUNT:**  
200-770-93

**DEPARTMENT/DIVISION DESCRIPTION:**

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

**DEPARTMENT/DIVISION GOALS:**

1. Provide for the comprehensive and continuous operation and maintenance of the City's Municipal Service Center in an efficient, safe, accurate and professional manner.
2. House/store the necessary inventory and equipment needed to complete daily operations throughout the City.
3. Develop a routine preventive maintenance schedule for all service vehicles and equipment stored at the Municipal Service Center.
4. Provide and store adequate amounts of fuel for the needs of all City's vehicles and equipment.
5. Maintain Government Benefit Administrators (GBA) Master Series work order database system.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE LEVEL ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Vehicles/Equipment maintained	70	70	70
Fuel purchased (gallons)	114,196	120,000	120,000
Fuel usage (gallons)**	123,223	121,000	121,000
Average price per gallon (diesel and unleaded)	\$1.99	\$2.45	\$2.75

\*\* – Difference in fuel purchased and fuel used is the amount retained in the fuel storage tank inventory.

**FUND:**  
Water & Wastewater

**DEPARTMENT:**  
Non-Departmental

**DIVISION:**  
MSC Operations

**ACCOUNT:**  
200-770-93

**WATER & WASTEWATER  
MUNICIPAL SERVICE CENTER OPERATIONS  
DIVISION/ACTIVITY SUMMARY**

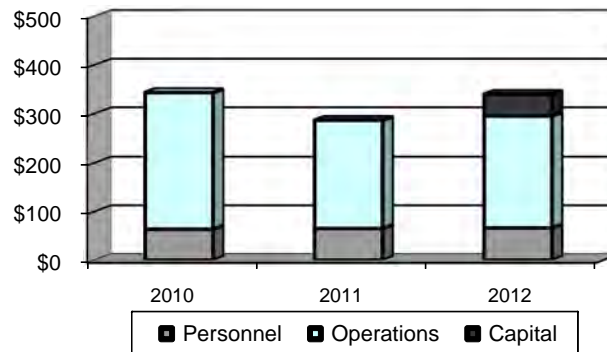
	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 63,652	\$ 65,065	\$ 65,180	\$ 66,205
Operations & maintenance	128,184	60,205	57,800	56,435
Services & other	151,159	163,455	163,085	172,290
SUBTOTAL	342,995	288,725	286,065	294,930
Capital outlay	-	-	-	44,500
<b>TOTAL</b>	<b>\$ 342,995</b>	<b>\$ 288,725</b>	<b>\$ 286,065</b>	<b>\$ 339,430</b>

FY2012 highlights: capital outlay includes funding for storage areas heaters (\$17,000) and installation of a cover for the road materials storage area (27,500).

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Light Duty Mechanic	TN-7	1.0	1.0	1.0
<b>TOTAL</b>		<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

**Municipal Service Center Expenditures**  
(000's)



**FUND:**  
Water & Wastewater

**DEPARTMENT:**  
Non-Departmental

**DIVISION:**  
General Expenditures

**ACCOUNT:**  
200-790-XX

**DEPARTMENT/DIVISION DESCRIPTION:**

The Non-Departmental Department reflects expenditures of a general nature, which have not been allocated to specific departments. Included within this activity are budgeted costs for general insurance, debt service, and transfers to other funds.

**DEPARTMENT/DIVISION GOALS:**

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE LEVEL ANALYSIS</b>		
	<u>2009-2010</u> <u>ACTUAL</u>	<u>2010-2011</u> <u>ESTIMATE</u>	<u>2011-2012</u> <u>PROJECTED</u>

**FUND:**  
Water & Wastewater

**DEPARTMENT:**  
Non-Departmental

**DIVISION:**  
General Expenditures

**ACCOUNT:**  
200-790-XX

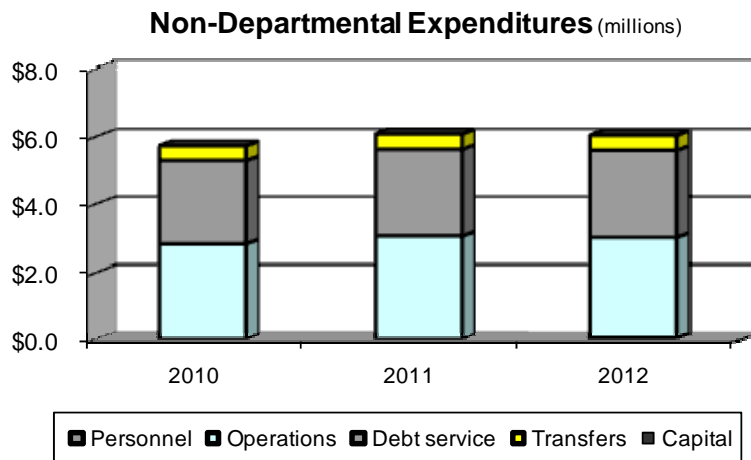
**WATER & WASTEWATER  
NON-DEPARTMENTAL / GENERAL EXPENDITURES  
DIVISION/ACTIVITY SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ -	\$ -	\$ -	\$ 52,660
Operations & maintenance	9,800	12,000	12,000	12,000
Services & other	2,831,632	3,117,875	3,066,740	2,971,635
Debt service	2,433,836	2,451,630	2,541,300	2,548,845
Transfers to other funds	447,620	465,840	465,840	457,860
<b>SUBTOTAL</b>	<b>5,722,888</b>	<b>6,047,345</b>	<b>6,085,880</b>	<b>6,043,000</b>
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 5,722,888</b>	<b>\$ 6,047,345</b>	<b>\$ 6,085,880</b>	<b>\$ 6,043,000</b>
<b><u>EXPENDITURES BY DIVISION:</u></b>				
Debt Service	\$ 2,430,944	\$ 2,451,630	\$ 2,541,300	\$ 2,548,845
Transfers to other funds	447,620	465,840	465,840	457,860
Non-Departmental	2,844,324	3,129,875	3,078,740	3,036,295
<b>TOTAL</b>	<b>\$ 5,722,888</b>	<b>\$ 6,047,345</b>	<b>\$ 6,085,880</b>	<b>\$ 6,043,000</b>

Personnel services include funding for a one-time employee stipend, and related benefits.

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>DEPARTMENT / DIVISION</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
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## **WATER & WASTEWATER CAPITAL PROJECTS**

The Water & Wastewater Capital Projects account provides project funding for water and wastewater capital improvements. Funding for the projects is provided by a combination of water and wastewater supported debt issuance, water and wastewater impact fees, and transfers from the Water & Wastewater operations fund. The project budget amounts are not included in the operating budget totals.

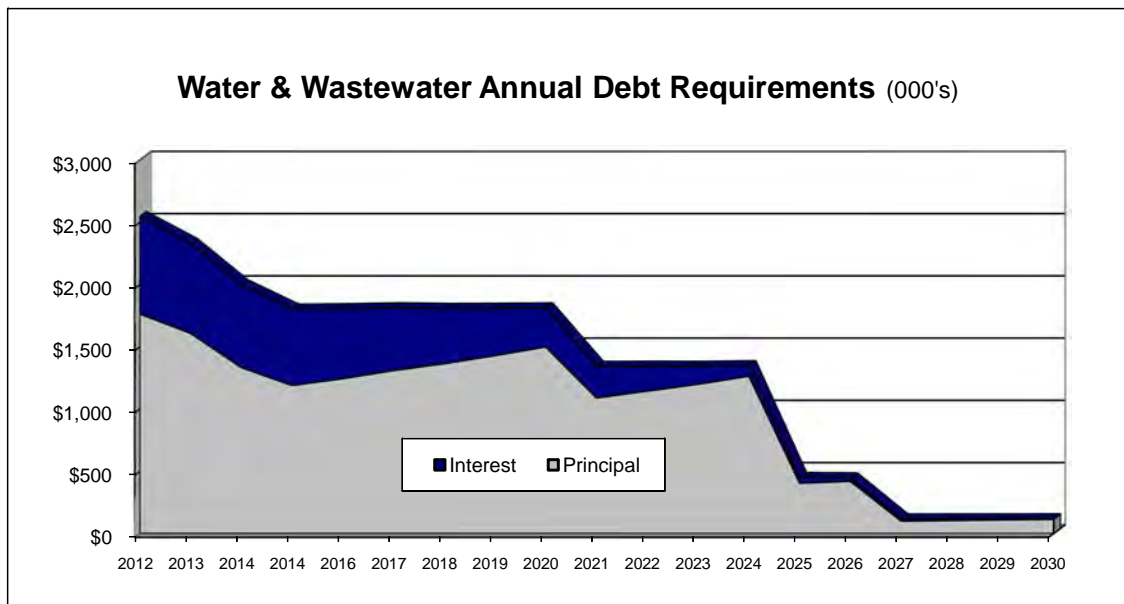
Projects are all primarily growth and development driven. The following projects include both new infrastructure and expansions to existing systems for both wastewater and water projects. The projects are proposed to be funded from a combination of long-term debt issuance and water and wastewater impact fees. The operating budget impact, if any, will be recorded as operations and maintenance expense in the Water and Wastewater Fund. The operating budget impact excludes annual debt service requirements for improvements that will be funded with proceeds of long term-debt.

Capital project fund budgets are project-based, not fiscal-year based. Projects normally extend beyond fiscal years. Remaining funds on hand at September 30, 2011 will be re-appropriated into the appropriate project for the 2011-2012 fiscal year.

Water and wastewater capital projects for fiscal years 2011-12 through 2015-16 are provided in the capital improvements section of the document.

**SCHEDULE OF WATER & WASTEWATER FUND DEBT OUTSTANDING  
October 1, 2011**

	<u>Interest Rates</u>	<u>Date of Issue</u>	<u>Date of Maturity</u>	<u>Amount Issued (000's)</u>	<u>Amount Outstanding (000's)</u>	<u>FY2012 Requirements</u>		
						<u>Principal</u>	<u>Interest</u>	<u>Total</u>
General obligation refunding bonds:								
Series 2002	3.00 - 4.00	11/2002	02/2013	\$ 5,360	\$ 1,145	\$ 475,000	\$ 35,706	\$ 510,706
Series 2004	2.00 - 4.00	02/2004	02/2017	440	35	15,000	1,044	16,044
Series 2005	3.25 - 4.20	08/2005	02/2020	5,360	2,810	255,000	109,088	364,088
Series 2010A	2.00 - 3.50	04/2010	02/2020	1,290	985	310,000	22,475	332,475
Combination tax and revenue certificates of obligation:								
Series 2004	4.00 - 5.00	06/2004	02/2024	11,310	8,620	485,000	402,749	887,749
Series 2006	4.25 - 4.375	07/2006	02/2026	4,255	3,545	165,000	150,694	315,694
Series 2010	2.00 - 4.25	04/2010	04/2030	1,600	1,565	60,000	59,089	119,089
<b>TOTAL</b>				<b>\$ 29,615</b>	<b>\$ 18,705</b>	<b>\$ 1,765,000</b>	<b>\$ 780,845</b>	<b>\$ 2,545,845</b>



**SUMMARY SCHEDULE OF DEBT REQUIREMENTS  
BY FISCAL YEAR  
WATER AND WASTEWATER FUND DEBT**

<b>Fiscal Year</b>	<b>Principal Due</b>	<b>Interest Due</b>	<b>Total Principal &amp; Interest</b>	<b>Fiscal Year Total</b>
2011-12	\$ 1,765,000	\$ 780,844	\$ 2,545,844	\$ 2,545,844
2012-13	1,610,000	719,188	2,329,188	2,329,188
2013-14	1,335,000	662,153	1,997,153	1,997,153
2014-15	1,190,000	611,985	1,801,985	1,801,985
2015-16	1,245,000	560,208	1,805,208	1,805,208
2016-17	1,310,000	502,764	1,812,764	1,812,764
2017-18	1,365,000	442,289	1,807,289	1,807,289
2018-19	1,430,000	378,967	1,808,967	1,808,967
2019-20	1,500,000	312,279	1,812,279	1,812,279
2020-21	1,090,000	252,004	1,342,004	1,342,004
2021-22	1,145,000	198,579	1,343,579	1,343,579
2022-23	1,200,000	142,508	1,342,508	1,342,508
2023-24	1,265,000	83,554	1,348,554	1,348,554
2024-25	405,000	44,620	449,620	449,620
2025-26	420,000	26,939	446,939	446,939
2026-27	100,000	15,889	115,889	115,889
2027-28	105,000	11,673	116,673	116,673
2028-29	110,000	7,198	117,198	117,198
2029-30	115,000	2,444	117,444	117,444
<b>TOTAL</b>	<b>\$ 18,705,000</b>	<b>\$ 5,756,084</b>	<b>\$ 24,461,084</b>	<b>\$ 24,461,084</b>





# OTHER FUNDS

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## DRAINAGE UTILITY FUND

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

2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
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### DRAINAGE UTILITY FUND SUMMARY

**RESOURCES:**

Total beginning fund balance	\$ 331,852	\$ 747,021	\$ 874,649	\$ 1,302,644
Revenues and transfers	1,730,717	1,515,800	1,487,300	1,530,800
<b>TOTAL FUNDS AVAILABLE</b>	<b>2,062,569</b>	<b>2,262,821</b>	<b>2,361,949</b>	<b>2,833,444</b>

**USES/DEDUCTIONS:**

Expenditures and transfers out	1,187,920	1,071,130	1,059,305	1,678,995
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**ENDING FUND BALANCE:**

Unreserved fund balance	874,649	1,191,691	1,302,644	1,154,449
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**FUND TOTAL**

	<b>\$ 2,062,569</b>	<b>\$ 2,262,821</b>	<b>\$ 2,361,949</b>	<b>\$ 2,833,444</b>
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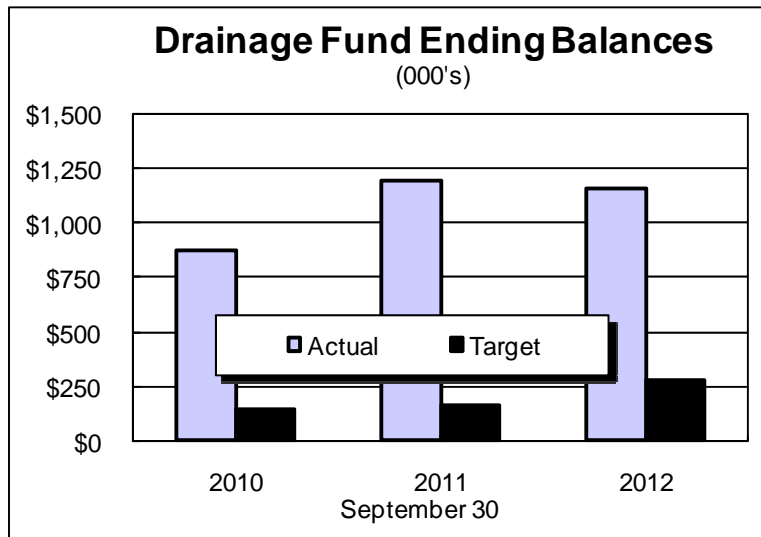
Excess revenues (expenditures)	542,797	444,670	427,995	(148,195)
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Unreserved ending fund balance:

Percent of operating expenditures <sup>(1)</sup>	102.4%	112.0%	123.7%	68.8%
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<b>TARGET</b>	<b>16.7%</b>	<b>16.7%</b>	<b>16.7%</b>	<b>16.7%</b>
Number of days operating expenditures	368.7	403.2	445.2	247.5
<b>TARGET</b>	<b>60.0</b>	<b>60.0</b>	<b>60.0</b>	<b>60.0</b>

<sup>(1)</sup> excluding capital outlay and interfund transfers.



**FUND:**  
Drainage Utility

**DEPARTMENT:**  
Drainage Maintenance

**DIVISION:**  
\* All Divisions

**ACCOUNT:**  
400-810-XX

**DEPARTMENT DESCRIPTION:**

The Drainage Maintenance Department is responsible for the collection and transportation of storm water in a manner that mitigates or eliminates flooding and property damage. Revenues for these 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 and evaluate work methods and processes to determine changes resulting in improved efficiency and reduced operation and maintenance cost, throughout the fiscal year.
2. Continue the process of meeting the permitting regulation requirements for Phase II of the National Pollutant Discharge Elimination System (NPDES) program.
3. Maintain bridges and box culverts in order to provide proper drainage of storm water.
4. Keep drainage ways clear of debris.
5. Mitigate or eliminate flooding and property damage in the City.
6. Implement channel preventative maintenance program, cleaning five miles of channel per year.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 PROJECTED</b>
Miles of ditches maintained	118	118	118
Total linear feet of storm pipe maintained	16,000	16,000	16,000
Pipe culverts installed (linear feet)	105	500	500
Total linear feet of storm drainage cleaned	3,500	3,500	4,000
Storm inlets repaired and cleaned	75	75	75
Bridges/box culverts maintained	35	35	35
Linear feet of curb & gutter replaced	1,010	1,500	2,000
Miles of channel maintenance cleaned	5	5	5

**FUND:** Drainage Utility      **DEPARTMENT:** Drainage Maintenance      **DIVISION:** \* All Divisions      **ACCOUNT:** 400-810-XX

	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
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**DRAINAGE UTILITY FUND**

**OPERATING REVENUES:**

Drainage fees	\$ 1,416,845	\$ 1,510,000	\$ 1,481,500	\$ 1,514,000
Subtotal	1,416,845	1,510,000	1,481,500	1,514,000

**OTHER REVENUE:**

Owner/developer contributions	40,000	-	-	-
Miscellaneous revenue (expense)	1,090	1,000	1,000	1,000
Intergovernmental-Fort Worth	89,764	-	-	-
Proceeds from debt issuance	189,873	-	-	-
Interest revenue	2,865	4,800	4,800	4,800
Gain (loss) on disposal of assets	(9,720)	-	-	11,000

<b>TOTAL REVENUES</b>	<b>\$ 1,730,717</b>	<b>\$ 1,515,800</b>	<b>\$ 1,487,300</b>	<b>\$ 1,530,800</b>
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**EXPENDITURES BY FUNCTION:**

Personnel services	\$ 525,346	\$ 542,030	\$ 536,520	\$ 536,905
Operations & maintenance	67,338	129,365	122,815	126,555
Services & other	260,644	338,340	339,740	301,305
Debt service	728	54,230	54,230	54,230
SUBTOTAL	854,056	1,063,965	1,053,305	1,018,995

Capital outlay	333,864	7,165	6,000	-
Drainage capital improvements	-	-	-	660,000

SUBTOTAL	333,864	7,165	6,000	660,000
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<b>TOTAL</b>	<b>\$ 1,187,920</b>	<b>\$ 1,071,130</b>	<b>\$ 1,059,305</b>	<b>\$ 1,678,995</b>
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**EXPENDITURES BY DIVISION:**

Drainage Maintenance	\$ 1,060,192	\$ 881,900	\$ 870,075	\$ 800,765
Debt Service	728	54,230	54,230	54,230
Drainage Capital Improvements	-	-	-	660,000
Non-Departmental	127,000	135,000	135,000	164,000

<b>TOTAL</b>	<b>\$ 1,187,920</b>	<b>\$ 1,071,130</b>	<b>\$ 1,059,305</b>	<b>\$ 1,678,995</b>
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**PERSONNEL SUMMARY BY DEPARTMENT**

(Full-time Equivalent Positions - Includes Vacant Positions)

POSITION TITLE	PAY CLASS	2009-2010 ACTUAL	2010-2011 ESTIMATE	2011-2012 BUDGET
Street/Drainage Superintendent	M-1	0.50	0.50	0.50
Construction Inspector	A/TN-11	1.00	1.00	1.00
Street/Drainage Crewleader	TN-6	1.00	1.00	1.00
Equipment Operator	TN-5	3.00	3.00	3.00
Street/Drainage Maint. Worker	TN-2	3.00	3.00	3.00
<b>TOTAL</b>		<b>8.50</b>	<b>8.50</b>	<b>8.50</b>

## KELLER DEVELOPMENT CORPORATION

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 unanimously approved by the KDC Board of Directors on July 28, 2011. State law requires a public hearing for development corporations at least 60 days prior to the expenditure of funds. The public hearing was held on August 2, 2011.

### KELLER DEVELOPMENT CORPORATION SUMMARY

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>RESOURCES:</u></b>				
Total beginning fund balance	\$ 621,729	\$ 523,984	\$ 554,297	\$ 562,467
Revenues and transfers	2,020,336	2,009,500	2,029,650	2,079,850
<b>TOTAL FUNDS AVAILABLE</b>	<b>2,642,065</b>	<b>2,533,484</b>	<b>2,583,947</b>	<b>2,642,317</b>
<b><u>USES/DEDUCTIONS:</u></b>				
Expenditures and transfers out	2,087,768	2,269,175	2,021,480	2,361,915
<b><u>ENDING FUND BALANCE:</u></b>				
Total fund balance	554,297	264,309	562,467	280,402
Reserved for debt service (1)	89,000	89,000	89,000	89,000
Reserved for contingencies	167,688	166,789	168,461	172,628
Unreserved fund balance	297,609	8,520	305,006	18,774
<b>FUND TOTAL</b>	<b>\$ 2,642,065</b>	<b>\$ 2,533,484</b>	<b>\$ 2,583,947</b>	<b>\$ 2,642,317</b>
Excess revenues (expenditures)	(67,432)	(259,675)	8,170	(282,065)
(1) 2005 Sales Tax Revenue Refunding Bonds				
Fund balance reserves:				
Number of days recurring revenues	82.9	31.4	84.0	33.1
<b>TARGET</b>	<b>30.0</b>	<b>30.0</b>	<b>30.0</b>	<b>30.0</b>

**FUND:**  
Keller Development  
Corporation

**DEPARTMENT:**  
All Departments

**DIVISION:**  
All Divisions

**ACCOUNT:**  
110-XXX-XX

***DEPARTMENT DESCRIPTION:***

The Keller Development Corporation was established by Ordinance No. 670 in 1992 levying one-half of one percent sales and use tax to provide funding for park and recreation capital improvements as approved by voters. The Corporation is managed by a Board of Directors consisting of the mayor, three city council members and three citizens at-large. A majority of the budget is currently funding debt service for capital expenses for The Keller Pointe and the Keller Sports Park. In addition to the sales tax, revenues are also received from the ground lease agreement with Blue Sky Sports Center.

