

**AGENDA FOR REGULAR MEETING**

**KERRVILLE CITY COUNCIL**

**TUESDAY, FEBRUARY 28, 2017, 6:00 P.M.**

**KERRVILLE CITY HALL COUNCIL CHAMBERS**

**701 MAIN STREET, KERRVILLE, TEXAS**

**KERRVILLE CITY COUNCIL AGENDA**  
**REGULAR MEETING, TUESDAY, FEBRUARY 28, 2017, 6:00 P.M.**  
**CITY HALL COUNCIL CHAMBERS**  
**701 MAIN STREET, KERRVILLE, TEXAS**

**CALL TO ORDER**

**INVOCATION OFFERED BY MAYOR PRO TEM STEPHEN FINE**

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**1. VISITORS/CITIZENS FORUM:**

Any citizen with business not scheduled on the agenda may speak to the City Council. Prior to speaking, each speaker must fill out the speaker request form and give it to the City Secretary. City Council may not discuss or take any action on an item but may place the issue on a future agenda. The number of speakers will be limited to the first ten speakers and each speaker is limited to four minutes.

**2. RESOLUTIONS OF COMMENDATION:**

2A. Resolutions of Commendation presented to Kenneth Bledsoe for serving on the Building Board of Adjustment and Appeals. (Mayor White)

**3. CONSENT AGENDA:**

These items are considered routine and can be approved in one motion unless a Councilmember asks for separate consideration of an item. It is recommended that the City Council approve the following items which will grant the Mayor or City Manager the authority to take all actions necessary for each approval:

3A. Resolution No. 05-2017 authorizing the submission of a grant application to the Office of the Governor, Criminal Justice Division, by the Kerrville Police Department, for a 3D laser scanner with associated hardware, software, and training for traffic accident mapping/reconstruction and crime scene investigations. (staff)

3B. Update of the City of Kerrville's Purchasing Policy and Procedures. (staff)

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The facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this event. Please contact the City Secretary's Office at 830-257-8000 for further information.

I do hereby certify that this notice of meeting was posted on the bulletin board at the City hall of the City of Kerrville, Texas, and said notice was posted on the following date and time: February 24, 2017 at 3:00 p.m. and remained posted continuously for at least 72 hours preceding the scheduled time of the meeting.

Brenda Craig  
City Secretary, City of Kerrville, Texas

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3C. Update of the City of Kerrville's Investment Policy and Strategy. (staff)

**4. CONSIDERATION AND POSSIBLE ACTION:**

4A. Acceptance of the Fiscal Year 2016 City of Kerrville Comprehensive Annual Financial Report (CAFR). (staff)

4B. Abandonment of Texas Commission on Environmental Quality Water Use Permit No. 3635 and termination of Upstream Diversion Contract with the Guadalupe-Blanco River Authority. (staff)

4C. Landfill expansion project – Phase III. (staff)

4D. Rearrange the order of the city council meeting agenda. (staff)

**5. ORDINANCES, FIRST READING:**

5A. Ordinance No. 2017-08, amending the budget for Fiscal Year 2017 to account for various changes to the City's operational budget to account for the transfer of funds for the landfill expansion project and to accept and allocate revenue from a grant awarded to the city relating to the EMS Trauma Care System. (staff)

**6. INFORMATION AND DISCUSSION:**

6A. Quarterly Report by Playhouse 2000. (Jeffrey Brown, Executive Director)

6B. Presentation of community survey. (staff)

6C. The Scenic Cities Certification Program. (Councilmember Fine)

6D. Budget and economic update. (staff)

**7. APPOINTMENTS TO BOARDS AND COMMISSIONS:**

7A. Appointment to the Kerrville-Kerr County Joint Airport Board.

7B. Appointment to the Kerrville Public Utility Board.

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Brenda Craig  
City Secretary, City of Kerrville, Texas

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**8. ITEMS FOR FUTURE AGENDAS**

**9. ANNOUNCEMENTS OF COMMUNITY INTEREST:**

Announcement of items of community interest, including expressions of thanks, congratulations, or condolences; information regarding holiday schedules; honorary recognitions of city officials, employees, or other citizens; reminders about upcoming events sponsored by the city or other entity that is scheduled to be attended by city officials or employees; and announcements involving imminent threats to the public health and safety of the city. No action will be taken.

**10. EXECUTIVE SESSION:**

City Council may, as permitted by law, adjourn into executive session at any time to discuss any matter listed above including if they meet the qualifications in Sections 551.071 (consultation with attorney), 551.072 (deliberation regarding real property), 551.073 (deliberation regarding gifts), 551.074 (personnel/officers), 551.076 (deliberation regarding security devices), and 551.087 (deliberation regarding economic development negotiations) of Chapter 551 of the Texas Government Code, including the following:

**10A. Section 551.074:**

- Appointment to the Kerrville-Kerr County Joint Airport Board.
- Appointment to the Kerrville Public Utility Board.

**10B. Sections 551.071 and 551.072:** Discuss the purchase, exchange, lease, sale, or value of real property, the public discussion of which would not be in the best interests of the City's bargaining position with third parties, regarding property interests related to the following:

- Real Property Acquisition.
- Water Rights.

**11. ACTION ON ITEM DISCUSSED IN EXECUTIVE SESSION, IF ANY**

**12. ADJOURNMENT.**

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Brenda Craig  
City Secretary, City of Kerrville, Texas

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## **Agenda Item:**

2A. Resolutions of Commendation presented to Kenneth Bledsoe for serving on the Building Board of Adjustment and Appeals. (Mayor White)



**City of Kerrville**

701 MAIN STREET • KERRVILLE, TEXAS 78028 • 830.257.8000 • KERRVILLETX.GOV

**RESOLUTION OF COMMENDATION**

**WHEREAS, KENNETH BLEDSOE** has served as a member of the Building Board of Adjustment and Appeals with the date of service beginning September 14, 2010; and

**WHEREAS, KENNETH BLEDSOE** has served faithfully and dutifully on said board;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KERRVILLE, KERR COUNTY, TEXAS:**

That **KENNETH BLEDSOE** be recognized for outstanding service as a member of the Board of Adjustment and Appeals, and that on behalf of the citizens of Kerrville as well as for ourselves individually, we wish to express our sincere appreciation for contributions to the city and the community.

PASSED AND APPROVED, this the 28<sup>th</sup> day of February, 2017.

ATTEST:

Brenda G. Craig  
Brenda G. Craig, City Secretary

Bonnie White  
Bonnie White, Mayor

Stephen Fine  
Stephen Fine, Mayor Pro Tem

Glenn Andrew  
Glenn Andrew, Councilmember

Mary Ellen Summerlin  
Mary Ellen Summerlin, Councilmember

C. Warren Ferguson  
C. Warren Ferguson, Councilmember



## **Agenda Item:**

3A. Resolution No. 05-2017 authorizing the submission of a grant application to the Office of the Governor, Criminal Justice Division, by the Kerrville Police Department, for a 3D laser scanner with associated hardware, software, and training for traffic accident mapping/reconstruction and crime scene investigations. (staff)

**TO BE CONSIDERED BY THE CITY COUNCIL  
CITY OF KERRVILLE, TEXAS**

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**SUBJECT:** Approval of a grant application to Criminal Justice Division, Office of the Governor.

**FOR AGENDA OF:** February 28, 2017

**DATE SUBMITTED:** February 16, 2017

**SUBMITTED BY:** Chief David Knight

**CLEARANCES:** Mike Hayes – City Attorney

**EXHIBITS:** Resolution

**AGENDA MAILED TO:**

**APPROVED FOR SUBMITTAL BY CITY MANAGER:**



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<b>Expenditure</b>	<b>Current Balance</b>	<b>Amount</b>	<b>Account</b>
<b>Required:</b>	<b>in Account:</b>	<b>Budgeted:</b>	<b>Number:</b>
<b>\$</b>	<b>\$</b>	<b>\$</b>	

**PAYMENT TO BE MADE TO:**

**REVIEWED BY THE FINANCE DIRECTOR:**

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**SUMMARY STATEMENT**

The City of Kerrville has completed a grant application to the Criminal Justice Division Office of the Governor in the amount of \$92,102 for State Funding to purchase one (1) 3D X330 Laser Scanner with associated hardware, software and training for traffic accident mapping/reconstruction and crime scene investigation. The grant application is available for review in the office of the police chief. The resolution designates the Chief of Police as the grantee's authorized official given the authority to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

**RECOMMENDED ACTION**

The Police Chief recommends that council approve the resolution and grant application for the purchase of one 3D X330 Laser Scanner, software maintenance and accessories.

**Budget Details Information**

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Equipment	Live Scan Unit and Accessories	3D X330 Laser Scanner for traffic accident mapping/reconstruction and crime scene investigation. The equipment package includes a 3D scanner with GPS compass, altimeter, dual-axis compensator, power docking station, battery, SD card, power supply charger, transport case, tripod, trajectory rods, training for two officers, SCENE software, Reality 3D Virtual software and Genius Software. Comes with 3 year warranty for equipment and software.	\$92,102.00	\$0.00	\$0.00	\$0.00	\$92,102.00	1

**CITY OF KERRVILLE, TEXAS  
RESOLUTION NO. 05-2017**

**A RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE OFFICE OF THE GOVERNOR, CRIMINAL JUSTICE DIVISION, BY THE KERRVILLE POLICE DEPARTMENT, FOR A 3D LASER SCANNER WITH ASSOCIATED HARDWARE, SOFTWARE, AND TRAINING FOR TRAFFIC ACCIDENT MAPPING/RECONSTRUCTION AND CRIME SCENE INVESTIGATIONS**

**WHEREAS**, the Kerrville Police Department (“KPD”) seeks authorization to submit a grant application to the Office of the Governor, Criminal Justice Division (“CJD”) for the purchase of a 3D laser scanner with associated hardware, software, and training for traffic accident mapping/reconstruction and crime scene investigations in the amount of \$92,102.00; and

**WHEREAS**, the City Council of the City of Kerrville, Texas finds it to be in the public interest to authorize KPD to submit a grant application to the CJD, for the purpose expressed above;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KERRVILLE, KERR COUNTY, TEXAS:**

**SECTION ONE.** The City Council of the City of Kerrville, Texas, authorizes KPD to submit a grant application to the Office of the Governor, Criminal Justice Division, for the purpose of acquiring funding to be used to purchase one (1) 3D (X330) laser scanner with associated hardware, software, and training for traffic accident mapping/reconstruction and crime scene investigations, in the amount of \$92,102.00.

**SECTION TWO.** Pursuant to the grant application, the City agrees to return grant funds to the CJD in the event of loss or misuse of any grant funds.

**SECTION THREE.** The City designates KPD’s Chief of Police as the City’s authorized official who is given the authority to apply, reject, alter, or terminate the grant on behalf of the City.

**PASSED AND APPROVED ON this the \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2017.**

\_\_\_\_\_  
Bonnie White, Mayor

ATTEST:

\_\_\_\_\_  
Brenda G. Craig, City Secretary

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Michael C. Hayes, City Attorney

## **Agenda Item:**

3B. Update of the City of Kerrville's Purchasing Policy and Procedures. (staff)

**TO BE CONSIDERED BY THE CITY COUNCIL  
CITY OF KERRVILLE, TEXAS**

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**SUBJECT:** Approval of updating the city's purchasing policy

**FOR AGENDA OF:** February 28, 2017 *pl* **DATE SUBMITTED:** February 15, 2017

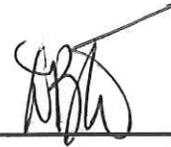
**SUBMITTED BY:** Sandra Yarbrough  
Director of Finance

**CLEARANCES:** Don Davis  
Interim City Manager

**EXHIBITS:** Purchasing Policy

**AGENDA MAILED TO:**

**APPROVED FOR SUBMITTAL BY CITY MANAGER:**



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<b>Expenditure Required:</b>	<b>Current Balance in Account:</b>	<b>Amount Budgeted:</b>	<b>Account Number:</b>
\$	\$	\$	

**PAYMENT TO BE MADE TO:**

**REVIEWED BY THE DIRECTOR OR FINANCE:**

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**SUMMARY STATEMENT**

The city has updated its purchasing policy to reflect new and/or changed state requirements related to conflicts of interest and ethics. In addition, the policy format has been revised to simplify instructions and enhance readability.

The city has two staff members who have completed Texas Purchaser Certification training and achieved Certified Texas Purchaser Certificate status.

The purchasing policy is included in the annual budget document for disclosure and transparency.

**RECOMMENDED ACTION**

Staff requests council review and approval of the purchasing policy.

CITY OF KERRVILLE PURCHASING POLICY AND PROCEDURES

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**INTRODUCTION**

This is the Purchasing Policy and Procedures Manual (“manual”) for the City of Kerrville, Texas (“City”). Texas law is the primary authority for purchasing procedures, and therefore, portions of this manual use language taken directly from state statutes. At other times, the manual paraphrases and generalizes state law in an effort to assist in the understanding and application of purchasing requirements. This manual does not address every purchasing situation. Should a City employee have any questions or when an unusual situation occurs, please consult the City’s Finance and/or Legal departments.

**1. PURCHASING GOALS**

- A. Ensure compliance with Federal, State, and local purchasing laws.
- B. Establish policies and procedures that maintain the integrity of the purchasing process, encourage competition, and achieve cost savings.
- C. Procure goods and services of the requested quality and quantity from responsible sources using the most efficient and economical means at the best possible price with availability when and where they are needed.

**2. GENERAL PURCHASING GUIDELINES**

**Purchasing Authorization.** The City Manager, pursuant to the City’s Charter and City Council’s approval of this manual, has delegated purchasing authority and responsibilities to certain City employees including members of the Finance Department with purchasing certifications and training, as well as Department Directors and their designees. The following table provides general guidelines for purchases and the required quotes/bids. (More specific information follows):

CITY OF KERRVILLE APPROVAL REQUIREMENTS			
Total Amount of Request	Type of Bid/Quotes Required	Responsible for Bid/Quotes	Approvals Required
More than \$50,000	Competitive bids/proposals opened at a public meeting	Department or Project Manager with assistance from Finance as necessary	City Council & City Manager
\$25,000 to \$49,999.99	3 written quotes based on like products. Attach quotes to PO and include quote information in PO description box in Incode.	Department or Project Manager with assistance from Finance as necessary	Department Director and/or Finance Department
\$5,000.00 to \$24,999.99	3 written quotes based on like products. Attach quotes to PO and include quote information in PO description box in Incode.	Department with assistance from Finance as necessary	Department Director
up to \$4,999.99	Efforts made to obtain the best value for the City	Department with assistance from Finance as necessary	Supervisor or Manager and Directors

\* PO = Purchase Order

### **3. PURCHASING CONSIDERATIONS**

#### **3.1 Tax Exempt Status**

The City is exempt from federal, state, and local taxes except in most cases. An exemption certificate is available from the Finance Department to provide to City's vendors or contractors.

#### **3.2 Historically Underutilized Business (HUB)**

Section 252.0215 of the Texas Local Government Code (TLGC) requires Texas cities to contact at least two (2) historically underutilized businesses (HUB) on a rotating basis when making any expenditure of more than \$3,000.00 but less than \$50,000.00. A HUB vendor list may be obtained at [www.window.state.tx.us/procurement](http://www.window.state.tx.us/procurement). If the list fails to identify a disadvantaged business in Kerr County, the City is not required to follow this requirement.

### **4. COMPETITIVE BIDDING**

#### **4.1 Legal Requirements**

Pursuant to state law, before the City may enter into a contract that requires an expenditure greater than \$50,000.00 (including insurance and technology), the City must (Ch. 252, Subch. B, TX. Local Gov't Code):

- A. Comply with the procedure established by state law for competitive sealed bidding or competitive sealed proposals;
- B. Use the reverse auction procedure as defined by Section 2155.062(d) of the Government Code for purchasing; or
- C. Comply with a method described by Chapter 2269 (Contracting and Delivery Procedures for Construction Projects) of the Government Code

#### **4.2 Alternative Delivery Methods**

The City may use the best-value competitive bidding process, competitive sealed proposal method, construction manager-agent method, construction manager-at-risk method, design-build method, and the job order contract method for public procurement in place of the standard competitive bidding method that is also allowed under Chapter 2269 of the Government Code or Chapters 252 and 271 of the TLGC. The City may use any of the alternative delivery methods for any project involving an improvement to real property.

#### **4.3 Exemptions**

Section 252.022 of the TLGC provides the following exemptions from competitive bidding:

- A. a procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the city's residents or to preserve the property of the city;
- B. a procurement necessary to preserve or protect the public health or safety of the city's residents;
- C. a procurement necessary because of unforeseen damage to public machinery, equipment, or other property;
- D. a procurement for personal, professional, or planning services;
- E. a procurement for work that is performed and paid for by the day as the work progresses;
- F. a purchase of land or a right-of-way;
- G. a procurement of items that are available from only one source, including:
- H. items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies;
- I. films, manuscripts, or books;
- J. gas, water, and other utility services;
- K. captive replacement parts or components for equipment;
- L. books, papers, and other library materials for a public library that are available only from the persons holding exclusive distribution rights to the materials;
- M. a purchase of rare books, papers, and other library materials for a public library;
- N. paving drainage, street widening, and other public improvements, or related matters, if at least one-third of the cost is to be paid by or through special assessments levied on property that will benefit from the improvements;

- O. personal property sold:
  1. at an auction by a state licensed auctioneer;
  2. at a going out of business sale held in compliance with Subchapter F, Chapter 17, Business & Commerce Code;
  3. by a political subdivision of this state, a state agency of this state, or an entity of the federal government; or
  4. under an interlocal contract for cooperative purchasing administered by a regional planning commission established under Chapter 391;
- P. services performed by blind or severely disabled persons;
- Q. goods purchased by a municipality for subsequent retail sale by the municipality;
- R. electricity;
- S. advertising, other than legal notices
- T. purchases made through an existing state contract (Chapter 271, Subchapter D), cooperative purchasing program (Chapter 271, Subchapter F) or interlocal cooperation (Interlocal Cooperation Act)

## 5. BID PROCESS

**Only City Council has the authority to approve and award bids, proposals, and contracts that exceed \$50,000.00.** State law (§252.021, TLGC) provides that purchases estimated at greater than \$50,000.00 require advertising which requests sealed bids or proposals. The Department or Project Manager, with assistance from Finance when requested, is responsible for the advertisement and distribution of the requests for bids or proposals. City Council is responsible for selecting and approving the bid or proposal, in accordance with state law. Criminal penalties may apply to those who fail to comply with competitive bidding requirements.

### Bid Process:

- A. The Department or Project Manager will prepare bid specifications, bidder mailing lists, advertising dates and schedule the bid opening date, time and location. Where appropriate, the City will utilize website notices for national advertising.
- B. The City must publish a notice indicating the time and place at which the bids or proposals will be publicly opened and read aloud. The notice must be published at least once a week for two consecutive weeks. The first publication must appear before the 14th day before the date that the bids or proposals are publicly opened and read aloud. The notice must be placed in the City's official newspaper.
- C. The City Secretary will receive bids and maintain them in a locked file until the date of the bid opening. At the time of the bid opening, the City Secretary will present all bids to the Department or Project Manager for opening, review, and analysis. The City will reject as nonresponsive any bid or proposal which is received after the due date and time. The time stamp in the City Secretary's Office will be the official time.
- D. The Department or Project Manager will conduct the bid opening and read the bids aloud at the designated time and place. Bid openings are open to the public.
- E. Pursuant to state law, the City must award bids on the basis of the lowest responsible bidder or the bid that provides the best value. As for "best value", the City, pursuant to law, may consider:
  1. the price
  2. reputation of the bidder, including safety record and financial capability
  3. reputation of the bidder's goods or services
  4. the quality of the bidder's goods or services, including proposed personnel
  5. the extent to which the goods and services meet the City's needs
  6. the bidder's past relationship with the City
  7. the impact to the City's ability to comply with HUB requirements
  8. total long-term cost to the City of acquiring the goods or services
  9. any other relevant criteria that the City listed in the specifications (§252.043, TLGC)
- F. After reviewing the bids, the Department or Project Manager will prepare an agenda bill with the staff recommendation for Council approval and award.
- G. The City has the option to reject any or all bids even if only one bid is received. (§ 252.043(f), 271.027(a), TLGC)

## **6. GENERAL CONTRACT REQUIREMENTS**

### **6.1 Bids with Residents vs Non-Residents**

- A. If two or more bidders have bids that are identical in nature and amount, with one bidder being a resident of the City and the other bidder or bidders being non-residents, the City must select the resident bidder or reject all bids. (§271.901, TLGC)
- B. For contracts less than \$100,000, if the City receives one or more competitive bids or quotations from a bidder whose principal place of business is in the City and whose bid is within five percent (5%) of the lowest bid price received by the City from a bidder who is not a resident of the City, the City may enter into a contract with the lowest bidder or the bidder whose principal place of business is in the City if the City Council determines, in writing, that the local bidder offers the City the best combination of contract price and additional economic development opportunities for the City created by the contract award, including the employment of residents of the City and increased tax revenues to the City. (§271.9051, TLGC)

### **6.2 Bonding for Public Works Projects**

State law requires contractors to submit bonds to the City for bids, payment, and performance of contracts on certain public works projects. State law establishes standards for when the bonds are required and the amount of the bond. A corporate surety duly authorized and admitted to do business in the State of Texas must issue the bonds. Although the term "public work" is not defined by statute, it is generally understood to mean the construction, repair, or renovation of a structure, road, highway, utilities, or other improvement or addition to real property. Bonds are required in the following amounts:

- A. **Bid bond.** A bid bond, in the amount of 10% of the proposed contract price, is required where a contract is in excess of \$100,000.00.
- B. **Performance bond.** A performance bond, in the total amount of the contract, is required if the contract is in excess of \$100,000.00.
- C. **Payment bond.** A payment bond is required if the contract is in excess of \$50,000.00, in the total amount of the contract. The bond is intended solely for the protection of all claimants supplying labor and material in the prosecution of the work provided for in the contract.
- D. **Maintenance bond.** In addition to the above statutorily required bonds, the City will require a maintenance bond for all public work projects for a minimum time period of one year. (Ch. 2253, TX. Gov't Code)

### **6.3 Bonds for Non-Public Works Projects**

Based upon good business practices, whenever the City enters into a contract for the purchase of a product system or service in which the system or service will be of little value to the City until it is complete, then the City may require performance and payment bonds.

### **6.4 Change Orders**

Section 252.048 of the TLGC allows change orders as long as the contract price is not increased by more than 25% and the change order is not being used to purchase new products or to create an entirely new project.

### **6.5 Insurance Requirements**

Where the City contracts with an outside party (contractor, consultant, vendor, or concessionaire) for goods or services, the contract should include indemnity and hold harmless provisions that appropriately transfer the project risks from the City to the contractor. Because the contractor may or may not have the financial resources to account for the risks, the City requires the contractor to purchase and maintain valid insurance to help ensure the financial security required by the City. The insurance types and amounts are as follows:

- A. **Workers Compensation.** Workers Compensation covering all employees per the state statutory requirement is required on all contracts.
- B. **Liability Insurance.** The following insurance is required on all contracts over \$15,000.00:
  - 1. Employer's Liability of \$100,000;
  - 2. Comprehensive General Liability and Bodily Injury & Property Damage \$1,000,000 (per occurrence and aggregate); and
  - 3. Business Automobile Liability covering owned vehicles, rented and non-owned vehicles, and employee non-ownership Bodily Injury Property Damage \$1,000,000 (per occurrence and aggregate).

- C. **Reasonable Coverage.** Although insurance coverage is not required for every project, and limits will vary by exposure, understanding insurance is important to assure that all of the City's potential liabilities and exposures from a project are properly and reasonably protected. Where questions arise about the types of insurance or amounts, the Department should contact the City's Director of General Operations.

## **7. ADDITIONAL EXEMPTION INFORMATION**

### **7.1 Professional Services**

- A. Section 252.022 of the TLGC specifically exempts contracts for professional services from the competitive bidding requirements. The Professional Services Procurement Act states that a City may not use traditional competitive bidding procedures to obtain the services of architects, engineers, certified public accountants, land surveyors, physicians, optometrists or state-certified real estate appraisers. If the professional services desired by the City do not fall under the Professional Services Procurement Act, state law permits the services to be obtained with or without the use of competitive bidding, as the City desires.
- B. Fees must be fair and reasonable, consistent with and not in excess of published recommended practices and fees of applicable professional organizations, and not in excess of any maximums specified by state law.
- C. The Professional Services Procurement Act specifies that when obtaining architectural, engineering, or land surveying services, the City must first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and then attempt to negotiate a contract with that provider at a fair and reasonable price. If a satisfactory contract cannot be negotiated with the most highly qualified provider of architectural, engineering, or land surveying services, the City must formally end negotiations with that provider, select the next most highly qualified provider, and attempt to negotiate a contract with that provider at a fair and reasonable price. The City must continue this process to select and negotiate with providers until a contract is entered into.
- D. The Professional Services Procurement Act does not specify the exact process by which a City may procure accounting, medical, optometrist or real estate appraisal services. The law merely prohibits obtaining these services through competitive bidding and requires that such services be selected on the basis of demonstrated competence and qualifications.

### **7.2 Emergency Purchases**

Emergency purchases occur when a situation arises that is unforeseen and must be remedied immediately. Pursuant to state law, emergency purchases are exempt from the bidding process. An emergency is described as follows:

- Acts of God (e.g., flood damage, tornado)
- Machinery that is critical to the operation of the City and rendered out of service
- To preserve or protect the health and safety of the municipalities of residents
- Procurement necessary because of unforeseen damage to public machinery, equipment, or other property. (§252.022(a)(1-3) TLGC)

Where an emergency exists and a purchase estimated at being over \$5,000.00 is required, the following procedure will be used:

- A. The Department should notify Finance of the purchase and attach an emergency justification form (see Exhibit B) and attach it to the PO.
- B. If the emergency purchase causes a department to exceed their annual budget, the Department Director will work with the City Manager and, if necessary, City Council, to secure funding needed for the purchase.