***DEPARTMENT/DIVISION GOALS:***

1. Manage the ground lease agreement for the use and operation of a public/private indoor soccer complex at Keller Sports Park.
2. Manage retirement of the debt for The Keller Pointe and The Keller Sports Park.
3. Reserve funds to be allocated for park land acquisition which was identified as the most urgent priority of the 2007 Parks, Recreation and Open Space Master Plan.
4. Continue to seek funding opportunities for the development of hike and bike trails which is listed as the number one facility need for outdoor and indoor recreation in accordance with the 2007 Parks, Recreation and Open Space Master Plan.

**FUND:**  
Keller Development  
Corporation

**DEPARTMENT:**  
All Departments

**DIVISION:**

**ACCOUNT:**  
110-XXX-XX

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b>REVENUES</b>				
<b><u>SALES TAXES:</u></b>				
City sales taxes	\$ 2,004,557	\$ 1,994,500	\$ 2,016,800	\$ 2,067,000
Subtotal	2,004,557	1,994,500	2,016,800	2,067,000
<b><u>MISCELLANEOUS REVENUES:</u></b>				
Rental revenue	12,000	12,000	12,000	12,000
Gain/loss on disposal of assets	2,500	-	-	-
Interest revenue	1,279	3,000	850	850
Subtotal	15,779	15,000	12,850	12,850
<b>TOTAL REVENUES</b>	<b>\$ 2,020,336</b>	<b>\$ 2,009,500</b>	<b>\$ 2,029,650</b>	<b>\$ 2,079,850</b>

#### EXPENDITURE SUMMARY

**EXPENDITURES BY FUNCTION:**

Personnel services	\$ 137,303	149,540	\$ 139,670	\$ 153,795
Operations & maintenance	24,091	25,780	21,770	21,915
Services & other	38,466	47,250	45,250	43,500
Debt service	1,647,636	1,643,000	1,643,000	1,651,050
Transfers to other funds	178,090	143,315	143,315	143,705
SUBTOTAL	2,025,586	2,008,885	1,993,005	2,013,965
Capital outlay	62,182	260,290	28,475	347,950
<b>TOTAL</b>	<b>\$ 2,087,768</b>	<b>\$ 2,269,175</b>	<b>\$ 2,021,480</b>	<b>\$ 2,361,915</b>

**EXPENDITURES BY DIVISION:**

Keller Sports Park	\$ 242,253	\$ 252,860	\$ 235,165	\$ 337,160
Land Acquisition	19,789	230,000	-	230,000
Debt Service	1,647,636	1,643,000	1,643,000	1,651,050
Transfers to Other Funds	178,090	143,315	143,315	143,705
<b>TOTAL</b>	<b>\$ 2,087,768</b>	<b>\$ 2,269,175</b>	<b>\$ 2,021,480</b>	<b>\$ 2,361,915</b>

#### PERSONNEL SUMMARY BY DEPARTMENT

(Full-time Equivalent Positions - Includes Vacant Positions)

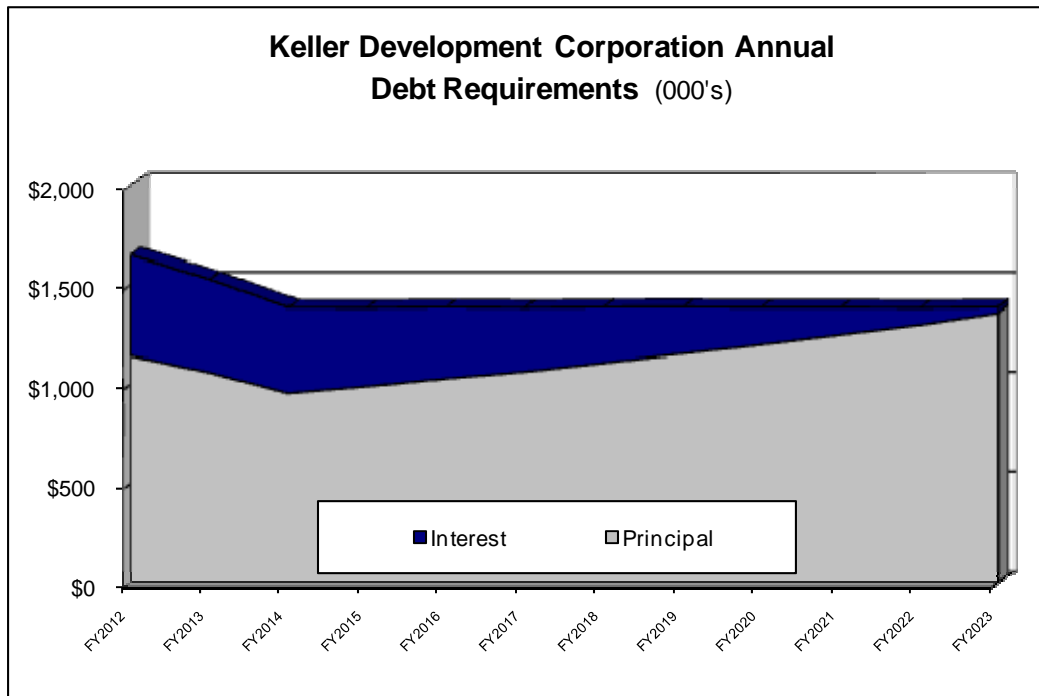
POSITION TITLE	PAY CLASS	2009-2010 ACTUAL	2010-2011 ESTIMATE	2011-2012 BUDGET
Parks/Landscape Crewleader	TN-6	1.00	1.00	1.00
Parks/Landscape Maintenance Worker	TN-2	1.00	1.00	1.00
Parks/Landscape Maint Worker (Seasonal)	NA	0.78	0.78	0.78
<b>TOTAL</b>		<b>2.78</b>	<b>2.78</b>	<b>2.78</b>

FY2012 highlights: capital outlay includes funding for land acquisition/trail expansion (\$230,000) and renovations/improvements to streets and parking areas in Bear Creek Park and the Keller Sports Park (\$117,950).



**SUMMARY SCHEDULE OF DEBT REQUIREMENTS  
KELLER DEVELOPMENT CORPORATION**

Fiscal Year	Principal Due	Interest Due	Total Principal & Interest	Fiscal Year Total
FY2012	\$ 1,145,000.00	\$ 505,245.13	\$ 1,650,245.13	\$ 1,650,245.13
FY2013	1,060,000.00	468,222.00	1,528,222.00	1,528,222.00
FY2014	955,000.00	431,225.00	1,386,225.00	1,386,225.00
FY2015	990,000.00	394,800.00	1,384,800.00	1,384,800.00
FY2016	1,030,000.00	358,806.25	1,388,806.25	1,388,806.25
FY2017	1,065,000.00	320,168.75	1,385,168.75	1,385,168.75
FY2018	1,110,000.00	278,693.75	1,388,693.75	1,388,693.75
FY2019	1,155,000.00	234,087.50	1,389,087.50	1,389,087.50
FY2020	1,200,000.00	186,987.50	1,386,987.50	1,386,987.50
FY2021	1,250,000.00	137,206.25	1,387,206.25	1,387,206.25
FY2022	1,300,000.00	84,612.50	1,384,612.50	1,384,612.50
FY2023	1,360,000.00	28,900.00	1,388,900.00	1,388,900.00
<b>Total</b>	<b>\$ 13,620,000.00</b>	<b>\$ 3,428,954.63</b>	<b>\$ 17,048,954.63</b>	<b>\$ 17,048,954.63</b>



**SCHEDULE OF KELLER DEVELOPMENT CORPORATION DEBT REQUIREMENTS  
October 1, 2011**

	<u>Interest Rates</u>	<u>Date of Issue</u>	<u>Date of Maturity</u>	<u>Amount Issued (000's)</u>	<u>Amount Outstanding (000's)</u>	<u>FY2012 Requirements</u>		
						<u>Principal</u>	<u>Interest</u>	<u>Total</u>
Combination tax and revenue certificates of obligation:								
Series 2003	3.00% - 4.25%	05/2003	08/2023	\$ 18,120	\$ 13,230	\$ 895,000	\$ 494,209	\$ 1,389,209
Series 2004	4.00 - 5.00	06/2004	02/2024	755	115	115,000	2,300	117,300
Sales tax revenue refunding bonds:								
Series 2005	4.21	01/2006	01/2013	890	275	135,000	8,736	143,736
<b>TOTAL</b>				<b>\$ 19,765</b>	<b>\$ 13,620</b>	<b>\$ 1,145,000</b>	<b>\$ 505,245</b>	<b>\$ 1,650,245</b>

**SUMMARY SCHEDULE OF DEBT REQUIREMENTS  
KELLER DEVELOPMENT CORPORATION  
SALES TAX REVENUE REFUNDING BONDS, SERIES 2005**

<u>Date</u>	<u>Principal Due</u>	<u>Interest Due</u>	<u>Total Principal &amp; Interest</u>	<u>Fiscal Year Total</u>
FY2012	\$ 135,000.00	\$ 8,735.75	\$ 143,735.75	\$ 143,735.75
FY2013	140,000.00	2,947.00	142,947.00	142,947.00
<b>Total</b>	<b>\$ 275,000.00</b>	<b>\$ 11,682.75</b>	<b>\$ 286,682.75</b>	<b>\$ 286,682.75</b>

**SUMMARY SCHEDULE OF DEBT REQUIREMENTS  
KELLER DEVELOPMENT CORPORATION  
COMBINATION TAX & REVENUE CERTIFICATES  
OF OBLIGATION, SERIES 2003**

Date	Principal Due	Interest Due	Total Principal & Interest	Fiscal Year Total
FY2012	\$ 895,000.00	\$ 494,209.38	\$ 1,389,209.38	\$ 1,389,209.38
FY2013	920,000.00	465,275.00	1,385,275.00	1,385,275.00
FY2014	955,000.00	431,225.00	1,386,225.00	1,386,225.00
FY2015	990,000.00	394,800.00	1,384,800.00	1,384,800.00
FY2016	1,030,000.00	358,806.25	1,388,806.25	1,388,806.25
FY2017	1,065,000.00	320,168.75	1,385,168.75	1,385,168.75
FY2018	1,110,000.00	278,693.75	1,388,693.75	1,388,693.75
FY2019	1,155,000.00	234,087.50	1,389,087.50	1,389,087.50
FY2020	1,200,000.00	186,987.50	1,386,987.50	1,386,987.50
FY2021	1,250,000.00	137,206.25	1,387,206.25	1,387,206.25
FY2022	1,300,000.00	84,612.50	1,384,612.50	1,384,612.50
FY2023	1,360,000.00	28,900.00	1,388,900.00	1,388,900.00
<b>Total</b>	<b>\$ 13,230,000.00</b>	<b>\$ 3,414,971.88</b>	<b>\$ 16,644,971.88</b>	<b>\$ 16,644,971.88</b>

Amount issued: \$18,120,000

Purpose: Keller Sports Park improvements and design/construction of The Keller Pointe recreation and aquatic center.

**SUMMARY SCHEDULE OF DEBT REQUIREMENTS  
KELLER DEVELOPMENT CORPORATION  
COMBINATION TAX & REVENUE CERTIFICATES  
OF OBLIGATION, SERIES 2004**

FY2012	\$ 115,000.00	\$ 2,300.00	\$ 117,300.00	\$ 117,300.00
<b>Total</b>	<b>115,000.00</b>	<b>2,300.00</b>	<b>117,300.00</b>	<b>117,300.00</b>

Amount issued: \$755,000

Purpose: Furniture, fixtures and equipment for The Keller Pointe.

**THE KELLER POINTE  
RECREATION AND AQUATIC CENTER FUND**

The Recreation/Aquatic Center Fund was established in FY2003. The purpose of the fund is to account for operating revenues and costs of The Keller Pointe, which opened in May 2004. The operation of the facility is considered self-supporting, because the operating costs, excluding debt service, are funded with user fees and charges.

**FUND SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>RESOURCES:</u></b>				
Total beginning fund balance *	\$ 755,474	\$ 831,880	\$ 1,006,486	\$ 1,029,481
Revenues and transfers	2,971,994	3,024,275	3,075,335	3,131,695
<b>TOTAL FUNDS AVAILABLE</b>	<b>3,727,468</b>	<b>3,856,155</b>	<b>4,081,821</b>	<b>4,161,176</b>
<b><u>USES/DEDUCTIONS:</u></b>				
Expenditures and transfers out	2,720,982	3,070,305	3,052,340	3,430,005
<b><u>ENDING FUND BALANCE: *</u></b>				
Unreserved fund balance *	1,006,486	785,850	1,029,481	731,171
<b>FUND TOTAL</b>	<b>\$ 3,727,468</b>	<b>\$ 3,856,155</b>	<b>\$ 4,081,821</b>	<b>\$ 4,161,176</b>
Excess revenues (expenditures)	251,012	(46,030)	22,995	(298,310)

\* – Fund balance is cash and investments, less accounts payable.

**REVENUES**

**OPERATING REVENUES:**

Daily pass revenue	\$ 206,294	\$ 207,350	\$ 204,565	\$ 206,000
Annual pass sales	1,714,247	1,755,000	1,788,495	1,811,000
Employee pass revenue	90,718	65,000	85,380	85,400
Employee dependent pass revenue	19,500	10,000	18,880	18,000
Private party revenues	106,071	105,810	128,780	132,000
Expired gift card revenues	806	–	–	–
Concessions	99,005	98,000	98,625	100,000
Merchandise sales-general	6,243	13,000	10,000	10,000
Merchandise sales-aquatics	8,933	12,200	12,200	13,000
Stay 'N Play revenue	17,067	20,000	12,350	12,500
Aquatics Program revenues	129,218	131,700	138,700	138,300
Fitness Program revenues	117,350	111,725	138,185	146,895
Group exercise revenue	6,789	7,000	4,560	4,800
Personal training revenues	105,887	120,000	95,000	101,000
Recreation Programs revenues	228,750	240,000	259,035	262,500
Massage therapy revenues	14,461	15,000	–	–
Facility rentals	55,791	52,000	36,580	38,410
Gymnasium rentals	1,879	3,000	3,120	3,000
Pool rentals	17,885	30,000	23,000	28,550
Subtotal	2,946,894	2,996,785	3,057,455	3,111,355

**OTHER REVENUE:**

Interest earnings	4,470	7,200	1,800	1,800
Miscellaneous grants & donations	6,430	7,950	2,700	6,400
Gain (loss) on disposal of assets	3,900	2,800	3,450	2,800
Miscellaneous revenue (expense)	10,300	9,540	9,930	9,340
Subtotal	25,100	27,490	17,880	20,340

**TOTAL REVENUES AND TRANSFERS**    **\$ 2,971,994**    **\$ 3,024,275**    **\$ 3,075,335**    **\$ 3,131,695**

<b>FUND:</b>	<b>DEPARTMENT:</b>	<b>DIVISION:</b>	<b>ACCOUNT:</b>
The Keller Pointe (Recreation & Aquatic Center)	The Keller Pointe (Recreation & Aquatic Center)	All Divisions/Programs	125-650-XX

**DEPARTMENT DESCRIPTION:**

The Keller Pointe is an enterprise facility intended to be a self-supporting operation; therefore, the revenues generated by the facility should fully support the facility's direct operating costs. The primary source of revenue is generated through pass sales, with the second largest revenue source being programs. Additional revenue sources include facility rentals, concession and merchandise sales, party reservations and sponsorships. 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 and concessions/merchandise sales.

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:

- Achieving and maintaining an annual member base of 3,600 passes
- Attracting 500 new members and 800 renewals by conducting a successful annual membership price special from April 15 – May 31, 2012 offering residents the group exercise upgrade for free and their choice of a personal training or stay and play passes and the resident rate to non-residents for paid in full memberships.
- Ensuring membership retention and growth by rewarding the membership with program discounts in accordance with our program pricing structure. This will secure financial success of both membership and programming.
- Maintaining program registration and membership during an economic downturn to match previous fiscal year.
- Creating loyal guests and attracting new individuals and businesses by providing quality customer service that exceeds expectations resulting in a customer satisfaction survey rating of 90%.
- Developing knowledgeable and helpful staff through the Pointes of Excellence Training.
- Developing programs, activities and events that keep members involved to maintain member attrition rate at 33% or less.
- 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 six special events annually.
- Creating a safe place for pre-teens to interact and socialize by providing a minimum of four pre-teen after-hour events.
- Fostering partnerships with civic groups, businesses, and foundations that align with our core values.
- Enhancing communication regarding The Keller Pointe's facility, programs and services through social, electronic and print media.

(continued)

**FUND:** The Keller Pointe (Recreation & Aquatic Center)      **DEPARTMENT:** The Keller Pointe (Recreation & Aquatic Center)      **DIVISION:** All Divisions/Programs      **ACCOUNT:** 125-650-XX

(Continued)

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Completed surveys	346	627	650
Recreation programs provided (class list)	785	1,499	1,468
Leagues provided	19	22	24
Special events provided	13	14	14
Group exercise classes offered	3,012	2,808	2,704
Number of partnerships developed	38	40	45
Completed surveys	346	627	650
Recreation programs provided (class list)	785	1,499	1,468
Number of annual members	3,371	3,540	3,646
Annual attendance (day pass & member visits)	247,308	232,508	242,500
Recreation program participants (attendance)	3,282	3,722	3,938
League participants:			
Teams	120	128	136
Participants	1,277	1,303	1,405
Special event attendance	5,957	4,998	5,325
Facility rentals/birthday parties	698	888	938
Group exercise attendance	36,036	34,253	32,500
Partnership dollars generated	\$6,430	\$7,950	\$6,400
<b><u>PERFORMANCE INDICATORS</u></b>			
Survey satisfaction rating *	n/a	4.05	4.50
Member attrition rate	34%	33%	33%

\* Survey methodology and scoring revised in FY2011

- Excellent = 5 Points
- Good = 4 Points
- Neutral = 3 Points
- Fair = 2 Points
- Poor = 1 Point

**FUND:** The Keller Pointe (Recreation & Aquatic Center)      **DEPARTMENT:** The Keller Pointe (Recreation & Aquatic Center)      **DIVISION:** All Divisions/Programs      **ACCOUNT:** 125-650-XX

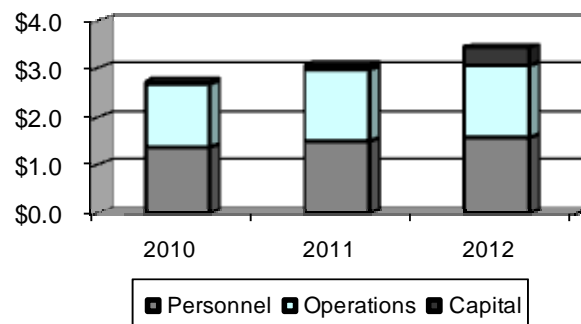
**THE KELLER POINTE  
DEPARTMENT SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION</u></b>				
Personnel services	\$ 1,355,338	\$ 1,484,080	\$ 1,480,985	\$ 1,552,605
Operations & maintenance	364,159	388,420	386,430	394,265
Services & other	963,500	1,123,145	1,110,265	1,110,185
<b>SUBTOTAL</b>	<b>2,682,997</b>	<b>2,995,645</b>	<b>2,977,680</b>	<b>3,057,055</b>
Capital outlay	37,985	74,660	74,660	372,950
<b>TOTAL</b>	<b>\$ 2,720,982</b>	<b>\$ 3,070,305</b>	<b>\$ 3,052,340</b>	<b>\$ 3,430,005</b>
<b><u>EXPENDITURES BY ACTIVITY</u></b>				
Administration	\$ 882,800	\$ 1,075,510	\$ 1,085,560	\$ 1,298,515
Aquatics	453,951	483,645	480,455	510,910
Fitness Programs	389,131	419,860	367,190	426,755
Recreation Programs	292,757	326,380	352,560	380,140
Facility Operations & Maintenance	366,277	433,160	433,765	471,940
Customer Service & Concessions	336,066	331,750	332,810	341,745
<b>TOTAL</b>	<b>\$ 2,720,982</b>	<b>\$ 3,070,305</b>	<b>\$ 3,052,340</b>	<b>\$ 3,430,005</b>

**PERSONNEL SUMMARY BY DEPARTMENT  
(Full-time Equivalent Positions - Includes Vacant Positions)**

<b>DEPARTMENT / DIVISION</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Administration	4.50	4.75	4.75
Aquatics	14.90	17.19	17.19
Fitness Programs	3.12	2.99	3.01
Recreation Programs	7.68	9.03	9.07
Facility Operations & Maintenance	1.00	1.00	1.00
Customer Service & Concessions	11.63	12.23	11.58
<b>TOTAL</b>	<b>42.83</b>	<b>47.19</b>	<b>46.60</b>

**The Keller Pointe Expenditures**  
(millions)



**FUND:** The Keller Pointe (Recreation & Aquatic Center)      **DEPARTMENT:** The Keller Pointe (Recreation & Aquatic Center)      **DIVISION:** Administration      **ACCOUNT:** 125-650-01

**ADMINISTRATION**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 299,776	\$ 333,240	\$ 340,760	\$ 355,480
Operations & maintenance	55,795	67,275	65,525	53,075
Services & other	489,244	600,335	604,615	583,460
SUBTOTAL	844,815	1,000,850	1,010,900	992,015
Capital outlay	37,985	74,660	74,660	306,500
<b>TOTAL</b>	<b>\$ 882,800</b>	<b>\$ 1,075,510</b>	<b>\$ 1,085,560</b>	<b>\$ 1,298,515</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Recreation Manager	PE-9	1.00	1.00	1.00
Accountant	PE-5	1.00	1.00	1.00
Administrative Secretary	A/TN-8	1.00	1.00	1.00
Sales/Marketing Coordinator	A/TN-6	1.00	1.00	1.00
Accounting Assistant	A/TN-4	0.50	0.75	0.75
<b>TOTAL</b>		<b>4.50</b>	<b>4.75</b>	<b>4.75</b>

FY2012 highlights: capital outlay provides funding for furniture, fixtures and equipment replacement (\$6,500) and \$300,000 to install a "sprayground" at The Keller Pointe.