### **7.3 Sole Source Purchases**

According to Section 252.022 TLGC, competitive bidding requirements do not apply to items that are available from only one source due to patents, copyrights, secret processes, or natural monopolies. Items such as captive replacement parts or components may be considered as sole source items.

- A. **Sole source purchases greater than \$5,000.00.** The Department must contact the vendor or manufacturer for verification and justification as to why the procurement is sole source. Documentation on vendor letterhead or on the sole source form (see Exhibit A) should be attached to the purchase order.

- B. **Sole source purchases greater than \$50,000.00.** Sole source purchases greater than \$50,000.00 must be reviewed by the City Manager and approved by City Council. Documentation on vendor letterhead or on the sole source form (see Exhibit A) should be attached to the purchase order.
- C. **Expiration.** Sole source documentation is valid for two years.

#### **7.4 Insurance**

All purchases of insurance related products are processed through the Director of General Operations. Cities must seek competitive bids or proposals when purchasing insurance that will cost more than \$50,000. Chapter 252 of the TLGC does not specifically address the need to use competitive bidding or proposals if a City's liability coverage is gained through participation in a group risk pool. Under state law, the coverage provided by risk pools is not considered to be insurance or subject to the traditional requirements applicable to insurance policies. Therefore, most risk pools take the position that statutory procurement requirements do not apply. (§252.021, TLGC)

### **8. OTHER PURCHASING ARRANGEMENTS**

#### **8.1 Warranties and Service Agreements**

A Department should include any requirement for warranties or service agreements in the purchase specifications documents. It is the responsibility of each Department to maintain and actively monitor their department's agreements, schedule service calls under the agreements, and renew agreements as necessary.

#### **8.2 Simple Leases (auto, office equipment, etc.)**

Competitive bidding or proposal requirements apply to any lease of personal property that will require an expenditure of more than \$50,000 in City funds, unless the expenditure is covered by a specific statutory exception that would relieve the City from the duty to bid or seek proposals on the item. For example, if the lease were for an item that was necessary to preserve or protect the public health or safety of the City's residents, the City would not be under a duty to use competitive bidding or proposals for its acquisition.

#### **8.3 Lease Purchase Agreements**

Normal statutory procurement requirements generally apply to these lease purchase agreements. That is, a lease purchase agreement for personal property shall be competitively procured unless the type of item purchased is covered by a specific exception to the statutory procurement requirements. Competitive bidding requirements do not apply to the lease of real property.

### **9. PURCHASING METHODS**

#### **9.1 Purchase Order**

Most purchases are made using a purchase order (PO) that is processed through Incode. The PO is prepared and approved by the department requesting the purchase. The completed and approved PO is submitted along with all supporting documentation (invoice, receipt, bids or quotes (if necessary), sole source or emergency justification forms (if necessary)) to Accounts Payable. Accounts Payable must have a W-9 on file for all vendors in order to make payment. Accounts Payable processes payments for approved purchase orders weekly.

#### **9.2 Purchasing Card (P-card)**

- A. **Overview.** The City issues and authorizes the use of Purchasing Cards (P-card) to efficiently purchase goods or services needed for City business that require immediate payment. The P-card is designed to delegate the authority and capability to purchase limited items directly to an authorized employee. A P-card will enable authorized employees to purchase non-restricted goods directly from vendors without the issuance of a purchase order. Authorized employees may use a P-card with vendors that accept VISA. P-cards are ordered through the Finance Department with a P-card Request form (see Exhibit C).
- B. **Responsibilities:**
  - 1. The Finance Director and Finance Coordinator are the administrators for the P-card program.
  - 2. A Department Director, where appropriate, may authorize an employee(s) under their direction to use a P-card. The Director will make recommendations to the Finance Department as to recommended limits on the account, to include monthly spending limits, number of transactions per day, number of transactions per billing cycle, and merchant category restrictions.

3. An employee authorized to use a P-card must sign a Purchasing Card Cardholder Agreement prior to being issued a P-card. The employee is responsible for not only protecting the card, but is also responsible and accountable for all purchases made using the P-card. The employee will assume responsibility that all purchases made with the P-card adhere to this policy and will insure that no unauthorized purchases are made. The City will consider unauthorized purchases to be misappropriation of City funds that violates City policy and potentially state law. The employee authorized to use the P-card and the Department Director are responsible for the integrity and accuracy of P-card purchases and as such, are responsible for receipts for all P-card purchases and transactions. All purchases processed against a P-card must be made by, or under the immediate direction of, the employee to whom the card is issued. P-card receipts must specify all purchased items. Receipts that show only a total amount without any itemized details are unacceptable. The employee must inform the merchant of the City's tax-exempt status. The City may hold the employee personally responsible for items purchased without the supporting documentation.
  4. The Finance Department will return incomplete receipts to the P-card holder and the Department Director who will then be responsible for obtaining a detailed receipt or attaching a signed statement.
  5. P-card holders who do not retain acceptable receipts for P-Card purchases may have their authority for using the P-card revoked. The Finance Coordinator will notify a Department Director concerning any misuse of a P-card.
- C. **Reconciliation.** Finance places spending limits and other restrictions on each P-card issued to an authorized employee depending on the purchasing authority of the cardholder. The Department must maintain receipts for each purchase throughout the month. During the month and at month's end the Department may view all purchases online. The Department must review the charges, print the register, and reconcile the amounts with the receipts for the purchases. The Department must then forward the register and receipts to Finance.
  - D. **Disputed Charges.** An authorized employee who is issued a P-card holder is responsible for attempting to resolve any dispute with a vendor. If a resolution is not possible, the employee must immediately notify the bank of the disputed item and follow the bank's dispute process. The employee shall keep the Finance Department informed of any such charge.
  - E. **Termination or Transfer of Employee.** When an employee who has been issued a P-card terminates from City employment or transfers from a Department, the Department Director should notify the Finance Coordinator of the change immediately. The employee's P-card approver will be responsible for a final reconciliation of the employee's P-card account.
  - F. **Loss of P-card.** A P-card holder must report a lost P-card immediately but in any event, within one business day of discovered loss. The City may hold an employee liable for any losses not covered by the protection plan. The City may also hold an employee responsible for the cost of a replacement card.
  - G. **Travel Expenses.** All travel expenses paid for using a P-card must be documented in accordance with the City's Travel Policy.

### 9.3 Petty Cash

A Department may submit a request for petty cash to the Finance Department. The request and disbursement must not exceed \$100.00. If cash payment is necessary due to unforeseeable circumstances, the Finance Director may approve expenditure over the \$100.00 limit.

- i. **Maintaining Petty Cash** Petty cash vouchers, receipts, and cash on hand should equal the total amount authorized for the petty cash fund. The Finance Department will issue a petty cash voucher to a Department at the time money is advanced for an employee to make purchases on the City's behalf. The sales receipt must be attached to the petty cash voucher after the purchase. The petty cash voucher should include the amount and description of the expenditure, the expense account number, and be signed and dated by the recipient the Department. Vouchers may not be used as a substitute for a sales receipt. If a Department maintains a departmental petty cash, the Department should turn in petty cash vouchers with receipts attached to the Finance Department to exchange for cash in reimbursing the departmental petty cash.
- ii. **Petty Cash Audits** The Finance Department will periodically audit petty cash funds to verify the custodian is compliant with the petty cash policies and procedures.

## 10. DISPOSAL OF SURPLUS PROPERTY

All Departments shall review their assets and supplies each year and determine whether any items are no longer needed. A Department shall submit a list of any surplus, obsolete, or unused supplies, materials or equipment to Finance, including a description, make, model, and serial number, if applicable. Finance, in coordination with a Department, may transfer items between Departments based upon needs. Where equipment or durable goods are deemed to be surplus, obsolete, or unused, Finance may attempt to sell the property using an online auction or competitive bid. In addition, property can be traded in toward the purchase of new property. Proceeds received will be credited to the fund that owned the property. When an asset has been sold, it will be removed from the fixed asset register.

## 11. ETHICS REQUIREMENTS

### 11.1 City Policies

The City demands the highest ethical standards of conduct from its employees and from vendors or contractors dealing with the City. City employees engaged in purchasing must comply with the following ethical standards:

- A. **Gratuities.** Certain kinds of conduct such as offering gifts, gratuities, or discounts to City employees to influence their decisions in the purchasing process are expressly prohibited. The City may reject a bid or cancel a contract without liability if it is determined by the City that gratuities were offered or given by a vendor or contractor, or an agent or representative of the vendor or contractor, to any officer or employee of the City with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such a contract. In the event a contract is cancelled by the City pursuant to this provision, the City will be entitled, in addition to any other rights and remedies, to recover and withhold the amount of the cost incurred by the vendor or contractor in providing such gratuities.
- B. **Confidential information.** It is a violation of City policy for any employee to use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.
- C. **Purchase of materials, equipment, and supplies for personal use.** Employees may only purchase City property for personal use if purchased through the City's normal disposal of surplus property procedures including public or online auction.
- D. **Purchases for personal, private use.** Employees may not use the purchasing power of the City to make purchases for personal, private use.
- E. **Travel, meals, and other expenses paid by vendor or contractor.** Travel costs to a vendor's or contractor's site shall be paid by the vendor or contractor only if the bid or proposal solicitation states that such visits would be at the vendor's or contractor's expense. The City will pay all other travel costs.

### 11.2 State Requirements

City officials and employees must comply with various state laws with respect to purchasing. The following provides a summary and the general requirements of the laws:

#### A. Chapter 171, Texas Local Gov't Code.

Chapter 171 of the Texas Local Government Code regulates a local public official's conflicts of interest. The law defines "local public official" as an elected official, such as a Councilmember, or an appointed official (paid or unpaid) who exercises responsibilities that are more than advisory in nature.

1. The law prohibits a local public official from voting or participating in any matter involving a business entity or real property in which the official has a substantial interest if an action on the matter will result in a special economic effect on the business that is distinguishable from the effect on the public or, in the case of a substantial interest in real property, it is reasonably foreseeable that the action will have a special economic effect on the value of the property, distinguishable from its effect on the public.
2. A local public official who has such interest is required to file, before a vote or decision on any matter involving the business entity or real property, an affidavit with City Secretary, stating the nature and extent of the interest.
3. A local public official is required to abstain from participating in the matter.

4. A local public official who is required to file an affidavit is not required to abstain from participating in the matter if a majority of the members of the governing body have a substantial interest and file affidavits of similar interests on the same official matter.

**B. Chapter 176, Texas Local Gov't Code.**

Chapter 176 of the Texas Local Government Code is a related ethics law.

2. Chapter 176 of the Texas Local Government Code is applicable to the City. The law also applies to a local government corporation, board, commission, district or authority whose members are appointed by City Council and local government officers. Local government officers include (1) a mayor or City council member, (2) a director, superintendent, administrator, president or any other person who is designated as the executive officer of the local government entity; and (3) an agent (including an employee) of the local government entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. An officer is required to file a conflicts disclosure statement where the **officer or officer's family member has an employment or other business relationship with a vendor that results in the officer or officer's family member receiving taxable income of more than \$2,500 in the preceding twelve months. Anyone meeting this condition or circumstance should consult with the Finance Department and/or the Legal Department with respect to this law.**

**C. Chapter 252, Texas Local Government Code.**

Chapter 252 of Texas Local Government Code contains laws related to competitive bidding.

1. If a person fails to comply with the competitive bidding or competitive proposal procedures required by Chapter 252, Texas Local Government Code, that person may be convicted of a Class B or C misdemeanor, removed from office or employment and made ineligible to hold office in the state or to be employed by the City for four years after the conviction. This includes a situation in which a person makes or authorizes separate, sequential, or component purchases in an attempt to avoid competitive bidding requirements.
2. State law specifies that if a City enters into a contract without complying with the competitive bidding or competitive proposal requirements of Chapter 252, the contract is void. (§252.061, TX. Local Gov't Code)

**D. Section 2252.908, Texas Government Code (HB 1295).**

Section 2252.908 relates to interested party disclosures and applies to contracts entered into after January 1, 2016. The bill provides that:

1. a City is prohibited from entering into a contract with a business entity unless the business entity submits a disclosure of interested parties (i.e., discloses a person who has a controlling interest in the business or who actively participates in facilitating the contract for the business) if the contract requires an action OR vote by the City council before the contract may be signed;
2. the disclosure must be on a form prescribed by the Texas Ethics Commission; and
3. a City must, not later than 30 days after receiving a disclosure, submit a copy to the Texas Ethics Commission.

**EXHIBIT A**

**CITY OF KERRVILLE  
Sole Source Vendor Statement**

\_\_\_\_\_ is the sole source for the following item, product or service:

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Competition for this purchase is precluded due to:

patent       monopoly       copyright       book

secret process       film       manuscript

a captive replacement part or component for equipment

other – \_\_\_\_\_

I certify the accuracy of the information provided above and the validity of my organization's sole source status.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Title of Authorized Official

\_\_\_\_\_  
Date

**\*\*this form is valid for 2 years from the date of signature\*\***

**EXHIBIT B**

**CITY OF KERRVILLE  
Emergency Justification**

This questionnaire has been designed to assist staff in providing information necessary in the processing of emergency requisitions for the purchase of products and/or services. Please complete and forward to Purchasing. If more space is needed, please attach additional page(s).

REQUISITION NO.: \_\_\_\_\_

1. State the reason for the emergency purchase by explaining what the emergency is and/or what caused the emergency situation:
2. State the financial or operational damage/risk that will occur if needs are not satisfied immediately (do not simply say there will be a loss or some damage):
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:
4. State the reason and process used for selecting the vendor (attach all quotes/proposals received from other sources, if applicable):
5. State the part of the City's Purchasing Policy this Emergency Purchase falls under.

I certify that the above statements are true and correct, and that no other material fact or consideration offered or given has influenced this recommendation for an emergency procurement.

Submitted By: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Department Director: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**PURCHASING USE ONLY**

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT C  
CITY OF KERRVILLE  
Request for Purchasing Card (P-card)**

TO: Finance

FROM: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

DATE: \_\_\_\_\_

I request that the Finance Department issue the following employee a City Purchasing Card (P-card) for the purpose of making purchases in the normal course of authorized City business.

Employee's Full Name (print): \_\_\_\_\_

Employee Title: \_\_\_\_\_

Single Item Purchase Limit (Not to exceed \$3,000): \_\_\_\_\_

Daily Transaction Limit (\$): \_\_\_\_\_

Monthly Transaction Limit (\$): \_\_\_\_\_

Restrictions: \_\_\_\_\_

Requested By: \_\_\_\_\_

Department Director Signature

Approved By: \_\_\_\_\_

P-card Administrator Signature

**Finance use only:**

Date card ordered: \_\_\_\_\_

Unique ID: \_\_\_\_\_ Login ID: \_\_\_\_\_

Date card received: \_\_\_\_\_

Date card issued to P-card holder: \_\_\_\_\_

P-card holder signature: \_\_\_\_\_

**EXHIBIT D**  
**CITY OF KERRVILLE**  
**Purchasing Card (P-card) Cardholder Agreement**

I, \_\_\_\_\_ hereby agree to comply with the **Purchasing Card (P-card)** policy and procedures and the following terms and conditions regarding my use of the card. As a cardholder, I have read and understand the **City of Kerrville Purchasing Policy and Procedures, which includes the P-card policy.**

1. I understand that I am being entrusted with a valuable tool, the P-card. I will be making financial commitments on behalf of the City of Kerrville. I will always obtain the best value for the City by using the P-card wisely and with discretion.

2. I agree to use this card for official City business and approved purchases only. I fully understand that my misuse or abuse of the P-card will result in revocation of the card and appropriate disciplinary action, which may include termination of my employment. I also agree to attend training on the use of this card as prescribed by the Finance Department.

3. The following acts are prohibited, and I understand that this is not an exclusive or exhaustive list:

- Expenditures for personal purposes
- Cash advances or refunds
- Expenditures for entertainment, including but not limited to the purchase of alcoholic beverages
- Purchases under contracts, unless an emergency exception is granted
- Separate, sequential, and component purchases or transactions made with intent to circumvent state law or City policy
- Transaction amounts greater than the limits on the P-card issued to me
- Failure to submit proper documentation with each monthly statement

4. I understand I do not own the P-card and that the City has issued the card to me so that I can conduct authorized City business in an efficient, expeditions, and cost-effective manner. I agree to return the P-card immediately upon request or upon termination of employment (including retirement and resignation). Should I be transferred between Departments or positions, qualify for extended leave, or undergo an organizational change that causes my duties to no longer necessitate the use of the P-card, I agree to return it immediately.

5. If the card is lost or stolen, I agree to immediately notify the Finance Department and my Department Director.

I understand and agree that my use of the P-card is subject to the following specific purposes or restrictions:

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Representative

\_\_\_\_\_  
Date

Transaction Limit: \$ \_\_\_\_\_ Monthly Limit: \$ \_\_\_\_\_

## **Agenda Item:**

3C. Update of the City of Kerrville's Investment Policy and Strategy. (staff)

**TO BE CONSIDERED BY THE CITY COUNCIL  
CITY OF KERRVILLE, TEXAS**

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**SUBJECT:** Approval of updating the city's investment policy and strategy

**FOR AGENDA OF:** February 28, 2017    **DATE SUBMITTED:** February 15, 2017

**SUBMITTED BY:** Sandra Yarbrough  Director of Finance    **CLEARANCES:** Don Davis  
Interim City Manager

**EXHIBITS:** Investment Policy and Strategy

**AGENDA MAILED TO:**

**APPROVED FOR SUBMITTAL BY CITY MANAGER:**



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<b>Expenditure</b>	<b>Current Balance</b>	<b>Amount</b>	<b>Account</b>
<b>Required:</b>	<b>in Account:</b>	<b>Budgeted:</b>	<b>Number:</b>
\$	\$	\$	

**PAYMENT TO BE MADE TO:**

**REVIEWED BY THE DIRECTOR OR FINANCE:**

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**SUMMARY STATEMENT**

The city is required to review and update the City's investment policy and strategy on annual basis.

The attached policy and strategy includes updates to an investment officer's title (from Financial Analyst to Finance Coordinator) and a change in the training requirements to reflect current state requirements. In addition, Exhibit A updates our approved broker list, based on the recommendation of our investment advisor, Patterson and Associates.

The investment policy is included in the annual budget document for disclosure and transparency.

**RECOMMENDED ACTION**

Staff requests council review and approval of this update.

## Investment Policy and Strategy

### I. General Policy

It is the policy of the City of Kerrville (the "City") to administer its funds and the investment of those funds, as its highest public trust. The funds shall be invested in a manner, which provides for maximum safety of principal through risk management and diversification while meeting the City's daily cash needs. The investment of the City's funds should provide a reasonable investment return. The earnings from investment will be used in a manner that best serves the interests of the City, as determined by City Council.

The City shall administer its investment activities in conformance with the Public Funds Investment Act, Chapter 2256, Texas Government Code (the "Act"), the Public Collateral Act (Texas Government Code, Chapter 2257), and in conformance with other applicable state and federal laws, applicable bond requirements, and this investment policy (the "Policy").

### II. Scope

This Policy governs the investment of all financial assets of the City as accounted for in the City's Comprehensive Annual Financial Report ("CAFR"). This includes the financial assets of all funds reported in the CAFR other than the Kerrville Public Utility Board and Kerrville Joint Airport Board, both of which are set up and operated as entities separate from the City.

### III. Goals and Objectives

Investment of City funds is governed by the following investment objectives, in their order of priority:

- A. Safety - Safety of principal is the foremost objective of the investment program of the City. Investment shall be undertaken in a manner that seeks to ensure the preservation of capital and avoids security defaults or erosion of market values.
- B. Liquidity - The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements that are reasonably anticipated. Ongoing cash flow analysis will be used to identify changing liquidity needs. Demand deposits or other liquid investments should be maintained as a liquidity buffer for unanticipated expenses. To the extent possible, the City will attempt to match its investment maturities with anticipated liabilities and cash flow requirements. To reflect the cash flow requirements and risk tolerance levels of the City, the weighted average maturity of the overall portfolio shall not exceed one (1) year.
- C. Diversification - In order to minimize investment and market risk, the City will diversify its investments by market sector (security type) and maturity.

- D. Yield - The City's investment portfolio shall be designed with the objective of attaining a reasonable rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio. The portfolio(s) risk shall be measured quarterly against a benchmark based on cash flow analysis and the authorized portfolio structure. The overall portfolio shall have a maximum weighted average maturity of one (1) year. To measure the overall risk of the portfolio, a benchmark of the six-month Treasury Bill shall be reported.

Effective cash management is recognized as essential to good fiscal management. The City shall maintain a cash management program, which includes collection of accounts receivable, prudent investment of its available cash, disbursement of payments in accordance with invoice terms, and the management of banking services.

#### **IV. Investment Strategy**

The City maintains one commingled portfolio for investment purposes which incorporates the specific investment strategy consideration and the unique characteristics of the fund groups represented in the portfolio as follows:

- A. The investment strategy for operating, enterprise, and special revenue funds has as its primary objective the assurance that anticipated liabilities are matched and adequate investment liquidity provided. The secondary objective is to create a portfolio structure which will experience minimal volatility. This may be accomplished by purchasing high credit quality securities in a laddered maturity structure that permits some extension for yield enhancement. The maximum dollar weighted average maturity of one (1) year or less will be calculated using the stated final maturity date of each security.
- B. The investment strategy for debt service funds shall have as its primary objective the assurance of available funds adequate to fund the debt service obligations on a timely basis. Successive debt service dates will be fully funded before extension.
- C. The investment strategy for reserve funds shall have as its primary objective the ability to generate a revenue stream.
- D. The investment strategy for capital projects or capital project funds will have as its primary objective the assurance that anticipated cash flows are matched and provide adequate investment liquidity. The stated final maturity dates of securities held may not exceed the estimated project completion date.

The City shall pursue an active versus a passive portfolio management strategy. That is, securities may be sold before they mature if market conditions present an opportunity for the City to benefit from the trade. The City's Investment Officer or

Adviser will monitor the contents of the portfolio, the available markets, and the relative value of competing instruments to adjust the portfolio in response to market conditions.

**V. Investment Officers**

The Director of Finance, Assistant Director of Finance, and Finance Coordinator are authorized to administer the investment activities of the City and, are designated as “Investment Officers” for the purposes of this Policy. City Council may designate one or more additional qualified employees or an SEC registered Investment Advisor, as Investment Officer(s). The designation of additional Investment Officers shall be by City Council Policy adoption and/or award of contract. Authority and designation as an Investment Officer is effective until rescinded by the City, expiration of the officer’s term, or until termination of employment. Investment Officers shall be familiar with this Policy. No Investment Officer may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Director of Finance. A trading resolution is established by adoption of this Policy authorizing any Investment Officer to engage in investment transactions and open City designated accounts for time and demand deposits on behalf of the City. The persons so authorized to transact business are also authorized to approve wire transfers used in the process of investing.

**VI. Training**

All Investment Officers shall comply with training requirements under state law.

**VII. Standard of Care**

The standard of care to be used by the Investment Officer(s) shall be the “prudent person standard” and shall be applied in the context of managing the overall portfolio, rather than a consideration as to the prudence of a single investment; and whether the investment decision was consistent with this Policy. The standard states:

*All investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of the capital and the probable income to be derived.*

Investment Officer(s) acting in accordance with the Policy and exercising due diligence, shall be relieved of personal liability for an individual security’s credit risk or market price change, provided that deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

An Investment Officer shall refrain from personal business activity that could conflict with proper execution of the investment program or that could impair their ability to make impartial investment decisions. An Investment Officer who has a personal business relationship with a business organization offering to engage in an investment transaction with the City shall file a statement disclosing that personal business interest to the City and the Texas Ethics Commission.

## VIII. Standard of Ethics

An Investment Officer shall act as custodians of the public trust and shall refrain from any transaction that might involve a conflict of interest, the appearance of a conflict of interest, or any activity that might otherwise discourage public confidence.

## IX. Authorized Professional Services and Investments

The City recognizes that all investment decisions regarding the City's portfolio are the responsibility of the City Council, which directs its Investment Officers. Thus, all Investment Advisors and brokers/dealers conducting business with the City shall make every reasonable effort to adhere to the spirit, philosophy, and specific terms of this Policy. All Investment Advisors and brokers/dealers shall avoid recommending or suggesting transactions outside the spirit, philosophy, and specific terms of this Policy and toward that end, shall adhere to the following:

- A. *Brokers/Dealers* – A list of not less than five authorized brokers/dealers shall be maintained to assure a competitive process. See **Exhibit A** for a list of approved brokers/dealers. Investment Officers will establish the criteria, monitor the service, and evaluate the brokers/dealers based on their:
  1. Adherence to the City's policies and strategies;
  2. Responsiveness to the City's requests for service and information;
  3. The quality of communications; and
  4. Understanding of the inherent fiduciary responsibility of public funds
  
- B. *Information/Qualifications* – Financial Institutions and brokers/dealers who desire to transact business with the City must supply the following documents to the Investment Officer or Investment Advisor (as applicable):
  1. Current year audited financial statements;
  2. Financial Institutions Regulatory Agency (FINRA) certification and FINRA's Central Depository Registration (CRD) number;
  3. Proof of Texas State Securities registration; and
  4. Certification that they have received the Policy.

Brokers/dealers shall also provide timely trade documentation and confirmations. In order to perfect delivery versus payment, no authorized brokers/dealers or their affiliated bank will be used for safekeeping.

- C. *Certification* – Before transacting any business with the City, an Investment Officer or Investment Advisor shall present each broker/dealer with a current copy of the Policy and an authorized representative of the firm shall, in writing to the City, certify substantially to the effect that:
  1. The broker/dealer has received and reviewed the Policy; and
  2. The firm has implemented reasonable procedures and controls to preclude investments with the City not authorized by the Policy.

The City shall not enter into any investment transaction with a broker/dealer prior to receiving the certification. If material changes are made to the Policy, an updated copy shall be provided to the authorized broker/dealer for re-certification.

- D. *Investment Advisor* – Investment Advisors shall be required to be registered with the U.S. Security and Exchange Commission and shall provide their SEC ADV Form to the City on an annual basis.
- E. *Authorized Investments* – Authorized investments under this Policy shall be limited to the instruments listed below as further described by the Act.
  - 1. Obligations of the United States Government, its agencies and instrumentalities, excluding mortgage backed securities, with a stated final maturity not to exceed two (2) years.
  - 2. Fully collateralized or FDIC insured depository certificates of deposit (CD) from banks doing business in Texas with a final state maturity not to exceed eighteen (18) months. Funds shall be collateralized in accordance with the Policy and governed by a written agreement that complies with federal and state regulations for properly securing a pledged security interest.
  - 3. FDIC insured brokered certificates of deposit securities from a bank in any US state, delivered versus payment to the City's safekeeping agent, not to exceed one (1) year to maturity. Before purchase, the Investment Officer must verify the FDIC status of the bank to assure that the bank is FDIC insured.
  - 4. Fully insured share certificates from credit unions in Texas not to exceed eighteen (18) months to stated maturity and insured by the National Credit Union Share Insurance Fund or its successor.
  - 5. Commercial paper rated A1/P1 or its equivalent by two (2) nationally recognized rating agencies and with a final stated maturity not to exceed one hundred eighty five (185) days from the date of issuance.
  - 6. AAA-rated SEC registered money market mutual funds, striving to maintain a \$1 net asset value.
  - 7. Constant-dollar, AAA-rated or AAA-m rated Texas Local Government Investment Pools, approved by resolution of the City Council and complying with law. The City investment in any investment pool shall not exceed 5 percent of the total assets of the pool.

8. Fully insured or collateralized interest bearing accounts of any bank in Texas. Fully collateralized or insured demand deposit accounts at authorized City depositories, under the provisions of a written collateral/depository agreement.
9. State and municipal obligations of any state rated not less than AA by two (2) nationally recognized rating agencies and with a stated maturity not to exceed two (2) years.
10. Fully collateralized repurchase agreements transacted with a primary securities dealer as defined by the Federal Reserve, under a written master repurchase agreement, with a defined termination date, secured by obligations as defined by this Policy held by an independent third party custodian approved by the city, and with a stated final maturity not to exceed ninety (90) days.

This authorization includes flexible repurchase agreements (“flex repos”) to be utilized only in the investment of bond proceeds with a stated final maturity not to exceed the expenditure plan on the bond proceeds.

**X. Delivery versus Payment**

All security transactions shall be settled on a delivery versus payment (DVP) basis in order to ensure that the City has total control of its investments and its funds at all times.

**XI. Competitive Bidding**

All investment transactions, including certificates of deposit, shall be made on a competitive basis to assure that the City is receiving fair market prices. Bids may be solicited orally, in writing, electronically, or in any combination of those methods.

**XII. Monitoring Credit Ratings**

The Investment Officer or Investment Adviser shall monitor, on no less than a monthly basis, the credit rating on all authorized investments in the portfolio based upon independent information from a nationally recognized rating agency. If any security(s) falls below the minimum rating required by this Policy, the Investment Officer or Adviser shall notify the Finance Director of the loss of rating, conditions affecting the rating, and possible loss of principal with liquidation options available, to determine liquidation options within five (5) business days after the loss of the required rating.

**XIII. Monitoring FDIC Status**

The Investment Officer or Investment Advisor shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CDs owned by the City based upon information from the FDIC. If any bank has been acquired or merged with another bank in which brokered CDs are owned, the Investment Officer or

Advisor shall immediately liquidate any brokered CD which places the City above the FDIC insurance level.

**XIV. Collateralization**

Consistent with state law requirements, the City shall require collateral equal to 102% of total deposits including accrued interest on all repurchase agreements and all time and demand deposits above the limits of federal insurance.

**XV. Time and Demand Deposits - Pledged Collateral**

Financial institutions serving as City depositories will be required to execute a depository agreement with the City outlining, among other conditions, collateral conditions and limitations. The agreement shall define the City's rights to the collateral in case of default, bankruptcy, or closing. Collateral authorized by the City will be limited to the following:

- A. Obligations of the US Government, its agencies and instrumentalities, including mortgage backed securities, which pass the Federal Reserve bank test.
- B. Obligations of any US state, their agencies and instrumentalities, and municipalities rated A or better by two (2) nationally recognized rating agencies.

Collateral pledged to the City must be maintained with a margin of 102% of the total time or demand amounts being collateralized including accrued interest. The banking institution shall be held contractually liable for monitoring and maintaining the required margins at all time. All collateral shall be held by an independent third party banking institution outside the holding company of the pledging bank. A clearly marked evidence of ownership must be provided to the City for all securities pledged and must clearly state that the security is pledged to the City. Substitution of collateral shall only be made after prior written approval by the City.

The pledging institution shall be responsible for providing a monthly report, preferably from the custodian, on pledged collateral listing at a minimum, the security description, CUSIP, par value, maturity, and current market value.

**XVI. Repurchase Agreement - Owned Collateral**

Collateral under a master repurchase agreement is owned by the City under a buy-sell transaction. It will be held by an independent third party safekeeping agent approved by the City under an executed Bond Market Association Master Repurchase Agreement. Collateral with a market value totaling 102% of the principal and accrued interest is required and the counter-party is responsible for the monitoring and maintaining of collateral and margins at all times.

**XVII. Safekeeping of City-Owned Securities**

All securities shall be settled on a delivery versus payment basis and be held in safekeeping by an independent third party financial institution approved by the City. The City shall contract with its banking services depository or another financial

institution(s) as safekeeping agent for the safekeeping of any securities owned by the City. The designated safekeeping agent will be responsible for the clearing and safekeeping of all security trades and will provide a monthly report of holdings. All securities held by the safekeeping agent on behalf of the City shall be evidenced by a safekeeping receipt.

#### **XVIII. Diversification**

Diversification by security types shall be established by the following maximum percentages of investment type to the total City investment portfolio:

Obligations of the US Government	90%
Obligations of US Agencies/Instrumentalities	90%
Depository Certificates of Deposit (CD)	90%
Limitation by banking institution	15%
Brokered Certificate of Deposit (CD) Securities	20%
Credit Union Share Certificates	10%
Commercial Paper	20%
Limitation by Issuer	10%
Money Market Mutual Funds	70%
Limitation by ownership in fund	5%
Constant Dollar Texas Investment Pools	90%
Limitation by ownership in fund	5%
State and municipal Obligations	25%

Maximum percentages listed above are to be based on amortized book value.

#### **XIX. Internal Control**

The Director of Finance shall maintain a system of internal controls over the investment activities of the City and his/her subordinate employees. The controls shall be designed to address fraud, employee error, misrepresentation by third parties, unanticipated market changes, and imprudent actions. Controls deemed most important include: control of collusion, separation of duties, custody and safekeeping, delegation of authority, securities losses and remedial actions, and documentation on all transactions. The City's internal controls over investment activities and quarterly investment reports shall be reviewed annually by the City's independent auditor as part of the annual audit process. Any irregularities or suggestions for improvement shall be reported to the City Council.

#### **XX. Cash Flow Forecasting**

Cash flow forecasting is a control designed to protect and sustain cash flow requirements of the City. The Investment Officer shall maintain a cash flow forecasting process designed to monitor and forecast cash positions of investment purposes.

#### **XXI. Reporting**

Not less than quarterly, the Director of Finance shall report to the City Council regarding the City's investment activities for the quarter in compliance with the Act.

The reports shall contain sufficient information to permit an informed outside reader to evaluate the performance of the investment program and be prepared in accordance with the Act. Market prices for market value calculations shall be obtained from independent sources. The quarterly report shall be signed by the Investment Officer and Investment Advisor as applicable.

#### **XXII. Depositories**

The City will designate one banking institution through a competitive process as its central banking services provider at least every five (5) years. In selecting a depository, the services, cost of services, credit worthiness, earnings potential, and collateralization of each financial institution shall be considered. This institution will be used for normal banking services including disbursement, deposits, and safekeeping of securities. A depository agreement(s), executed in accordance with FIRREA (Financial Institutions Resource and Recovery Enforcement Act), shall be established before funds are transferred. Other banking institutions from which the City may purchase depository certificates of deposit (CD) will also be designated as depositories and must execute a written depository (collateral) contract in accordance with the provisions of this Policy if funds exceed FDIC insurance limits.

#### **XXIII. Policies and Strategy Review**

City Council shall review and adopt an investment policy and strategy annually in conjunction with the adoption of the budget. Additional changes to the Policy can be adopted by City Council as needed. The City's investment activities shall be reviewed annually by the City's independent auditors as part of the annual audit process. The objective of the review shall be to ascertain compliance of the City's investment activities with the investment policy, investment strategy, and applicable laws. Any irregularities shall be reported to the City Council through a report as prescribed by the audit engagement agreement.

Exhibit A

**Authorized Broker / Dealers**

1. Bank of America Merrill Lynch
2. Piper Jaffray
3. First Tennessee
4. F.C. Stone
5. Mizuho Securities
6. Morgan Stanley
7. Mutual Securities
8. Raymond James
9. RBC Capital Markets
10. Stifle Nicolaus

## **Agenda Item:**

4A. Acceptance of the Fiscal Year 2016 City of Kerrville Comprehensive Annual Financial Report (CAFR). (staff)

**TO BE CONSIDERED BY THE CITY COUNCIL  
CITY OF KERRVILLE, TEXAS**

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**SUBJECT:** Presentation and Council Acceptance of the FY 2016 City of Kerrville Comprehensive Annual Financial Report (CAFR)

**FOR AGENDA OF:** February 28, 2017

**DATE SUBMITTED:** February 15, 2017

**SUBMITTED BY:** Sandra Yarbrough   
Director of Finance

**CLEARANCES:** Don Davis  
Interim City Manager

**EXHIBITS:**

**AGENDA MAILED TO:**



**APPROVED FOR SUBMITTAL BY CITY MANAGER:**

---

<b>Expenditure Required:</b>	<b>Current Balance in Account:</b>	<b>Amount Budgeted:</b>	<b>Account Number:</b>
\$	\$	\$	

**PAYMENT TO BE MADE TO:**

**REVIEWED BY THE FINANCE DIRECTOR:**

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**SUMMARY STATEMENT**

The City of Kerrville engaged BKD, LLC to perform the annual independent audit and to prepare the FY2016 City of Kerrville Comprehensive Annual Financial Report (CAFR). BKD, LLC staff was on site in November 2016 reviewing financial records, city council minutes, bond covenants, contracts, agreements, and internal control policies and procedures as part of the FY2016 annual independent audit process. The FY2016 CAFR also includes component units from Kerrville Public Utility Board (KPUB) and Kerrville Economic Improvement Corporation (EIC). Also, it includes the annual financial report for Kerrville/Kerr County Airport Board joint venture.

The Audit Committee will have met with a representative from BKD, LLC to review and consider the FY2016 CAFR prior to City Council meeting. Karen Kurtin, Senior Manager, from BKD, LLC will present the highlights of the FY2016 CAFR to City Council at the February 28, 2017 meeting.

**RECOMMENDED ACTION**

Staff recommends City Council's acceptance of the FY2016 City of Kerrville Comprehensive Annual Financial Report (CAFR).

## **Agenda Item:**

4B. Abandonment of Texas Commission on Environmental Quality Water Use Permit No. 3635 and termination of Upstream Diversion Contract with the Guadalupe-Blanco River Authority. (staff)

**TO BE CONSIDERED BY THE CITY COUNCIL  
CITY OF KERRVILLE, TEXAS**

**SUBJECT:** Abandonment of TCEQ Water Use Permit No. 3635 and termination of Upstream Diversion Contract with the Guadalupe-Blanco River Authority

**FOR AGENDA OF:** February 28, 2017

**DATE SUBMITTED:** February 17, 2017

**SUBMITTED BY:** Stuart Barron,  
Director of Public Works

**CLEARANCES:** E.A. Hoppe,  
Deputy City Manager



**EXHIBITS:** TECQ Water Right No. 3635; Upstream Diversion Contract with GBRA

**AGENDA BILL FORWARDED TO:** GBRA



**APPROVED FOR SUBMITTAL BY CITY MANAGER:**

<b>Expenditure Required:</b>	<b>Current Balance in Account:</b>	<b>Amount Budgeted:</b>	<b>Account Number:</b>
<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	

**PAYMENT TO BE MADE TO:** N/A

**REVIEWED BY THE FINANCE DEPARTMENT:**

**SUMMARY STATEMENT**

The City of Kerrville owns TCEQ Water Right Permit No. 3635 (the "Permit"). The permit authorizes the City to build and maintain two dams and reservoirs and thereby impound up to 10 combined acre feet of water on Quinlan Creek, and divert for irrigation purposes up to 80 acre feet to irrigate the City's Scott Schreiner Golf Course ("SSGC"). The Texas Commission on Environmental Quality ("TCEQ") issued the Permit on February 12, 1979, which the City then renewed in 1999.

The Permit is subject to a take-or-pay Upstream Diversion Contract (the "Contract") between the City and the Guadalupe-Blanco River Authority ("GBRA"). Under the Contract, the City must pay GBRA an annual fee for the City's right to use the water, whether the City uses the water or not. This year's fee is \$3,380. Both the Permit and Contract are scheduled to end in December 2020. The City's fee to GBRA for the remainder of the Contract would add up to \$13,520 over the next four years.

In 2000, the City built a reuse effluent water line from its wastewater treatment plant to SSGC. SSGC began utilizing reuse effluent water for irrigation in place of water diverted from Quinlan Creek. In 2002, a record flood washed out part of one dam and damaged the diversion structures, pumps, and piping. Since that time, SSGC has not used any water under the Permit.

Staff has evaluated seeking an amendment from TCEQ to authorize the City to relocate the Permit to the City's surface water plant and changing its use from "irrigation" to "municipal use." However, staff believes that doing this would reduce the reliability of the Permit (*i.e.*, its seniority) and the overall amount of water that the City could use. In addition, the estimated cost for amending the Permit is approximately \$55,000. Finally, the City would also need to negotiate a new contract with GBRA at an unknown cost.

### **RECOMMENDED ACTION**

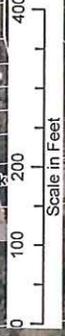
Based upon the above analysis, staff is seeking authority from Council to both abandon the Permit and terminate the Contract, as well as to take all other necessary actions related thereto.

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only approximate relative locations.



### Legend

- Approximate Dam Location
- Tax Parcels



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## UPSTREAM DIVERSION CONTRACT

WATER RIGHTS TEAM

This Contract to Allow Diversions Upstream of Canyon Reservoir (this "Contract") is entered into as of 23 day of February, 1999 between Guadalupe-Blanco River Authority, a conservation district and political subdivision of the State of Texas ("GBRA"), and City of Kerrville ("Purchaser").

**WITNESSETH:****Recitals**

Purchaser desires to obtain the necessary rights to divert and use the flows of [Quinlan Creek tributary of] the Guadalupe River upstream of Canyon Reservoir. Purchaser desires to be able to divert as much of the time as possible.

The flows of the Guadalupe River and its tributaries upstream of Canyon Reservoir are already appropriated virtually all of the time under the water right for Canyon Reservoir held by GBRA under Certificate of Adjudication 18-2074D, hydropower rights held by GBRA under Certificates of Adjudication 18-5488 and 18-5172, and other water rights held by GBRA and others.

Purchaser desires to divert water upstream of Canyon Reservoir under the terms of this Contract. Contracting for water using a reservoir water right to allow lawful upstream diversions under an independent, term permit is commonly referred to as an "upstream sale of water from storage," as reflected by the Rules of the Texas Natural Resource Conservation Commission ("TNRCC"). Based on hydrologic studies, estimates have been made of the variable amounts that would be available for lawful diversion in each year during a repeat of the drought of record. These erratic annual diversions in turn translate to an estimate of the reduction in the "firm yield" of Canyon Reservoir that would be caused by such diversions. Because these upstream diversions actually reduce the firm yield of Canyon Reservoir, the estimated reduction in firm yield should be paid for at GBRA's standard stored water rate (the "Firm-Yield Stored Water Rate"), regardless of the amounts actually diverted, the same as if this amount of water were committed to be supplied annually from Canyon Reservoir.

Any diversions made each year in excess of the estimated reduction in firm yield should also be paid for, but at a rate (the "Additional Stored Water Rate") that is lower than the Firm-Yield Stored Water Rate. One reason for this diversion charge is that upstream diversions in excess of the estimated firm yield reduction result in lower lake levels most of the time during times when the level of water in Canyon Reservoir is at or below 909 feet m.s.l., and, therefore, less security of supply to all customers during those times, than would a constant annual diversion directly from Canyon Reservoir of the estimated firm yield reduction. Another reason for this charge is that, because of the uncertainties involved in arriving at the estimated reductions in firm yield caused by upstream diversions, it might be necessary or desirable for GBRA to leave uncommitted some portion of the firm yield. Additionally, diversions made each

year in excess of the estimated reduction in firm yield should be paid for even if they are made during times when the level of water in Canyon Reservoir is above 909 feet m.s.l., because subordination of downstream hydropower rights may be necessary to allow diversions at such times.

For and in consideration of the mutual promises, obligations, and benefits hereinafter set forth, GBRA and Purchaser agree as follows:

1. **Proposed Diversions.** Purchaser proposes to divert and use not to exceed 80 acre-feet of water per annum (the "Peak Annual Diversion Authorization") at a maximum rate of 1.7 cfs (750 gpm) from [Quinlan Creek, tributary of] the Guadalupe River, for irrigation purposes in Kerr County, Texas. The point of diversion (the "Point of Diversion") shall be at a point on the West bank of Quinlan Creek, as shown on Attachment 1. All water shall be used within the area defined by the deed or detailed property description attached as Attachment 2 (the "Area").

2. **Term Permit.** Pursuant to TNRCC Rule found at 30 TAC §297.104(2), Purchaser shall obtain within twelve (12) months and hold a term permit (the "Term Permit") that authorizes diversions of water at the Point of Diversion of not to exceed the Peak Annual Diversion Authorization in any one year for the term of this Contract, and Purchaser shall divert water only in accordance with the terms of such permit. GBRA shall have the right to propose and agree to terms and conditions to be included in the Term Permit including, without limitation, minimum streamflow conditions for instream environmental needs downstream of the Point of Diversion and upstream of Canyon Reservoir. Purchaser shall provide GBRA a copy of the Term Permit within thirty (30) days of Purchaser's receipt of the Term Permit.

3. **Effect on GBRA's Rights.** GBRA agrees to allow Purchaser to divert water under GBRA's water right for Canyon Reservoir under Certificate of Adjudication 18-2074D, and to subordinate downstream hydropower rights under GBRA's Certificates of Adjudication 18-5488 and 18-5172 and under hydropower rights held by others to the extent they have agreed with GBRA to allow such subordination, to allow Purchaser to lawfully divert water under the Term Permit as much of the time as possible, up to the Peak Annual Diversion Authorization.

4. **Estimated Reduction in Firm Yield.** Based on currently-available hydrologic analyses, GBRA estimates that the amounts of water that would be available for diversion annually during a repeat of the drought of record range widely, with little or no water being available in one or more years, and that such variable amounts up to the Peak Annual Diversion Authorization, if actually available and diverted, would result in a reduction in the firm yield of Canyon Reservoir of 26.7 acre-feet (the "Estimated Firm Yield Reduction"). Based on future hydrologic analyses, GBRA may adjust the Estimated Firm Yield Reduction at any time, after giving Purchaser at least sixty (60) days notice of the proposed adjustment.

5. **Availability of Water.** GBRA makes no representations and shall have no responsibility with respect to the availability of water at the Point of Diversion and, except as specifically provided herein, Purchaser's rights to said water, if available.

6. **Conversion of Contract to Divert Water Directly From Canyon.** If Purchaser should ever desire to change its point of diversion to divert water directly from Canyon Reservoir rather than from the Point of Diversion, then, subject to Purchaser's obtaining the necessary rights to property and satisfying other requirements for contracts to divert water directly from Canyon Reservoir, Purchaser shall be entitled to divert directly from Canyon Reservoir pursuant to its reservation of firm yield under this Contract, for the then-remaining term of this Contract, an amount of stored water annually equal to the then-applicable Estimated Firm Yield Reduction. In that case: (i) Purchaser shall have no right to divert water directly from Canyon Reservoir in excess of the Estimated Firm Yield Reduction unless GBRA at that time has uncommitted firm yield available and agrees by written contract to commit additional firm yield to Purchaser; and (ii) Purchaser shall cease diverting water at the Point of Diversion and shall relinquish all rights to divert water at the Point of Diversion including, without limitation, the Term Permit.

7. **Annual Payments.** Purchaser unconditionally agrees to pay GBRA at its office in Guadalupe County, Texas, or such other place as GBRA may designate in writing, upon execution of this Contract by Purchaser, and thereafter not later than the fifteenth day of February in each succeeding year during the term of this Contract, an amount of money equal to the Annual Payment (hereinafter defined) due that year. The "Annual Payment" due in any year shall equal the sum of the following: (i) the product of the Estimated Firm Yield Reduction multiplied by the Firm-Yield Stored Water Rate; (ii) the product of the volume of water in acre-feet actually diverted in the prior year in excess of the Estimated Firm Yield Reduction multiplied by the Additional Stored Water Rate; and (iii) if applicable, the Annual Administrative Fee (hereinafter defined). The "Annual Administrative Fee" is that fee to be set by GBRA for the administration of upstream diversion contracts that provide for an Estimated Firm Yield Reduction of less than 20 acre-feet per year. The payment due upon execution of this Contract shall be \$ 1,628.70, based upon (i) the current Estimated Firm Yield Reduction set forth in Section 4, above; (ii) the Peak Annual Diversion Authorization set forth in Section 1, above; (iii) the Firm-Yield Stored Water Rate of \$61.00 per acre-foot per year currently in effect; (iv) the Additional Stored Water Rate of \$13.00 per acre-foot currently in effect; and (v) the Annual Administrative Fee of \$50.00 per year currently in effect.

8. **Invoices.** GBRA shall submit to Purchaser not later than the first day of February of each year during the term of this Contract an invoice for the Annual Payment due the fifteenth day of February of that year.

9. **Adjustment of Rates.** The Firm-Yield Stored Water Rate, the Additional Stored Water Rate, and/or the Annual Administrative Fee may be adjusted by GBRA at any time and from time to time. If GBRA desires to adjust any rate or fee, it shall, at least sixty (60) days prior to the first day on which the adjustment is proposed to become effective, give written notice of the proposed adjustment to Purchaser.

10. **Metering and Reporting.** Purchaser shall furnish, install, operate and maintain at its own expense at the Point of Diversion a measuring device or devices to measure the quantity of water diverted by Purchaser within five percent (5%) above or below the amount actually diverted. All measuring devices shall be subject at all reasonable times to inspection, examination and testing by an employee or agent of GBRA. Any measuring device which fails to function or which functions incorrectly shall, at Purchaser's expense, promptly be adjusted,

repaired or replaced by a like device having the required accuracy. GBRA may, at its expense, install and maintain such measuring devices as it deems appropriate to measure the quantity of water diverted by Purchaser at the Point of Diversion, in which case measurement of water shall be made by GBRA's measuring devices. Purchaser shall read the metering equipment weekly on Monday of each week, and shall maintain records of such readings. When meters are judged to be unnecessary by GBRA, an alternative method of measurement may be authorized provided accurate records of actual water use are maintained. Purchaser shall furnish GBRA on the first (1<sup>st</sup>) day of each month with a tabulation indicating the total amount of water diverted during the previous month, as well as an estimate of the amount of water to be diverted during the current month.

**11. Conservation.** It is the intent of the parties to provide to the maximum extent practicable for the conservation of water, and Purchaser agrees that it will operate and maintain its facilities in a manner that will prevent unnecessary waste of water. Purchaser further agrees to implement a water conservation and drought management program if required by applicable law or regulation, or by GBRA.

**12. Quality.** The water to be diverted hereunder shall be untreated water as it occurs in [Quinlan Creek, tributary of] the Guadalupe River at the Point of Diversion. Purchaser agrees to comply with applicable water quality standards in the diversion, use, reuse or discharge of water made available hereunder.

**13. Regulatory Agencies.** The effectiveness of this Contract is dependent upon compliance with the applicable provisions, if any, of 30 TAC §295 and 297, Subchapter J of the Texas Natural Resource Conservation Commission.

**14. Assignment.** Purchaser may not assign this Contract without the prior written consent of GBRA. Any successor or assign of GBRA shall succeed to the rights and obligations of GBRA hereunder.

**15. Water Sales by Purchaser.** Purchaser may not, without first obtaining the written consent of GBRA, sell to others the water supplied to it under this Contract. Water supplied under this Contract shall not be transferred, sold or used outside of the Area unless Purchaser first obtains the written consent of GBRA and all required governmental approvals.

**16. Captions.** All titles of the sections of this Contract have been inserted for convenience of reference only and are not considered a part of this Contract and in no way shall they affect the interpretation of any provisions of this Contract.

**17. Termination.** Purchaser may terminate this Contract at any time for any reason by giving GBRA written notice of termination thirty (30) days prior to the date of termination. Notwithstanding the above, Purchaser may terminate this Contract by giving GBRA written notice of termination within ten (10) days after the TNRCC issues GBRA the Term Permit pursuant to Section 2, above, if Purchaser concludes that the terms and conditions of the Term Permit are not acceptable to Purchaser. If Purchaser fails to pay any amounts payable under this Contract when due and payable, GBRA may give written notice of such delinquency to Purchaser, and if all amounts due and unpaid, including interest thereon from the date payment

was due at maximum legal rates, are not paid within thirty days after delivery of such notice, then GBRA may, at its option, institute suit for the collection thereof and utilize such other remedies as may exist to collect any amounts due and unpaid, together with interest thereon at the maximum legal rate and attorney's fees. In addition to all other remedies, GBRA may, at its option, if such amounts are not paid within said thirty day period, terminate this Contract without recourse.

18. **Term.** This Contract shall terminate on December 31, 2020, unless it is terminated earlier pursuant to the provisions hereof.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be duly executed in multiple counterparts, each of which shall constitute an original.