**FUND:** The Keller Pointe (Recreation & Aquatic Center)      **DEPARTMENT:** The Keller Pointe (Recreation & Aquatic Center)      **DIVISION:** Aquatics      **ACCOUNT:** 125-650-02

**AQUATICS**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 373,890	\$ 407,090	\$ 406,655	\$ 411,575
Operations & maintenance	62,302	53,850	54,750	50,100
Services & other	17,759	22,705	19,050	24,235
<b>SUBTOTAL</b>	<b>453,951</b>	<b>483,645</b>	<b>480,455</b>	<b>485,910</b>
Capital outlay	-	-	-	25,000
<b>TOTAL</b>	<b>\$ 453,951</b>	<b>\$ 483,645</b>	<b>\$ 480,455</b>	<b>\$ 510,910</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Aquatics Supervisor	PE-4	1.00	1.00	1.00
Assistant Aquatics Supervisor	A/TN-5	1.00	1.00	1.00
Head Lifeguard	RCS-3	3.03	3.98	3.98
Lifeguard	RCS-2	9.39	10.73	10.73
Water Safety Instructor	RCS-4	0.48	0.48	0.48
<b>TOTAL</b>		<b>14.90</b>	<b>17.19</b>	<b>17.19</b>

FY2012 highlights: capital outlay funding is included for re-surfacing of the indoor pool deck.

**FUND:** The Keller Pointe (Recreation & Aquatic Center)      **DEPARTMENT:** The Keller Pointe (Recreation & Aquatic Center)      **DIVISION:** Fitness Programs      **ACCOUNT:** 125-650-03

**FITNESS PROGRAMS**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 177,667	\$ 200,400	\$ 167,225	\$ 183,705
Operations & maintenance	59,149	64,815	64,815	102,200
Services & other	152,315	154,645	135,150	140,850
SUBTOTAL	389,131	419,860	367,190	426,755
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 389,131</b>	<b>\$ 419,860</b>	<b>\$ 367,190</b>	<b>\$ 426,755</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Fitness Coordinator	A/TN-8	1.00	1.00	1.00
Personal Trainer	RCS-3	1.00	1.00	1.00
Personal Trainer (part-time)	RCS-3	1.12	0.99	1.01
<b>TOTAL</b>		<b>3.12</b>	<b>2.99</b>	<b>3.01</b>

**FUND:** The Keller Pointe (Recreation & Aquatic Center)      **DEPARTMENT:** The Keller Pointe (Recreation & Aquatic Center)      **DIVISION:** Recreation Programs      **ACCOUNT:** 125-650-04

**RECREATION PROGRAMS**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 161,336	\$ 192,390	\$ 213,775	\$ 238,565
Operations & maintenance	1,253	4,000	2,760	3,200
Services & other	130,168	129,990	136,025	138,375
SUBTOTAL	292,757	326,380	352,560	380,140
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 292,757</b>	<b>\$ 326,380</b>	<b>\$ 352,560</b>	<b>\$ 380,140</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Recreation Supervisor	PE-3	1.00	1.00	1.00
Assistant Recreation Supervisor	A/TN-5	1.00	1.00	1.00
Camp Counselor	RCS-2	1.78	2.16	2.13
Athletic Assistant (seasonal)	RCS-1	1.48	1.03	1.06
Childcare Attendant	RCS-1	2.42	3.84	3.88
<b>TOTAL</b>		<b>7.68</b>	<b>9.03</b>	<b>9.07</b>

**FUND:** The Keller Pointe (Recreation & Aquatic Center)      **DEPARTMENT:** The Keller Pointe (Recreation & Aquatic Center)      **DIVISION:** Facility Maintenance      **ACCOUNT:** 125-650-05

**FACILITY MAINTENANCE**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 78,472	\$ 79,970	\$ 80,575	\$ 82,300
Operations & maintenance	114,671	138,980	138,980	126,190
Services & other	173,134	214,210	214,210	222,000
SUBTOTAL	366,277	433,160	433,765	430,490
Capital outlay	-	-	-	41,450
<b>TOTAL</b>	<b>\$ 366,277</b>	<b>\$ 433,160</b>	<b>\$ 433,765</b>	<b>\$ 471,940</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Building Operations Supervisor	TN-10	1.0	1.0	1.0
<b>TOTAL</b>		<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

FY2012 highlights: capital outlay funding is included to replace the carpet in the Activity Room with a rubberized surface (\$10,000) and replacement of the heating, ventilation, and air conditioning (HVAC) units in the indoor pool area (\$31,450).

<b>FUND:</b> The Keller Pointe (Recreation & Aquatic Center)	<b>DEPARTMENT:</b> The Keller Pointe (Recreation & Aquatic Center)	<b>DIVISION:</b> Customer Service & Concessions	<b>ACCOUNT:</b> 125-650-06
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**CUSTOMER SERVICE & CONCESSIONS**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 264,197	\$ 270,990	\$ 271,995	\$ 280,980
Operations & maintenance	70,989	59,500	59,600	59,500
Services & other	880	1,260	1,215	1,265
SUBTOTAL	<u>336,066</u>	<u>331,750</u>	<u>332,810</u>	<u>341,745</u>
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b><u>\$ 336,066</u></b>	<b><u>\$ 331,750</u></b>	<b><u>\$ 332,810</u></b>	<b><u>\$ 341,745</u></b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Customer Service Supervisor	PE-3	1.00	1.00	1.00
Assistant Customer Service Supervisor	A/TN-5	1.00	1.00	1.00
Customer Service Representative (part-time)	RCS-2	7.33	7.00	6.31
Concession Stand Attendant	RCS-1	2.30	3.23	3.27
<b>TOTAL</b>		<b><u>11.63</u></b>	<b><u>12.23</u></b>	<b><u>11.58</u></b>

## INFORMATION SERVICES FUND

The Information Services Fund was created by the City in FY2001 to account for City-wide information services/information technology operations. Sources of funding for the Information Services Fund are provided by user fees and transfers from various operating funds, tower rental revenues, and interest revenue. Expenditures provide for information technology support personnel and goods and services to be utilized on a City-wide basis. In October 2005, the Public Library support, Internet services, and Audio Visual services were transferred to Information Services.

	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
<b>INFORMATION SERVICES FUND SUMMARY</b>				
<b><u>RESOURCES:</u></b>				
Total beginning fund balance	\$ 507,964	\$ 391,004	\$ 472,410	\$ 368,740
Revenues and transfers	1,389,669	1,503,800	1,500,470	1,507,105
<b>TOTAL FUNDS AVAILABLE</b>	<b>1,897,633</b>	<b>1,894,804</b>	<b>1,972,880</b>	<b>1,875,845</b>
<b><u>USES/DEDUCTIONS:</u></b>				
Expenditures and transfers out	1,425,223	1,608,735	1,604,140	1,445,945
<b><u>ENDING FUND BALANCE:</u></b>				
Unreserved fund balance	472,410	286,069	368,740	429,900
<b>FUND TOTAL</b>	<b>\$ 1,897,633</b>	<b>\$ 1,894,804</b>	<b>\$ 1,972,880</b>	<b>\$ 1,875,845</b>
Excess revenues (expenditures)	(35,554)	(104,935)	(103,670)	61,160

### REVENUES

<b><u>OPERATING REVENUES:</u></b>				
Information services fees-City	\$ 1,117,500	\$ 1,240,820	\$ 1,138,270	\$ 1,152,060
General Fund lease revenue	177,150	165,760	241,170	237,405
Water/Wastewater Fund lease revenue	24,140	20,470	39,330	31,405
Drainage Utility Fund lease revenue	1,635	1,485	2,885	3,735
The Keller Pointe lease revenue	16,445	15,835	20,315	24,000
Juvenile Case Manager lease revenue	-	460	-	-
Teen Court Fund lease revenue	480	470	-	-
Communication tower rental fees	49,070	52,500	52,500	52,500
Subtotal	1,386,420	1,497,800	1,494,470	1,501,105
<b><u>OTHER REVENUE:</u></b>				
Interest earnings	3,249	6,000	6,000	6,000
Subtotal	3,249	6,000	6,000	6,000
<b>TOTAL REVENUES AND TRANSFERS</b>	<b>\$ 1,389,669</b>	<b>\$ 1,503,800</b>	<b>\$ 1,500,470</b>	<b>\$ 1,507,105</b>

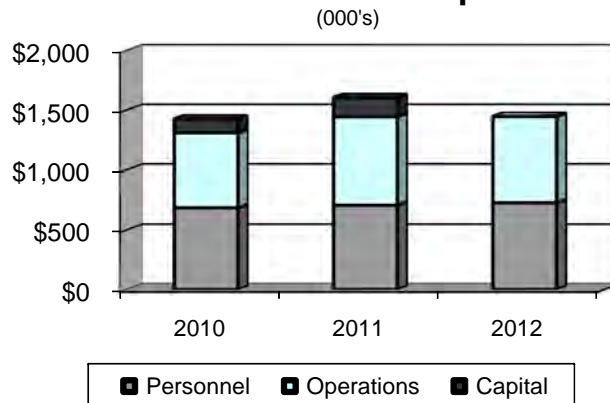
## INFORMATION SERVICES FUND COMBINED EXPENDITURES

	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 686,211	\$ 702,655	\$ 707,110	\$ 727,500
Operations & maintenance	415,519	518,400	513,600	498,300
Services & other	207,412	227,180	222,930	220,145
SUBTOTAL	1,309,142	1,448,235	1,443,640	1,445,945
Capital outlay	116,081	160,500	160,500	-
<b>TOTAL</b>	<b>\$ 1,425,223</b>	<b>\$ 1,608,735</b>	<b>\$ 1,604,140</b>	<b>\$ 1,445,945</b>
<b><u>EXPENDITURES BY DIVISION:</u></b>				
Administration	\$ 1,301,523	\$ 1,471,205	\$ 1,470,055	\$ 1,307,860
Geographic Information Services	123,700	137,530	134,085	138,085
<b>TOTAL</b>	<b>\$ 1,425,223</b>	<b>\$ 1,608,735</b>	<b>\$ 1,604,140</b>	<b>\$ 1,445,945</b>

### PERSONNEL SUMMARY BY DEPARTMENT (Full-time Equivalent Positions - Includes Vacant Positions)

DEPARTMENT / DIVISION	2009-2010 ACTUAL	2010-2011 ESTIMATE	2011-2012 BUDGET
Administration	6.0	6.0	6.0
Geographic Information Services	1.0	1.0	1.0
<b>TOTAL</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>

### Information Services Expenditures



<b>FUND:</b> Information Services	<b>DEPARTMENT:</b> Information Services	<b>DIVISION:</b> Administration	<b>ACCOUNT:</b> 119-180-15
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**DEPARTMENT/DIVISION DESCRIPTION:**

The Information Services Administration division is under the general direction of the Assistant City Manager and is responsible for all information technology needs within the City of Keller. Responsibilities include networking, network security, PC support, desktop applications, printer maintenance, departmental software application support, email, IP Telephony, security video camera support, web site development/maintenance, cable television production, cable television programming, audio visual support, public library patron/staff support, general City wide communication, and the procurement of all hardware and software needs. Activities also include establishment and implementation of appropriate policies and procedures related to information technology.

In November 2002, geographic information system (GIS) activities were transferred from the Public Works Department to Information Services. In October 2005, the Keller Library, internet services, cable television production, cable television broadcasting, and audio visual services were transferred to Information Services. Oversight of general city wide communications was transferred to Information Services in January of 2008. Information Services provides technical support to the Northeast Tarrant Communications Center (NETCOM) that provides dispatch and jail services to Westlake, Southlake, Colleyville, and Keller.

**DEPARTMENT/DIVISION GOALS:**

1. Increase productivity and decrease cost of providing city services through the implementation and support of technology based services.
2. Provide timely and efficient technical support services to all departments.
3. Maintain the Keller Technology Plan (KTP) as a prioritization and management tool for information technology (IT) projects throughout the entire organization.  
Key principles of KTP:
  - a. Core Principle: to consolidate the review and management of all City IT projects under one entity, Information Services, to ensure IT projects are implemented in accordance with organization wide goals and initiatives. Implement processes and procedures to ensure the effective and economical use of IT resources while improving staff efficiency and improving services to the citizens of Keller.
  - b. Replacement Principle: to ensure information technology (IT) equipment is utilized to its maximum useful life, but plan to have enough funds available to replace equipment when needed to ensure optimal employee efficiency. Maintain an accurate inventory and standardized replacement schedule for technology based products.
  - c. New Request Principle: to ensure there is an adequate return on investment (ROI) on all new IT budget requests to provide a significant new service, increase staff efficiency, and/or improve services to staff and citizens. Follow city mandated purchasing policies and procedures, utilize request for proposals (RFP) to ensure that new technology requests match city business requirements, and utilize state and local purchasing agreements to leverage volume pricing.
4. Maintain the City's network/data center to reduce cost, eliminate duplication, and improve performance of information technology services.
5. Ensure that all City software is properly licensed and documented.
6. Maintain comprehensive backups for all City servers including offsite storage of all backup media.
7. Maintain the City's communication infrastructure to ensure reliable voice and data service to all City facilities.
8. Provide project management to all technology related projects within the City.
9. Maintain a document imaging system to reduce physical file storage requirements and improve access to critical information.
10. Constantly improve the City of Keller's web site by creating consistency in the appearance and functionality of all City and department specific web sites, and also enhance the economic development focus of the web site.

(continued)



**FUND:**  
Information Services

**DEPARTMENT:**  
Information Services

**DIVISION:**  
Administration

**ACCOUNT:**  
119-180-15

(Continued)

**DEPARTMENT/DIVISION GOALS:**

11. Provide clear and accurate communication related to key City services, programs, events, and news to foster an engaged and informed citizenry.
12. Continually review communication tools and advancements in technology and respond to the needs of our citizens by fostering open, responsive, and accessible communications
13. Maintain the City's cable television channel to provide quality programming that informs and educates Keller citizens about city related news.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Application/file/storage servers supported/maintained*	28	27	27
Desktop/laptop computers supported/maintained	294	296	296
Public Safety Mobile Data Computers (MDC) supported	28	28	29
Network / local printers supported/maintained	101	98	90
Telephone handsets supported/maintained	285	280	282
Network equipment/devices supported/maintained	50	50	52
Multi-function copy machines supported	14	14	14
Scanners supported/maintained	23	30	35
Video security cameras supported/maintained	74	82	96

\*Information Services maintains twenty-seven (27) physical servers as follows:

- Six (6) physical virtual servers that host forty six (46) virtual servers
- Five (5) storage area network servers
- Two (2) video security servers
- Two (2) email security servers
- One (1) Public Safety voice recorder
- One (1) Public Safety in car video server
- Two (2) cable television programming servers
- One (1) streaming video server
- Two (2) backup servers
- Five (5) database/application servers

**FUND:**  
Information Services

**DEPARTMENT:**  
Information Services

**DIVISION:**  
Administration

**ACCOUNT:**  
119-180-15

**INFORMATION SERVICES FUND  
ADMINISTRATION EXPENDITURES**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 602,739	\$ 616,570	\$ 623,020	\$ 640,165
Operations & maintenance	396,079	492,300	492,300	477,000
Services & other	186,624	201,835	194,235	190,695
SUBTOTAL	1,185,442	1,310,705	1,309,555	1,307,860
Capital outlay	116,081	160,500	160,500	-
<b>TOTAL</b>	<b>\$ 1,301,523</b>	<b>\$ 1,471,205</b>	<b>\$ 1,470,055</b>	<b>\$ 1,307,860</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
Information Services Director	M-3	1.0	1.0	1.0
Information Services Administrator	PE-9	-	-	1.0
Information Services Analyst	PE-7	1.0	1.0	-
Information Services Network Analyst	PE-7	1.0	1.0	1.0
Information Services Systems Analyst	PE-7	1.0	1.0	1.0
Information Services Internet Analyst	PE-6	1.0	1.0	1.0
Information Services Technician	A/TN-9	1.0	1.0	1.0
<b>TOTAL</b>		<b>6.0</b>	<b>6.0</b>	<b>6.0</b>

<b>FUND:</b> Information Services	<b>DEPARTMENT:</b> Information Services	<b>DIVISION:</b> Geographic Information Systems	<b>ACCOUNT:</b> 119-180-19
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**DEPARTMENT/DIVISION DESCRIPTION:**

The Geographic Information Systems (GIS) division is under the general direction of the Assistant City Manager and Information Services Director. GIS provides geographic information and geographic data management services to City departments. Specific services include software and data needs analysis, software support, data analysis, data conversion, map production, interactive map web pages, and geographic database management.

Prior to November 2002, GIS activities were included in the Public Works Department.

**DEPARTMENT/DIVISION GOALS:**

1. Provide effective geographic solutions to streamline City processes.
2. Improve GIS applications and increase the accessibility of GIS data to more City staff.
3. Continue to maintain all primary GIS datasets.
4. Improve/enhance our existing North Central Texas Council of Government (NCTCOG) iCommunities GIS web site.
5. Continue to develop new GIS data layers for the Police, Fire, Community Development, and Parks and Recreation departments.
6. Work with Public Works to develop a storm drain GIS data layer.
7. Continue to integrate GIS utilities datasets with the Public Works Government Benefit Administrators (GBA) Master Series work order system.
8. Continue to improve the GIS Intranet site to better serve internal staff with GIS data.
9. Work with Public Safety departments to improve access to critical infrastructure information in a timely manner.
10. Maintain and update the GIS implementation plan as conditions warrant.
11. Help support City operations by providing location based analysis of City information and operations.

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 PROJECTED</u>
Intranet GIS users	30	40	45
Advanced GIS users performing analysis and developing detailed maps	10	12	12

**FUND:**  
Information Services

**DEPARTMENT:**  
Information Services

**DIVISION:**  
Geographic Information  
Systems

**ACCOUNT:**  
119-180-19

**INFORMATION SERVICES FUND  
GEOGRAPHIC INFORMATION SYSTEM EXPENDITURES**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 83,472	\$ 86,085	\$ 84,090	\$ 87,335
Operations & maintenance	19,440	26,100	21,300	21,300
Services & other	20,788	25,345	28,695	29,450
SUBTOTAL	123,700	137,530	134,085	138,085
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 123,700</b>	<b>\$ 137,530</b>	<b>\$ 134,085</b>	<b>\$ 138,085</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>POSITION TITLE</b>	<b>PAY CLASS</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
GIS Coordinator	PE-8	1.0	1.0	1.0
<b>TOTAL</b>		<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

## LIBRARY SPECIAL REVENUE FUND

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

	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
<b>LIBRARY SPECIAL REVENUE FUND SUMMARY</b>				
<b><u>RESOURCES:</u></b>				
Total beginning fund balance	\$ 13,081	\$ 27,591	\$ 42,429	\$ 39,374
Revenues and transfers	64,754	44,510	38,000	23,800
<b>TOTAL FUNDS AVAILABLE</b>	<b>77,835</b>	<b>72,101</b>	<b>80,429</b>	<b>63,174</b>
<b><u>USES/DEDUCTIONS:</u></b>				
Expenditures and transfers out	35,406	41,500	41,055	32,050
<b><u>ENDING FUND BALANCE:</u></b>				
Unreserved fund balance	42,429	30,601	39,374	31,124
<b>FUND TOTAL</b>	<b>\$ 77,835</b>	<b>\$ 72,101</b>	<b>\$ 80,429</b>	<b>\$ 63,174</b>
Excess revenues (expenditures)	29,348	3,010	(3,055)	(8,250)

### REVENUES

<b><u>MISCELLANEOUS REVENUES:</u></b>				
Utility Bill Donations	\$ 11,071	\$ 14,000	\$ 12,000	\$ 12,000
Library Donations	38,512	8,500	8,500	8,500
Non-resident fees	2,538	3,560	3,000	3,000
Interest earnings	308	450	300	300
Miscellaneous grant revenue	12,325	18,000	14,200	-
<b>TOTAL REVENUES AND TRANSFERS</b>	<b>\$ 64,754</b>	<b>\$ 44,510</b>	<b>\$ 38,000</b>	<b>\$ 23,800</b>

## LIBRARY SPECIAL REVENUE FUND

### EXPENDITURE SUMMARY

	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
<b><u>EXPENDITURES BY FUNCTION</u></b>				
Personnel services	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	22,766	36,645	31,000	30,550
Services & other	315	4,855	10,055	1,500
SUBTOTAL	23,081	41,500	41,055	32,050
Capital outlay	12,325	-	-	-
<b>TOTAL</b>	<b>\$ 35,406</b>	<b>\$ 41,500</b>	<b>\$ 41,055</b>	<b>\$ 32,050</b>
<b><u>EXPENDITURES BY ACTIVITY:</u></b>				
Library Services	\$ 23,081	\$ 32,500	\$ 32,500	\$ 32,050
Library Grant Expenditures	12,325	9,000	8,555	-
<b>TOTAL</b>	<b>\$ 35,406</b>	<b>\$ 41,500</b>	<b>\$ 41,055</b>	<b>\$ 32,050</b>

### PERSONNEL SUMMARY BY DEPARTMENT (Full-time Equivalent Positions - Includes Vacant Positions)

DEPARTMENT / DIVISION	2009-2010 ACTUAL	2010-2011 ESTIMATE	2011-2012 BUDGET
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## RECREATION SPECIAL REVENUE FUND

The Recreation Special Revenue Fund accounts for specific revenues and fees resulting from the operations of the City recreation program, and their related costs.