Guadalupe-Blanco River Authority

By   
General Manager

Attest:



CITY OF KERRVILLE

By   
Glenn Brown, City Manager, City of Kerrville  
800 Junction Highway  
Address  
Kerrville, Texas 78028-5069  
City, State, Zip  
830/257-8000  
Telephone No.

Attest:

  
City Clerk

APPROVED AS TO FORM:

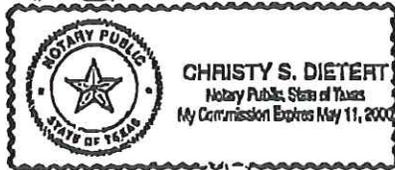
  
Kevin B. Laughlin, City Attorney

THE STATE OF TEXAS §

COUNTY OF GUADALUPE §

BEFORE ME, the undersigned, a Notary Public in and for said State, on this day personally appeared William E. West, Jr., known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that the same was the act of the GUADALUPE-BLANCO RIVER AUTHORITY, a conservation district and political subdivision, and that he executed the same as the act of such conservation district and political subdivision for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the 15<sup>th</sup> day of March, 1999.



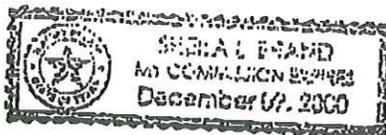
Christy S. Dietert  
Notary Public  
The State of Texas

THE STATE OF TEXAS §

COUNTY OF KERR §

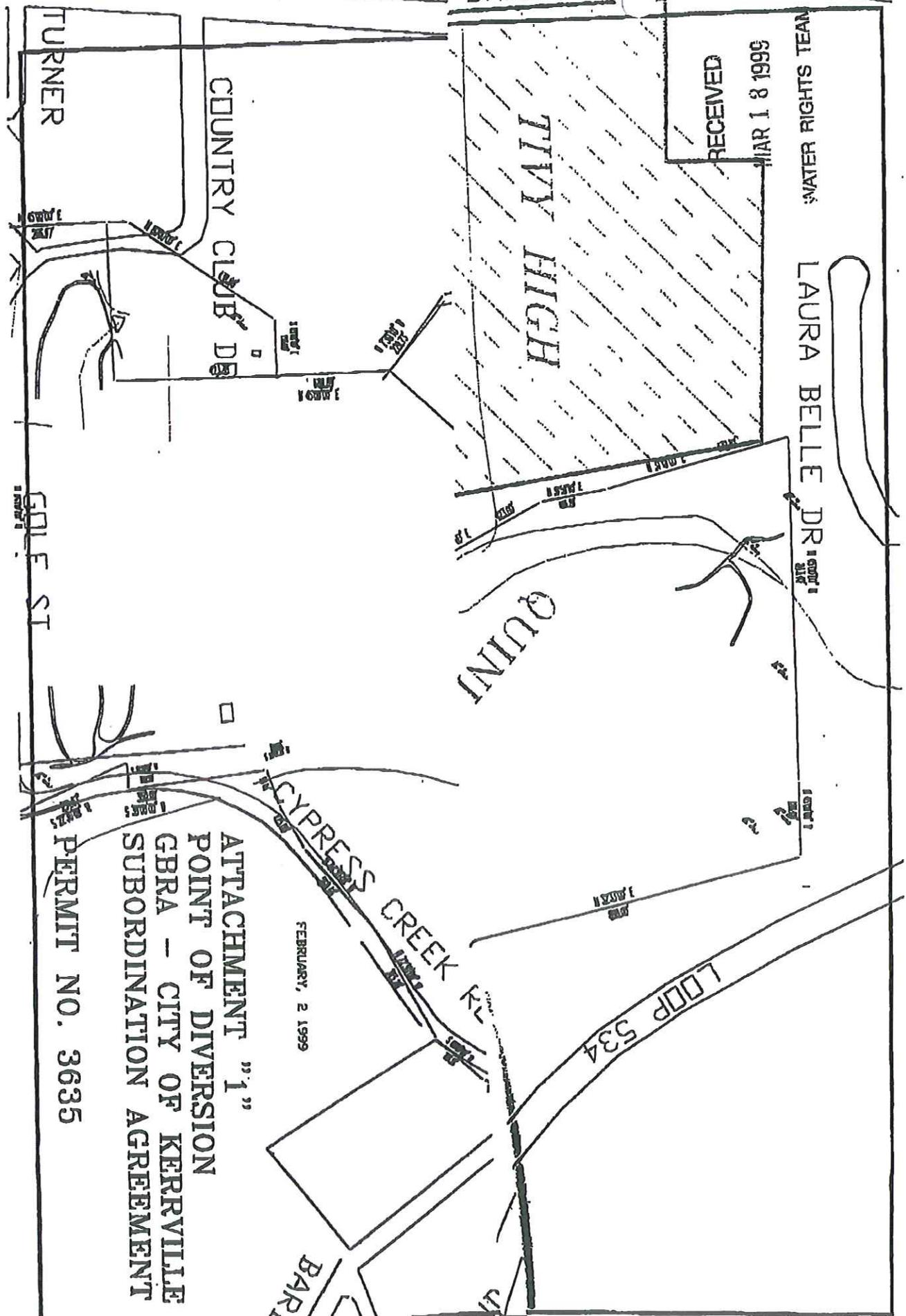
BEFORE ME, the undersigned, a Notary Public in and for said County and State, on this day personally appeared Glenn Brown, City Manager, City of Kerrville, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the 24 day of February, 1999.



Sheila L. Brand  
Notary Public  
The State of Texas

BAKER



ATTACHMENT "1"  
 POINT OF DIVERSION  
 GBRA - CITY OF KERRVILLE  
 SUBORDINATION AGREEMENT  
 PERMIT NO. 3635

**ATTACHMENT 2**  
**Area of Use**  
**GBRA - City of Kerrville Subordination Agreement**  
**Permit No. 3635**

Kerrville Municipal Golf Course being 56 acres of land out of a 145.65 acre tract in the Benjamin F. Cage Survey, Abstract No. 106, and the Thomas Hand Survey, Abstract No. 193, Kerr County, Texas, said 145.65 acres being in five tracts which are of record as follows: 10 acres described in the instrument of record, Volume 108, page 540; Deed Records of Kerr County, Texas; 58.45 acres described in the instrument of record in Volume 108, page 567; Deed Records of Kerr County, Texas; and the following three tracts described in Volume 58, Page 424, all being the Deed Records of Kerr County, Texas; a 26.5 acre tract, referred to as 1<sup>st</sup> tract in said instrument; a 48 acre tract, referred to as 2<sup>nd</sup> tract in said instrument, and a 2.7 acre tract, referred to as 3<sup>rd</sup> tract in said instrument.

February 2, 1999

RECEIVED

MAR 18 1999

THE STATE OF TEXAS    |

COUNTY OF KERR        |

WATER RIGHTS TEAM

I, Sheila L. Brand, hereby certify that I am the City Clerk of the City of Kerrville, Kerr County, Texas, that the ordinances, regulations, codes, and laws of the City of Kerrville are kept under my custody and control, and that the attached is a true and correct copy of Upstream Diversion Contract, as the same appears on file in my office.

In Testimony Whereof, I have hereunto set my hand and seal and affixed the official seal of the City of Kerrville, Texas, this the 16 day of March, 19 99.

  
Sheila L. Brand, City Clerk  
City of Kerrville, Texas

PERMIT TO  
APPROPRIATE STATE WATER

APPLICATION NO. 3904	PERMIT NO. 3835	TYPE: Section 11.121
Permittee : City of Kerrville, Texas	Address : 600 Main Street Kerrville Texas 78028	
Received : June 9, 1978	Filed : August 14, 1978	
Granted : February 5, 1979	County : Kerr	
Watercourse : Quinlan Creek, tribu- tary of Guadalupe River	Watershed: Guadalupe River Basin	

WHEREAS, the Texas Water Commission finds that jurisdiction of the application is established; and

WHEREAS, a public hearing has been held and the City of Kerrville, Texas, Upper Guadalupe River Authority, and Rudolph H. Weiss named as parties; and

WHEREAS, by law the Executive Director and the Public Interest Advocate of the Department of Water Resources are parties; and

WHEREAS, all parties entered into certain stipulations and all protests were withdrawn; and

WHEREAS, the Commission has assessed the effects of issuance of this permit on the bays and estuaries of Texas; and

WHEREAS, the issuance of this permit granting this application is not adverse to any party.

NOW, THEREFORE, this permit to appropriate and use State water is issued to the City of Kerrville, Texas, subject to the following terms and conditions:

1. IMPOUNDMENTS

- (a) Permittee is authorized to maintain an existing dam and reservoir, known as Reservoir "A", on Quinlan Creek and impound therein not to exceed 6 acre-feet of water. The dam is located in the Thomas Hand Survey, Abstract No. 193 and in the Benjamin F. Cage Survey, Abstract No. 106, Kerr County, Texas. Station 0 + 82 on the centerline of the dam is S 45° 15' W, 1310 feet from the N corner of the aforesaid Hand Survey, 1-1/2 miles NE of the county courthouse.
- (b) Permittee is authorized to maintain an existing dam and reservoir, known as Reservoir "B", on Quinlan Creek and impound therein not to exceed 4 acre-feet of water. The dam is located in the aforesaid Cage Survey. Station 0 + 57 on the centerline of the dam is S 85° 30' W, 910 feet from the N corner of the said Hand Survey.

2. USE

- (a) Permittee is authorized to use the impounded waters for recreational purposes.
- (b) Permittee is authorized to divert and use not to exceed 80 acre-feet of water per annum from Reservoir "A" to irrigate 56 acres of land

out of a 145.65-acre tract in the Benjamin F. Cage Survey; Abstract No. 106, and the Thomas Hand Survey; Abstract No. 103, Kerr County, Texas, said 145.65 acres being in 5 tracts which are of record as follows: 10 acres described in the instrument of record, Volume 108, page 540; Deed Records of Kerr County, Texas; 58.45 acres described in the instrument of record in Volume 108, page 567; Deed Records of Kerr County, Texas; and the following three tracts described in Volume 58, page 424, all being the Deed Records of Kerr County, Texas, a 26.5-acre tract, referred to as 1st Tract in said instrument, a 48-acre tract, referred to as 2nd Tract in said instrument, and a 2.7-acre tract, referred to as 3rd Tract.

3. DIVERSION

- (a) Point of Diversion: Water will be diverted from a point on Reservoir "A" which bears S 48° 30' W, 1320 feet from the north corner of the aforesaid Hand Survey.
- (b) Maximum Diversion Rate: 1.7 cfs (750 gpm).

4. SPECIAL CONDITIONS

- (a) The authorization to divert and use water hereunder for irrigation shall expire and become null and void twenty years from date of issuance of this permit unless an application for an extension of the permit is received by the Department prior to the expiration date. Not less than ninety days before expiration date, the Department shall notify the owner by sending notice of the pending expiration to the address of the owner, all as shown on Department records. After notice and public hearing in the manner required for a new permit, the Commission shall grant or deny, in whole or in part, the application for extension of the permit.
- (b) When ordered to do so by the Commission, permittee shall provide a means to pass low-flows past the dam in such quantities as the Commission may find necessary to satisfy the rights of downstream domestic and livestock users and the senior and superior rights of other authorized users.

This permit is issued subject to all superior and senior water rights in the Guadalupe River Basin:

Permittee agrees to be bound by the terms, conditions and provisions contained herein and such agreement is a condition precedent to the granting of this permit.

All other matters requested in the application which are not specifically granted by this permit are denied.

This permit is issued subject to the Rules of the Texas Department of Water Resources and to the right of continual supervision of State water resources exercised by the Department.

TEXAS WATER COMMISSION

/s/ Felix McDonald

Felix McDonald, Chairman

/s/ Joe R. Carroll

Joe R. Carroll, Commissioner

/s/ Dorsey B. Hardeman

Dorsey B. Hardeman, Commissioner

Date Issued:

February 12, 1970

(SEAL)

Attest:

/s/ Mary Ann Hofner

Mary Ann Hofner, Chief Clerk

# TEXAS NATURAL RESOURCE CONSERVATION COMMISSION



RECEIVED  
SAN AN  
REGIS  
2002 JAN 17 PM

## AMENDMENT TO WATER USE PERMIT

APPLICATION NO. 3904A	PERMIT NO. 3635A - 400	TYPE: §11.122
Owner: City of Kerrville	Address: 800 Junction Highway Kerrville, Texas 78028	
Filed: July 6, 1999	Granted: <b>JAN 07 2002</b>	<i>Focus 1-28-02</i>
Purpose: Irrigation	County: Kerr County	
Watercourse: Quinlan Creek, Tributary of the Guadalupe River	Basin: Guadalupe River Basin	

WHEREAS, Water Use Permit No. 3635 (Application No. 3904) issued on February 12, 1979, authorizes the permittee to maintain an existing dam and reservoir (Reservoir "A"), on Quinlan Creek, tributary of the Guadalupe River, Guadalupe River Basin; and to impound therein not to exceed 6 acre-feet of water for recreational purposes; and

WHEREAS, Water Use Permit No. 3635 (Application No. 3904) authorizes the permittee to maintain an existing dam and reservoir (Reservoir "B"), on Quinlan Creek, and to impound therein not to exceed 4 acre-feet of water for recreational purposes; and

WHEREAS, the permittee is also authorized to divert and use not to exceed 80 acre-feet of water per annum at a rate not to exceed 1.7 cfs (750 gpm) from a point on Reservoir "A" for irrigation of 56 acres of land (Kerrville Municipal Golf Course) out of a 145.65 acre-tract located in the Benjamin F. Cage Survey, Abstract No. 106 and the Thomas Hand Survey, Abstract No. 193, Kerr County; and

WHEREAS, Special Condition 4A in the permit states that the irrigation use authorization shall become null and void twenty years from the date of issuance unless an application for an extension of time is received by the Commission prior to the expiration date; and

WHEREAS, an application for an extension of time was received by the Commission on February 2, 1999; and

WHEREAS, the application will have a priority date of August 14, 1978; and

WHEREAS, on February 23, 1999, the Guadalupe-Blanco River Authority and the City of Kerrville renewed an Upstream Diversion Contract, wherein the Guadalupe-Blanco River Authority, pursuant to its Certificate of Adjudication Nos. 18-2074D, 18-5488, and 18-5172, will provide water service to the City of Kerrville in the amount of 80 acre-feet of water per annum for irrigation purposes in Kerr County from February 23, 1999 until December 31, 2020; and

WHEREAS, applicant seeks to divert and use the 80 acre-feet of contracted water per annum purchased from the Guadalupe-Blanco River Authority's Canyon Lake authorization from a point on the aforesaid Reservoir "A" at a maximum rate of 1.7 cfs (750 gpm); and

WHEREAS, the aforesaid upstream contract water diverted from the Guadalupe River will be a secondary source for irrigation; and

WHEREAS, a pipeline from the City of Kerrville will provide treated wastewater effluent as the primary source of water for irrigation; and

WHEREAS, the Texas Natural Resource Conservation Commission finds that jurisdiction over the application is established; and

WHEREAS, the Commission has determined that there are no water rights which may be affected by the granting of the requested amendment; and

WHEREAS, all hearing requests for this application were denied by the Commission; and

WHEREAS, the Commission has complied with the requirements of the Texas Water Code and Rules of the Texas Natural Resource Conservation Commission in issuing this amendment;

NOW, THEREFORE, this amendment to Water Use Permit No. 3635 (Application No. 3904), designated as Water Use Permit No. 3635A (Application No. 3904A), is issued to the City of Kerrville subject to the following terms and conditions:

1. USE

Pursuant to the aforesaid contract, permittee is authorized to divert and use 80 acre-feet of contracted water per annum from Reservoir "A" located on Quinlan Creek for irrigation of 56 acres of land (Kerrville Municipal Golf Course) out of a 145.65 acre-tract located in the Benjamin F. Cage Survey, Abstract No. 106 and the Thomas Hand Survey, Abstract No. 193, Kerr County.

2. DIVERSION

A. Maximum Diversion Rate: 1.7 cfs (750 gpm).

B. Diversion Point. From a point on the perimeter of Reservoir "A" located on Quinlan Creek being S 48.5 W, 1,320 feet from the north corner of the Thomas Hand Survey, Abstract No. 193.

3. PRIORITY DATE

This amendment has a priority date of August 14, 1978.

4. SPECIAL CONDITIONS

- A. The diversion and use of the 80 acre-feet of water per annum from Reservoir "A" is dependant upon the validity of the aforesaid Upstream Diversion Contract and shall become null and void on December 31, 2020 unless an application for an extension of time is received by the Commission prior to the expiration date.
- B. Permittee shall utilize Best Management Practices in order to minimize disturbance to the streambank and riparian areas.
- C. Prior to the initial diversion of water by permittee, the diversion facility must have a metering device with an accuracy of +/- 5% installed which can be checked by the South Texas Watermaster.
- D. Permittee must also submit a pump operation report to the South Texas Watermaster and contact the South Texas Watermaster offices prior to the diversion of water authorized herein.

5. CONSERVATION

Permittee shall implement water conservation plans that provide for the utilization of those practices, techniques, and technologies that reduce or maintain the consumption of water, prevent or reduce the loss or waste of water, maintain or improve the efficiency in the use of water, increase the recycling and reuse of water, or prevent the pollution of water, so that a water supply is made available for future or alternative uses.

This amendment is issued subject to all superior and senior water rights in the Guadalupe River Basin

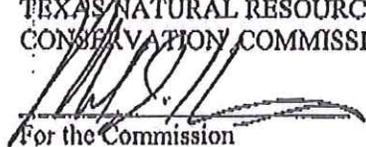
This amendment is issued subject to all terms, conditions and provisions contained in Water Use Permit No. 3635 (Application No. 3904) except as herein amended.

Permittee agrees to be bound by the terms, conditions, and provisions contained herein and such agreement is a condition precedent to the granting of this amendment.

All other matters requested in the application which are not specifically granted by this amendment are denied.

This amendment is issued subject to the Rules of the Texas Natural Resource Conservation Commission and to the right of continuing supervision of State water resources exercised by the Commission.

TEXAS NATURAL RESOURCE  
CONSERVATION COMMISSION



For the Commission

DATE ISSUED: JAN 07 2002



Protecting Texas  
by Reducing and  
Preventing Pollution

# FAX TRANSMITTAL

DATE: 01/30/06

NUMBER OF PAGES (including this cover sheet): 6

TO: Name Stuart Barron  
 Organization \_\_\_\_\_  
 FAX Number 830-896-8793

FROM: TEXAS COMMISSION ON ENVIRONMENTAL QUALITY  
 Name Cesar Alvarado  
 Division/Region Region 13/San Antonio/FO/STWM  
 Telephone Number 1-210-403-4041 or 1-800-733-2733  
 FAX Number 1-210-545-4329

**NOTES:**

Here is the information that you requested, if you need any additional information please give me a call. Thank you.

Cesar Alvarado

## **Agenda Item:**

4C. Landfill expansion project – Phase III. (staff)

**TO BE CONSIDERED BY THE CITY COUNCIL  
CITY OF KERRVILLE, TEXAS**

**SUBJECT:** Landfill Expansion Project – Phase III

**FOR AGENDA OF:**

**DATE SUBMITTED:**

**SUBMITTED BY:** Stuart Barron  
Public Works Director

**CLEARANCES:** E.A. Hoppe  
Deputy City Manager

**EXHIBITS:**



**AGENDA MAILED TO:**

**APPROVED FOR SUBMITTAL BY CITY MANAGER:**

<b>Expenditure</b>	<b>Current Balance</b>	<b>Amount</b>	<b>Account</b>
<b>Required:</b>	<b>in Account:</b>	<b>Budgeted:</b>	<b>Number:</b>
<b>\$ 494,000</b>	<b>\$ 242,403.52</b>	<b>\$ 500,000</b>	<b>7800-306</b>

**PAYMENT TO BE MADE TO:** LNV, Inc., Corpus Christi, Texas  
**REVIEWED BY THE FINANCE DEPARTMENT:**



**SUMMARY STATEMENT**

Beginning in 2014, City Council authorized the City Manager to execute professional services contracts with LNV to conduct previous phases of this permitting project. The intent of this permitting project is to ultimately obtain a Landfill Expansion Permit from TCEQ, which will increase the life span and projected usability of the landfill to approximately 101 years, securing long term disposal needs for the Kerrville community. With the current level of waste generated in Kerr County, the life span of the landfill site without expansion is approximately 7 years.

Previous completed phases include –

- **Initial Phase - Solid Waste Management Study – June 2014**
  - Evaluate curbside program and the effects of recycling;
  - Evaluate the feasibility of a landfill expansion;
  - Compare waste transferring versus landfilling;
  - Recommendations for long term solid waste needs.
  
- **Phase I - Preliminary Assessment of Landfill Expansion – Nov. 2014**
  - Investigate expansion areas approved by Council;
  - Recommendations for further assessments based on findings.
  
- **Phase II - Detailed Assessments of Landfill Expansions – July 2016**
  - Perform further in-depth assessments;
  - Coordinate with various agencies to obtain reports, findings, and direction on required actions pertaining to an application;

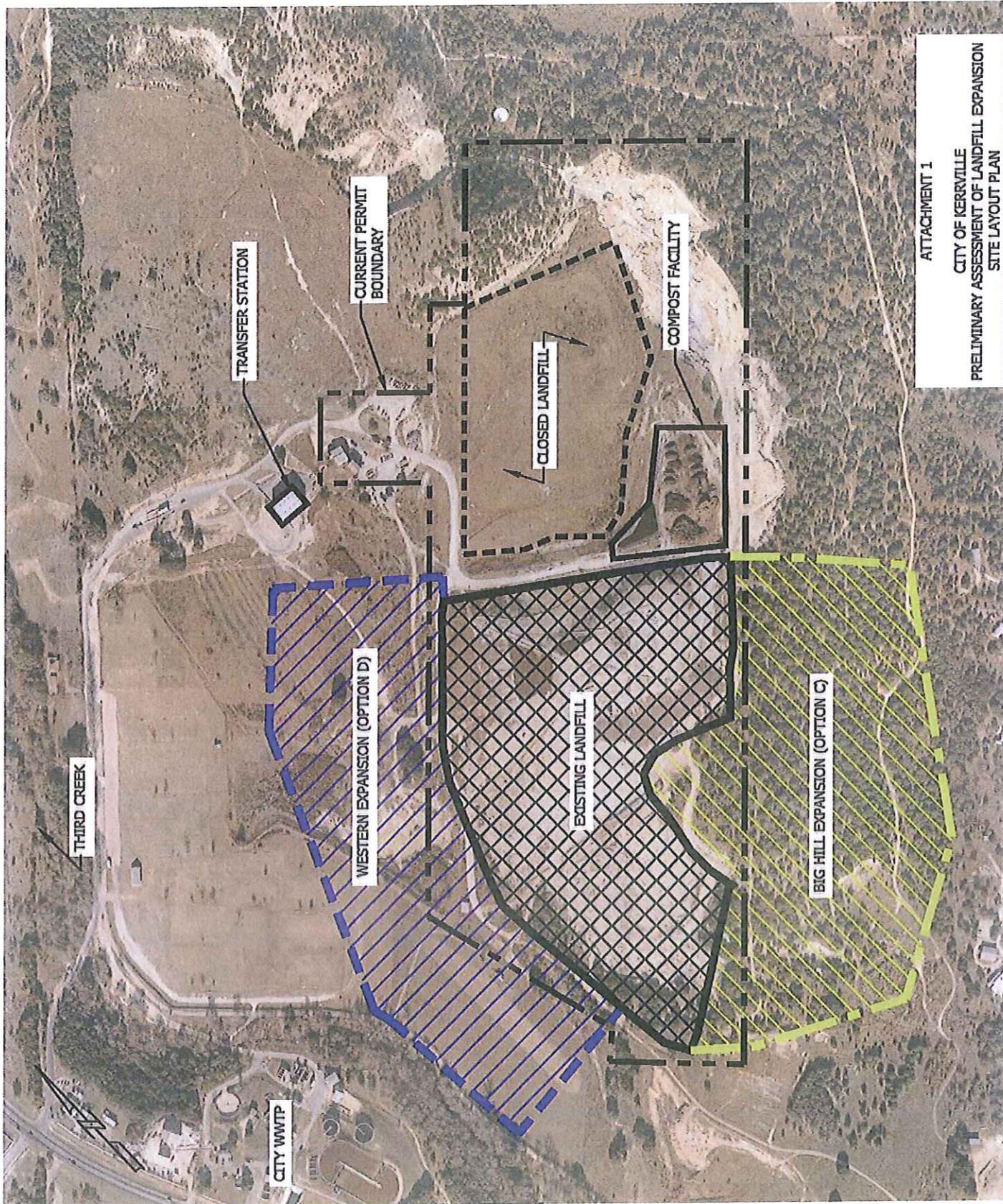
- Recommendations to proceed with the expansion application.

Based on all information gathered, LNV has recommended that the City proceed with the next phase of the permitting process (Phase III). Listed below is a summary of tasks for Phase III:

- **Phase III – Landfill Expansion and Application - Proposed**
  - Fulfill actions required by agencies;
  - Conduct further studies, surveys, and investigations;
  - Develop plans that pertain to landfill design, daily operations, environmental monitoring, and closure/post closure;
  - Submit application to TCEQ;
  - Respond to any Notice of Deficiencies for clarity issued by TCEQ;
  - Issue public notices, and conduct meetings deemed necessary.

#### **RECOMMENDED ACTION**

Council does not need to take any specific action regarding this permit expansion contract tonight. The proposed budget amendment in the “Ordinance” section of the Council agenda will provide the additional funding necessary to complete Phase III of the permitting process. If the budget amendment is approved, a second reading will be scheduled for March 14<sup>th</sup>. Staff will also place an agenda item on the agenda for the Council to authorize the City Manager to execute a Professional Services Agreement with LNV, Inc. for Phase III services as outlined in the proposal.



ATTACHMENT 1  
CITY OF KERRVILLE  
PRELIMINARY ASSESSMENT OF LANDFILL EXPANSION  
SITE LAYOUT PLAN

## **Agenda Item:**

4D. Rearrange the order of the city council meeting agenda. (staff)

**TO BE CONSIDERED BY THE CITY COUNCIL  
CITY OF KERRVILLE, TEXAS**

---

**SUBJECT:** Rearranging the order of the City Council Meeting Agenda

**FOR AGENDA OF:** 02/28/17

**DATE SUBMITTED:** 02/24/17

**SUBMITTED BY:** Don Davis  
Interim City Manager

**CLEARANCES:**

**EXHIBITS:**



**AGENDA MAILED TO:**

**APPROVED FOR SUBMITTAL BY CITY MANAGER:**

---

<b>Expenditure</b>	<b>Current Balance</b>	<b>Amount</b>	<b>Account</b>
<b>Required:</b>	<b>in Account:</b>	<b>Budgeted:</b>	<b>Number:</b>
<b>\$</b>	<b>\$</b>	<b>\$</b>	

**PAYMENT TO BE MADE TO:**

**REVIEWED BY THE FINANCE DEPARTMENT:**

---

**SUMMARY STATEMENT**

At the City Council Work Session of February 21, 2017, Council discussed rearranging the order of the agenda. Specifically, Council discussed moving the **Announcements of Community Interest** to the beginning of the agenda (before the **Consent Agenda**) and moving the **Visitors/Citizens Forum** to the end of the agenda (after **Items for Future Agendas**).

**RECOMMENDED ACTION**

It is recommended that the changes to the agenda order be changed as discussed.

## **Agenda Item:**

5A. Ordinance No. 2017-08, amending the budget for Fiscal Year 2017 to account for various changes to the City's operational budget to account for the transfer of funds for the landfill expansion project and to accept and allocate revenue from a grant awarded to the city relating to the EMS Trauma Care System. (staff)

**TO BE CONSIDERED BY THE CITY COUNCIL  
CITY OF KERRVILLE, TEXAS**

---

**SUBJECT:** First reading of an ordinance amending the FY2017 Budget

**FOR AGENDA OF:** February 28, 2017 *DJS* **DATE SUBMITTED:** February 17, 2017

**SUBMITTED BY:** Sandra Yarbrough **CLEARANCES:** Don Davis  
Director of Finance Interim City Manager

**EXHIBITS:** Ordinance Amending FY2017 Budget  
Attachment A



**AGENDA MAILED TO:**

**APPROVED FOR SUBMITTAL BY CITY MANAGER:**

---

<b>Expenditure Required:</b>	<b>Current Balance in Account:</b>	<b>Amount Budgeted:</b>	<b>Account Number:</b>
\$	\$	\$	

**PAYMENT TO BE MADE TO:**  
**REVIEWED BY THE FINANCE DEPARTMENT:**

---

**SUMMARY STATEMENT**

The attached ordinance provides for the second amendment to the FY2017 budget. There are two transactions included in this amendment as shown on Attachment A.

1. Attachment A reflects funding transfer from Landfill Closure Fund to General Capital Improvement Fund to proceed to the next phase of landfill expansion and application process. Funding will increase original project budget.
2. Attachment A also includes recording of annual grant revenue received from EMS Trauma Care System and designate expenses for daily operations as allowed by revenue received.

**RECOMMENDED ACTION**

It is recommended that the City Council approve the first reading of the ordinance amending the FY2017 budget and authorize city staff to make all necessary entries and adjustments to reflect the attached changes. Second reading of ordinance will be held March 14, 2017.

**CITY OF KERRVILLE, TEXAS  
ORDINANCE NO. 2017-08**

**AN ORDINANCE AMENDING THE BUDGET FOR FISCAL YEAR 2017 TO ACCOUNT FOR VARIOUS CHANGES TO THE CITY'S OPERATIONAL BUDGET TO ACCOUNT FOR THE TRANSFER OF FUNDS FOR THE LANDFILL EXPANSION PROJECT AND TO ACCEPT AND ALLOCATE REVENUE FROM A GRANT AWARDED TO THE CITY RELATING TO THE EMS TRAUMA CARE SYSTEM**

**WHEREAS**, Ordinance No. 2016-15 dated September 27, 2016 adopted the Fiscal Year 2017 Budget for the City of Kerrville, Texas; and

**WHEREAS**, the City Council finds that amending the City's Fiscal Year 2017 Budget is in the best interest of the citizens of the City of Kerrville;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KERRVILLE, KERR COUNTY, TEXAS:**

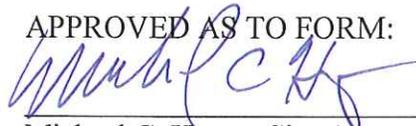
In accordance with Section 8.07 of the City Charter, the Official Budget for Fiscal Year 2017 is amended as set forth in **Attachment A**.

**PASSED AND APPROVED ON FIRST READING, this the \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2017.**

**PASSED AND APPROVED ON SECOND AND FINAL READING, this the \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2017.**

\_\_\_\_\_  
Bonnie White, Mayor

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Michael C. Hayes, City Attorney

ATTEST:

\_\_\_\_\_  
Brenda G. Craig, City Secretary



## **Agenda Item:**

6A. Quarterly Report by Playhouse 2000. (Jeffrey Brown, Executive Director)

**TO BE CONSIDERED BY THE CITY COUNCIL  
CITY OF KERRVILLE, TEXAS**

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**SUBJECT:** Quarterly Report by Playhouse 2000, Inc. (P2K)

**FOR AGENDA OF:** February 28, 2017 **DATE SUBMITTED:** February 17, 2017

**SUBMITTED BY:** Don Davis **CLEARANCES:**  
Interim City Manager

**EXHIBITS:** None



**AGENDA MAILED TO:**

**APPROVED FOR SUBMITTAL BY CITY MANAGER:**

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<b>Expenditure</b>	<b>Current Balance</b>	<b>Amount</b>	<b>Account</b>
<b>Required:</b>	<b>in Account:</b>	<b>Budgeted:</b>	<b>Number:</b>
\$	\$	\$	

**PAYMENT TO BE MADE TO:**

**REVIEWED BY THE FINANCE DEPARTMENT:**

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**SUMMARY STATEMENT**

The Executive Director of Playhouse 2000, Inc. will provide a report regarding activities, programming, and operations at the Kathleen C. Cailloux Theater.

**RECOMMENDED ACTION**

Information only; no action required.

## **Agenda Item:**

6B. Presentation of community survey. (staff)

**TO BE CONSIDERED BY THE CITY COUNCIL  
CITY OF KERRVILLE, TEXAS**

---

**SUBJECT:** Presentation of results from the 2016 Kerrville citizen survey.

**FOR AGENDA OF:** February 28, 2017    **DATE SUBMITTED:** February 13, 2017

**SUBMITTED BY:** Kaitlin Berry                      **CLEARANCES:** Don Davis  
Public Information Officer                      Interim City Manager

**EXHIBITS:**

**AGENDA MAILED TO:**



**APPROVED FOR SUBMITTAL BY CITY MANAGER:**

---

<b>Expenditure Required:</b>	<b>Current Balance in Account:</b>	<b>Amount Budgeted:</b>	<b>Account Number:</b>
<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

**PAYMENT TO BE MADE TO:**

**REVIEWED BY THE DIRECTOR OF FINANCE:**

---

**SUMMARY STATEMENT**

On August 23, 2016, the Kerrville City Council directed staff to move forward with a community wide survey of citizens to be conducted by the National Research Center. In November and December of 2016, the National Research Center mailed the National Citizen Survey to 1,800 randomly selected households within the City of Kerrville. One individual from the household was asked to respond to the survey questions and return the survey to The National Research Center.

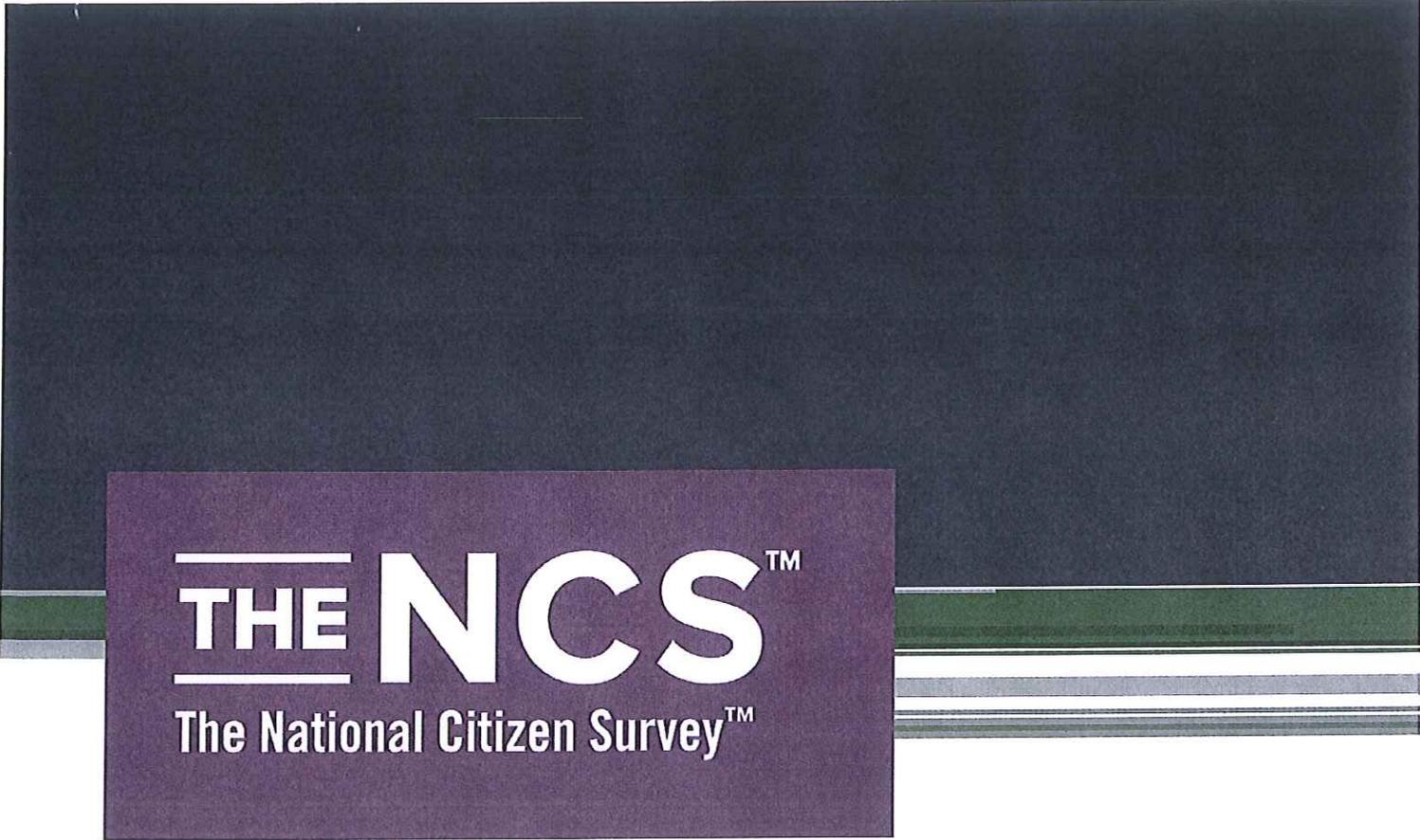
The City of Kerrville received 513 responses which is a return rate of 29 percent with a 4% margin of error. In order to get an accurate return rate, the number of surveys mailed to empty apartments or vacant homes was subtracted from the initial value of 1,800. The NRC expects a return rate of 25-40 percent and a margin of error less than 5% for a statistically valid sample. The City of Kerrville's results fall well within that range and can be considered a highly reliable sample of citizen satisfaction.

Towards the end of data collection, the City also made available a web-based survey to all its residents through a link on the City's website. Visitors to the site were able to complete the survey from December 8th to December 22nd, 2016, and 33 surveys were received.

A full report of results from the mailed survey is attached. A separate report with the results from the web-based opt-in survey is also attached.

**RECOMMENDED ACTION**

Report only. No Council action required.



**THE NCS**<sup>TM</sup>  
The National Citizen Survey<sup>TM</sup>

## Kerrville, TX

Community Livability Report

2016



**NRC**  
National Research Center Inc

2955 Valmont Road Suite 300  
Boulder, Colorado 80301  
n-r-c.com • 303-444-7863

**ICMA**

*Leaders at the Core of Better Communities*

777 North Capitol Street NE Suite 500  
Washington, DC 20002  
icma.org • 800-745-8780

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Governance ..... 5

Participation ..... 7

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Conclusions ..... 13



The National Citizen Survey™  
© 2001-2017 National Research Center, Inc.

The NCS™ is presented by NRC in collaboration with ICMA.

NRC is a charter member of the AAPOR Transparency Initiative, providing clear disclosure of our sound and ethical survey research practices.

# About

The National Citizen Survey™ (The NCS) report is about the “livability” of Kerrville. The phrase “livable community” is used here to evoke a place that is not simply habitable, but that is desirable. It is not only where people do live, but where they want to live.

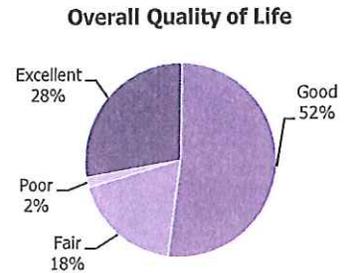
Great communities are partnerships of the government, private sector, community-based organizations and residents, all geographically connected. The NCS captures residents’ opinions within the three pillars of a community (Community Characteristics, Governance and Participation) across eight central facets of community (Safety, Mobility, Natural Environment, Built Environment, Economy, Recreation and Wellness, Education and Enrichment and Community Engagement).

The Community Livability Report provides the opinions of a representative sample of 513 residents of the City of Kerrville. The margin of error around any reported percentage is 4% for the entire sample. The full description of methods used to garner these opinions can be found in the *Technical Appendices* provided under separate cover.



# Quality of Life in Kerrville

A vast majority of respondents gave excellent or good ratings to the overall quality of life in Kerrville. This rating was similar to quality of life ratings reported in other jurisdictions nationwide (see Appendix B of the *Technical Appendices* provided under separate cover).



Shown below are the eight facets of community. The color of each community facet summarizes how residents rated it across the three sections of the survey that represent the pillars of a community – Community Characteristics, Governance and Participation. When most ratings across the three pillars were higher than the benchmark, the color for that facet is the darkest shade; when most ratings were lower than the benchmark, the color is the lightest shade. A mix of ratings (higher and lower than the benchmark) results in a color between the extremes.

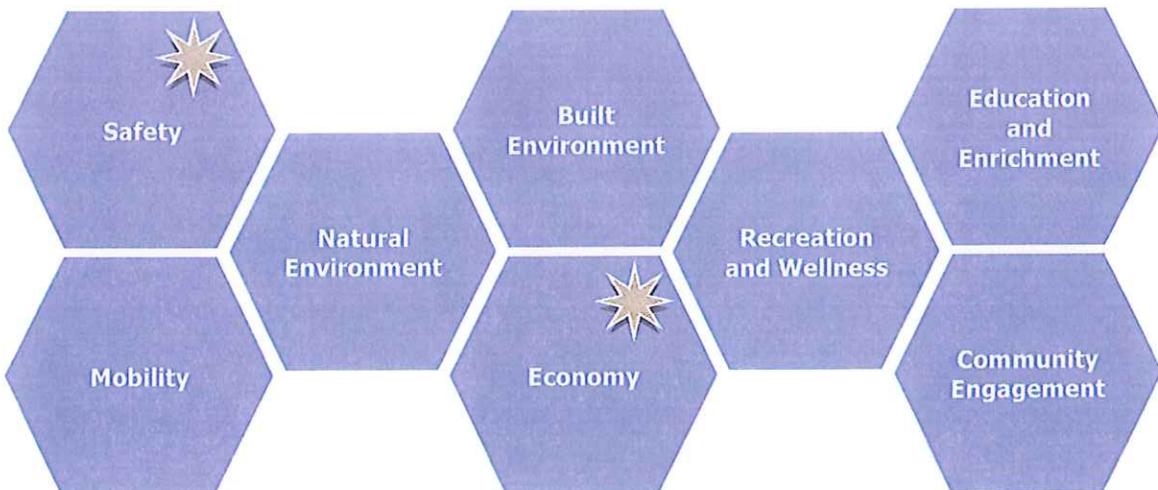
In addition to a summary of ratings, the image below includes one or more stars to indicate which community facets were the most important focus areas for the community. Residents identified Safety and Economy as priorities for the Kerrville community in the coming two years. Ratings for all facets were positive and similar to other communities. This overview of the key aspects of community quality provides a quick summary of where residents see exceptionally strong performance and where performance offers the greatest opportunity for improvement. Linking quality to importance offers community members and leaders a view into the characteristics of the community that matter most and that seem to be working best.

Details that support these findings are contained in the remainder of this Livability Report, starting with the ratings for Community Characteristics, Governance and Participation and ending with results for Kerrville’s unique questions.

## Legend

- Higher than national benchmark
- Similar to national benchmark
- Lower than national benchmark

✱ Most important



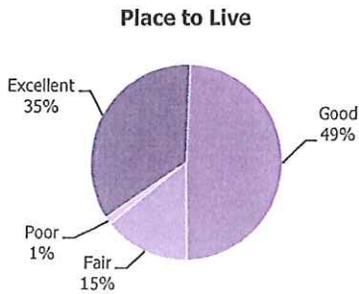
# Community Characteristics

## *What makes a community livable, attractive and a place where people want to be?*

Overall quality of community life represents the natural ambience, services and amenities that make for an attractive community. How residents rate their overall quality of life is an indicator of the overall health of a community. In the case of Kerrville, 84% rated the City as an excellent or good place to live. Respondents' ratings of Kerrville as a place to live were similar to ratings in other communities across the nation.

In addition to rating the City as a place to live, respondents rated several aspects of community quality including Kerrville as a place to raise children and to retire, their neighborhood as a place to live, the overall image or reputation of Kerrville and its overall appearance. About 7 in 10 survey participants awarded high marks to the City as a place to raise children and to the overall image and appearance of Kerrville, while about 8 in 10 favorably rated their neighborhood as a place to live; these ratings were all strong and similar to the national benchmark comparisons. A vast majority of respondents (83%) gave an excellent or good rating to Kerrville as a place to retire, which was higher than ratings seen in comparison communities.

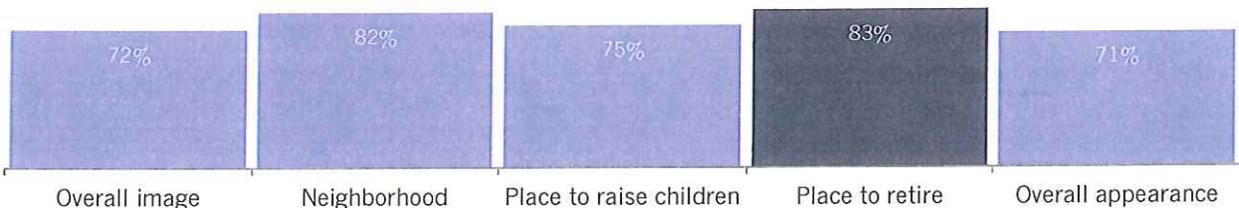
Delving deeper into Community Characteristics, survey respondents rated over 40 features of the community within the eight facets of Community Livability. Within the facet of Safety, 85% of residents favorably rated the overall feeling of safety in Kerrville, while about 9 in 10 gave high marks to the feeling of safety in their neighborhood. Ratings in the facet of Mobility ranged from a low of 21% excellent or good for ease of travel by public transportation to a high of 85% excellent or good for the overall ease of travel in Kerrville. Aspects of Mobility tended to be similar to the national benchmark comparisons; however, ratings for ease of travel by bicycle and ease of travel by public transportation were lower in Kerrville than in other communities nationwide. At least three-quarters of respondents gave excellent or good ratings to all aspects of Natural Environment, including the quality of the overall natural environment in Kerrville and the cleanliness of the City. While nearly 6 in 10 respondents awarded high marks to the overall built environment, only about one-third of residents or less favorably rated new development in Kerrville, the availability of affordable quality housing and the variety of housing options; ratings for these three aspects were lower than ratings seen elsewhere. About half of respondents or more gave high marks that were similar to the benchmark to the overall economic health of Kerrville, the quality of business and service establishments in the City, the City as a place to visit and Kerrville as a place to work. About one-quarter of participants favorably rated the vibrancy of Kerrville's downtown/commercial area and shopping opportunities; ratings for both of these aspects were lower than ratings seen elsewhere. All aspects of Recreation and Wellness, Education and Enrichment and Community Engagement received excellent or good ratings from at least 4 in 10 respondents, and were similar to the national benchmark comparisons.



Percent rating positively (e.g., excellent/good)

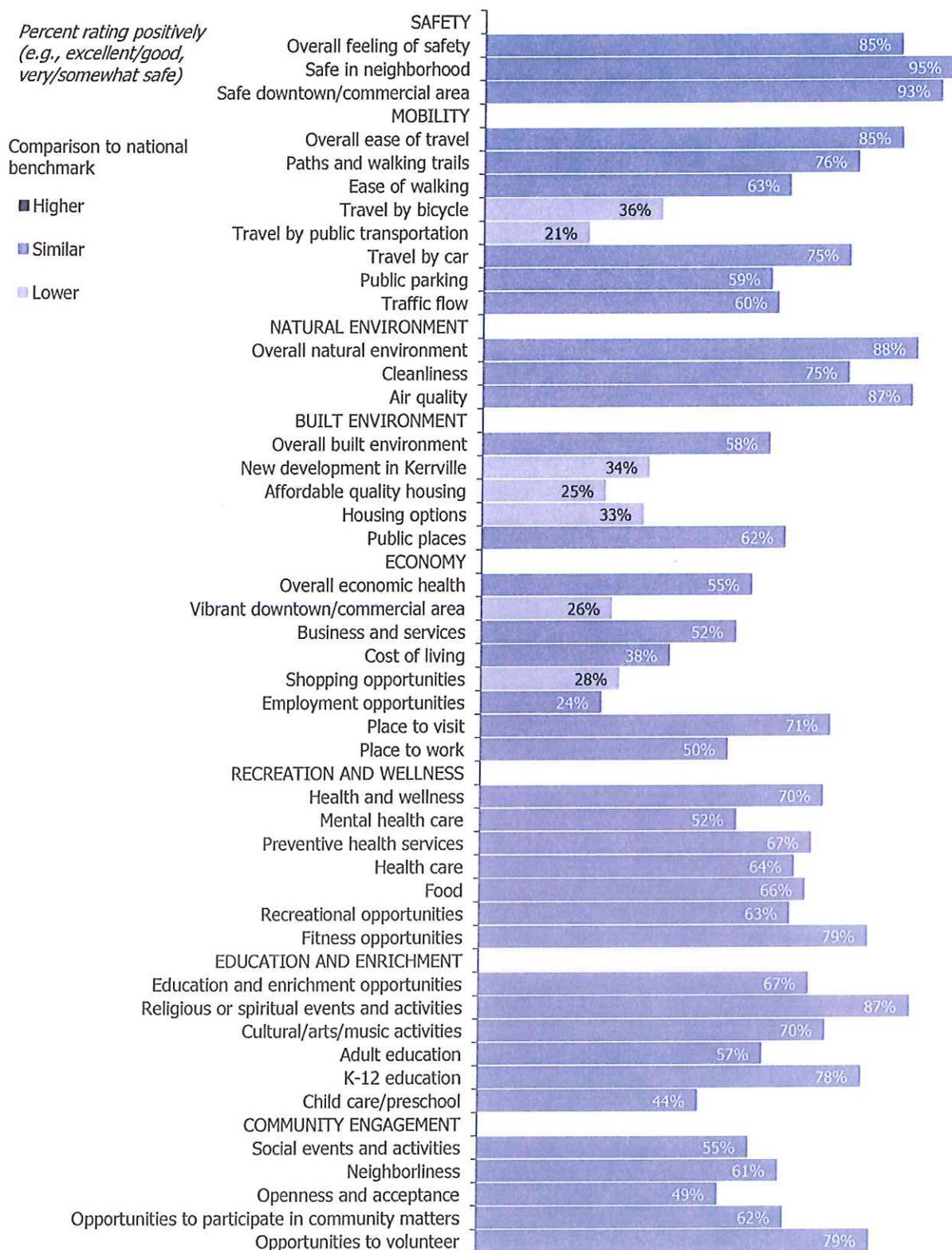
Comparison to national benchmark

■ Higher ■ Similar ■ Lower



## The National Citizen Survey™

Figure 1: Aspects of Community Characteristics



# Governance

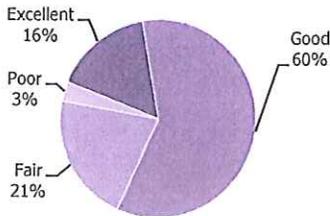
## *How well does the government of Kerrville meet the needs and expectations of its residents?*

The overall quality of the services provided by Kerrville as well as the manner in which these services are provided are a key component of how residents rate their quality of life. About three-quarters of respondents gave high marks to the quality of services provided by the City of Kerrville, while about 4 in 10 gave positive ratings to the quality of services provided by the Federal Government. Ratings for both of these measures were similar to the national benchmark comparisons.

Survey respondents also rated various aspects of Kerrville’s leadership and governance. Ratings for aspects of Kerrville’s leadership and governance tended to be similar to ratings seen in comparisons communities. About three-quarters of respondents awarded high marks to the customer service provided by Kerrville employees, and more than 2 in 5 positively rated the value of services for taxes paid, the overall direction Kerrville is taking, the job the City does at welcoming citizen involvement and being honest.