	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
<b>RECREATION SPECIAL REVENUE FUND SUMMARY</b>				
<b><u>RESOURCES:</u></b>				
Total beginning fund balance	\$ 68,218	\$ 79,063	\$ 69,668	\$ 73,748
Revenues and transfers	121,734	118,300	159,515	126,115
<b>TOTAL FUNDS AVAILABLE</b>	<b>189,952</b>	<b>197,363</b>	<b>229,183</b>	<b>199,863</b>
<b><u>USES/DEDUCTIONS:</u></b>				
Expenditures and transfers out	120,284	138,630	155,435	132,030
<b><u>ENDING FUND BALANCE:</u></b>				
Total fund balance	69,668	58,733	73,748	67,833
Designated for:				
Wild West Fest/Rock the Park	10,487	13,175	10,787	11,087
Tree preservation	11,410	8,279	11,410	11,410
Unreserved, undesignated fund balance	47,771	37,279	51,551	45,336
<b>FUND TOTAL</b>	<b>\$ 189,952</b>	<b>\$ 197,363</b>	<b>\$ 229,183</b>	<b>\$ 199,863</b>
Excess revenues (expenditures)	1,450	(20,330)	4,080	(5,915)
<b>REVENUES</b>				
<b><u>RECREATION PROGRAMS REVENUE:</u></b>				
Texas Amateur Athletic Foundation (TAAF):				
Swimming revenue	\$ 34,093	\$ 24,800	\$ 37,000	\$ 24,800
Daddy/daughter sweetheart ball	6,142	6,000	6,675	6,300
Halloween haunted trail revenue	6,937	5,000	605	5,300
Holly Days in the Park revenue	2,403	3,000	3,390	3,000
Rock the Park revenue	-	-	49,000	29,000
Wild West Fest revenue	12,230	29,000	115	-
Mother/son ice cream social revenue	1,259	1,300	1,300	1,300
Keller family campout revenue	2,694	2,550	2,550	2,550
Easter event revenue	1,492	1,300	2,100	1,300
Spooky-Kooky-Keller-Kastle revenue	326	1,000	1,295	1,000
Family fun films revenue	1,312	1,100	1,750	1,100
Fishing event revenue	759	500	470	500
Recreation program revenue	5,728	6,000	8,000	8,000
Senior Services program revenue	11,624	10,750	13,150	12,650
<b>TOTAL RECREATION REVENUES</b>	<b>\$ 86,999</b>	<b>\$ 92,300</b>	<b>\$ 127,400</b>	<b>\$ 96,800</b>

**RECREATION SPECIAL REVENUE FUND  
REVENUES**

(Continued)

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>MISCELLANEOUS REVENUES:</u></b>				
Interest earnings	\$ 495	\$ 1,000	\$ 300	\$ 400
Miscellaneous park donations	964	2,250	3,550	2,250
Miscellaneous revenue (expense)	(6)	-	-	-
Grant revenue	-	-	715	715
Ticket sales revenue	1,819	2,000	2,000	2,000
Concerts in the Park revenue	3,123	5,100	3,000	5,100
Utility bill donation revenue	11,072	9,000	11,000	11,000
Recreation donations	1,356	-	950	500
Right-of-way easements	11,159	-	-	-
Senior Services donations	4,753	2,000	2,500	3,000
Veteran's Memorial donations	-	650	300	350
Tree preservation fines/fees	-	4,000	7,800	4,000
<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>34,735</b>	<b>26,000</b>	<b>32,115</b>	<b>29,315</b>
<b>TOTAL REVENUES AND TRANSFERS</b>	<b>\$ 121,734</b>	<b>\$ 118,300</b>	<b>\$ 159,515</b>	<b>\$ 126,115</b>



**FUND:**  
Recreation Special  
Revenue

**DEPARTMENT:**  
All Activities

**DIVISION:**  
All Activities

**ACCOUNT:**  
112-XXX-XX

***DEPARTMENT DESCRIPTIONS:***

***Recreation Programs Division:***

The Recreation Programs division is responsible for administering the activities of the programs and youth sport teams offered outside of The Keller Pointe. Administrative functions of the recreation program are included in the General Fund Parks and Recreation budget. The special revenue fund accounts for program supplies and services that are direct costs of the recreation programs and teams.

***Special Events Division:***

The Special Events budget accounts for special event activities administered by the department, including Rock the Park, Holly Days, Haunted Trails, TREE-Mendous Egg Scramble, Family Fun Films, Daddy/Daughter Sweetheart Ball, Family Camp Out, Outdoor Holiday Yard Decorating Contest, Mother/Son I Scream Social, Spooky Kooky Keller Kastle and Fishing for Fun. Approximately 23 percent (\$29,100) of the funding for special events is supported by the General Fund for the community Trash-Off events (2), MasterWorks Music Series (5) and a portion of Holly Days in addition to city staff. The remaining 77 percent (\$93,185) is generated through the 50-cent water bill donations, community partner donations/sponsorships, grants and fees.

***Concerts in the Park Division:***

The Concerts in the Park account provides funding for activities associated with musical entertainment and activities for three concerts held during the summer months at Bear Creek Park. Administrative staffing of the event is included in the General Fund Parks and Recreation budget.

***Senior Services Programs and Trips***

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

***DEPARTMENT/ACTIVITY 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 to appeal to guests of different ages and interest.
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 sponsors and developing new opportunities for businesses to feature their products and services.
4. Attract individuals and businesses to the area by providing quality customer care in the delivery of all programs and services that exceeds guest expectations.
5. Enhance communication regarding recreational programs, events and facilities through social, electronic and print media.

(Continued)

**FUND:**  
Recreation Special  
Revenue

**DEPARTMENT:**  
All Activities

**DIVISION:**  
All Activities

**ACCOUNT:**  
112-XXX-XX

(Continued)

**DEPARTMENT/DIVISION SERVICE ANALYSIS:**

<u>SERVICES PROVIDED</u>	<b>SERVICE ANALYSIS</b>		
	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 PROJECTED</b>
Special events provided annually	27	26	26
Recreation program volunteers	440	310	300
Recreation leagues provided	8	8	8
Recreation leagues provided at KISD facilities	1	1	1
Number of special event partnerships developed	69	90	90
Senior Center trips offered	32	38	43
Senior Center birthday breakfasts offered	12	12	12
Senior Center Thursday night activities	47	48	48
Special events guests	18,728	22,000	24,000
Recreation program volunteer hours	1,612	1,800	2,000
Recreation league participants	221	200	200
Recreation partnership dollars generated	\$20,466	\$65,000	\$25,000
Senior Center trip participants	1,001	1,075	1,150
Senior Center birthday breakfast participants	268	300	320
Senior Center Thursday night participants	1,480	1,550	1,620

**FUND:**  
Recreation Special  
Revenue

**DEPARTMENT:**  
All Activities

**DIVISION:**  
All Activities

**ACCOUNT:**  
112-XXX-XX

**RECREATION SPECIAL REVENUE FUND  
EXPENDITURE SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>EXPENDITURES BY FUNCTION</u></b>				
Personnel services	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	60,261	47,085	53,125	46,900
Services & other	60,023	80,385	102,310	73,970
SUBTOTAL	120,284	127,470	155,435	120,870
Capital outlay	-	11,160	-	11,160
<b>TOTAL</b>	<b>\$ 120,284</b>	<b>\$ 138,630</b>	<b>\$ 155,435</b>	<b>\$ 132,030</b>
<b><u>EXPENDITURES BY PROGRAM:</u></b>				
Senior Services Programs	\$ 20,262	\$ 18,030	\$ 23,130	\$ 23,630
Recreation Programs	45,203	31,385	29,110	29,285
Special Events	32,222	51,655	69,500	52,555
Designated Expenditures	14,182	28,410	22,350	17,410
Memorial Park Expenditures	650	650	2,030	650
Concerts in the Park	7,765	8,500	8,600	8,500
<b>TOTAL</b>	<b>\$ 120,284</b>	<b>\$ 138,630</b>	<b>\$ 155,435</b>	<b>\$ 132,030</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<b>DEPARTMENT / DIVISION</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
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FY2012 highlights: capital outlay funding is provided for improvements to Keller Sports Park.

## MUNICIPAL COURT SPECIAL REVENUE FUND

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.

	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
<b>MUNICIPAL COURT SPECIAL REVENUE FUND SUMMARY</b>				
<b><u>RESOURCES:</u></b>				
Total beginning fund balance	\$ 250,554	\$ 196,069	\$ 267,364	\$ 219,474
Revenues and transfers	99,931	109,000	107,550	107,500
<b>TOTAL FUNDS AVAILABLE</b>	<b>350,485</b>	<b>305,069</b>	<b>374,914</b>	<b>326,974</b>
<b><u>USES/DEDUCTIONS:</u></b>				
Expenditures and transfers out	83,121	162,430	155,440	209,834
<b><u>ENDING FUND BALANCE:</u></b>				
Unreserved fund balance	267,364	142,639	219,474	117,140
<b>FUND TOTAL</b>	<b>\$ 350,485</b>	<b>\$ 305,069</b>	<b>\$ 374,914</b>	<b>\$ 326,974</b>
Excess revenues (expenditures)	16,810	(53,430)	(47,890)	(102,334)

### REVENUES

<b><u>MISCELLANEOUS REVENUES:</u></b>				
Technology fees	\$ 29,805	\$ 30,000	\$ 30,000	\$ 30,000
Building security fees	22,361	25,000	25,000	25,000
School crossing fees	7,503	10,000	10,000	10,000
Teen Court fees	-	-	1,800	1,800
Juvenile Case Manager fees	37,089	39,000	39,000	39,000
Interest earnings	3,173	5,000	1,750	1,700
<b>TOTAL REVENUES AND TRANSFERS</b>	<b>\$ 99,931</b>	<b>\$ 109,000</b>	<b>\$ 107,550</b>	<b>\$ 107,500</b>

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.

The Keller Municipal Court collects a special court (building) security fee of \$3.00 per violation from each defendant convicted of a misdemeanor offense as allowed in Article 102.017 of the Texas Code of Criminal Procedures and approved by the Keller City Council effective September 1, 1995, in Ordinance 18-131.

***Allowable expenses for this fee include:***

1. purchase or repair of X-ray machines and conveying systems;
2. hand-held metal detectors;
3. walk-through metal detectors;
4. identification cards and systems;
5. electronic locking and surveillance equipment;
6. Bailiffs, Deputy Sheriffs, Deputy Constables, or contract security personnel during times when they are providing security services for the Keller Municipal Court;
7. signage;
8. confiscated weapon, inventory and tracking systems;
9. locks, chains, or other security hardware;
10. purchase or repair of bullet proof glass; or
11. continuing education on security issues.

(Continued)

**FUND:**  
Municipal Court Special  
Revenue

**DEPARTMENT:**  
All Activities

**DIVISION:**  
All Activities

**ACCOUNT:**  
114-XXX-XX

(Continued)

The Keller Municipal Court collects a special technology fee of \$4.00 per violation from each defendant convicted of a misdemeanor offense as allowed in Article 102.017 of the Texas Code of Criminal Procedures and approved by the Keller City Council effective September 1, 1999, in Ordinance 18-132.

***Allowable expenses for this fee include:***

1. computer systems;
2. computer networks;
3. computer hardware;
4. computer software;
5. imaging systems;
6. electronic kiosks;
7. electronic ticket writers; and
8. docket management systems.

The Keller Municipal Court also collects a special Juvenile Case Manager fee of \$5.00 per violation from each defendant convicted of a misdemeanor offense as allowed in Texas Code of Criminal Procedure Article 45.056(c), which would provide authority for Municipal Courts to employ a juvenile case manager to provide services in cases before the Court dealing with juvenile offenders, consistent with the Court's statutory powers as approved by the Keller City Council.

***Allowable expenses for this fee include:***

Salary, benefits, and related costs associated with the juvenile case manager position.

**MUNICIPAL COURT SPECIAL REVENUE FUND  
EXPENDITURE SUMMARY**

	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 48,924	\$ 68,045	\$ 62,665	\$ 67,060
Operations & maintenance	15,834	70,925	71,860	79,460
Services & other	5,408	13,460	10,915	12,064
SUBTOTAL	70,166	152,430	145,440	158,584
Capital outlay	12,955	10,000	10,000	51,250
<b>TOTAL</b>	<b>\$ 83,121</b>	<b>\$ 162,430</b>	<b>\$ 155,440</b>	<b>\$ 209,834</b>

<b><u>EXPENDITURES BY DIVISION:</u></b>				
Building Security Account	\$ 18,366	\$ 31,430	\$ 26,575	\$ 16,575
Technology Account	13,434	67,225	68,360	127,010
Juvenile Case Manager Account	46,383	53,775	50,505	56,249
School Crossing Guard Account	4,938	10,000	10,000	10,000
<b>TOTAL</b>	<b>\$ 83,121</b>	<b>\$ 162,430</b>	<b>\$ 155,440</b>	<b>\$ 209,834</b>

FY2012 highlights: capital outlay includes funding from the Court fees Technology Fund to install an interactive voice response (IVR) server for Municipal Courts and a payment Kiosk for the Courts/Jail lobby area (\$25,000).

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

POSITION TITLE	PAY CLASS	2009-2010 ACTUAL	2010-2011 ESTIMATE	2011-2012 BUDGET
Juvenile Case Manager	ATN/6	1.0	1.0	1.0
<b>TOTAL</b>		<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

## TEEN COURT SPECIAL REVENUE FUND

The Teen Court Special Revenue Fund accounts for the operations of the Metroport Teen Court program with the cities of Keller, Southlake, Colleyville, and Grapevine, where the City of Southlake is the lead agency. Prior to October 2010, Keller was the lead agency in a regional teen court program with the cities of Haltom City and Watauga, and the surrounding school districts.

At the end of September 30, 2011, the Teen Court Special Revenue Fund will no longer be used as a separate City fund. Keller's participation in the Metroport Teen Court program will be funded as part of the General Fund.

	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
<b>TEEN COURT SPECIAL REVENUE FUND SUMMARY</b>				
<b><u>RESOURCES:</u></b>				
Total beginning fund balance	\$ 53,773	\$ 41,807	\$ 30,420	\$ -
Revenues and transfers	54,534	40,000	40,130	-
<b>TOTAL FUNDS AVAILABLE</b>	<b>108,307</b>	<b>81,807</b>	<b>70,550</b>	-
<b><u>USES/DEDUCTIONS:</u></b>				
Expenditures and transfers out	77,887	60,028	70,550	-
<b><u>ENDING FUND BALANCE:</u></b>				
Unreserved fund balance	30,420	21,779	-	-
<b>FUND TOTAL</b>	<b>\$ 108,307</b>	<b>\$ 81,807</b>	<b>\$ 70,550</b>	<b>\$ -</b>
Excess revenues (expenditures)	(23,353)	(20,028)	(30,420)	-
<b>REVENUES</b>				
<b><u>MISCELLANEOUS REVENUES:</u></b>				
City of Haltom City contribution	\$ 19,415	\$ -	\$ -	\$ -
City of Watauga contribution	6,462	-	-	-
Teen Court fines & donations	13,209	-	-	-
Interest revenue	253	-	130	-
Subtotal	39,339	-	130	-
<b><u>TRANSFERS FROM OTHER FUNDS:</u></b>				
Transfer from General Fund	15,195	40,000	40,000	-
TOTAL TRANSFERS	15,195	40,000	40,000	-
<b>TOTAL REVENUES</b>	<b>\$ 54,534</b>	<b>\$ 40,000</b>	<b>\$ 40,130</b>	<b>\$ -</b>

**FUND:**  
Teen Court Special  
Revenue

**DEPARTMENT:**  
Teen Court

**DIVISION:**  
Administration

**ACCOUNT:**  
116-160-10

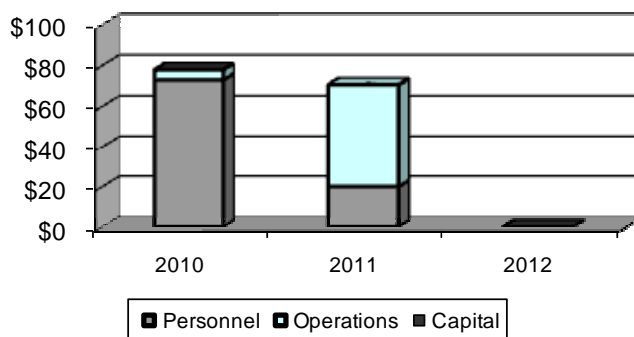
**TEEN COURT SPECIAL REVENUE FUND**

	<u>2009-2010 ACTUAL</u>	<u>2010-2011 BUDGET</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 BUDGET</u>
<b><u>EXPENDITURES BY FUNCTION:</u></b>				
Personnel services	\$ 72,986	\$ 20,028	\$ 20,050	\$ -
Operations & maintenance	847	-	-	-
Services & other	4,054	40,000	40,000	-
Transfers to other funds	-	-	10,500	-
SUBTOTAL	77,887	60,028	70,550	-
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 77,887</b>	<b>\$ 60,028</b>	<b>\$ 70,550</b>	<b>\$ -</b>

**PERSONNEL SUMMARY BY DEPARTMENT**  
(Full-time Equivalent Positions - Includes Vacant Positions)

<u>POSITION TITLE</u>	<u>PAY CLASS</u>	<u>2009-2010 ACTUAL</u>	<u>2010-2011 ESTIMATE</u>	<u>2011-2012 BUDGET</u>
Teen Court Coordinator	PE-1	1.0	-	-
<b>TOTAL</b>		<b>1.0</b>	<b>-</b>	<b>-</b>

**Teen Court Expenditures (000's)**





## KELLER CRIME CONTROL PREVENTION DISTRICT

The Keller Crime Control Prevention District Fund was created in FY2002 to account for the resources and revenues 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.

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>RESOURCES:</u></b>				
Total beginning fund balance	\$ 2,243,116	\$ 2,907,526	\$ 2,916,864	\$ 3,542,564
<b><u>REVENUES:</u></b>				
City sales taxes	931,103	945,000	942,000	942,000
Interest revenue	12,403	12,000	8,000	7,500
Miscellaneous revenue	29,160	12,500	40,000	12,500
<b>TOTAL REVENUES</b>	<b>972,666</b>	<b>969,500</b>	<b>990,000</b>	<b>962,000</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>3,215,782</b>	<b>3,877,026</b>	<b>3,906,864</b>	<b>4,504,564</b>
<b><u>EXPENDITURES:</u></b>				
Administration/Accreditation	\$ 4,380	\$ 5,425	\$ 5,000	\$ 13,425
Facility Improvements-CIP (1)	500	250,000	70,000	500,000
Furniture/Fixtures/Equipment Replacement-CIP (1)	24,252	8,900	9,300	54,700
Technology Improvements	62,003	61,500	61,500	61,900
Police Operations	207,783	232,750	218,500	231,650
<b>TOTAL EXPENDITURES</b>	<b>298,918</b>	<b>558,575</b>	<b>364,300</b>	<b>861,675</b>
<b><u>ENDING FUND BALANCE:</u></b>				
Total fund balance	2,916,864	3,318,451	3,542,564	3,642,889
Reserved for capital improvements:				
Jail expansion (1)	1,749,500	2,179,500	2,179,500	2,179,500
Furniture, fixtures & equipment (1)	477,477	656,929	656,929	789,229
Unreserved fund balance	689,887	482,022	706,135	674,160
<b>FUND TOTAL</b>	<b>\$ 3,215,782</b>	<b>\$ 3,877,026</b>	<b>\$ 3,906,864</b>	<b>\$ 4,504,564</b>
Excess revenues (expenditures)	673,748	410,925	625,700	100,325

(1) CIP - cumulative funds reserved for future capital improvements.

FY2012 highlights: funding is provided for routine replacement of departmental vehicles and related vehicle accessories (\$161,500); architectural and/or preliminary design fees for future facility (jail) improvements (\$500,000); and furniture, fixtures and equipment replacements (\$54,700).

## COMMUNITY CLEAN-UP FUND

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 to residential customers, this program provides for clean-up programs within the community to include, but not limited to, storm debris pick-up, city-wide clean-ups, and educational and promotional activities.

	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
<b><u>RESOURCES:</u></b>				
Total beginning fund balance	\$ -	\$ -	\$ 66	\$ 66
<b><u>REVENUES:</u></b>				
Solid waste/garbage fees	66	30,000	30,000	30,000
<b>TOTAL REVENUES AND TRANSFERS</b>	66	30,000	30,000	30,000
<b>TOTAL FUNDS AVAILABLE</b>	<b>66</b>	<b>30,000</b>	<b>30,066</b>	<b>30,066</b>
<b><u>EXPENDITURES:</u></b>				
Personnel services	-	-	-	-
Operations & maintenance	-	2,000	2,000	2,000
Services & other	-	28,000	28,000	28,000
SUBTOTAL	-	30,000	30,000	30,000
Capital outlay	-	-	-	-
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	-	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
<b>ENDING BALANCE</b>	<b>\$ 66</b>	<b>\$ -</b>	<b>\$ 66</b>	<b>\$ 66</b>
Excess revenues (expenditures)	66	-	-	-

# DEBT SERVICE

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## DEBT SERVICE SUMMARY

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Except for interfund transfers, this fund does not account for obligations backed by self-supporting activities, such as the Water and Wastewater Fund.