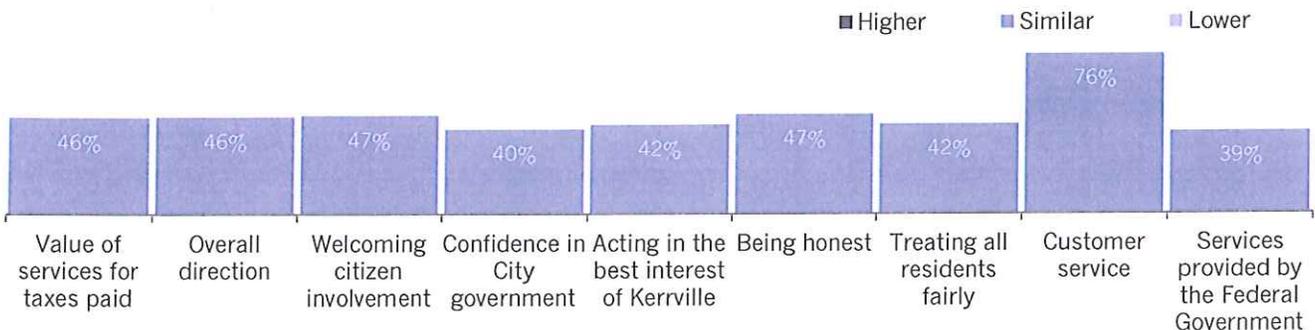
Respondents evaluated over 30 individual services and amenities available in Kerrville. Ratings for Kerrville services and amenities tended to be similar to the national benchmark comparisons; however, there were a few noteworthy exceptions. Within the facet of Mobility, participants gave ratings that were lower than those seen in comparison communities to street repair, street cleaning and bus or transit services. Ratings for storm drainage were also lower than the benchmark. All other Kerrville services received ratings that were strong and similar to ratings seen in other communities nationwide. Top-rated Kerrville services included police, fire, ambulance/EMS, fire prevention, power utility, utility billing and City parks; about 8 in 10 or more respondents positively rated all of these services.

**Overall Quality of City Services**



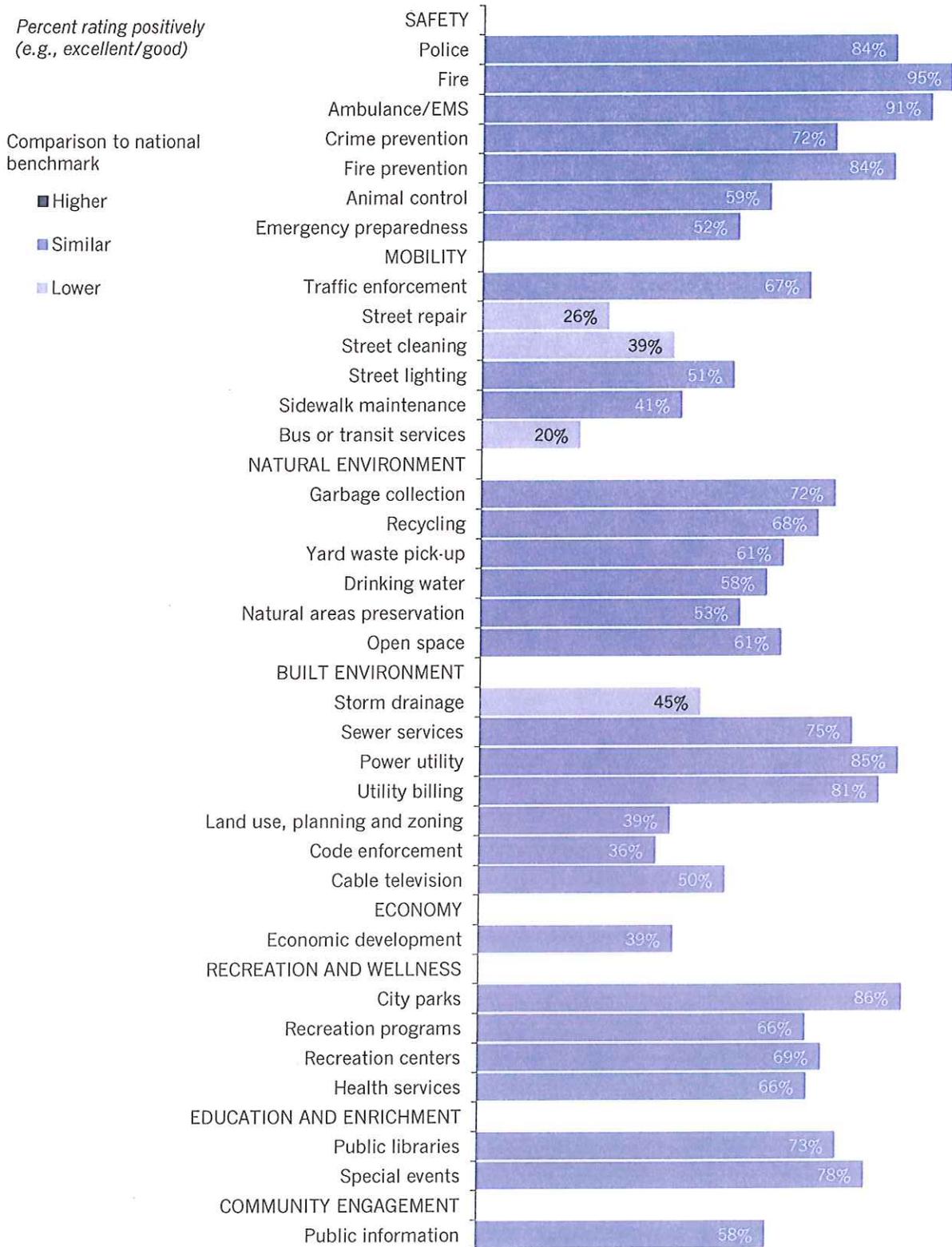
*Percent rating positively (e.g., excellent/good)*

Comparison to national benchmark



## The National Citizen Survey™

Figure 2: Aspects of Governance

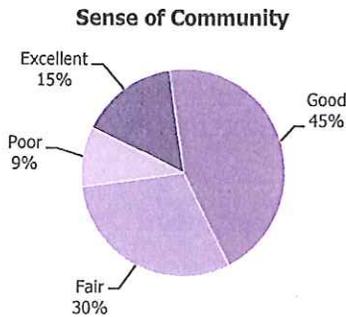


# Participation

## Are the residents of Kerrville connected to the community and each other?

An engaged community harnesses its most valuable resource, its residents. The connections and trust among residents, government, businesses and other organizations help to create a sense of community, a shared sense of membership, belonging and history. A majority of residents (60%) gave an excellent or good rating to the sense of community in Kerrville. This is similar to sense of community ratings reported in other jurisdictions across the nation. About 8 in 10 respondents would recommend living in Kerrville to someone who asked and planned to remain in Kerrville for the coming five years; both of these levels were similar to the national benchmark. About 4 in 10 residents indicated that they had contacted a City of Kerrville employee for help or information in the 12 months prior to the survey.

The survey included over 30 activities and behaviors for which respondents indicated how often they participated in or performed each, if at all. Within the facet of Safety, about 8 in 10 residents had not reported a crime and about 9 in 10 were not the victim of a crime in the 12 months prior to the survey. Levels of participation in Mobility tended to be somewhat lower. About 4 in 10 residents had walked or biked instead of driving, and 5% had used public transportation instead of driving; these levels were both lower than the national benchmark comparisons. Participation rates in the facets of Natural Environment, Built Environment and Recreation and Wellness were strong and similar to rates seen in other communities nationwide. Almost all respondents (96%) had purchased goods or services in Kerrville, and about half reported working in Kerrville; the proportion of respondents who reported working in Kerrville was higher than the benchmark. Within the facet of Education and Enrichment, about two-thirds of residents had participated in religious or spiritual activities (a rate that was higher than the national comparison), while about half had used Kerrville public libraries or their services (a rate that was lower than the benchmark). Kerrville residents reported a higher level of volunteering than residents of other communities across the country.



Percent rating positively (e.g., very/somewhat likely, yes)

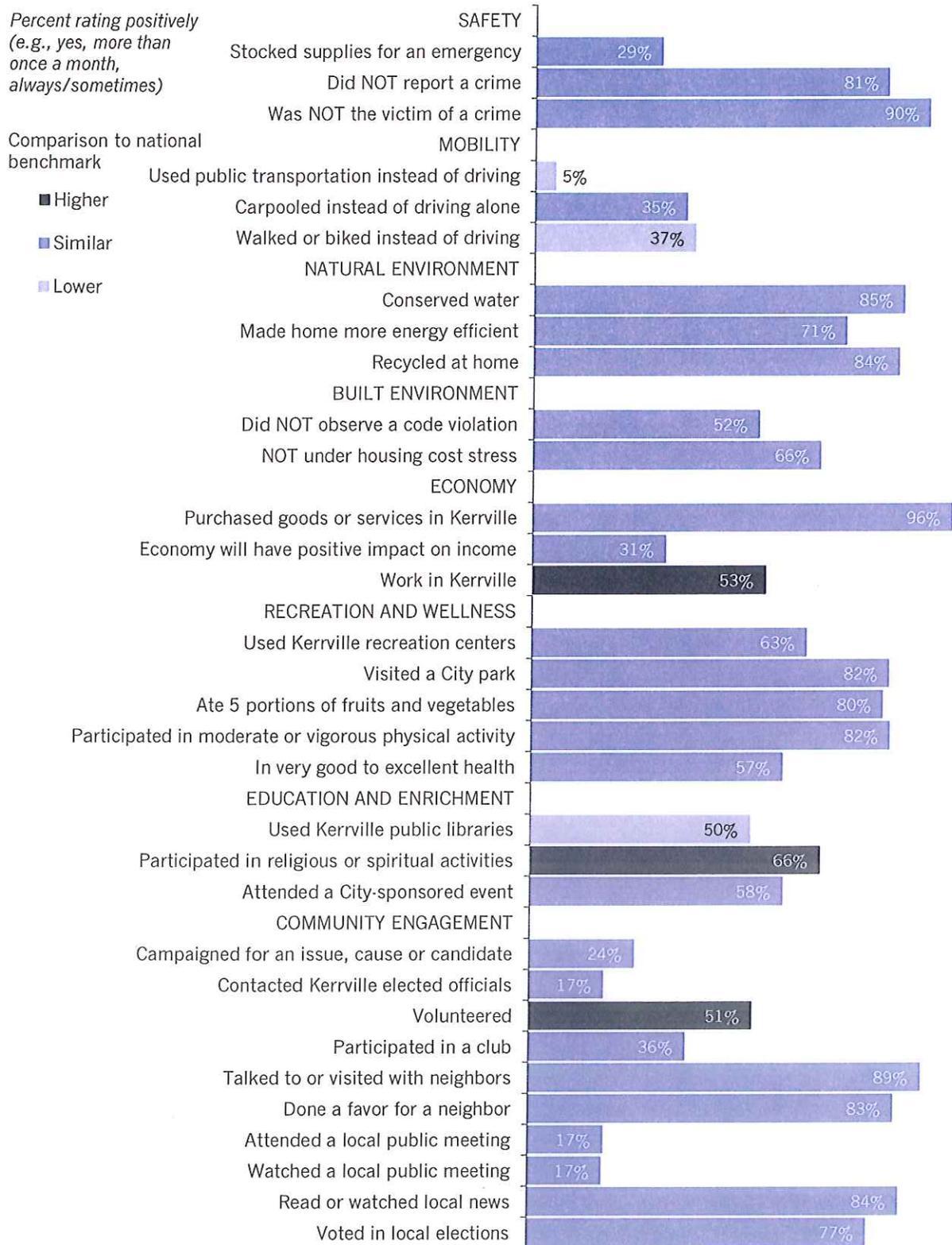
Comparison to national benchmark

■ Higher ■ Similar ■ Lower



## The National Citizen Survey™

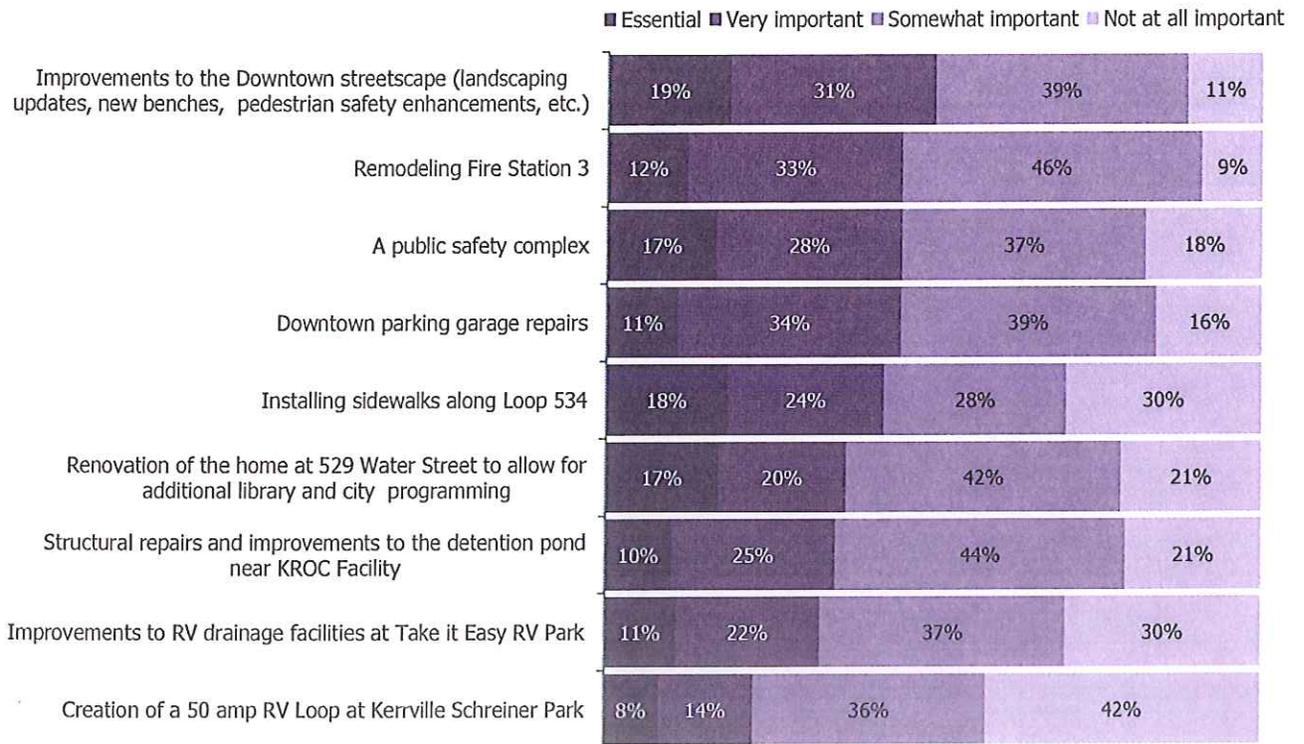
Figure 3: Aspects of Participation



# Special Topics

The City of Kerrville included six questions of special interest on The NCS. The first special interest question asked residents to rate how important it should be for the City of Kerrville to invest resources into various capital projects over the next five years. About half of respondents indicated that it would be essential or very important for the City to invest resources in improvements to the Downtown streetscape. Remodeling Fire Station 3, a public safety complex, Downtown parking garage repairs and installing sidewalks along Loop 534 were seen as essential or very important by about 4 in 10 residents.

Figure 4: Importance of Investment of Resources in City Capitol Projects  
*Please rate how important, if at all, you think it is for the City of Kerrville to invest resources in each of the following capital projects over the next five years:*

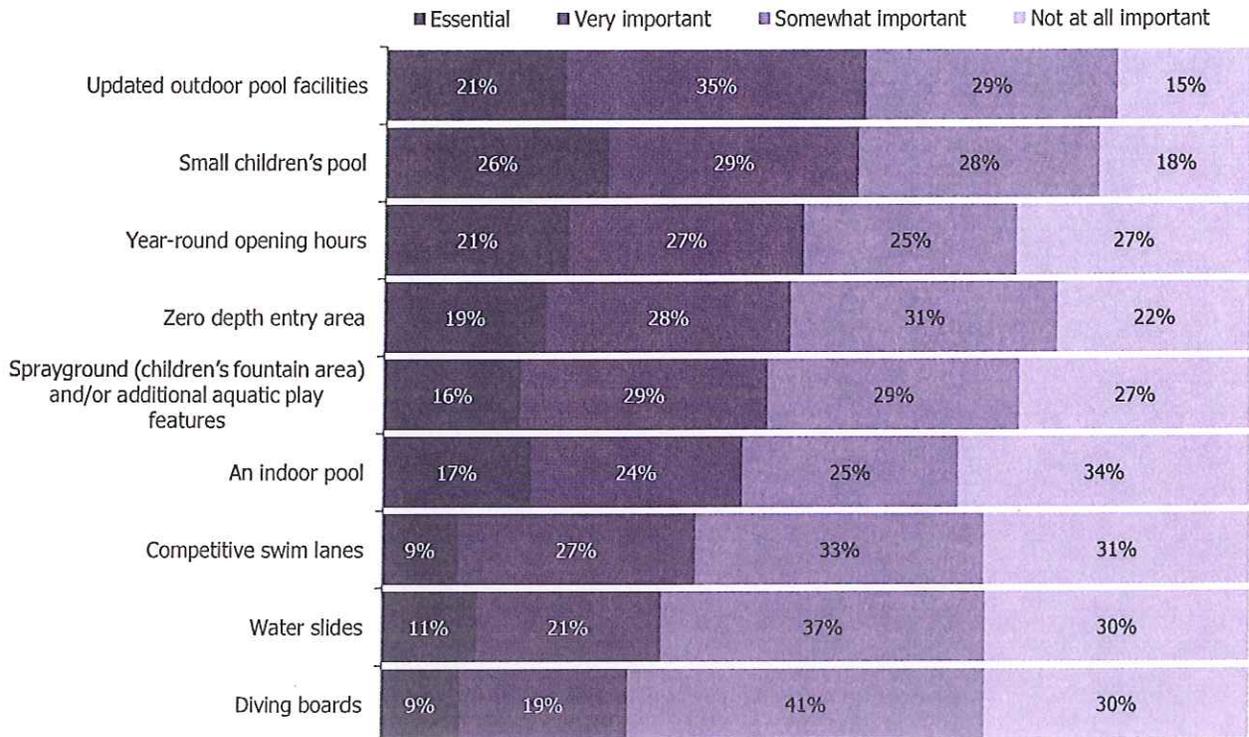


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Respondents were next asked to rate the importance of including various new features during the expansion and renovation of the City's Olympic Pool. A majority of respondents indicated that updated outdoor pool facilities and a small children's pool were essential or very important features. All other features were seen as essential or very important by less than half of respondents.

Figure 5: Importance of Potential City Pool Renovations

*The City is considering renovating and expanding the Olympic Pool. Please indicate how important, if at all, you think it should be for the City to include the following features in the existing aquatic facility:*

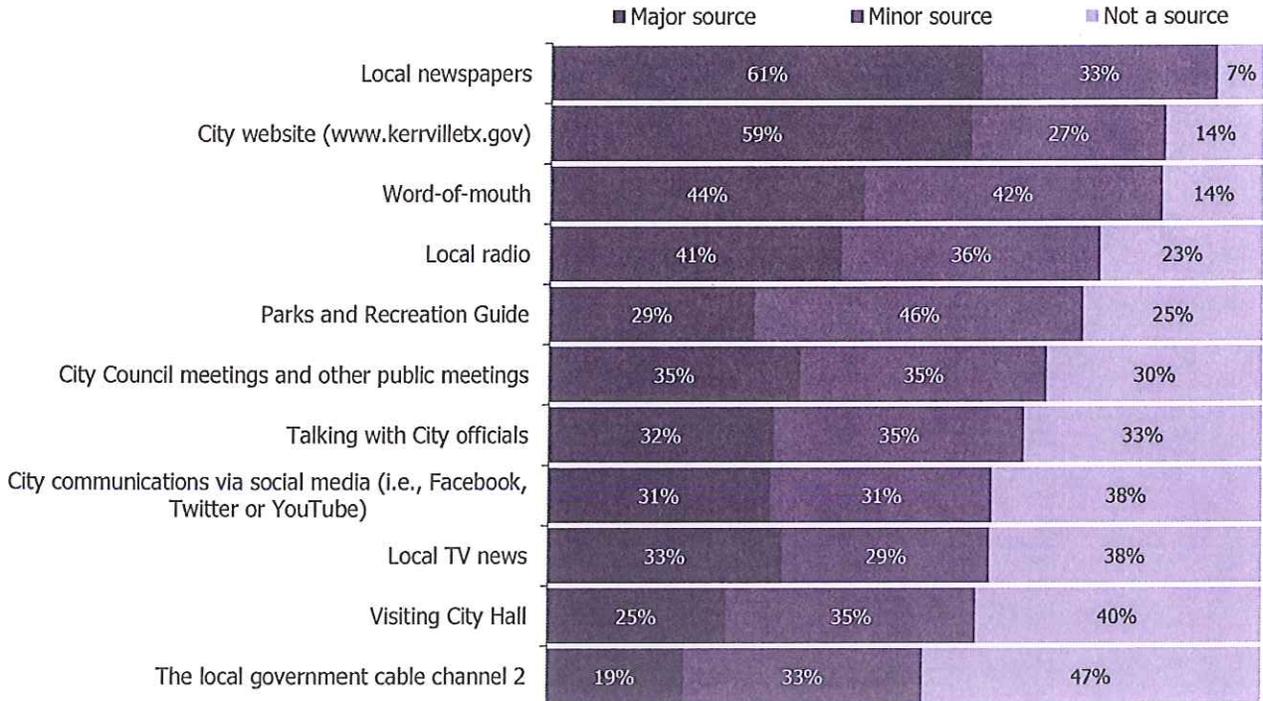


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The third special interest question asked respondents about sources they used to obtain information about the City and its activities, events and services. About 9 in 10 respondents indicated that local newspapers were major or minor sources of City information. Slightly fewer respondents indicated the City website, word-of-mouth and local radio were sources of information about the City.

Figure 6: Sources of City Information

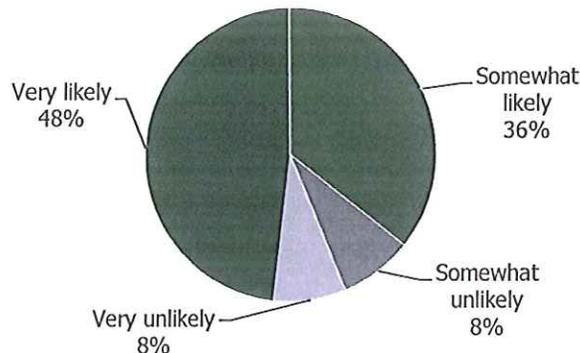
*Please indicate how much of a source, if at all, you consider each of the following to be for obtaining information about the City government and its activities, events and services:*



The next special interest question asked residents how likely or unlikely they would be to read a monthly City newsletter. Most participants (84%) indicated that they would be at least somewhat likely to read the City's proposed newsletter.

Figure 7: Likelihood of Reading City Newsletter

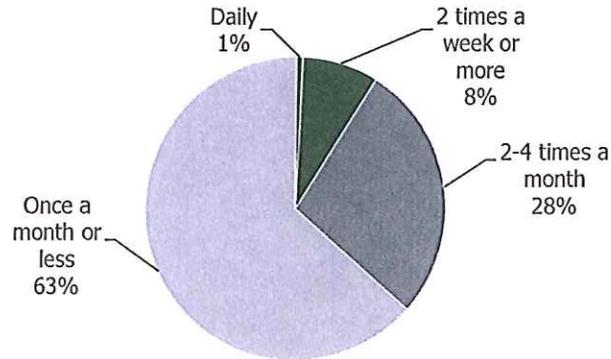
*How likely or unlikely would you be to read a monthly City Newsletter if it were available to you?*



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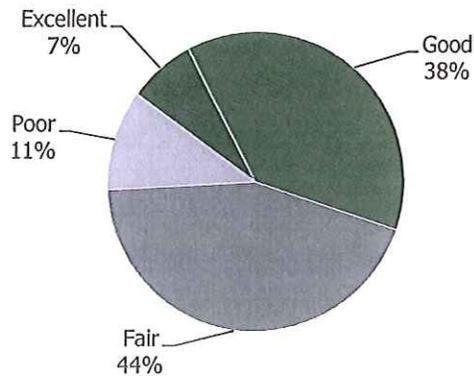
Survey participants were next asked to indicate how often, if at all, they visited the City Website. About 4 in 10 residents reported using the Website more than once per month.

Figure 8: Frequency of City Website Use  
*About how often, if at all, do you visit the City Website?*



The final special interest question asked residents to evaluate the ease of finding information on the City website. Forty-five percent of respondents gave a positive rating to the ease of finding information on the City website.

Figure 9: Ease of Finding Information on City Website  
*How would you rate the ease of finding information on the City Website?*



# Conclusions

## **Kerrville residents enjoy a high quality of life.**

About 8 in 10 survey respondents gave positive ratings to the overall quality of life in Kerrville, the City as a place to live, their neighborhoods as a place to live and the City as a place to retire. Ratings for the City as a place to retire were higher in Kerrville than in other communities nationwide. About 4 in 5 respondents would recommend Kerrville to someone who asked, and a similar proportion planned to remain in Kerrville for the next five years. Additionally, about 6 in 10 residents gave an excellent or good rating to the sense of community in Kerrville.

## **The Economy is a top priority for residents.**

Residents indicated that Economy was an important issue for the community to address in the next two years, and ratings within this facet varied across the three pillars of community livability. About half of respondents or more gave high marks to the overall economic health of Kerrville, the quality of business and service establishments in the City and Kerrville as a place to work, while about 7 in 10 positively rated the City as a place to visit; these ratings were all strong and similar to other communities. However, about one-quarter of participants gave favorable ratings that were lower than ratings seen in comparison communities to the vibrancy of Kerrville's downtown/commercial area and shopping opportunities. Almost all respondents had purchased goods or services in Kerrville, and about half reported working in Kerrville; the proportion of respondents who reported working in Kerrville was higher than levels seen elsewhere.

## **Safety is an important and positive feature of the community.**

Respondents also indicated that Safety was an important area for the community to focus on in the coming two years, and ratings within this facet were generally positive and similar to those given in other communities. About 9 in 10 respondents reported feeling safe in their neighborhoods, and 8 in 10 positively rated the overall feeling of safety in the City. At least 8 in 10 participants gave high marks to police, fire, ambulance/EMS and fire prevention services; ratings for all Safety-related services were similar to ratings seen in other communities nationwide. Additionally, about 4 in 5 participants had not reported a crime and about 9 in 10 had not been the victim of a crime in the 12 months prior to the survey. When asked about the importance of investing City resources in various capital projects over the next five years, about 2 in 5 residents indicated that remodeling Fire Station 3 and investing in a public safety complex were essential or very important capital projects.