	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
<b><u>RESOURCES:</u></b>				
Total beginning fund balance	\$ 752,551	\$ 536,445	\$ 497,984	\$ 464,229
Revenues and transfers	5,885,227	5,740,155	6,097,155	5,766,365
<b>TOTAL FUNDS AVAILABLE</b>	<b>6,637,778</b>	<b>6,276,600</b>	<b>6,595,139</b>	<b>6,230,594</b>
<b><u>USES/DEDUCTIONS:</u></b>				
Expenditures and transfers out	6,139,794	5,839,955	6,130,910	5,764,010
<b><u>ENDING FUND BALANCE:</u></b>				
Unreserved fund balance	497,984	436,645	464,229	466,584
<b>FUND TOTAL</b>	<b>\$ 6,637,778</b>	<b>\$ 6,276,600</b>	<b>\$ 6,595,139</b>	<b>\$ 6,230,594</b>
Excess revenues (expenditures)	(254,567)	(99,800)	(33,755)	2,355
General obligation debt outstanding, October 1	\$ 49,744,540	\$ 46,716,608	\$ 46,716,608	\$ 43,317,455
Estimated population, October 1	39,450	39,627	39,627	39,920
Direct tax-supported debt per capita	\$ 1,261	\$ 1,179	\$ 1,179	\$ 1,085
Ratio of debt to net taxable valuation	1.4%	1.2%	1.2%	1.1%
<b>Financial policy target</b>	<b>15.0%</b>	<b>15.0%</b>	<b>15.0%</b>	<b>15.0%</b>
Debt service expenditures as a percentage of total expenditures	16.7%	16.3%	15.5%	15.5%
<b>Financial policy target</b>	<b>25.0%</b>	<b>25.0%</b>	<b>25.0%</b>	<b>25.0%</b>

## DEBT LIMITATION

The City Charter does not provide or mandate a specific debt limitation. Under provisions of state law, the maximum tax rate is limited to \$2.50 per \$100 of assessed value. Using the \$2.50 maximum tax rate, the following chart provides the City's available tax rate and levy.

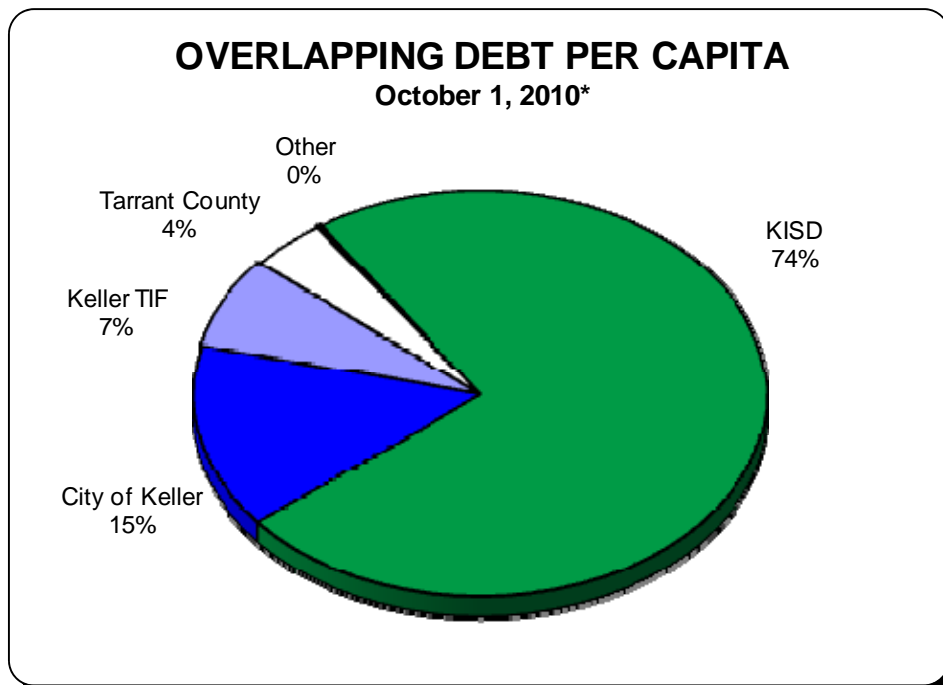
Tax rate limitation	\$ 2.50000	\$ 2.50000	\$ 2.50000	\$ 2.50000
Actual tax rate	0.44219	0.44219	0.44219	0.44219
Available rate available	<u>\$ 2.05781</u>	<u>\$ 2.05781</u>	<u>\$ 2.05781</u>	<u>\$ 2.05781</u>
<b>Additional tax levy available</b>	<b>\$ 81,829,809</b>	<b>\$ 80,767,831</b>	<b>\$ 80,767,831</b>	<b>\$ 82,186,661</b>

## DEBT RATIOS

Important financial ratios are the debt per capita ratio, and the overlapping debt per capita ratio. Debt per capita is determined by dividing the City's outstanding general obligation debt by the City's population. Overlapping debt includes not only the City's direct debt, but also includes Keller's applicable portion of the debt of all other "overlapping" taxing entities located within the City limits, such as the school district, Tarrant County, Tarrant County Hospital, etc. By including all of the overlapping entities, the total tax impact on a Keller property owner can then be calculated.

Both the City's and the overlapping entity's debt per capita continue to be above-average, when compared to nation-wide or state-wide averages. As of October 1, 2010, using the estimated population of 39,450, the total overlapping debt per capita was \$8,560, of which the City's portion (excluding TIF debt) was \$1,261, or 15% of the total. Including the TIF portion of the overlapping tax rate, the City's combined debt per capita is \$1,884 or 22% of the total overlapping debt per capita. Total overlapping debt per capita increased from the previous year by \$227 (2.7%). The City's total portion of overlapping debt increased by \$6, or 0.3%.

As the following chart indicates most (74%) of the overlapping debt per capita results from the Keller Independent School District.



\* 2011 debt per capita ratios are not yet available.

Tarrant County entities include Tarrant County, Tarrant County College District, and Tarrant County Hospital District. Other entities include Carroll Independent School District and Northwest Independent School District.

"TIF" debt represents self-supporting debt obligations of the City's Tax Increment Reinvestment Zone, No. 1.

The overlapping debt ratios per capita differ from the overlapping tax rate, in that the overlapping tax rate does not consider any of the debt obligations owed by the respective taxing entities.

## DEBT SERVICE FUND

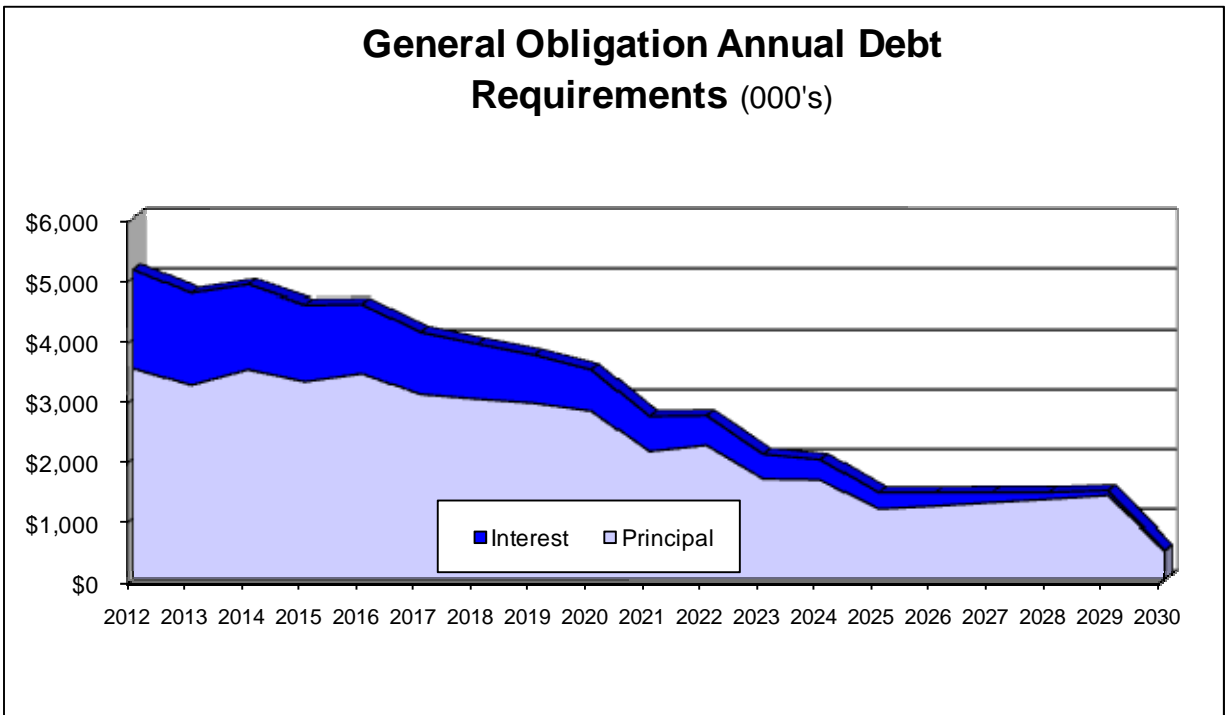
	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
<b>REVENUES</b>				
<b><u>TAXES:</u></b>				
Current taxes	\$ 5,185,651	\$ 5,055,000	\$ 5,065,000	\$ 5,101,800
Delinquent taxes	24,805	20,000	30,000	20,000
Accrued property taxes	(9,865)	-	-	-
Penalty & interest	25,414	25,000	25,000	25,000
Agricultural roll-back taxes	-	1,000	-	-
Subtotal	5,226,005	5,101,000	5,120,000	5,146,800
<b><u>MISCELLANEOUS REVENUES:</u></b>				
Interest earnings	50,967	30,000	18,000	18,000
Net proceeds (expense) from refunding	(20,455)	-	-	-
<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>30,512</b>	<b>30,000</b>	<b>18,000</b>	<b>18,000</b>
REVENUES BEFORE TRANSFERS	5,256,517	5,131,000	5,138,000	5,164,800
<b><u>TRANSFERS FROM OTHER FUNDS:</u></b>				
Transfer from General Fund	-	-	350,000	-
Transfer from Keller Development Corp.	178,090	143,315	143,315	143,705
Land Acquisition:				
<i>2009 Certificates of Obligation</i>				
Keller Sports Park improvements:				
<i>2004 General obligation refunding</i>				
<i>2005 General obligation refunding</i>				
Transfer from Street/Drainage Improvements fund ( <i>street assessments</i> )	3,000	-	-	-
Transfer from water & w/w fund	447,620	465,840	465,840	457,860
Transfer from drainage utility fund	-	-	-	-
TOTAL TRANSFERS	628,710	609,155	959,155	601,565
<b>TOTAL REVENUES AND TRANSFERS</b>	<b>\$ 5,885,227</b>	<b>\$ 5,740,155</b>	<b>\$ 6,097,155</b>	<b>\$ 5,766,365</b>

Transfers from other funds are provided for self-supporting activities for debt obligations issued on behalf of the respective fund.

## DEBT SERVICE FUND

	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
<b><u>EXPENDITURES:</u></b>				
Personnel services	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-
Services & other	-	-	-	-
Debt service	5,073,284	5,224,155	5,221,130	5,150,310
Transfers to other funds	1,066,510	615,800	909,780	613,700
SUBTOTAL	6,139,794	5,839,955	6,130,910	5,764,010
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 6,139,794</b>	<b>\$ 5,839,955</b>	<b>\$ 6,130,910</b>	<b>\$ 5,764,010</b>
<b><u>EXPENDITURES BY DIVISION:</u></b>				
Administration/Finance	\$ 5,073,284	\$ 5,224,155	\$ 5,221,130	\$ 5,150,310
Transfers to other funds	1,066,510	615,800	909,780	613,700
<b>TOTAL</b>	<b>\$ 6,139,794</b>	<b>\$ 5,839,955</b>	<b>\$ 6,130,910</b>	<b>\$ 5,764,010</b>

Transfers to other funds include Keller's portion of the annual required assessment/subsidy for the Tax Increment Reinvestment Zone.





**SCHEDULE OF GENERAL OBLIGATION DEBT OUTSTANDING**  
**October 1, 2011**  
**(Excludes Self-Supporting Debt)**

	<u>Interest Rates</u>	<u>Date of Issue</u>	<u>Date of Maturity</u>	<u>Amount Issued (000's)</u>	<u>Amount Outstanding (000's)</u>	<u>FY2012 Requirements</u>		
						<u>Principal</u>	<u>Interest</u>	<u>Total</u>
General obligation bonds:								
Series 2009	4.00 - 4.65	03/2009	02/2029	\$ 4,000	\$ 3,830	\$ 140,000	\$ 160,558	\$ 300,558
General obligation refunding bonds:								
Series 2002	3.00 - 4.00	11/2002	02/2013	700	145	70,000	4,313	74,313
Series 2004	2.00 - 4.00	02/2004	02/2017	11,125	2,855	685,000	97,931	782,931
Series 2005	3.25 - 4.20	08/2005	02/2020	9,980	8,080	710,000	313,368	1,023,368
Series 2010A	2.00 - 3.50	04/2010	02/2020	2,000	1,605	450,000	36,363	486,363
Series 2010B	2.00 - 4.00	08/2010	02/2022	5,620	5,510	50,000	150,688	200,688
Certificates of obligation:								
Series 2002 (1)	4.00 - 5.00	07/2002	02/2022	8,615	405	405,000	8,100	413,100
Series 2003	3.00 - 4.25	05/2003	08/2023	1,690	895	60,000	33,438	93,438
Series 2004	4.00 - 5.00	06/2004	02/2024	6,540	5,285	295,000	247,041	542,041
Series 2009	3.00 - 4.70	03/2009	02/2029	8,310	7,895	315,000	315,440	630,440
Series 2010	2.00 - 4.25	04/2010	02/2030	6,710	6,560	245,000	247,974	492,974
Subtotal-bonds and certificates of obligation				70,594	43,065	3,425,000	1,615,214	5,040,214
Lease-purchase obligations:								
Ladder truck for Fire Department	4.653	10/2003	10/2013	825	252	93,302	11,747	105,049
<b>TOTAL</b>				<b>\$ 71,419</b>	<b>\$ 43,317</b>	<b>\$ 3,518,302</b>	<b>\$ 1,626,961</b>	<b>\$ 5,145,263</b>

(1) - post refunding

The above schedule excludes self-supporting debt obligations of the Keller Development Corporation, Water and Wastewater Fund, and the Tax Increment Reinvestment Zone No. 1. Summaries of general obligation debt by fiscal year are shown on the following pages.

**SUMMARY SCHEDULE OF DEBT REQUIREMENTS  
GENERAL OBLIGATION DEBT  
(INCLUDES COMBINATION TAX AND REVENUE CERTIFICATES OF  
OBLIGATION TO BE PAID WITH PROPERTY TAXES)**

Fiscal Year	Principal Due	Interest Due	Total Principal & Interest	Fiscal Year Total
2011-12	\$ 3,425,000	\$ 1,615,211	\$ 5,040,211	\$ 5,040,211
2012-13	3,140,000	1,508,936	4,648,936	4,648,936
2013-14	3,435,000	1,398,402	4,833,402	4,833,402
2014-15	3,295,000	1,280,306	4,575,306	4,575,306
2015-16	3,430,000	1,158,545	4,588,545	4,588,545
2016-17	3,085,000	1,036,908	4,121,908	4,121,908
2017-18	3,005,000	921,420	3,926,420	3,926,420
2018-19	2,935,000	807,204	3,742,204	3,742,204
2019-20	2,805,000	691,830	3,496,830	3,496,830
2020-21	2,125,000	588,244	2,713,244	2,713,244
2021-22	2,230,000	495,715	2,725,715	2,725,715
2022-23	1,665,000	411,369	2,076,369	2,076,369
2023-24	1,650,000	337,651	1,987,651	1,987,651
2024-25	1,160,000	275,940	1,435,940	1,435,940
2025-26	1,210,000	224,946	1,434,946	1,434,946
2026-27	1,270,000	170,669	1,440,669	1,440,669
2027-28	1,325,000	113,027	1,438,027	1,438,027
2028-29	1,390,000	80,091	1,470,091	1,470,091
2029-30	485,000	10,306	495,306	495,306
<b>TOTAL</b>	<b>\$ 43,065,000</b>	<b>\$ 13,126,722</b>	<b>\$ 56,191,722</b>	<b>\$ 56,191,722</b>

The following municipal lease-purchase agreement obligation amounts are excluded from the above totals.

**SCHEDULE OF TAX-SUPPORTED DEBT REQUIREMENTS  
MUNICIPAL LEASE-PURCHASE AGREEMENT**

<b>Due Date</b>	<b>Payment</b>	<b>Interest</b>	<b>Principal</b>	<b>Principal Balance</b>
10/01/2011	\$ 105,048.32	\$ 11,746.72	\$ 93,301.60	\$ 159,153.08
10/01/2012	105,048.32	7,405.39	97,642.93	61,510.15
10/01/2013	64,372.23	2,862.08	61,510.15	—
<b>TOTAL</b>	<b>\$ 274,468.87</b>	<b>\$ 22,014.19</b>	<b>\$ 252,454.68</b>	

Amount issued: \$ 825,000 DATED: October 7, 2003  
Interest rate: 4.653%  
Purpose: Fire truck and equipment acquisition  
Payment source: Property taxes

**SCHEDULE OF DEBT REQUIREMENTS  
MUNICIPAL LEASE-PURCHASE AGREEMENT**

<b>Due Date</b>	<b>Payment</b>	<b>Interest</b>	<b>Principal</b>	<b>Principal Balance</b>
11/15/2011	\$ 54,227.04	\$ 8,081.93	\$ 46,145.11	\$ 100,082.45
11/15/2012	54,227.04	5,531.51	48,695.53	51,386.92
11/15/2013	54,227.04	2,840.12	51,386.92	—
<b>TOTAL</b>	<b>\$ 162,681.12</b>	<b>\$ 16,453.56</b>	<b>\$ 146,227.56</b>	

Amount issued: \$ 244,100 DATED: November 17, 2009  
Interest rate: 5.546%  
Purpose: 2009 Gradall Excavator  
Payment source: Drainage Utility fee revenues

## TAX INCREMENT REINVESTMENT ZONE (TIF)

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

	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
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### INTEREST & SINKING FUND SUMMARY

**RESOURCES:**

Total beginning fund balance	\$ 84,735	\$ 38,274	\$ 39,803	\$ 87,663
Revenues and transfers	3,507,598	3,176,195	3,226,680	3,142,550
<b>TOTAL FUNDS AVAILABLE</b>	<b>3,592,333</b>	<b>3,214,469</b>	<b>3,266,483</b>	<b>3,230,213</b>

**USES/DEDUCTIONS:**

Expenditures and transfers out	3,552,530	3,178,820	3,178,820	3,175,580
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**ENDING FUND BALANCE:**

Unreserved fund balance	39,803	35,649	87,663	54,633
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**FUND TOTAL**

	<b>\$ 3,592,333</b>	<b>\$ 3,214,469</b>	<b>\$ 3,266,483</b>	<b>\$ 3,230,213</b>
Excess revenues (expenditures)	(44,932)	(2,625)	47,860	(33,030)

### REVENUES

**TIF TAXES:**

Tarrant County	\$ 223,369	\$ 237,595	\$ 200,000	\$ 225,050
Tarrant County College District	185,192	185,190	170,000	184,400
Tarrant County Hospital District	188,739	205,445	190,000	194,500
Keller Independent School District	1,925,666	1,925,665	1,750,900	1,920,400
SUBTOTAL	2,522,966	2,553,895	2,310,900	2,524,350

**OTHER REVENUE:**

Interest revenue-investments	32,847	6,500	6,000	4,500
Net proceeds (expense) from refunding	(114,725)	-	-	-
Transfer from debt service fund	1,066,510	615,800	909,780	613,700
SUBTOTAL	984,632	622,300	915,780	618,200

**TOTAL REVENUES**

	<b>\$ 3,507,598</b>	<b>\$ 3,176,195</b>	<b>\$ 3,226,680</b>	<b>\$ 3,142,550</b>
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## TAX INCREMENT REINVESTMENT ZONE (TIF)

2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
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### EXPENDITURES

**EXPENDITURES BY FUNCTION:**

Personnel services	\$ -	\$ -	\$ -	\$ -
Operations & maintenance	-	-	-	-
Services & other	-	-	-	-
Debt service-current	3,552,530	3,178,820	3,178,820	3,175,580
SUBTOTAL	3,552,530	3,178,820	3,178,820	3,175,580
Capital outlay	-	-	-	-
<b>TOTAL</b>	<b>\$ 3,552,530</b>	<b>\$ 3,178,820</b>	<b>\$ 3,178,820</b>	<b>\$ 3,175,580</b>

**EXPENDITURES BY DIVISION:**

Administration/Finance	\$ 3,552,530	\$ 3,178,820	\$ 3,178,820	\$ 3,175,580
<b>TOTAL</b>	<b>\$ 3,552,530</b>	<b>\$ 3,178,820</b>	<b>\$ 3,178,820</b>	<b>\$ 3,175,580</b>

### SCHEDULE OF TAX INCREMENT REINVESTMENT ZONE DEBT OUTSTANDING October 1, 2011

	<u>Interest Rates</u>	<u>Date of Issue</u>	<u>Date of Maturity</u>	<u>Amount Issued (000's)</u>	<u>Amount Outstanding (000's)</u>	FY2012 Requirements		
						<u>Principal</u>	<u>Interest</u>	<u>Total</u>
General obligation refunding bonds:								
Series 2005	3.50 - 5.000	08/2005	08/2018	\$ 17,400	\$ 16,290	\$ 2,035,000	\$ 728,388	\$ 2,763,388
Series 2010 (1)	1.00 - 4.125	04/2010	08/2028	6,300	6,249	43,527	367,852	411,379
<b>TOTAL</b>				<b>\$ 23,700</b>	<b>\$ 22,539</b>	<b>\$ 2,078,527</b>	<b>\$ 1,096,240</b>	<b>\$ 3,174,767</b>

(1) - callable on or after August 15, 2018.

**SUMMARY SCHEDULE OF DEBT REQUIREMENTS  
KELLER TAX INCREMENT REINVESTMENT ZONE #1  
Post Refunding  
October 1, 2011**

Fiscal Year	Principal Due	Interest Due	Total Principal & Interest	Fiscal Year Total
09/30/2012	\$ 2,078,526.80	\$ 1,096,239.46	\$ 3,174,766.26	\$ 3,174,766.26
09/30/2013	2,143,126.40	1,035,327.36	3,178,453.76	3,178,453.76
09/30/2014	2,226,893.15	951,760.61	3,178,653.76	3,178,653.76
09/30/2015	2,460,000.00	720,053.76	3,180,053.76	3,180,053.76
09/30/2016	2,555,000.00	618,128.76	3,173,128.76	3,173,128.76
09/30/2017	2,680,000.00	493,278.76	3,173,278.76	3,173,278.76
09/30/2018	2,815,000.00	361,816.26	3,176,816.26	3,176,816.26
09/30/2019	-	223,691.26	223,691.26	223,691.26
09/30/2020	240,000.00	223,691.26	463,691.26	463,691.26
09/30/2021	580,000.00	215,291.26	795,291.26	795,291.26
09/30/2022	600,000.00	192,091.26	792,091.26	792,091.26
09/30/2023	625,000.00	168,091.26	793,091.26	793,091.26
09/30/2024	650,000.00	143,091.26	793,091.26	793,091.26
09/30/2025	680,000.00	117,091.26	797,091.26	797,091.26
09/30/2026	705,000.00	89,891.26	794,891.26	794,891.26
09/30/2027	735,000.00	61,691.26	796,691.26	796,691.26
09/30/2028	765,000.00	31,556.26	796,556.26	796,556.26
Total	\$ 22,538,546.35	\$ 6,742,782.57	\$ 29,281,328.92	\$ 29,281,328.92

**TIRZ-supported Obligations:**

2012-2018	\$ 16,958,546.35	\$ 5,276,604.97	\$ 22,235,151.32	\$ 22,235,151.32
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**Property-tax Supported Obligations:**

2019-2027	\$ 5,580,000.00	\$ 1,466,177.60	\$ 7,046,177.60	\$ 7,046,177.60
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2010 Refunding Obligations of \$6.3 million are callable on or after August 15, 2018. The TIRZ will terminate on September 30, 2018. Obligations after September 30, 2018 (including interest) will be paid with remaining TIRZ funds, if available. In the event that insufficient TIRZ funds remain, the obligations will be paid with the annual interest and sinking fund ad valorem (property) tax levy.

# CAPITAL IMPROVEMENTS

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## **CAPITAL IMPROVEMENTS**

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Budgets for Capital Projects Funds are generally capital project based, and not fiscal year based. Except for the Park Development Fee Fund, the Equipment Replacement Fund, and the Street/Drainage Improvements Fund, revenues and expenditures of capital project funds are not included in the City's budget totals. The Park Development Fee Fund, Equipment Replacement Fund, and the Street/Drainage Improvements Fund are the only capital project funds having recurring revenues, and therefore, are included in budget totals.

Unless otherwise stated, all capital projects funds are project based and not fiscal year based and projects normally extend beyond fiscal years. Therefore, any remaining project funds at September 30, 2011 will automatically be re-appropriated into the appropriate project for the 2011-2012 fiscal year.

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### **CAPITAL IMPROVEMENTS Operating Budget Impact**

Capital improvements primarily consist of two types: (1) routine capital outlay expenditures included in departmental operating budgets, e.g., Police Department vehicle replacement; and (2) capital improvements funded from capital projects funds with the issuance of debt, e.g., new City facilities, and street and drainage improvements, etc. Capital improvements in the latter category include only general governmental improvements, and not water and wastewater improvements. As an enterprise fund, capital improvements are financed with user charges, or from enterprise capital projects funds, and are therefore included as expenditures within the respective enterprise fund or enterprise capital projects fund.

The operating budget impact, if any, of these improvements has been included in the FY2012 operating budget within the respective departmental expenditures. Generally, capital outlay expenditures primarily consist of routine capital expenditures each year and have no significant impact on operating budgets. As a result, recurring operating and maintenance costs that are associated with routine capital expenditures are frequently re-allocated or re-directed to other maintenance areas of the department, and overall operating costs are usually not reduced. There are numerous improvement projects undertaken by the City where the maintenance has been deferred due to a lack of funding or available resources. Although an actual deferred maintenance amount has not been specifically calculated or budgeted, most of the deferred maintenance is associated with street and drainage projects. As a result, when a street project is improved or constructed, in most cases, maintenance costs previously spent for maintaining the improvement area (if any) are re-allocated to other street maintenance areas for which maintenance has been previously deferred.

## **CAPITAL IMPROVEMENTS**

### **Operating Budget Impact (continued)**

#### **CAPITAL OUTLAY IN OPERATING BUDGETS**

Generally, capital outlay expenditures included in the departmental operating budgets provide for the replacement of existing assets, or for upgrade of existing assets, e.g., replacement of police cars, replacements of machinery and other equipment, etc. Funding for new personnel in operating budgets includes all identifiable annual recurring costs, as well as capital costs associated with the new position, such as office furniture and equipment, vehicles and equipment, etc.; therefore, the operating budget impact of these new positions is reflected in the department's respective operating budget. Otherwise, for the routine replacement of existing assets, or upgrade of existing assets, there is no additional material impact on the City's operating budget.

Where a vehicle or piece of equipment is being replaced or upgraded, maintenance costs in the department will not always decrease. Since a very small percentage of each department's fleet or equipment is replaced annually, maintenance costs for the department are not usually reduced because the age and operating condition of the department's remaining fleet or equipment will continue to require funding for operating and maintenance costs. Generally, capital outlay items funded from departmental operating budgets have no material impact on the City's operating budget. Adequate operating and maintenance funding must continue to be provided at an appropriate level in order to maintain the existing fleet, which continues to age, thus increasing maintenance costs.

Capital outlay included in operating budgets are provided on the following pages.

**CAPITAL OUTLAY IN OPERATING BUDGETS**

<b>General Fund</b>			Annual Operating Budget Impact
<u>Department</u>	<u>Description</u>	<u>FY2012</u>	
General Government/Economic Development	Signage improvements for Old Town Keller	\$ 7,000	\$ -
	Department Total	<u>7,000</u>	<u>-</u>
Fire Operations	Hurst "Jaws of Life" equipment	15,000	-
Fire Operations	Document imaging for department	14,950	-
Fire EMS	Replace AED & heart monitors	<u>105,000</u>	<u>-</u>
	Department Total	<u>134,950</u>	<u>-</u>
Public Works - Engineering	Replacement vehicle	25,000	(1,000)
Public Works - Streets	V-box sand spreader	6,800	500
	Annual street/road/bridge improvements	<u>757,585</u>	<u>-</u>
	Department Total	<u>789,385</u>	<u>(500)</u>
Parks & Recreation	Replace Bear Creek Pond aerator	6,050	-
	Replace park maintenance equipment	<u>46,510</u>	<u>(800)</u>
	Department Total	<u>52,560</u>	<u>(800)</u>
	<b>Fund Total</b>	<b><u>\$ 983,895</u></b>	<b><u>\$ (1,300)</u></b>
	<b>Annual operating budget impacts:</b>		
	Personnel services		\$ -
	Operations & maintenance		(1,300)
	Services & other		-
	Capital outlay		-
	Total		<u>\$ (1,300)</u>

The operating budget impact associated with these items is minimal.

(Continued)

**CAPITAL OUTLAY IN OPERATING BUDGETS**

(Continued)

**Water & Wastewater Fund**

Department	Description	FY2012	Annual Operating Budget Impact
Customer Services/Utility Billing	Replace electronic meter reading unit	\$ 7,500	\$ (4,350)
	Online payment server	6,500	-
	Department Total	<u>14,000</u>	<u>(4,350)</u>
Water Utilities	Replace maintenance equipment	9,000	(250)
	Funds for new and/or replacement water meters, fire hydrants and mains and services. This is an annual appropriation.	284,450	-
	Replace air compressor	17,000	-
	Department Total	<u>310,450</u>	<u>(250)</u>
Wastewater Collection	Funds for new/replacement wastewater mains, manholes, and services. This is an annual appropriation.	253,000	-
	Department Total	<u>253,000</u>	<u>-</u>
Municipal Service Center	Heaters for storage building	17,000	-
	Install cover for road materials storage	27,500	-
	Department Total	<u>44,500</u>	<u>-</u>
	<b>Fund Total</b>	<b><u>\$ 621,950</u></b>	<b><u>\$ (4,600)</u></b>

**Annual operating budget impacts:**

Personnel services	\$ -
Operations & maintenance	(4,600)
Services & other	-
Capital outlay	-
Total	<u>\$ (4,600)</u>

**Drainage Maintenance Fund**

Capital Improvements	Robin Court drainage improvements	\$ 660,000	\$ -
	Department Total	<u>660,000</u>	<u>-</u>
	<b>Fund Total</b>	<b><u>\$ 660,000</u></b>	<b><u>\$ -</u></b>

**Annual operating budget impacts:**

Personnel services	\$ -
Operations & maintenance	-
Services & other	-
Capital outlay	-
Total	<u>\$ -</u>

The annual operating budget impacts are minimal.

(Continued)

**CAPITAL OUTLAY IN OPERATING BUDGETS**

(Continued)

**Keller Development Corporation**

Department	Description	FY2012	Annual Operating Budget Impact
Keller Sports Park	Soccer Parkway street improvements (2-inch overlay)	\$ 46,610	\$ -
Parks & City Grounds Management	Bear Creek Park parking lot slurry seal	11,340	-
Keller Sports Park	Paving improvements to maintenance shop parking lot	10,000	-
Keller Sports Park	Playground parking lot improvements	50,000	-
General park improvements	Land acquisition/trail extensions	230,000	-
	Department Total	347,950	-
	<b>Fund Total</b>	<b>\$ 347,950</b>	<b>\$ -</b>

**Annual operating budget impacts:**

Personnel services	\$ -
Operations & maintenance	-
Services & other	-
Capital outlay	-
Total	<b>\$ -</b>

**The Keller Pointe**

Administration	Install sprayground	\$ 300,000	\$ 8,000
Administration	Furniture, fixtures and equipment replacement fund	6,500	-
Aquatics	Resurface indoor pool deck	25,000	-
Building Maintenance	Replace flooring in Activities Room	10,000	-
	HVAC replacement	31,450	-
	<b>Fund Total</b>	<b>\$ 372,950</b>	<b>\$ 8,000</b>

**Annual operating budget impacts:**

Personnel services	\$ -
Operations & maintenance	-
Services & other	-
Capital outlay	-
User fee revenue	8,000
Total	<b>\$ 8,000</b>

**Recreation Special Revenue Fund**

Designated Expenditures- Sports Park Improvements	Sports Park improvements	\$ 11,160	\$ -
	<b>Fund Total</b>	<b>\$ 11,160</b>	<b>\$ -</b>

**Annual operating budget impacts:**

Personnel services	\$ -
Operations & maintenance	-
Services & other	-
Capital outlay	-
Total	<b>\$ -</b>

The operating budget impact associated with these items is nominal.

(Continued)

**CAPITAL OUTLAY IN OPERATING BUDGETS**

(Continued)

**Municipal Court Special Revenue Fund**

Department	Description	FY2012	Annual Operating Budget Impact
Technology Fund	Install interactive voice response (IVR) server for Municipal Courts	\$ 26,250	\$ 9,150
	Payment Kiosk for Court/Jail lobby	25,000	3,750
	Department Total	<u>51,250</u>	<u>12,900</u>
	<b>Fund Total</b>	<b><u>\$ 51,250</u></b>	<b><u>\$ 12,900</u></b>

**Annual operating budget impacts:**

Personnel services	\$ -
Operations & maintenance	-
Services & other	12,900
Capital outlay	-
Total	<u>\$ 12,900</u>

**Keller Crime Control Prevention District Fund**

Facility Improvements	Future facility (jail) improvements	\$ 500,000	\$ -
	Future furniture, fixtures, and equipment replacement	54,700	-
	Department Total	<u>554,700</u>	-
Police Operations	Annual vehicle and equipment replacement	161,500	-
	Department Total	<u>161,500</u>	-
	<b>Fund Total</b>	<b><u>\$ 716,200</u></b>	<b><u>\$ -</u></b>

**Annual operating budget impacts:**

Personnel services	\$ -
Operations & maintenance	-
Services & other	-
Capital outlay	-
Total	<u>\$ -</u>

Operating budget impacts are minimal, and include annually recurring costs for hardware and software support for computer-related equipment; and increases in, or reduction of vehicle and equipment maintenance costs for replacement vehicles.

**CAPITAL PROJECTS FUNDS**

As previously mentioned, except for the Park Development Fee, Equipment Replacement, and Street/Drainage Improvement Funds, capital projects funds do not have recurring funding sources. Funding sources for other capital project funds and accounts are typically provided by proceeds of bond issues and interest income earned on invested funds. Upon completion of the project(s) for which the bond proceeds were issued, the corresponding capital project is then closed. Any excess funds remaining in the capital project budget are then transferred to the debt service fund for the retirement of debt issued to fund the project. However, for the Park Development Fee Fund, recurring revenues are received each year from the \$1,000 park development fee assessed on new construction. Annual appropriations are then made for this capital project fund. Resources for the Equipment Replacement Fund are provided from intragovernmental transfers, grants, and/or debt issuance. Since this fund also has recurring resources, budget amounts are included in the City's budget totals, and the operating budget impact, if

any, is also provided in the operating budget of the respective department. Resources for the Street/Drainage Improvements fund include the street maintenance sales tax (effective April 2004), developer sidewalk fees, street assessments, and intragovernmental transfers.

The following information on each of the City's capital projects funds is provided. Along with a project description, the operating budget impact, if any, is also provided.

### PARK DEVELOPMENT FEE FUND

This fund is used to account for resources received from park development fees and expenditures that are restricted for park improvements. The Park Development Fee Fund is an annually recurring capital project fund, funded primarily from a \$1,000 park development fee on each building permit. Fund revenues and expenditures are included in operating budget totals. Projects normally extend beyond fiscal years. Remaining funds on hand at September 30, 2011 will be re-appropriated into the appropriate project for the 2011-2012 fiscal year.

	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
<b><u>RESOURCES:</u></b>				
Total beginning fund balance	\$ 19,711	\$ 34,060	\$ 38,901	\$ 67,800
<b><u>REVENUES:</u></b>				
Park development fees	36,000	5,000	38,000	5,000
Interest earnings	71	100	500	100
<b>TOTAL REVENUES</b>	<b>36,071</b>	<b>5,100</b>	<b>38,500</b>	<b>5,100</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 55,782</b>	<b>\$ 39,160</b>	<b>\$ 77,401</b>	<b>\$ 72,900</b>
<b><u>EXPENDITURES:</u></b>				
Park improvements/land acquisition	\$ 16,881	\$ 13,445	\$ 9,601	\$ 72,900
Overton Ridge Park development	-	1,965	-	-
<b>TOTAL EXPENDITURES</b>	<b>16,881</b>	<b>15,410</b>	<b>9,601</b>	<b>72,900</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 38,901</b>	<b>\$ 23,750</b>	<b>\$ 67,800</b>	<b>\$ -</b>
Excess revenues (expenditures)	19,190	(10,310)	28,899	(67,800)

**Annual operating budget impacts:**

Personnel services	\$ -
Operations & maintenance	-
Services & other	-
Capital outlay	-
Total	\$ -

Operating budget impacts are minimal, and include annually recurring estimated costs for grounds and equipment maintenance for park improvements.

**STREET / SIDEWALK / DRAINAGE  
IMPROVEMENTS FUND**

The Street/Sidewalk/Drainage Improvements fund is a recurring capital project fund, funded from the street maintenance sales tax effective April 2004, developer sidewalk fees, street assessments, and transfers from other funds. Street assessments are generally transferred to the Debt Service Fund for retirement of debt issued to fund the related street improvement. Expenditures are designated for street, sidewalk, and drainage improvements. Remaining funds on hand at September 30, 2011 will be re-appropriated into the appropriate project for the 2011-2012 fiscal year.

**STREET / SIDEWALK / DRAINAGE  
IMPROVEMENTS FUND SUMMARY**

	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 ESTIMATE</b>	<b>2011-2012 BUDGET</b>
<b><u>RESOURCES:</u></b>				
Beginning fund balance	\$ 1,283,169	\$ 1,002,901	\$ 1,006,790	\$ 835,315
<b><u>Revenues:</u></b>				
Street assessment revenue	388	500	350	300
Sales taxes	999,818	997,200	1,008,000	1,033,000
Sidewalk fees	11,383	8,500	3,500	8,500
Interest earnings	5,274	8,000	4,200	3,800
Miscellaneous revenue (expense)	(483)	-	-	-
Street assessment interest	181	400	200	200
Total Revenues	<u>1,016,561</u>	<u>1,014,600</u>	<u>1,016,250</u>	<u>1,045,800</u>
<b>TOTAL RESOURCES</b>	<b><u>\$ 2,299,730</u></b>	<b><u>\$ 2,017,501</u></b>	<b><u>\$ 2,023,040</u></b>	<b><u>\$ 1,881,115</u></b>
<b><u>Expenditures:</u></b>				
Street improvements	1,076,312	1,704,153	894,595	1,750,000
Curb & gutter improvements	96,691	92,710	80,000	80,000
Sidewalk improvements	-	203,195	203,195	30,000
Street/drainage improvements	116,937	9,935	9,935	-
Transfers to other funds	3,000	-	-	-
Total Expenditures	<u>1,292,940</u>	<u>2,009,993</u>	<u>1,187,725</u>	<u>1,860,000</u>
<b>ENDING FUND BALANCE</b>	<b><u>\$ 1,006,790</u></b>	<b><u>\$ 7,508</u></b>	<b><u>\$ 835,315</u></b>	<b><u>\$ 21,115</u></b>
Excess revenues (expenditures)	(276,379)	(95,393)	(171,475)	(814,200)

**Operating budget impact.** The operating budget impact is minimal, as street and sidewalk improvements continue to be supplemented with funds from the General Fund Street Maintenance Division.

<b>Annual Operating Budget Impact</b>	
Personnel services	\$ -
Operations & maintenance	-
Services & other	-
Capital outlay	-
Total	<u>\$ -</u>



## EQUIPMENT REPLACEMENT FUND

The Equipment Replacement Fund is a recurring capital project fund, funded by a combination of debt obligations, grant revenues, transfers from other funds, interest revenue, and other inter- or intra-governmental revenues. Expenditures provide for the acquisition and/or replacement of vehicles and equipment. Remaining funds on hand at September 30, 2011 will be re-appropriated into the appropriate project for the 2011-2012 fiscal year.

### EQUIPMENT REPLACEMENT FUND SUMMARY

	2009-2010 ACTUAL	2010-2011 BUDGET	2010-2011 ESTIMATE	2011-2012 BUDGET
<b><u>RESOURCES:</u></b>				
Beginning fund balance	\$ 683,291	\$ 629,785	\$ 670,599	\$ 726,039
<b><u>REVENUES:</u></b>				
Vehicle/Equipment lease revenue-Water & Wastewater Fund	58,680	64,370	64,370	48,700
Vehicle/Equipment lease revenue-Drainage Utility Fund	15,570	15,570	15,570	8,740
Interest earnings	4,734	10,000	2,500	2,500
<b>TOTAL REVENUES</b>	<b>78,984</b>	<b>89,940</b>	<b>82,440</b>	<b>59,940</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>762,275</b>	<b>719,725</b>	<b>753,039</b>	<b>785,979</b>
<b><u>EXPENDITURE SUMMARY:</u></b>				
Police Department	3,212	20,740	-	-
Fire Department	14,087	-	-	-
<b>TOTAL PUBLIC SAFETY</b>	<b>17,299</b>	<b>20,740</b>	<b>-</b>	<b>-</b>
<b>PUBLIC WORKS:</b>				
<i>Water &amp; Wastewater:</i>				
Customer Services/Utility Billing	-	-	-	24,000
Water Utilities	74,377	-	-	-
Wastewater Utilities	-	27,000	27,000	-
Drainage Utility	-	-	-	85,000
<b>TOTAL PUBLIC WORKS</b>	<b>74,377</b>	<b>27,000</b>	<b>27,000</b>	<b>109,000</b>
<b>TOTAL EXPENDITURES</b>	<b>91,676</b>	<b>47,740</b>	<b>27,000</b>	<b>109,000</b>
<b>ENDING BALANCE</b>	<b>\$ 670,599</b>	<b>\$ 671,985</b>	<b>\$ 726,039</b>	<b>\$ 676,979</b>

**Capital outlay.** FY2012 capital outlay provides funding to replace four utility service vehicles.

**Operating budget impact.** Capital expenditures are primarily routine capital replacements, with minimal operating budget impact.

#### **Annual operating budget impacts:**

Personnel services	\$ -
Operations & maintenance	(2,000)
Services & other	-
Capital outlay	-
Total	<u>\$ (2,000)</u>

## **PARKS CAPITAL IMPROVEMENTS FUND**

This fund is used to account for resources from the issuance of debt, grants or other revenues that are restricted for the purpose of parks capital improvements. Except for intragovernmental transfers, revenues and expenditures are not included in operating budget totals. Capital project fund budgets are project based, not fiscal year based. Projects normally extend beyond fiscal years. Remaining funds on hand at September 30, 2011 will be re-appropriated into the appropriate project for the 2011-2012 fiscal year.

There is no funding anticipated for FY2012; therefore, no budget for this fund has been prepared.