## **Mobility may be a potential area for improvement.**

Ratings in the facet of Mobility tended to be similar to or lower than ratings seen in comparison communities. Most residents (85%) gave excellent or good ratings to the overall ease of travel in Kerrville, and about three-quarters positively rated the availability of paths and walking trails and the ease of travel by car; these ratings were strong and similar to ratings seen in other communities. However, participants gave ratings that were lower than the national comparisons to the ease of travel by bicycle and ease of travel by public transportation. Ratings for Mobility-related services varied: while about 4 in 10 or more participants gave high marks to traffic enforcement, street lighting and sidewalk maintenance (which were similar to ratings seen elsewhere), ratings for street repair, street cleaning and bus or transit services were lower in Kerrville than in other communities across the country. The proportion of respondents who had carpooled instead of driving alone was similar to the national benchmark comparison; however, levels of Kerrville residents who had walked or biked instead of driving and used public transportation instead of driving were lower than rates seen in comparison communities.



**THE NCS**<sup>TM</sup>  
The National Citizen Survey<sup>TM</sup>

## Kerrville, TX

Supplemental Online Survey Results

2016



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The National Citizen Survey™  
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The NCS™ is presented by NRC in collaboration with ICMA.

NRC is a charter member of the AAPOR Transparency Initiative, providing clear disclosure of our sound and ethical survey research practices.



## About this Report

As part of its participation in The National Citizen Survey™, the City of Kerrville conducted a mailed survey of 1,800 residents. Surveys were mailed to randomly selected households in mid-November, and data were collected through December 22<sup>nd</sup> (see the report, *Technical Appendices, Kerrville, TX 2016*). Towards the end of data collection, the City made available a web-based survey to all its residents through a link on the City's website. Visitors to the site were able to complete the survey from December 8<sup>th</sup> to December 22<sup>nd</sup>, 2016, and 33 surveys were received.

This report contains the results of this web-based opt-in survey. Data have not been weighted to current population estimates of Kerrville.

# Complete Survey Responses

The following pages contain a complete set of responses to each question on the survey, excluding the “don’t know” responses. The percent of respondents giving a particular response is shown followed by the number of respondents (denoted with “N=”).

## Responses excluding “don’t know”

Table 1: Question 1

Please rate each of the following aspects of quality of life in Kerrville:		Excellent	Good	Fair	Poor	Total
Kerrville as a place to live		30% N=10	48% N=16	21% N=7	0% N=0	100% N=33
Your neighborhood as a place to live		27% N=9	48% N=16	24% N=8	0% N=0	100% N=33
Kerrville as a place to raise children		29% N=9	39% N=12	26% N=8	6% N=2	100% N=31
Kerrville as a place to work		18% N=6	15% N=5	48% N=16	18% N=6	100% N=33
Kerrville as a place to visit		30% N=10	39% N=13	27% N=9	3% N=1	100% N=33
Kerrville as a place to retire		56% N=18	38% N=12	6% N=2	0% N=0	100% N=32
The overall quality of life in Kerrville		24% N=8	45% N=15	30% N=10	0% N=0	100% N=33

Table 2: Question 2

Please rate each of the following characteristics as they relate to Kerrville as a whole:		Excellent	Good	Fair	Poor	Total
Overall feeling of safety in Kerrville		21% N=7	58% N=19	21% N=7	0% N=0	100% N=33
Overall ease of getting to the places you usually have to visit		39% N=13	36% N=12	18% N=6	6% N=2	100% N=33
Quality of overall natural environment in Kerrville		36% N=12	48% N=16	12% N=4	3% N=1	100% N=33
Overall “built environment” of Kerrville (including overall design, buildings, parks and transportation systems)		18% N=6	36% N=12	30% N=10	15% N=5	100% N=33
Health and wellness opportunities in Kerrville		18% N=6	55% N=18	24% N=8	3% N=1	100% N=33
Overall opportunities for education and enrichment		21% N=7	42% N=14	33% N=11	3% N=1	100% N=33
Overall economic health of Kerrville		18% N=6	33% N=11	33% N=11	15% N=5	100% N=33
Sense of community		18% N=6	36% N=12	36% N=12	9% N=3	100% N=33
Overall image or reputation of Kerrville		23% N=7	48% N=15	23% N=7	6% N=2	100% N=31

Table 3: Question 3

Please indicate how likely or unlikely you are to do each of the following:		Very likely	Somewhat likely	Somewhat unlikely	Very unlikely	Total
Recommend living in Kerrville to someone who asks		34% N=11	38% N=12	25% N=8	3% N=1	100% N=32
Remain in Kerrville for the next five years		58% N=19	30% N=10	9% N=3	3% N=1	100% N=33

Table 4: Question 4

Please rate how safe or unsafe you feel:		Very safe	Somewhat safe	Neither safe nor unsafe	Somewhat unsafe	Very unsafe	Total
In your neighborhood during the day		64% N=21	24% N=8	6% N=2	6% N=2	0% N=0	100% N=33
In Kerrville’s downtown/commercial area during the day		59% N=19	34% N=11	3% N=1	3% N=1	0% N=0	100% N=32

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Table 5: Question 5

Please rate each of the following characteristics as they relate to Kerrville as a whole:						
	Excellent	Good	Fair	Poor	Total	
Traffic flow on major streets	3% N=1	53% N=17	28% N=9	16% N=5	100%	N=32
Ease of public parking	19% N=6	38% N=12	34% N=11	9% N=3	100%	N=32
Ease of travel by car in Kerrville	16% N=5	59% N=19	16% N=5	9% N=3	100%	N=32
Ease of travel by public transportation in Kerrville	0% N=0	8% N=2	8% N=2	83% N=20	100%	N=24
Ease of travel by bicycle in Kerrville	0% N=0	37% N=10	30% N=8	33% N=9	100%	N=27
Ease of walking in Kerrville	3% N=1	38% N=11	34% N=10	24% N=7	100%	N=29
Availability of paths and walking trails	22% N=7	38% N=12	31% N=10	9% N=3	100%	N=32
Air quality	44% N=14	53% N=17	3% N=1	0% N=0	100%	N=32
Cleanliness of Kerrville	25% N=8	56% N=18	19% N=6	0% N=0	100%	N=32
Overall appearance of Kerrville	19% N=6	47% N=15	28% N=9	6% N=2	100%	N=32
Public places where people want to spend time	16% N=5	47% N=15	28% N=9	9% N=3	100%	N=32
Variety of housing options	3% N=1	23% N=7	40% N=12	33% N=10	100%	N=30
Availability of affordable quality housing	0% N=0	7% N=2	33% N=10	60% N=18	100%	N=30
Fitness opportunities (including exercise classes and paths or trails, etc.)	28% N=9	34% N=11	38% N=12	0% N=0	100%	N=32
Recreational opportunities	25% N=8	34% N=11	34% N=11	6% N=2	100%	N=32
Availability of affordable quality food	6% N=2	58% N=18	32% N=10	3% N=1	100%	N=31
Availability of affordable quality health care	16% N=5	35% N=11	42% N=13	6% N=2	100%	N=31
Availability of preventive health services	19% N=6	45% N=14	32% N=10	3% N=1	100%	N=31
Availability of affordable quality mental health care	9% N=2	35% N=8	43% N=10	13% N=3	100%	N=23

Table 6: Question 6

Please rate each of the following characteristics as they relate to Kerrville as a whole:						
	Excellent	Good	Fair	Poor	Total	
Availability of affordable quality child care/preschool	0% N=0	14% N=3	50% N=11	36% N=8	100%	N=22
K-12 education	4% N=1	70% N=19	26% N=7	0% N=0	100%	N=27
Adult educational opportunities	19% N=5	42% N=11	35% N=9	4% N=1	100%	N=26
Opportunities to attend cultural/arts/music activities	26% N=8	45% N=14	26% N=8	3% N=1	100%	N=31
Opportunities to participate in religious or spiritual events and activities	43% N=13	40% N=12	13% N=4	3% N=1	100%	N=30
Employment opportunities	0% N=0	17% N=5	63% N=19	20% N=6	100%	N=30
Shopping opportunities	3% N=1	22% N=7	50% N=16	25% N=8	100%	N=32
Cost of living in Kerrville	6% N=2	22% N=7	50% N=16	22% N=7	100%	N=32
Overall quality of business and service establishments in Kerrville	0% N=0	50% N=16	44% N=14	6% N=2	100%	N=32
Vibrant downtown/commercial area	0% N=0	16% N=5	45% N=14	39% N=12	100%	N=31
Overall quality of new development in Kerrville	4% N=1	26% N=7	44% N=12	26% N=7	100%	N=27
Opportunities to participate in social events and activities	6% N=2	28% N=9	56% N=18	9% N=3	100%	N=32
Opportunities to volunteer	30% N=9	60% N=18	10% N=3	0% N=0	100%	N=30
Opportunities to participate in community matters	10% N=3	55% N=16	34% N=10	0% N=0	100%	N=29
Openness and acceptance of the community toward people of diverse backgrounds	7% N=2	53% N=16	13% N=4	27% N=8	100%	N=30

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Please rate each of the following characteristics as they relate to Kerrville as a whole: Neighborhood of residents in Kerrville	Excellent	Good	Fair	Poor	Total
	13% N=4	45% N=14	39% N=12	3% N=1	100% N=31

Table 7: Question 7

Please indicate whether or not you have done each of the following in the last 12 months.	No			Yes		Total
Made efforts to conserve water	16%	N=5	84%	N=27	100%	N=32
Made efforts to make your home more energy efficient	22%	N=7	78%	N=25	100%	N=32
Observed a code violation or other hazard in Kerrville	25%	N=8	75%	N=24	100%	N=32
Household member was a victim of a crime in Kerrville	78%	N=25	22%	N=7	100%	N=32
Reported a crime to the police in Kerrville	66%	N=21	34%	N=11	100%	N=32
Stocked supplies in preparation for an emergency	66%	N=21	34%	N=11	100%	N=32
Campaigned or advocated for an issue, cause or candidate	53%	N=17	47%	N=15	100%	N=32
Contacted the City of Kerrville (in-person, phone, email or web) for help or information	31%	N=10	69%	N=22	100%	N=32
Contacted Kerrville elected officials (in-person, phone, email or web) to express your opinion	56%	N=18	44%	N=14	100%	N=32

Table 8: Question 8

In the last 12 months, about how many times, if at all, have you or other household members done each of the following in Kerrville?	2 times a week or more		2-4 times a month		Once a month or less		Not at all		Total
Used Kerrville recreation centers or their services	10%	N=3	37%	N=11	30%	N=9	23%	N=7	100% N=30
Visited a neighborhood park or City park	20%	N=6	37%	N=11	40%	N=12	3%	N=1	100% N=30
Used Kerrville public libraries or their services	3%	N=1	10%	N=3	47%	N=14	40%	N=12	100% N=30
Participated in religious or spiritual activities in Kerrville	23%	N=7	27%	N=8	13%	N=4	37%	N=11	100% N=30
Attended a City-sponsored event	7%	N=2	27%	N=8	47%	N=14	20%	N=6	100% N=30
Used bus, rail, subway or other public transportation instead of driving	0%	N=0	0%	N=0	0%	N=0	100%	N=30	100% N=30
Carpooled with other adults or children instead of driving alone	7%	N=2	10%	N=3	30%	N=9	53%	N=16	100% N=30
Walked or biked instead of driving	10%	N=3	13%	N=4	10%	N=3	67%	N=20	100% N=30
Volunteered your time to some group/activity in Kerrville	27%	N=8	23%	N=7	30%	N=9	20%	N=6	100% N=30
Participated in a club	10%	N=3	23%	N=7	13%	N=4	53%	N=16	100% N=30
Talked to or visited with your immediate neighbors	43%	N=13	27%	N=8	23%	N=7	7%	N=2	100% N=30
Done a favor for a neighbor	30%	N=9	20%	N=6	40%	N=12	10%	N=3	100% N=30

Table 9: Question 9

Thinking about local public meetings (of local elected officials like City Council or County Commissioners, advisory boards, town halls, HOA, neighborhood watch, etc.), in the last 12 months, about how many times, if at all, have you or other household members attended or watched a local public meeting?	2 times a week or more		2-4 times a month		Once a month or less		Not at all		Total
Attended a local public meeting	4%	N=1	26%	N=7	30%	N=8	41%	N=11	100% N=27
Watched (online or on television) a local public meeting	7%	N=2	23%	N=7	13%	N=4	57%	N=17	100% N=30

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Table 10: Question 10

Please rate the quality of each of the following services in Kerrville:		Excellent	Good	Fair	Poor	Total
Police services		54% N=14	38% N=10	8% N=2	0% N=0	100% N=26
Fire services		61% N=14	35% N=8	4% N=1	0% N=0	100% N=23
Ambulance or emergency medical services		57% N=13	26% N=6	9% N=2	9% N=2	100% N=23
Crime prevention		32% N=7	50% N=11	14% N=3	5% N=1	100% N=22
Fire prevention and education		35% N=7	45% N=9	15% N=3	5% N=1	100% N=20
Traffic enforcement		20% N=5	60% N=15	12% N=3	8% N=2	100% N=25
Street repair		7% N=2	18% N=5	32% N=9	43% N=12	100% N=28
Street cleaning		11% N=3	39% N=11	36% N=10	14% N=4	100% N=28
Street lighting		11% N=3	32% N=9	39% N=11	18% N=5	100% N=28
Sidewalk maintenance		15% N=4	30% N=8	37% N=10	19% N=5	100% N=27
Bus or transit services		0% N=0	0% N=0	17% N=3	83% N=15	100% N=18
Garbage collection		37% N=10	41% N=11	19% N=5	4% N=1	100% N=27
Recycling		29% N=7	42% N=10	8% N=2	21% N=5	100% N=24
Yard waste pick-up		31% N=8	27% N=7	15% N=4	27% N=7	100% N=26
Storm drainage		8% N=2	20% N=5	32% N=8	40% N=10	100% N=25
Drinking water		25% N=7	32% N=9	18% N=5	25% N=7	100% N=28
Sewer services		27% N=7	54% N=14	19% N=5	0% N=0	100% N=26
Power (electric and/or gas) utility		36% N=10	54% N=15	11% N=3	0% N=0	100% N=28
Utility billing		35% N=9	54% N=14	12% N=3	0% N=0	100% N=26
City parks		31% N=9	59% N=17	7% N=2	3% N=1	100% N=29
Recreation programs or classes		24% N=4	41% N=7	35% N=6	0% N=0	100% N=17
Recreation centers or facilities		19% N=4	52% N=11	29% N=6	0% N=0	100% N=21
Land use, planning and zoning		4% N=1	40% N=10	28% N=7	28% N=7	100% N=25
Code enforcement (weeds, abandoned buildings, etc.)		0% N=0	38% N=10	31% N=8	31% N=8	100% N=26
Animal control		4% N=1	43% N=10	35% N=8	17% N=4	100% N=23
Economic development		12% N=3	27% N=7	27% N=7	35% N=9	100% N=26
Health services		8% N=2	50% N=12	42% N=10	0% N=0	100% N=24
Public library services		21% N=5	54% N=13	4% N=1	21% N=5	100% N=24
Public information services		9% N=2	61% N=14	17% N=4	13% N=3	100% N=23
Cable television		0% N=0	30% N=7	43% N=10	26% N=6	100% N=23
Emergency preparedness (services that prepare the community for natural disasters or other emergency situations)		6% N=1	47% N=8	41% N=7	6% N=1	100% N=17
Preservation of natural areas such as open space, farmlands and greenbelts		4% N=1	54% N=13	29% N=7	13% N=3	100% N=24
Kerrville open space		12% N=3	56% N=14	20% N=5	12% N=3	100% N=25
City-sponsored special events (e.g., Robert Earl Keen's 4th On the River, The Kerrville Triathlon Festival, The Kerrville Chalk Festival, Festival of the Arts)		33% N=9	48% N=13	19% N=5	0% N=0	100% N=27
Overall customer service by Kerrville employees (police, receptionists, planners, etc.)		35% N=9	46% N=12	12% N=3	8% N=2	100% N=26

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Table 11: Question 11

Overall, how would you rate the quality of the services provided by each of the following?	Excellent		Good		Fair		Poor		Total	
	%	N	%	N	%	N	%	N	%	N
The City of Kerrville	21%	N=6	52%	N=15	21%	N=6	7%	N=2	100%	N=29
The Federal Government	4%	N=1	23%	N=6	54%	N=14	19%	N=5	100%	N=26

Table 12: Question 12

Please rate the following categories of Kerrville government performance:	Excellent		Good		Fair		Poor		Total	
	%	N	%	N	%	N	%	N	%	N
The value of services for the taxes paid to Kerrville	26%	N=7	19%	N=5	33%	N=9	22%	N=6	100%	N=27
The overall direction that Kerrville is taking	25%	N=7	25%	N=7	32%	N=9	18%	N=5	100%	N=28
The job Kerrville government does at welcoming citizen involvement	15%	N=4	27%	N=7	35%	N=9	23%	N=6	100%	N=26
Overall confidence in Kerrville government	14%	N=4	31%	N=9	34%	N=10	21%	N=6	100%	N=29
Generally acting in the best interest of the community	18%	N=5	29%	N=8	32%	N=9	21%	N=6	100%	N=28
Being honest	14%	N=4	25%	N=7	39%	N=11	21%	N=6	100%	N=28
Treating all residents fairly	19%	N=5	30%	N=8	26%	N=7	26%	N=7	100%	N=27

Table 13: Question 13

Please rate how important, if at all, you think it is for the Kerrville community to focus on each of the following in the coming two years:	Essential		Very important		Somewhat important		Not at all important		Total	
	%	N	%	N	%	N	%	N	%	N
Overall feeling of safety in Kerrville	50%	N=14	39%	N=11	11%	N=3	0%	N=0	100%	N=28
Overall ease of getting to the places you usually have to visit	30%	N=8	44%	N=12	19%	N=5	7%	N=2	100%	N=27
Quality of overall natural environment in Kerrville	34%	N=10	45%	N=13	21%	N=6	0%	N=0	100%	N=29
Overall "built environment" of Kerrville (including overall design, buildings, parks and transportation systems)	21%	N=6	66%	N=19	14%	N=4	0%	N=0	100%	N=29
Health and wellness opportunities in Kerrville	41%	N=12	38%	N=11	17%	N=5	3%	N=1	100%	N=29
Overall opportunities for education and enrichment	24%	N=7	52%	N=15	24%	N=7	0%	N=0	100%	N=29
Overall economic health of Kerrville	55%	N=16	41%	N=12	3%	N=1	0%	N=0	100%	N=29
Sense of community	34%	N=10	48%	N=14	17%	N=5	0%	N=0	100%	N=29

Table 14: Question 14

Please rate how important, if at all, you think it is for the City of Kerrville to invest resources in each of the following capital projects over the next five years:	Essential		Very important		Somewhat important		Not at all important		Total	
	%	N	%	N	%	N	%	N	%	N
A public safety complex	18%	N=5	25%	N=7	25%	N=7	32%	N=9	100%	N=28
Remodeling Fire Station 3	12%	N=3	27%	N=7	42%	N=11	19%	N=5	100%	N=26
Downtown parking garage repairs	11%	N=3	25%	N=7	43%	N=12	21%	N=6	100%	N=28
Renovation of the home at 529 Water Street to allow for additional library and city programming	14%	N=4	18%	N=5	39%	N=11	29%	N=8	100%	N=28
Improvements to the Downtown streetscape (landscaping updates, new benches, pedestrian safety enhancements, etc.)	21%	N=6	29%	N=8	32%	N=9	18%	N=5	100%	N=28
Creation of a 50 amp RV Loop at Kerrville Schreiner Park	7%	N=2	11%	N=3	39%	N=11	43%	N=12	100%	N=28
Structural repairs and improvements to the detention pond near KROC Facility	7%	N=2	21%	N=6	43%	N=12	29%	N=8	100%	N=28

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Please rate how important, if at all, you think it is for the City of Kerrville to invest resources in each of the following capital projects over the next five years:	Essential		Very important		Somewhat important		Not at all important		Total	
	11%	N=3	7%	N=2	44%	N=12	37%	N=10	100%	N=27
Improvements to RV drainage facilities at Take it Easy RV Park	25%	N=7	18%	N=5	32%	N=9	25%	N=7	100%	N=28
Installing sidewalks along Loop 534										

Table 15: Question 15

The City is considering renovating and expanding the Olympic Pool. Please indicate how important, if at all, you think it should be for the City to EXCLUDE the following features in the existing aquatic facility:

Updated outdoor pool facilities	Essential		Very important		Somewhat important		Not at all important		Total	
	19%	N=5	30%	N=8	33%	N=9	19%	N=5	100%	N=27
An indoor pool	18%	N=5	18%	N=5	32%	N=9	32%	N=9	100%	N=28
Diving boards	11%	N=3	25%	N=7	39%	N=11	25%	N=7	100%	N=28
Water slides	18%	N=5	21%	N=6	32%	N=9	29%	N=8	100%	N=28
Competitive swim lanes	18%	N=5	18%	N=5	39%	N=11	25%	N=7	100%	N=28
Year-round opening hours	18%	N=5	29%	N=8	21%	N=6	32%	N=9	100%	N=28
Small children's pool	26%	N=7	26%	N=7	30%	N=8	19%	N=5	100%	N=27
Zero depth entry area	22%	N=6	15%	N=4	44%	N=12	19%	N=5	100%	N=27
Sprayground (children's fountain area) and/or additional aquatic play features	25%	N=7	14%	N=4	29%	N=8	32%	N=9	100%	N=28

Table 16: Question 16

Please indicate how much of a source, if at all, you consider each of the following to be for obtaining information about the City government and its activities, events and services:

City website ( <a href="http://www.kerrvilletx.gov">www.kerrvilletx.gov</a> )	Major source		Minor source		Not a source		Total	
	78%	N=21	19%	N=5	4%	N=1	100%	N=27
Local newspapers	56%	N=15	30%	N=8	15%	N=4	100%	N=27
The local government cable channel 2	19%	N=5	26%	N=7	56%	N=15	100%	N=27
Local radio	33%	N=9	41%	N=11	26%	N=7	100%	N=27
City Council meetings and other public meetings	52%	N=14	33%	N=9	15%	N=4	100%	N=27
Talking with City officials	44%	N=12	33%	N=9	22%	N=6	100%	N=27
City communications via social media (i.e., Facebook, Twitter or YouTube)	52%	N=14	30%	N=8	19%	N=5	100%	N=27
Visiting City Hall	26%	N=7	41%	N=11	33%	N=9	100%	N=27
Parks and Recreation Guide	38%	N=10	35%	N=9	27%	N=7	100%	N=26
Word-of-mouth	63%	N=17	26%	N=7	11%	N=3	100%	N=27
Local TV news	11%	N=3	44%	N=12	44%	N=12	100%	N=27

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Table 17: Question 17

How likely or unlikely would you be to read a monthly City Newsletter if it were available to you?	Percent	Number
Very likely	72%	N=18
Somewhat likely	16%	N=4
Somewhat unlikely	8%	N=2
Very unlikely	4%	N=1
Total	100%	N=25

Table 18: Question 18

About how often, if at all, do you visit the City Website?	Percent	Number
Daily	7%	N=2
2 times a week or more	26%	N=7
2-4 times a month	33%	N=9
Once a month or less	33%	N=9
Total	100%	N=27

Table 19: Question 19

How would you rate the ease of finding information on the City Website?	Percent	Number
Excellent	15%	N=4
Good	52%	N=14
Fair	19%	N=5
Poor	15%	N=4
Total	100%	N=27

Table 20: Question D1

How often, if at all, do you do each of the following, considering all of the times you could?	Never		Rarely		Sometimes		Usually		Always		Total
	0%	N=0	22%	N=6	4%	N=1	11%	N=3	63%	N=17	
Recycle at home	0%	N=0	4%	N=1	15%	N=4	52%	N=14	30%	N=8	100% N=27
Purchase goods or services from a business located in Kerrville	11%	N=3	7%	N=2	48%	N=13	19%	N=5	15%	N=4	100% N=27
Eat at least 5 portions of fruits and vegetables a day	4%	N=1	15%	N=4	19%	N=5	41%	N=11	22%	N=6	100% N=27
Participate in moderate or vigorous physical activity	0%	N=0	4%	N=1	15%	N=4	44%	N=12	37%	N=10	100% N=27
Read or watch local news (via television, paper, computer, etc.)	7%	N=2	0%	N=0	7%	N=2	11%	N=3	74%	N=20	100% N=27
Vote in local elections											

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Table 21: Question D2

Would you say that in general your health is:	Percent	Number
Excellent	19%	N=5
Very good	52%	N=14
Good	26%	N=7
Fair	4%	N=1
Poor	0%	N=0
Total	100%	N=27

Table 22: Question D3

What impact, if any, do you think the economy will have on your family income in the next 6 months? Do you think the impact will be:	Percent	Number
Very positive	11%	N=3
Somewhat positive	26%	N=7
Neutral	41%	N=11
Somewhat negative	22%	N=6
Very negative	0%	N=0
Total	100%	N=27

Table 23: Question D4

What is your employment status?	Percent	Number
Working full time for pay	69%	N=18
Working part time for pay	4%	N=1
Unemployed, looking for paid work	4%	N=1
Unemployed, not looking for paid work	0%	N=0
Fully retired	23%	N=6
Total	100%	N=26

Table 24: Question D5

Do you work inside the boundaries of Kerrville?	Percent	Number
Yes, outside the home	63%	N=17
Yes, from home	4%	N=1
No	33%	N=9
Total	100%	N=27

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Table 25: Question D6

How many years have you lived in Kernville?	Percent	Number
Less than 2 years	7%	N=2
2 to 5 years	11%	N=3
6 to 10 years	19%	N=5
11 to 20 years	30%	N=8
More than 20 years	33%	N=9
Total	100%	N=27

Table 26: Question D7

Which best describes the building you live in?	Percent	Number
One family house detached from any other houses	85%	N=23
Building with two or more homes (duplex, townhome, apartment or condominium)	11%	N=3
Mobile home	4%	N=1
Other	0%	N=0
Total	100%	N=27

Table 27: Question D8

Is this house, apartment or mobile home...	Percent	Number
Rented	19%	N=5
Owned	81%	N=22
Total	100%	N=27

Table 28: Question D9

About how much is your monthly housing cost for the place you live (including rent, mortgage payment, property insurance and homeowners' association (HOA) fees)?	Percent	Number
Less than \$300 per month	7%	N=2
\$300 to \$599 per month	19%	N=5
\$600 to \$999 per month	22%	N=6
\$1,000 to \$1,499 per month	44%	N=12
\$1,500 to \$2,499 per month	7%	N=2
\$2,500 or more per month	0%	N=0
Total	100%	N=27

Table 29: Question D10

Do any children 17 or under live in your household?	Percent	Number
No	63%	N=17
Yes	37%	N=10
Total	100%	N=27

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Table 30: Question D11

Are you or any other members of your household aged 65 or older?		
	Percent	Number
No	59%	N=16
Yes	41%	N=11
Total	100%	N=27

Table 31: Question D12

How much do you anticipate your household's total income before taxes will be for the current year? (Please include in your total income money from all sources for all persons living in your household.)		
	Percent	Number
Less than \$25,000	0%	N=0
\$25,000 to \$49,999	31%	N=8
\$50,000 to \$99,999	42%	N=11
\$100,000 to \$149,999	19%	N=5
\$150,000 or more	8%	N=2
Total	100%	N=26

Table 32: Question D13

Are you Spanish, Hispanic or Latino?		
	Percent	Number
No, not Spanish, Hispanic or Latino	92%	N=24
Yes, I consider myself to be Spanish, Hispanic or Latino	8%	N=2
Total	100%	N=26

Table 33: Question D14

What is your race? (Mark one or more races to indicate what race(s) you consider yourself to be.)		
	Percent	Number
American Indian or Alaskan Native	4%	N=1
Asian, Asian Indian or Pacific Islander	4%	N=1
Black or African American	4%	N=1
White	92%	N=24
Other	4%	N=1

Total may exceed 100% as respondents could select more than one option.