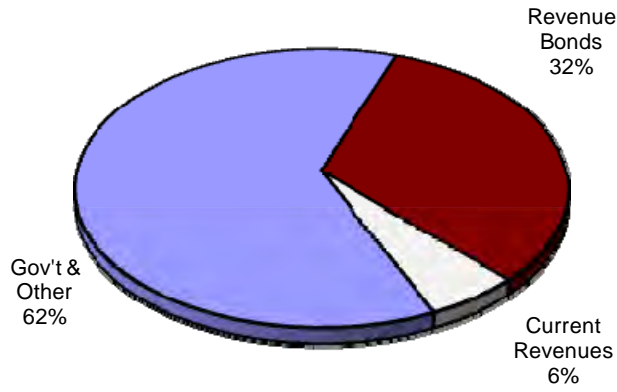
## **FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) SUMMARY**

Each year the City prepares a five-year CIP. The 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. Each year, the CIP is updated to address current growth patterns, timing changes in the demands for City services, etc.

The CIP is used exclusively as a financial management and planning tool, and does not commit the City to any project or funding authorization. Capital projects are authorized by the City Council as a part of the annual operating budget process, or when the related debt for the project is issued.

A summary of the proposed 2011-12 through 2015-16 CIP is provided below. The CIP project summary provides project information by fund and department, with a general description of each project. The project expenditure summary also includes unfunded (future) projects; however, funding source information is not provided for unfunded (future) projects.

## ANTICIPATED FUNDING SOURCES



Total - \$34,500,000

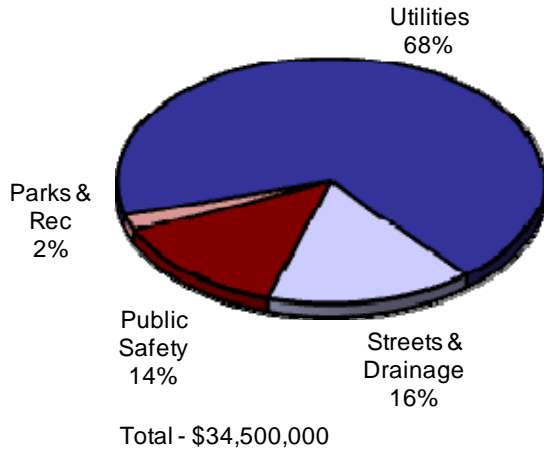
### Summary of Funding Sources

Description	2012	2013	2014	2015	2016	Total	Percent of Total
<b>Summary of Funding Sources:</b>							
<b>Debt Related:</b>							
Revenue bonds/CO's	\$ 1,107,500	\$ 1,050,000	\$ 4,676,300	\$ 2,910,600	\$ 1,394,800	\$ 11,139,200	32.3%
Subtotal	1,107,500	1,050,000	4,676,300	2,910,600	1,394,800	11,139,200	32.3
<b>Current Revenues/Fund Balance:</b>							
Water and wastewater fund	215,000	235,000	265,000	265,000	265,000	1,245,000	3.6
Drainage utility fund	660,000	-	-	-	-	660,000	1.9
Subtotal	875,000	235,000	265,000	265,000	265,000	1,905,000	5.5
<b>Intergovernmental:</b>							
Texas Water Development Board	4,426,750	-	-	-	-	4,426,750	12.8
Subtotal	4,426,750	-	-	-	-	4,426,750	12.8
<b>Intragovernmental:</b>							
Park development fees/KDC	182,000	150,000	150,000	150,000	150,000	782,000	2.3
Water impact fees	382,500	450,000	944,700	1,247,400	246,200	3,270,800	9.5
Wastewater impact fees	2,634,250	-	824,000	-	-	3,458,250	10.0
Crime control district sales tax	230,000	4,500,000	-	-	-	4,730,000	13.7
Street maintenance sales tax	988,000	950,000	950,000	950,000	950,000	4,788,000	13.9
Subtotal	4,416,750	6,050,000	2,868,700	2,347,400	1,346,200	17,029,050	49.4
<b>GRAND TOTAL</b>	<b>\$ 10,826,000</b>	<b>\$ 7,335,000</b>	<b>\$ 7,810,000</b>	<b>\$ 5,523,000</b>	<b>\$ 3,006,000</b>	<b>\$ 34,500,000</b>	<b>100.0%</b>

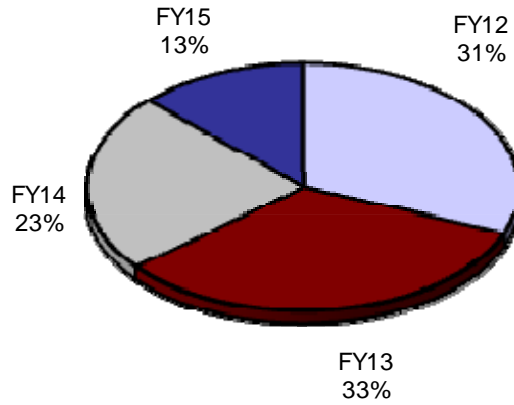
**Five-Year Capital Improvements Program (CIP)**  
(Continued)

**USES OF FUNDS**

Expenditures by Department



Expenditures by Fiscal Year



Summary of Uses by Department

Fiscal Year	Police	Streets & Drainage	Parks and Recreation	Water & Sewer	Total
2011-2012	\$ 230,000	\$ 1,648,000	\$ 182,000	\$ 8,766,000	\$ 10,826,000
2012-2013	4,500,000	950,000	150,000	1,735,000	7,335,000
2013-2014	–	950,000	150,000	6,710,000	7,810,000
2014-2015	–	950,000	150,000	4,423,000	5,523,000
2015-2016	–	950,000	150,000	1,906,000	3,006,000
<b>Total</b>	<b>\$ 4,730,000</b>	<b>\$ 5,448,000</b>	<b>\$ 782,000</b>	<b>\$ 23,540,000</b>	<b>\$ 34,500,000</b>
<i>Percent</i>	13.7%	15.8%	2.3%	68.2%	100.0%

**Five-Year Capital Improvements Program (CIP)**  
(Continued)

Capital Improvements Listing by Fund and Department

<u>PROJECT DESCRIPTION</u>	<u>FY2012</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>Total</u>	<u>Future (Unfunded)</u>
<b>DRAINAGE IMPROVEMENTS</b>							
Robin Court Improvements	\$ 660,000	\$ -	\$ -	\$ -	\$ -	\$ 660,000	\$ -
Drainage Improvements	-	-	-	-	-	-	10,800,000
Department Total	660,000	-	-	-	-	660,000	10,800,000
<b>FIRE/EMS</b>							
<b><u>Buildings/Facilities</u></b>							
Relocate Station 2/Central Fire Station Design &Construction	-	-	-	-	-	-	11,000,000
Construct New Fire Station 2/Add Bay to Station 3	-	-	-	-	-	-	9,000,000
Concrete Repair-Station 3	-	-	-	-	-	-	175,000
Subtotal	-	-	-	-	-	-	20,175,000
<b><u>Land Acquisition</u></b>							
Central Fire Station Land Acquisition	-	-	-	-	-	-	750,000
Subtotal	-	-	-	-	-	-	750,000
<b><u>Vehicles</u></b>							
Purchase Additional Fire Apparatus (Quint)	-	-	-	-	-	-	1,250,000
Replace Brush Truck	-	-	-	-	-	-	130,000
Replace Ambulance Medic	-	-	-	-	-	-	225,000
Replace Ambulance Medic	-	-	-	-	-	-	225,000
Replace a Quint 582	-	-	-	-	-	-	1,400,000
Replace Two (2) Ambulance Medics	-	-	-	-	-	-	450,000
Replace Quint	-	-	-	-	-	-	1,200,000
Replace Ambulance Medic	-	-	-	-	-	-	250,000
Replace Ambulance Medic	-	-	-	-	-	-	250,000
Subtotal	-	-	-	-	-	-	5,380,000
Department Total	-	-	-	-	-	-	26,305,000
<b>KELLER TOWN CENTER</b>							
<b><u>Park Improvements</u></b>							
The Parks at Town Center Amphitheater	-	-	-	-	-	-	466,000
Parks at Town Center Park Trail	-	-	-	-	-	-	679,250
Department Total	-	-	-	-	-	-	1,145,250
<b>PARKS &amp; RECREATION</b>							
<b><u>Buildings/Facilities</u></b>							
Senior Activity Center Expansion	-	-	-	-	-	-	1,707,495
Subtotal	-	-	-	-	-	-	1,707,495
<b><u>Park Improvements</u></b>							
Big Bear Creek Greenbelt & Trail	-	-	-	-	-	-	497,823
Keller Tennis Center	-	-	-	-	-	-	3,546,345
Park Land acquisition	150,000	150,000	150,000	150,000	150,000	750,000	24,350,000
Keller Sports Park Phase VI	-	-	-	-	-	-	3,652,726
Old Town Keller Park	-	-	-	-	-	-	176,108
Northeast Park Master Plan	-	-	-	-	-	-	54,500
Hike and Bike Trail Improvements	-	-	-	-	-	-	4,058,583
Johnson Road Park Facility Landscape Improvements	-	-	-	-	-	-	262,000
Johnson Road Park Landscape Renovation Phase II	-	-	-	-	-	-	240,000
Citywide Park enhancements	32,000	-	-	-	-	32,000	2,150,000
Big Bear Creek West Repair & Restoration	-	-	-	-	-	-	254,850
Subtotal	182,000	150,000	150,000	150,000	150,000	782,000	39,242,935
Department Total	182,000	150,000	150,000	150,000	150,000	782,000	40,950,430

(Continued)

**Five-Year Capital Improvements Program (CIP)**  
(Continued)

Capital Improvements Listing by Fund and Department  
(Continued)

<u>PROJECT DESCRIPTION</u>	<u>FY2012</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>Total</u>	<u>Future (Unfunded)</u>
<b>POLICE</b>							
<b><i>Buildings/Facilities</i></b>							
Animal Shelter enhancements	-	2,200,000	-	-	-	2,200,000	-
Jail Facility Renovation	230,000	2,300,000	-	-	-	2,530,000	-
Department Total	230,000	4,500,000	-	-	-	4,730,000	-
<b>ALL DEPARTMENTS</b>							
<b><i>Communications Equipment</i></b>							
City-wide radio communications System Upgrade	-	-	-	-	-	-	4,500,000
Department Total	-	-	-	-	-	-	4,500,000
<b>STREET IMPROVEMENTS</b>							
<b><i>New Street Construction</i></b>							
U.S. Highway 377 & Elm Street One-Way Couplet	-	-	-	-	-	-	12,000,000
Keller-Smithfield Road - Phase III	-	-	-	-	-	-	1,296,000
Subtotal	-	-	-	-	-	-	13,296,000
<b><i>Street Reconstruction</i></b>							
FM 1709 Median Enhancements	-	-	-	-	-	-	1,000,000
FY2010-2014 Residential Street Reconstruction	950,000	950,000	950,000	950,000	950,000	4,750,000	-
Railroad Crossing Quiet Zones	-	-	-	-	-	-	200,000
Subtotal	950,000	950,000	950,000	950,000	950,000	4,750,000	1,200,000
Department Total	950,000	950,000	950,000	950,000	950,000	4,750,000	14,496,000
<b>SIDEWALK IMPROVEMENTS</b>							
<b><i>Sidewalk Improvements</i></b>							
Safe routes to schools	38,000	-	-	-	-	38,000	1,735,648
Subtotal	38,000	-	-	-	-	38,000	1,735,648
Department Total	38,000	-	-	-	-	38,000	1,735,648
<b>TOTAL GENERAL GOVERNMENT</b>	<b>2,060,000</b>	<b>5,600,000</b>	<b>1,100,000</b>	<b>1,100,000</b>	<b>1,100,000</b>	<b>10,960,000</b>	<b>99,932,328</b>

(Continued)

**Five-Year Capital Improvements Program (CIP)**  
(Continued)

Capital Improvements Listing by Fund and Department  
(Continued)

<u>PROJECT DESCRIPTION</u>	<u>FY2012</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>Total</u>	<u>Future (Unfunded)</u>
<b>WATER UTILITIES</b>							
<b><i>Water System Improvements:</i></b>							
Creek Road & Helen Street Impr.	360,000	-	-	-	-	360,000	-
Johnson Road Water Improvements	1,130,000	-	-	-	-	1,130,000	1,432,000
Mt. Gilead & Keller-Smithfield Road Impr.	-	1,500,000	-	-	-	1,500,000	325,000
Wall-Price Keller Road Improvements	-	-	3,149,000	-	-	3,149,000	-
Alta Vista Pump Station Rehabilitation	-	-	-	4,158,000	-	4,158,000	-
Florence Road/Randol Mill Road Improvements	-	-	-	-	1,641,000	1,641,000	-
Clay Hibbins Road Water Improvements	-	-	-	-	-	-	327,000
Burseley Road Water Improvements	-	-	-	-	-	-	620,000
Bear Creek Parkway Water Improvements	-	-	-	-	-	-	914,000
Department Total	1,490,000	1,500,000	3,149,000	4,158,000	1,641,000	11,938,000	3,618,000
<b>WASTEWATER UTILITIES</b>							
<b><i>Wastewater System Improvements:</i></b>							
Katy Road Sewer Improvements	1,919,000	-	-	-	-	1,919,000	-
Marshall Branch South Collectors	2,320,000	-	-	-	-	2,320,000	-
Big Bear East Collectors	2,822,000	-	-	-	-	2,822,000	-
Marshall Branch North Collectors	-	-	3,296,000	-	-	3,296,000	-
Big Bear East Collectors	-	-	-	-	-	-	3,027,000
Big Bear West Branch Interceptor	-	-	-	-	-	-	454,000
Big Bear Southwest Branch Interceptor	-	-	-	-	-	-	483,000
Big Bear Central Branch Interceptors	-	-	-	-	-	-	1,657,000
Big Bear South Interceptor	-	-	-	-	-	-	329,000
Little Bear East Interceptor	-	-	-	-	-	-	397,000
Big Bear South Interceptor	-	-	-	-	-	-	251,000
Big Bear East Interceptor	-	-	-	-	-	-	1,009,000
Melody Hills Estates Collectors	-	-	-	-	-	-	2,249,000
Northern Big Bear East Collectors	-	-	-	-	-	-	894,000
Eastern Big Bear East Collectors	-	-	-	-	-	-	1,370,000
Big Bear Southwest Interceptor	-	-	-	-	-	-	329,000
Cade Branch Interceptors	-	-	-	-	-	-	587,000
Big Bear Central Collectors	-	-	-	-	-	-	1,502,000
Southern Cade Branch Collectors	-	-	-	-	-	-	2,122,000
Northern Big Bear Central Collectors	-	-	-	-	-	-	2,655,000
Florence Branch Collectors	-	-	-	-	-	-	565,000
Kirkwood Branch Collectors	-	-	-	-	-	-	5,606,000
Florence Branch Lift Station/Force Main	-	-	-	-	-	-	565,000
Marshall Branch West and Cade Branch Collectors	-	-	-	-	-	-	2,409,000
Quest Court Collector and Lift Station Removal	-	-	-	-	-	-	580,000
Keller Parkway Collectors	-	-	-	-	-	-	598,000
Pearson Lane South Collector	-	-	-	-	-	-	565,000
Little Bear East Collectors	-	-	-	-	-	-	1,007,000
Western Big Bear Southeast Collectors	-	-	-	-	-	-	2,090,000
Eastern Big Bear Southeast Collectors	-	-	-	-	-	-	965,000
FY 2012-2016 Improvement projects	215,000	235,000	265,000	265,000	265,000	1,245,000	-
Department Total	7,276,000	235,000	3,561,000	265,000	265,000	11,602,000	34,265,000
<b>TOTAL WATER &amp; WASTEWATER</b>	<b>8,766,000</b>	<b>1,735,000</b>	<b>6,710,000</b>	<b>4,423,000</b>	<b>1,906,000</b>	<b>23,540,000</b>	<b>37,883,000</b>
<b>GRAND TOTAL</b>	<b>\$ 10,826,000</b>	<b>\$ 7,335,000</b>	<b>\$ 7,810,000</b>	<b>\$ 5,523,000</b>	<b>\$ 3,006,000</b>	<b>\$ 34,500,000</b>	<b>\$ 137,815,328</b>





# SUPPLEMENTAL DATA

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## **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.

### **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.

## **BUDGET POLICIES**

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### **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.

### **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.

## **BUDGET POLICIES**

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### **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 These financial management policies shall remain in effect until amended by the City Council. The City Council shall review the policies annually, and amend as necessary.

2. Operating Budgets.

2.1 Annual estimates of revenue in both the general fund and enterprise funds shall be based on historical trends and a reasonable expectation of growth. A conservative approach shall be observed in estimating revenues, so that revenue estimates will not be overstated. Annual Water and Wastewater Enterprise Fund revenues shall be budgeted on the basis of a normalized year, with reasonable estimates of customer growth, not on the basis of forecasted above-average rainfall (wet year) or below-than-average rainfall (dry year).

2.2 The adoption of a balanced budget, where current resources (current revenues plus undesignated fund balances) shall be required. Current resources will equal or exceed current expenditures for each individual fund.

2.3 At the end of each fiscal year, the City shall establish a goal that the undesignated fund balances or reserves of the General Fund shall be at least sixteen and two-thirds percent (16.67%) of fund operating expenditures (excluding non-recurring expenditures), or sixty (60) days of total fund operating expenditures for the same fiscal year.

2.4 The City should endeavor to maintain a diversified and stable revenue base in order to prevent overall revenue shortfalls as a result of periodic fluctuations in any one revenue source. Each existing and potential revenue source will be re-examined annually.

2.5 The City shall use non-recurring resources and fund balances to fund non-recurring expenditures. Recurring revenues only shall be used to fund recurring expenditures.

2. Operating Budgets.  
(Continued)

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

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

2.8 Net earnings of enterprise funds for any fiscal period should be adequate to meet all bond covenants, especially the debt coverage ratio. Net earnings shall be defined to include non-operating revenues available for debt service, excluding depreciation and transfers to other funds.

2.9 For enterprise funds, a working capital goal of at least sixty (60) days will be maintained at the end of each fiscal year. In order to mitigate the potential impact of extreme weather conditions each year, in addition to the aforementioned working capital reserve requirement, the Water and Wastewater Enterprise Fund shall maintain a rate stabilization reserve goal equal to five percent (5%) of annual water and wastewater revenues, with a minimum reserve goal of seven hundred fifty thousand dollars (\$750,000). Any use of or reduction in the rate stabilization reserve balance shall be authorized only by official action of the City Council.

2.10 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.

2.11 A contingency reserve, to be used in the case of unforeseen items of expenditures, shall be established annually as a goal for the General Fund. Provision shall be made in the annual budget and in the appropriation ordinance for a contingency reserve of at least three percent (3%) of operating fund expenditures (excluding non-recurring expenditures). Expenditures from this reserve shall be made only in case of established emergencies, as authorized by official action of the City Council. This contingency reserve will be in addition to the reserve requirements specified in Section 2.3.

2.12 A proposed budget for all funds shall be submitted to the City Council by the City Manager on or before August 15 of each year, for the ensuing fiscal year. [*Keller Charter, Section 8.02*]. The City Manager's proposed budget shall be filed in the Office of the City Secretary and the Keller Public Library, and posted on the City website for review and inspection by interested citizens.

2. Operating Budgets.  
(Continued)

2.13 Unless otherwise noted in the annual budget document, annual fixed-dollar budgets will be adopted for all funds except capital project and trust funds for the period beginning October 1 and ending September 30 of the following year. Project budgets for capital projects are adopted on a project basis, and not a fiscal year basis.

2.14 All budget appropriations (except for capital projects funds) lapse at fiscal year-end (September 30). Any encumbered appropriations at year-end may be re-appropriated by the City Manager in the ensuing fiscal year. Such re-appropriations shall be subsequently reported to City Council.

2.15 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. Outstanding encumbrances at year-end are re-appropriated in the budget of the ensuing fiscal year. For Enterprise and Internal Service Funds, depreciation is not budgeted, and capital improvements and debt service principal payments are budgeted as expenditures/expenses.

2.16 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.

2.17 Authority to transfer appropriations within a fund or department. The City Manager may approve transfers of available appropriations between general classifications of expenditures within the same fund, provided the transfer amounts do not result in a net increase in total appropriations for the fund. The City Manager shall report to the City Council any transfer at the next regular Council meeting.

2.18 Authority to transfer appropriations between a fund. Transfers of available appropriations in general classifications of expenditures between funds, shall be approved only by the City Council:

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

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

2.21 Budgets of Enterprise and Internal Service Funds shall be self-supporting, i.e., current revenues plus working capital reserves will equal or exceed current expenditures (excluding depreciation).

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



2. Operating Budgets.  
(Continued)

2.23 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.

2.24 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.

2.25 Replacement of worn-out existing capital equipment that is costly to maintain will not be deferred in the annual budget process.

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 Capital project status reports shall be prepared monthly, on a timely basis.

3.6 Interest earnings on bond proceeds shall be credited to the appropriate capital project fund(s) or debt service fund(s).

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

3.8 The City will strive to adequately measure the condition of our infrastructure, and the degree to which the City is meeting infrastructure replacement needs.

3. Capital Improvements.  
(Continued)

3.9 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 current 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.

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 expenditures/expenses (excluding capital projects funds).

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

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

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

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

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

4.9 The percentage of the tax rate designated for debt service purposes should not exceed forty percent (40%) of the total tax rate.

## 5. Financial Reporting.

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

5.2 An annual independent financial audit shall be performed by a properly licensed independent public accounting firm, and results of this audit will be presented to the City Council by March 31 of the following year in the form of a Comprehensive Annual Financial Report (CAFR), in accordance with generally accepted accounting principles (GAAP) and GFOA requirements.

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 statements shall be prepared on at least a quarterly basis and made available to the City Council in a condensed format. After presentation of the report to the City Council, the report shall be made available for public inspection.

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

## 6. Purchasing.

6.1 The City Manager shall be responsible for maintaining a written purchasing policy in accordance with State statutes and City Ordinances.

6.2 The Director of Finance shall be responsible for maintaining written administrative purchasing procedures in accordance with the City's Purchasing Policy. These administrative procedures must be approved by the City Manager.

6.3 Generally, purchases are authorized as follows:

6.3.1 The Director of Finance and the Department Head may approve purchases for fifteen thousand dollars (\$15,000) or less.

6.3.2 Purchases greater than fifteen thousand dollars (\$15,000) but less than fifty thousand dollars (\$50,000) will require detailed specifications, and must be approved by the Department Head, the Director of Finance and the City Manager.

6.3.3 Purchases exceeding fifty thousand dollars (\$50,000) will be subject to competitive bidding requirements and may be approved only by the City Council. Formal competitive bids shall be required for all purchases in excess of those limits established by State statutes. Purchases below State statute limitations may be approved by the Department Director and Finance Director, and/or the City Manager in accordance with City statutes and written purchasing policies and procedures.

6.4 Lease purchase or installment purchase agreements may be used to finance capital items with a purchase price exceeding fifty thousand dollars (\$50,000) and having a useful life in excess of one (1) year. All lease purchase agreements in excess of limits established by State statutes will be awarded by City Council.

6. Purchasing.  
(Continued)

6.5 In accordance with the City's Purchasing Policy, the City may consider one or more competitive sealed bids from a bidder whose principal place of business is within the city limits, in accordance with provisions of Chapter 271, Subchapter 271.9051 of the Local Government Code.

6.6 The administrative purchasing procedures shall contain an ethics section, in accordance with State of Texas statutes and the City's Ethics Policy.

6.7 Chapter 791 of the Texas Government Code (the Interlocal Cooperation Act) authorizes government entities within the State of Texas to contract with one another for the provision of various governmental functions and the delivery of various governmental services, including those in the areas of purchasing goods, supplies and services. Therefore, in an effort to utilize resources wisely, the City will enter into interlocal agreements, when advantageous to the City, with other governmental entities such as the State of Texas, North Central Texas Council of Governments, Houston-Galveston Area Council of Governments, the City of Fort Worth, Tarrant County, or Keller Independent School District, in order to take advantage of purchasing contracts with favorable pricing arrangements.

6.8 Authorization and Approval of Change Orders. The City Council hereby grants authority to the City Manager to execute any and all change orders which involve a decrease or an increase of twenty-five thousand dollars (\$25,000) or less, provided the total contract expenditures do not exceed the budgeted amount. Any change order involving a decrease or an increase in excess of twenty-five thousand dollars (\$25,000) requires approval of the City Council, in accordance with Local Government Code, Section 252.048.

7. Cash and Investments.

7.1 The Director of Finance 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 three (3) 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 to City Council. All accounts involving write-offs greater than one thousand dollars (\$1,000) shall be referred directly to City Council for write off, or further recommended action.

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

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

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

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

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

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

8.8 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. General Policies.  
(Continued)

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

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

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

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

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

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Adopted December 17, 1996 (Resolution #810); amended May 6, 1997 (Resolution #867); March 6, 2001 (Resolution #1620); December 18, 2001 (Resolution #1759); and March 18, 2003 (Resolution #1946); November 7, 2006 (Resolution #2484); and February 2, 2010 (Resolution #2920).

## Fiscal Management Contingency Plan

The contingency plan is a planning document that will be used in the event there is a downturn in economic conditions that will negatively impact the City of Keller budget. The City is dependent on a stable, growing economy so that budgeted revenues will be realized. It is essential that the City of Keller constantly monitor economic conditions and any possible negative impacts on the City's revenues.

The fiscal management plan will assist City management in guiding future planning efforts. The Plan is a guide only, and is intended to assist in budget balancing strategies. Depending upon management's response to economic and financial conditions, some parts of the plan may be implemented sooner or later, in accordance with direction from the City Council. Economic and budget conditions will be evaluated monthly, and any budget impacts resulting from economic conditions or trends will be identified.

Throughout the contingency plan process, the goal is to protect current service levels, while continuing to provide competitive pay and benefits to all employees.

### Budgetary Revenue Shortfall Contingency Plan

- A. The City will establish a plan to address economic situations that cause revenue to be significantly less than the adopted budget revenue. The plan is comprised of the following components:

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

Levels – Serve to classify and communicate the severity of the estimated budgetary revenue shortfalls and identify the actions to be taken at the given phase.

Actions – Preplanned steps to be taken in order to prudently address and counteract the estimated budgetary revenue shortfall.

- B. The actions listed in Levels I through IV are intended to be short-term in nature. In the event the underlying economic situation is expected to last for consecutive years, more permanent actions will be taken.

- C. The City Manager or designee will apprise City Council at the regular City Council meeting immediately following any action taken through this plan. Information such as underlying economic 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.

- E. Actions taken through this plan must always consider the impact on revenue generation. Actions taken should reduce expenses well in excess of resulting revenue losses.

- F. The following is a summary of classifications and the corresponding actions to be taken.

1. Level I: The estimated annual revenue is below budget projections for 3 consecutive months. Current economic conditions and indicators may continue.
  - a. Expenditures:
    - i. Freeze newly created positions.
    - ii. Implement a time delay for hiring vacant positions.
  - b. Revenues:
    - i. Identify any potential new revenue sources.
  - c. Service Level Impacts:
    - i. Minor service level disruptions and/or delays.
    - ii. New projects may be postponed or deferred.

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



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

## 2011 (FY2012) Property Tax Rates in the City of Keller

This notice concerns the 2011 property tax rates for the City of Keller. It presents information about three tax rates. Last year's tax rate is the actual tax rate the taxing unit used to determine property taxes last year. This year's effective tax rate would impose the same total taxes as last year if you compare properties taxed in both years. This year's rollback tax rate is the highest tax rate the taxing unit can set before taxpayers start rollback procedures. In each case these rates are found by dividing the total amount of taxes by the tax base (the total value of taxable property) with adjustments as required by state law. The rates are given per \$100 of property value.

### Last year's tax rate:

Last year's operating taxes	\$ 10,744,841
Last year's debt taxes	\$ 5,483,253
Last year's total taxes	\$ 16,228,094
Last year's tax base	\$ 3,669,936,905
Last year's total tax rate	\$ 0.44219/\$100

### This year's effective tax rate:

Last year's adjusted taxes (after subtracting taxes on lost property)	\$ 15,640,947
÷ This year's adjusted tax base (after subtracting value of new property)	\$ 3,481,297,796
= This year's effective tax rate <i>(Maximum rate unless the City publishes notices and holds hearings.)</i>	\$ 0.44928/\$100

### This year's rollback tax rate:

Last year's adjusted operating taxes (after subtracting taxes on lost property and adjusting for transferred function, tax increment financing, state criminal justice mandate, and/or enhanced indigent health care expenditures)	\$ 10,356,940
÷ This year's adjusted tax base	\$ 3,481,297,796
= This year's effective operating rate	\$ 0.29750/\$100
x 1.08 = this year's maximum operating rate	\$ 0.32130/\$100
+ This year's debt rate	\$ 0.14332/\$100
= This year's rollback rate	\$ 0.46452/\$100

### Statement of Increase/Decrease

If the City adopts a 2011 tax rate equal to the effective tax rate of \$0.44928 per \$100 of value, taxes would **decrease** compared to 2010 taxes by \$225,114.

### Schedule A

#### Unencumbered Fund Balances

The following estimated balances will be left in the City's property tax accounts at the end of the fiscal year. These balances are not encumbered by a corresponding debt obligation.

Type of Property Tax Fund	Balance
General Fund (Maintenance & Operating)	\$8,737,208
Debt Service Fund	464,229

**Schedule B**  
**2011 (FY2012) Debt Service**

The City plans to pay the following amounts for long-term debts that are secured by property taxes. These amounts will be paid from property tax revenues (or additional sales tax revenues, if applicable).

Description of Debt	Principal or Contract Payment to be Paid from Property Taxes	Interest to be Paid from Property Taxes	Other Amounts to be Paid	Total Payment
2002 Certificates of obligation	\$ 405,000	\$ 8,100	\$ -	\$ 413,100
2002 General obligation refunding bonds	70,000	4,313	-	74,313
2003 Certificates of obligation	60,000	33,438	-	93,438
2004 General obligation refunding bonds	685,000	97,931	-	782,931
2004 Certificates of obligation	295,000	247,041	-	542,041
Fire truck lease-purchase obligation	93,301	11,747	-	105,048
2005 General obligation refunding bonds	710,000	313,368	-	1,023,368
2005 TIRZ Certificates of obligation-refunding	498,575	178,455	-	677,030
2009 General obligation bonds	140,000	160,558	-	300,558
2009 Certificates of obligation	315,000	315,440	-	630,440
2010 Certificates of obligation	245,000	247,974	-	492,974
2010A General obligation refunding bonds	450,000	36,363	-	486,363
2010B General obligation refunding bonds	50,000	150,688	-	200,688
Paying agent fees/other	-	-	6,000	6,000
<b>Total required for 2012 debt service</b>	<b>\$ 4,016,876</b>	<b>\$ 1,805,416</b>	<b>\$ 6,000</b>	<b>\$ 5,828,292</b>
- Amount (if any) paid from funds listed in Schedule A				-
- Amount (if any) paid from other sources				(726,560)
- Excess collections last year				-
= Total to be paid from taxes in 2012				5,101,732
+ Amount added in anticipation that the unit will collect 100% of its taxes in 2011				-
= Total debt levy				<u><u>\$ 5,101,732</u></u>

This notice contains a summary of actual effective and rollback tax rates calculations. You can inspect a copy of the full calculations at the Keller Town Hall, 1100 Bear Creek Parkway, Keller, Texas.

Name of person preparing this notice Donna L. Benham, RTA

Title Revenue Manager

Date prepared July 25, 2011

**CITY OF KELLER, TEXAS  
COMPENSATION PAY PLAN**

October 1, 2011 through September 30, 2012

The City maintains a compensation plan for all employees, except the City Manager, City Secretary, and Municipal Judge, whose compensation is determined by the City Council. The compensation pay plan is a broadband pay plan which is compared to our 13 benchmark cities to remain competitive with regard to compensation as well as benefits. All positions participate in the broadband pay plan with only minimum, midpoint, and maximum salaries.

All forms of compensation and pay increases, including (but not limited to) cost of living adjustments (COLA), merit pay, market adjustments, and position reclassifications are subject to available funding and approved appropriation of the City Council.

Performance evaluations for all employees who have completed six months of service are performed annually in September. Upon satisfactory evaluation, employees are eligible for a merit increase which may be in the form of a percentage of pay added to base salary, percentage of pay lump sum, or a one-time specific amount lump sum.

Non-Exempt Positions. All non-exempt (hourly) positions are eligible for overtime compensation. Bi-weekly wages are based on a 40-hour work week, or 2,080 hours per year, equaling one full-time equivalent (FTE) position. This work schedule applies to all hourly regular, year-round employees, except for those employees on the Fire Pay Plan.

Non-Exempt Positions (Fire Pay Plan). Fire Department non-exempt (hourly) positions are eligible for overtime pay. Bi-weekly wages are based on 24-hour shifts averaging 56 hours per week, or 2,912 annual hours. In accordance with the provisions of Section 207(k) of the Fair Labor Standards Act, hours worked in excess of 212 hours in each 28-day work period are paid at the appropriate overtime rate.

Exempt Positions. Exempt (salaried) positions are not eligible for overtime compensation. Salary is not calculated on the number of hours worked. Exempt positions include managers and directors.

The summary compensation pay plan is provided on the following page.

**CITY OF KELLER, TEXAS  
COMPENSATION PAY PLAN**

October 1, 2011 through September 30, 2012

**COMPENSATION PLAN**

Pay Class	Minimum Annual	Mid-Point Annual	Maximum Annual
<b>ADMINISTRATIVE/TECHNICAL NON-EXEMPT PAY PLAN</b>			
A/TN-1	\$ 24,274	\$ 29,214	\$ 34,154
A/TN-2	25,730	30,961	36,192
A/TN-3	27,269	32,812	38,355
A/TN-4	28,912	34,778	40,643
A/TN-5	30,638	36,878	43,118
A/TN-6	32,469	39,073	45,677
A/TN-7	34,424	41,434	48,443
A/TN-8	36,483	43,919	51,355
A/TN-9	38,667	46,540	54,413
A/TN-10	40,997	49,338	57,678
A/TN-11	43,451	52,281	61,110
A/TN-12	46,051	55,422	64,792
<b>TRADES NON-EXEMPT PAY PLAN</b>			
TN-1	25,626	30,836	36,046
TN-2	27,165	32,688	38,210
TN-3	28,787	34,653	40,518
TN-4	30,514	36,712	42,910
TN-5	32,344	38,917	45,490
TN-6	34,278	41,257	48,235
TN-7	36,338	43,732	51,126
TN-8	38,522	46,353	54,184
TN-9	40,830	49,140	57,450
TN-10	43,285	52,094	60,902
<b>POLICE NON-EXEMPT PAY PLAN</b>			
PSN-R (Recruit)	45,531	N/A	N/A
PSN-1P	48,277	55,880	63,482
PSN-2P	49,462	57,252	65,042
PSN-3P	50,960	58,989	67,018
PSN-4P	52,229	60,435	68,640
PSN-5P	53,789	62,265	70,741
PSN-6P	55,411	64,137	72,862
PSN-7P	57,075	66,061	75,046
PSN-8P	58,781	68,037	77,293
PSN-9P	60,549	70,086	79,622
PSN-10P	62,358	72,176	81,994
PSN-11P	63,898	73,955	84,011
PSN-12P	65,832	76,201	86,570
PN-1	30,992	36,671	42,349
PN-2	32,843	38,875	44,907
PN-3	34,819	41,195	47,570
PN-4	36,899	43,670	50,440
PN-5	39,104	46,291	53,477
PN-6	42,390	50,170	57,949
PN-7	44,928	53,175	61,422
PN-8	47,632	56,368	65,104
PN-9	50,482	59,748	69,014
PN-10	53,518	63,336	73,154
PN-11	56,722	67,132	77,542
PN-12	60,133	71,168	82,202
PN-13	\$ 63,731	\$ 75,431	\$ 87,131

Pay Class	Minimum Annual	Mid-Point Annual	Maximum Annual
<b>POLICE EXEMPT PAY PLAN</b>			
PSE-1P	\$ 68,170	\$ 76,787	\$ 85,403
PSE-2P	78,930	88,907	98,884
<b>FIRE NON-EXEMPT PAY PLAN</b>			
PSN-RF (Recruit)	46,505	N/A	N/A
PSN-1F	49,300	57,046	64,792
PSN-2F	53,756	62,215	70,674
PSN-3F	55,357	64,079	72,800
PSN-4F	57,017	66,001	74,984
PSN-5F	58,706	67,952	77,197
PSN-6F	60,482	70,005	79,527
PSN-7F	62,317	72,131	81,944
PSN-8F	64,151	74,256	84,361
PSN-9F	66,073	76,484	86,894
PSN-10F	68,083	78,785	89,486
PSN-11F	70,121	81,172	92,223
PSN-12F	72,247	83,589	94,931
<b>FIRE INSPECTOR NON-EXEMPT PAY PLAN</b>			
PSN-1FI	55,952	65,447	74,942
PSN-2FI	59,301	69,368	79,435
PSN-3FI	62,858	73,508	84,157
PSN-4FI	66,622	77,917	89,211
PSN-5FI	70,616	82,587	94,557
<b>FIRE EXEMPT PAY PLAN</b>			
PSE-1F	68,170	79,750	91,329
PSE-2F	72,982	82,208	91,433
<b>PROFESSIONAL EXEMPT PAY PLAN</b>			
PE-1	36,512	43,939	51,366
PE-2	38,703	46,576	54,448
PE-3	41,025	49,370	57,715
PE-4	43,486	52,332	61,178
PE-5	46,095	55,472	64,849
PE-6	48,861	58,801	68,740
PE-7	51,793	62,329	72,864
PE-8	54,900	66,068	77,236
PE-9	58,194	70,032	81,870
PE-10	61,686	74,235	86,783
PE-11	65,387	78,689	91,990
<b>DIRECTOR AND MANAGER PAY PLAN</b>			
M-1	56,151	72,366	88,580
M-2	71,593	89,850	108,106
M-3	86,413	108,448	130,483
<b>SEASONAL/PART-TIME NON-EXEMPT (HOURLY)</b>			
RCS-1	7.50	8.22	8.94
RCS-2	8.00	8.77	9.53
RCS-3	8.85	9.70	10.54
RCS-4	\$ 12.00	\$ 13.15	\$ 14.29
<b>EXEMPT (NON-CLASSIFIED) POSITIONS</b>			
City Manager			
City Secretary			
Municipal Judge			

## 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.

**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*.

**BALANCED BUDGET.** A budget adopted by the City Council and authorized by ordinance where the proposed expenditures are equal to or less than the proposed revenues plus fund balances.

**BASIS OF ACCOUNTING.** A term used referring as to when revenues, expenditures, expenses, and transfers –and related assets and liabilities – are recognized in the accounts and reported in the City's financial statements.

**BUDGET.** The City's financial plan that contains both the estimated revenues to be received during the year and the proposed expenditures to be incurred to achieve stated objectives.

**BUDGET ADJUSTMENT (AMENDMENT).** A formal legal procedure utilized by the City to revise a budget during a fiscal year.

**BUDGET CALENDAR.** The schedule of dates used as a guide to complete the various steps of the budget preparation and adoption processes.

**BUDGET ENHANCEMENT.** A request for additional funding for a program, service, or the expansion of current services. Budget enhancements are used during the budget preparation process in order to identify specific departmental requests in the proposed budget. Budget enhancements are ranked in their order of priority by the department manager making the request. Budget enhancements are distinguished in the proposed budget separately from the "base line" or "current services" funding levels. Also see: *Decision Package* and *Supplemental Decision Package*.

**BUDGET MESSAGE.** The opening section of the budget document from the City Manager that provides the City Council and the public with a general summary of the most important aspects of the budget. Sometimes referred to as a "transmittal letter."

**BUDGETARY CONTROL.** The control of management of the organization in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and revenues.

## GLOSSARY OF TERMS

**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. 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 five (5) 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.

**EFFECTIVE TAX RATE.** Defined by State law. The tax rate that will raise the same amount of property tax revenue as the previous year, based on properties taxed in both years.

**ENCUMBRANCE.** An obligation, usually in the form of a purchase order, contract, or salary commitment, related to uncompleted contracts for goods or services. Used in budgeting, encumbrances are not classified as expenditures or liabilities, but are shown as a reservation of fund balance. Upon payment, encumbrances are recorded as an 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.

## GLOSSARY OF TERMS

**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.

**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.

**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 divisions desired social or organizational outcomes.

**IMPACT FEE.** A fee imposed by the City on new development. Impact fees are collected for roadway, water and sewer improvements. Impact fees may only be used for capital improvements and/or expansion to the systems for which the impact fee originally was collected.

**INFRASTRUCTURE.** That portion of a City's assets located at or below ground level, including streets, water, and sewer systems.

**INTERFUND (INTRA GOVERNMENTAL) TRANSFERS.** Transfers made from one City fund to another City fund for the 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.

**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*."



## GLOSSARY OF TERMS

**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, which are also 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.

**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&O.** Acronym for "*maintenance and operations*." (1) The recurring costs associated with a department or activity; (2) the portion of the tax rate that is applied to the General Fund (see *Tax Rate*.)

**MIXED BEVERAGE TAX.** A tax imposed on the gross receipts of a licensee for the sale, preparation or serving of mixed beverages.

**MODIFIED ACCRUAL BASIS OF ACCOUNTING.** A basis of accounting in which expenditures are accrued but revenues are recorded when "measurable" or are available for expenditure.

**MSC.** Acronym for the City's *Municipal Service Center* facility and related operations.

**NON-RECURRING EXPENSES/REVENUES.** Resources/expenses recognized by the City that are unique and occur only one time without pattern in one fiscal year.

**OBJECTIVE.** A specific statement of desired end which can be measured.

**OPERATING BUDGET.** Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of the City are controlled. The use of annual operating budgets is required by the City's Charter and State law.

**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.

**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.

**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.

**REDUCION IN FORCE (RIF).** Dismissal and/or layoff of an employee or employees, usually by elimination of the position(s).

**REIMBURSEMENT.** Repayment to a specific fund for expenditures incurred or services performed by that fund to or for the benefit of another fund.

**RESERVE.** An account used to indicate that a portion of fund resources is restricted for a specific purpose, or is not available for appropriation and subsequent spending.

**RETAINED EARNINGS.** The excess of total assets over total liabilities for an enterprise fund. Retained earnings include both short-term and long-term assets and liabilities for an enterprise fund. (See *Working Capital*.)

## GLOSSARY OF TERMS

**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.

**SALES TAX.** A general tax on certain retail sales levied on persons and businesses selling taxable items in the city limits. The City's current sales tax rate is 8.25%, consisting of 6.25% for the State of Texas; 1% for the City; 0.5% for the Keller Development Corporation, 0.25% for the Keller Crime Control Prevention District, and 0.25% for maintenance and repair of City streets.

**SCADA.** Acronym for *Supervisory Control and Data Acquisition*. An automated system that electronically monitors and controls water storage tanks, pumping stations, and water supply levels. The system monitors and coordinates water supply throughout the City in order to meet customer water demands, by allowing remote facilities to be operated from a central location.

**SERVICES & OTHER EXPENDITURES.** Costs related to services performed by the City by individuals, businesses, or utilities, and other expenditures not classified in any other category.

**SPECIAL REVENUE FUND.** A fund used to account for proceeds of specific revenue sources (other than special assessments, expendable trusts or for major capital projects) that are legally restricted to expenditures for specified purposes, or have been segregated by financial policy to be maintained separately.

**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 1/4 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*).

## GLOSSARY OF TERMS

**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.

**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*.)

**UNEARNED REVENUE.** See *Deferred Revenue*.