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Table 34: Question D15

In which category is your age?	Percent	Number
18 to 24 years	0%	N=0
25 to 34 years	27%	N=7
35 to 44 years	8%	N=2
45 to 54 years	19%	N=5
55 to 64 years	23%	N=6
65 to 74 years	15%	N=4
75 years or older	8%	N=2
Total	100%	N=26

Table 35: Question D16

What is your sex?	Percent	Number
Female	58%	N=15
Male	42%	N=11
Total	100%	N=26

Table 36: Question D17

Do you consider a cell phone or landline your primary telephone number?	Percent	Number
Cell	73%	N=19
Land line	4%	N=1
Both	23%	N=6
Total	100%	N=26

**Responses including "don't know"**

The following pages contain a complete set of responses to each question on the survey, including the "don't know" responses. The percent of respondents giving a particular response is shown followed by the number of respondents (denoted with "N=").

Table 37: Question 1

Please rate each of the following aspects of quality of life in Kerrville:	Excellent	Good	Fair	Poor	Don't know	Total
Kerrville as a place to live	30% N=10	48% N=16	21% N=7	0% N=0	0% N=0	100% N=33
Your neighborhood as a place to live	27% N=9	48% N=16	24% N=8	0% N=0	0% N=0	100% N=33
Kerrville as a place to raise children	27% N=9	36% N=12	24% N=8	6% N=2	6% N=2	100% N=33
Kerrville as a place to work	18% N=6	15% N=5	48% N=16	18% N=6	0% N=0	100% N=33
Kerrville as a place to visit	30% N=10	39% N=13	27% N=9	3% N=1	0% N=0	100% N=33
Kerrville as a place to retire	55% N=18	36% N=12	6% N=2	0% N=0	3% N=1	100% N=33
The overall quality of life in Kerrville	24% N=8	45% N=15	30% N=10	0% N=0	0% N=0	100% N=33

Table 38: Question 2

Please rate each of the following characteristics as they relate to Kerrville as a whole:	Excellent	Good	Fair	Poor	Don't know	Total
Overall feeling of safety in Kerrville	21% N=7	58% N=19	21% N=7	0% N=0	0% N=0	100% N=33
Overall ease of getting to the places you usually have to visit	39% N=13	36% N=12	18% N=6	6% N=2	0% N=0	100% N=33
Quality of overall natural environment in Kerrville	36% N=12	48% N=16	12% N=4	3% N=1	0% N=0	100% N=33
Overall "built environment" of Kerrville (including overall design, buildings, parks and transportation systems)	18% N=6	36% N=12	30% N=10	15% N=5	0% N=0	100% N=33
Health and wellness opportunities in Kerrville	18% N=6	55% N=18	24% N=8	3% N=1	0% N=0	100% N=33
Overall opportunities for education and enrichment	21% N=7	42% N=14	33% N=11	3% N=1	0% N=0	100% N=33
Overall economic health of Kerrville	18% N=6	33% N=11	33% N=11	15% N=5	0% N=0	100% N=33
Sense of community	18% N=6	36% N=12	36% N=12	9% N=3	0% N=0	100% N=33
Overall image or reputation of Kerrville	21% N=7	45% N=15	21% N=7	6% N=2	6% N=2	100% N=33

Table 39: Question 3

Please indicate how likely or unlikely you are to do each of the following:	Very likely	Somewhat likely	Somewhat unlikely	Very unlikely	Don't know	Total
Recommend living in Kerrville to someone who asks	33% N=11	36% N=12	24% N=8	3% N=1	3% N=1	100% N=33
Remain in Kerrville for the next five years	58% N=19	30% N=10	9% N=3	3% N=1	0% N=0	100% N=33

Table 40: Question 4

Please rate how safe or unsafe you feel:	Very safe	Somewhat safe	Neither safe nor unsafe	Somewhat unsafe	Very unsafe	Don't know	Total
In your neighborhood during the day	64% N=21	24% N=8	6% N=2	6% N=2	0% N=0	0% N=0	100% N=33
In Kerrville's downtown/commercial area during the day	58% N=19	33% N=11	3% N=1	3% N=1	0% N=0	3% N=1	100% N=33

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Table 41: Question 5

Please rate each of the following characteristics as they relate to Kerrville as a whole:	Excellent		Good		Fair		Poor		Don't know		Total	
	%	N	%	N	%	N	%	N	%	N	%	N
Traffic flow on major streets	3%	N=1	53%	N=17	28%	N=9	16%	N=5	0%	N=0	100%	N=32
Ease of public parking	19%	N=6	38%	N=12	34%	N=11	9%	N=3	0%	N=0	100%	N=32
Ease of travel by car in Kerrville	16%	N=5	59%	N=19	16%	N=5	9%	N=3	0%	N=0	100%	N=32
Ease of travel by public transportation in Kerrville	0%	N=0	6%	N=2	6%	N=2	63%	N=20	25%	N=8	100%	N=32
Ease of travel by bicycle in Kerrville	0%	N=0	31%	N=10	25%	N=8	28%	N=9	16%	N=5	100%	N=32
Ease of walking in Kerrville	3%	N=1	34%	N=11	31%	N=10	22%	N=7	9%	N=3	100%	N=32
Availability of paths and walking trails	22%	N=7	38%	N=12	31%	N=10	9%	N=3	0%	N=0	100%	N=32
Air quality	44%	N=14	53%	N=17	3%	N=1	0%	N=0	0%	N=0	100%	N=32
Cleanliness of Kerrville	25%	N=8	56%	N=18	19%	N=6	0%	N=0	0%	N=0	100%	N=32
Overall appearance of Kerrville	19%	N=6	47%	N=15	28%	N=9	6%	N=2	0%	N=0	100%	N=32
Public places where people want to spend time	16%	N=5	47%	N=15	28%	N=9	9%	N=3	0%	N=0	100%	N=32
Variety of housing options	3%	N=1	22%	N=7	38%	N=12	31%	N=10	6%	N=2	100%	N=32
Availability of affordable quality housing	0%	N=0	6%	N=2	31%	N=10	56%	N=18	6%	N=2	100%	N=32
Fitness opportunities (including exercise classes and paths or trails, etc.)	28%	N=9	34%	N=11	38%	N=12	0%	N=0	0%	N=0	100%	N=32
Recreational opportunities	25%	N=8	34%	N=11	34%	N=11	6%	N=2	0%	N=0	100%	N=32
Availability of affordable quality food	6%	N=2	58%	N=18	32%	N=10	3%	N=1	0%	N=0	100%	N=31
Availability of affordable quality health care	16%	N=5	34%	N=11	41%	N=13	6%	N=2	3%	N=1	100%	N=32
Availability of preventive health services	19%	N=6	44%	N=14	31%	N=10	3%	N=1	3%	N=1	100%	N=32
Availability of affordable quality mental health care	6%	N=2	25%	N=8	31%	N=10	9%	N=3	28%	N=9	100%	N=32

Table 42: Question 6

Please rate each of the following characteristics as they relate to Kerrville as a whole:	Excellent		Good		Fair		Poor		Don't know		Total	
	%	N	%	N	%	N	%	N	%	N	%	N
Availability of affordable quality child care/preschool	0%	N=0	9%	N=3	34%	N=11	25%	N=8	31%	N=10	100%	N=32
K-12 education	3%	N=1	59%	N=19	22%	N=7	0%	N=0	16%	N=5	100%	N=32
Adult educational opportunities	16%	N=5	34%	N=11	28%	N=9	3%	N=1	19%	N=6	100%	N=32
Opportunities to attend cultural/arts/music activities	25%	N=8	44%	N=14	25%	N=8	3%	N=1	3%	N=1	100%	N=32
Opportunities to participate in religious or spiritual events and activities	41%	N=13	38%	N=12	13%	N=4	3%	N=1	6%	N=2	100%	N=32
Employment opportunities	0%	N=0	16%	N=5	59%	N=19	19%	N=6	6%	N=2	100%	N=32
Shopping opportunities	3%	N=1	22%	N=7	50%	N=16	25%	N=8	0%	N=0	100%	N=32
Cost of living in Kerrville	6%	N=2	22%	N=7	50%	N=16	22%	N=7	0%	N=0	100%	N=32
Overall quality of business and service establishments in Kerrville	0%	N=0	50%	N=16	44%	N=14	6%	N=2	0%	N=0	100%	N=32
Vibrant downtown/commercial area	0%	N=0	16%	N=5	44%	N=14	38%	N=12	3%	N=1	100%	N=32
Overall quality of new development in Kerrville	3%	N=1	22%	N=7	38%	N=12	22%	N=7	16%	N=5	100%	N=32
Opportunities to participate in social events and activities	6%	N=2	28%	N=9	56%	N=18	9%	N=3	0%	N=0	100%	N=32
Opportunities to volunteer	28%	N=9	56%	N=18	9%	N=3	0%	N=0	6%	N=2	100%	N=32

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Please rate each of the following characteristics as they relate to Kerrville as a whole:	Excellent		Good		Fair		Poor		Don't know		Total	
	%	N	%	N	%	N	%	N	%	N	%	N
Opportunities to participate in community matters	9%	N=3	50%	N=16	31%	N=10	0%	N=0	9%	N=3	100%	N=32
Openness and acceptance of the community toward people of diverse backgrounds	6%	N=2	50%	N=16	13%	N=4	25%	N=8	6%	N=2	100%	N=32
Neighborhoodness of residents in Kerrville	13%	N=4	44%	N=14	38%	N=12	3%	N=1	3%	N=1	100%	N=32

Table 43: Question 7

Please indicate whether or not you have done each of the following in the last 12 months.

	No		Yes		Total	
	%	N	%	N	%	N
Made efforts to conserve water	16%	N=5	84%	N=27	100%	N=32
Made efforts to make your home more energy efficient	22%	N=7	78%	N=25	100%	N=32
Observed a code violation or other hazard in Kerrville	25%	N=8	75%	N=24	100%	N=32
Household member was a victim of a crime in Kerrville	78%	N=25	22%	N=7	100%	N=32
Reported a crime to the police in Kerrville	66%	N=21	34%	N=11	100%	N=32
Stocked supplies in preparation for an emergency	66%	N=21	34%	N=11	100%	N=32
Campaigned or advocated for an issue, cause or candidate	53%	N=17	47%	N=15	100%	N=32
Contacted the City of Kerrville (in-person, phone, email or web) for help or information	31%	N=10	69%	N=22	100%	N=32
Contacted Kerrville elected officials (in-person, phone, email or web) to express your opinion	56%	N=18	44%	N=14	100%	N=32

Table 44: Question 8

In the last 12 months, about how many times, if at all, have you or other household members done each of the following in Kerrville?

	2 times a week or more		2-4 times a month		Once a month or less		Not at all		Total	
	%	N	%	N	%	N	%	N	%	N
Used Kerrville recreation centers or their services	10%	N=3	37%	N=11	30%	N=9	23%	N=7	100%	N=30
Visited a neighborhood park or City park	20%	N=6	37%	N=11	40%	N=12	3%	N=1	100%	N=30
Used Kerrville public libraries or their services	3%	N=1	10%	N=3	47%	N=14	40%	N=12	100%	N=30
Participated in religious or spiritual activities in Kerrville	23%	N=7	27%	N=8	13%	N=4	37%	N=11	100%	N=30
Attended a City-sponsored event	7%	N=2	27%	N=8	47%	N=14	20%	N=6	100%	N=30
Used bus, rail, subway or other public transportation instead of driving	0%	N=0	0%	N=0	0%	N=0	100%	N=30	100%	N=30
Carpooled with other adults or children instead of driving alone	7%	N=2	10%	N=3	30%	N=9	53%	N=16	100%	N=30
Walked or biked instead of driving	10%	N=3	13%	N=4	10%	N=3	67%	N=20	100%	N=30
Volunteered your time to some group/activity in Kerrville	27%	N=8	23%	N=7	30%	N=9	20%	N=6	100%	N=30
Participated in a club	10%	N=3	23%	N=7	13%	N=4	53%	N=16	100%	N=30
Talked to or visited with your immediate neighbors	43%	N=13	27%	N=8	23%	N=7	7%	N=2	100%	N=30
Done a favor for a neighbor	30%	N=9	20%	N=6	40%	N=12	10%	N=3	100%	N=30

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Table 45: Question 9

	2 times a week or more		2-4 times a month		Once a month or less		Not at all		Total
	4%	N=1	26%	N=7	30%	N=8	41%	N=11	
Thinking about local public meetings (of local elected officials like City Council or County Commissioners, advisory boards, town halls, HOA, neighborhood watch, etc.), in the last 12 months, about how many times, if at all, have you or other household members attended or watched a local public meeting?	7%	N=2	23%	N=7	13%	N=4	57%	N=17	N=30
Attended a local public meeting									
Watched (online or on television) a local public meeting									

Table 46: Question 10

	Please rate the quality of each of the following services in Kernville:					Total						
	Excellent	Good	Fair	Poor	Don't know							
Police services	48%	N=14	34%	N=10	7%	N=2	0%	N=0	10%	N=3	100%	N=29
Fire services	48%	N=14	28%	N=8	3%	N=1	0%	N=0	21%	N=6	100%	N=29
Ambulance or emergency medical services	45%	N=13	21%	N=6	7%	N=2	7%	N=2	21%	N=6	100%	N=29
Crime prevention	24%	N=7	38%	N=11	10%	N=3	3%	N=1	24%	N=7	100%	N=29
Fire prevention and education	24%	N=7	31%	N=9	10%	N=3	3%	N=1	31%	N=9	100%	N=29
Traffic enforcement	17%	N=5	52%	N=15	10%	N=3	7%	N=2	14%	N=4	100%	N=29
Street repair	7%	N=2	17%	N=5	31%	N=9	41%	N=12	3%	N=1	100%	N=29
Street cleaning	10%	N=3	38%	N=11	34%	N=10	14%	N=4	3%	N=1	100%	N=29
Street lighting	11%	N=3	32%	N=9	39%	N=11	18%	N=5	0%	N=0	100%	N=28
Sidewalk maintenance	14%	N=4	28%	N=8	34%	N=10	17%	N=5	7%	N=2	100%	N=29
Bus or transit services	0%	N=0	0%	N=0	10%	N=3	52%	N=15	38%	N=11	100%	N=29
Garbage collection	34%	N=10	38%	N=11	17%	N=5	3%	N=1	7%	N=2	100%	N=29
Recycling	24%	N=7	34%	N=10	7%	N=2	17%	N=5	17%	N=5	100%	N=29
Yard waste pick-up	29%	N=8	25%	N=7	14%	N=4	25%	N=7	7%	N=2	100%	N=28
Storm drainage	7%	N=2	17%	N=5	28%	N=8	34%	N=10	14%	N=4	100%	N=29
Drinking water	24%	N=7	31%	N=9	17%	N=5	24%	N=7	3%	N=1	100%	N=29
Sewer services	24%	N=7	48%	N=14	17%	N=5	0%	N=0	10%	N=3	100%	N=29
Power (electric and/or gas) utility	34%	N=10	52%	N=15	10%	N=3	0%	N=0	3%	N=1	100%	N=29
Utility billing	31%	N=9	48%	N=14	10%	N=3	0%	N=0	10%	N=3	100%	N=29
City parks	31%	N=9	59%	N=17	7%	N=2	3%	N=1	0%	N=0	100%	N=29
Recreation programs or classes	15%	N=4	26%	N=7	22%	N=6	0%	N=0	37%	N=10	100%	N=27
Recreation centers or facilities	14%	N=4	38%	N=11	21%	N=6	0%	N=0	28%	N=8	100%	N=29
Land use, planning and zoning	3%	N=1	34%	N=10	24%	N=7	24%	N=7	14%	N=4	100%	N=29
Code enforcement (weeds, abandoned buildings, etc.)	0%	N=0	34%	N=10	28%	N=8	28%	N=8	10%	N=3	100%	N=29
Animal control	3%	N=1	34%	N=10	28%	N=8	14%	N=4	21%	N=6	100%	N=29
Economic development	10%	N=3	24%	N=7	24%	N=7	31%	N=9	10%	N=3	100%	N=29
Health services	7%	N=2	41%	N=12	34%	N=10	0%	N=0	17%	N=5	100%	N=29
Public library services	17%	N=5	45%	N=13	3%	N=1	17%	N=5	17%	N=5	100%	N=29
Public information services	7%	N=2	48%	N=14	14%	N=4	10%	N=3	21%	N=6	100%	N=29
Cable television	0%	N=0	26%	N=7	37%	N=10	22%	N=6	15%	N=4	100%	N=27

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Please rate the quality of each of the following services in Kerrville:	Excellent		Good		Fair		Poor		Don't know		Total	
Emergency preparedness (services that prepare the community for natural disasters or other emergency situations)	3%	N=1	28%	N=8	24%	N=7	3%	N=1	41%	N=12	100%	N=29
Preservation of natural areas such as open space, farmlands and greenbelts	3%	N=1	45%	N=13	24%	N=7	10%	N=3	17%	N=5	100%	N=29
Kerrville open space	11%	N=3	50%	N=14	18%	N=5	11%	N=3	11%	N=3	100%	N=28
Kerry-sponsored special events (e.g., Robert Earl Keen's 4th On the River, The Kerrville Triathlon Festival, The Kerrville Chalk Festival, Festival of the Arts)	31%	N=9	45%	N=13	17%	N=5	0%	N=0	7%	N=2	100%	N=29
Overall customer service by Kerrville employees (police, receptionists, planners, etc.)	31%	N=9	41%	N=12	10%	N=3	7%	N=2	10%	N=3	100%	N=29

Table 47: Question 11

Overall, how would you rate the quality of the services provided by each of the following?

	Excellent		Good		Fair		Poor		Don't know		Total	
The City of Kerrville	21%	N=6	52%	N=15	21%	N=6	7%	N=2	0%	N=0	100%	N=29
The Federal Government	3%	N=1	21%	N=6	48%	N=14	17%	N=5	10%	N=3	100%	N=29

Table 48: Question 12

Please rate the following categories of Kerrville government performance:

	Excellent		Good		Fair		Poor		Don't know		Total	
The value of services for the taxes paid to Kerrville	24%	N=7	17%	N=5	31%	N=9	21%	N=6	7%	N=2	100%	N=29
The overall direction that Kerrville is taking	24%	N=7	24%	N=7	31%	N=9	17%	N=5	3%	N=1	100%	N=29
The job Kerrville government does at welcoming citizen involvement	14%	N=4	24%	N=7	31%	N=9	21%	N=6	10%	N=3	100%	N=29
Overall confidence in Kerrville government	14%	N=4	31%	N=9	34%	N=10	21%	N=6	0%	N=0	100%	N=29
Generally acting in the best interest of the community	17%	N=5	28%	N=8	31%	N=9	21%	N=6	3%	N=1	100%	N=29
Being honest	14%	N=4	24%	N=7	38%	N=11	21%	N=6	3%	N=1	100%	N=29
Treating all residents fairly	17%	N=5	28%	N=8	24%	N=7	24%	N=7	7%	N=2	100%	N=29

Table 49: Question 13

Please rate how important, if at all, you think it is for the Kerrville community to focus on each of the following in the coming two years:

	Essential		Very important		Somewhat important		Not at all important		Total	
Overall feeling of safety in Kerrville	50%	N=14	39%	N=11	11%	N=3	0%	N=0	100%	N=28
Overall ease of getting to the places you usually have to visit	30%	N=8	44%	N=12	19%	N=5	7%	N=2	100%	N=27
Quality of overall natural environment in Kerrville	34%	N=10	45%	N=13	21%	N=6	0%	N=0	100%	N=29
Overall "built environment" of Kerrville (including overall design, buildings, parks and transportation systems)	21%	N=6	66%	N=19	14%	N=4	0%	N=0	100%	N=29
Health and wellness opportunities in Kerrville	41%	N=12	38%	N=11	17%	N=5	3%	N=1	100%	N=29
Overall opportunities for education and enrichment	24%	N=7	52%	N=15	24%	N=7	0%	N=0	100%	N=29
Overall economic health of Kerrville	55%	N=16	41%	N=12	3%	N=1	0%	N=0	100%	N=29
Sense of community	34%	N=10	48%	N=14	17%	N=5	0%	N=0	100%	N=29

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Table 50: Question 14

Please rate how important, if at all, you think it is for the City of Kerrville to invest resources in each of the following capital projects over the next five years:	Essential				Very important		Somewhat important		Not at all important		Total
	18%	N=5	25%	N=7	25%	N=7	25%	N=7	32%	N=9	
A public safety complex	12%	N=3	27%	N=7	42%	N=11	19%	N=5	100%	N=26	
Remodeling Fire Station 3	11%	N=3	25%	N=7	43%	N=12	21%	N=6	100%	N=28	
Downtown parking garage repairs	14%	N=4	18%	N=5	39%	N=11	29%	N=8	100%	N=28	
Renovation of the home at 529 Water Street to allow for additional library and city programming	21%	N=6	29%	N=8	32%	N=9	18%	N=5	100%	N=28	
Improvements to the Downtown streetscape (landscaping updates, new benches, pedestrian safety enhancements, etc.)	7%	N=2	11%	N=3	39%	N=11	43%	N=12	100%	N=28	
Creation of a 50 amp RV Loop at Kerrville Schreiner Park	7%	N=2	21%	N=6	43%	N=12	29%	N=8	100%	N=28	
Structural repairs and improvements to the detention pond near KROC Facility	11%	N=3	7%	N=2	44%	N=12	37%	N=10	100%	N=27	
Improvements to RV drainage facilities at Take it Easy RV Park	25%	N=7	18%	N=5	32%	N=9	25%	N=7	100%	N=28	
Installing sidewalks along Loop 534											

Table 51: Question 15

The City is considering renovating and expanding the Olympic Pool. Please indicate how important, if at all, you think it should be for the City to include the following features in the existing aquatic facility:	Essential		Very important		Somewhat important		Not at all important		Total	
	19%	N=5	30%	N=8	33%	N=9	19%	N=5		
Updated outdoor pool facilities	18%	N=5	18%	N=5	32%	N=9	32%	N=9	100%	N=28
An indoor pool	11%	N=3	25%	N=7	39%	N=11	25%	N=7	100%	N=28
Diving boards	18%	N=5	21%	N=6	32%	N=9	29%	N=8	100%	N=28
Water slides	18%	N=5	18%	N=5	39%	N=11	25%	N=7	100%	N=28
Competitive swim lanes	18%	N=5	29%	N=8	21%	N=6	32%	N=9	100%	N=28
Year-round opening hours	26%	N=7	26%	N=7	30%	N=8	19%	N=5	100%	N=27
Small children's pool	22%	N=6	15%	N=4	44%	N=12	19%	N=5	100%	N=27
Zero depth entry area	25%	N=7	14%	N=4	29%	N=8	32%	N=9	100%	N=28
Sprayground (children's fountain area) and/or additional aquatic play features										

Table 52: Question 16

Please indicate how much of a source, if at all, you consider each of the following to be for obtaining information about the City government and its activities, events and services:	Major source		Minor source		Not a source		Total	
	78%	N=21	19%	N=5	4%	N=1		
City website (www.kerrvilletx.gov)	56%	N=15	30%	N=8	15%	N=4	100%	N=27
Local newspapers	19%	N=5	26%	N=7	56%	N=15	100%	N=27
The local government cable channel 2	33%	N=9	41%	N=11	26%	N=7	100%	N=27
Local radio	52%	N=14	33%	N=9	15%	N=4	100%	N=27
City Council meetings and other public meetings	44%	N=12	33%	N=9	22%	N=6	100%	N=27
Talking with City officials	52%	N=14	30%	N=8	19%	N=5	100%	N=27
City communications via social media (i.e., Facebook, Twitter or YouTube)	26%	N=7	41%	N=11	33%	N=9	100%	N=27
Visiting City Hall								

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Please indicate how much of a source, if at all, you consider each of the following to be for obtaining information about the City government and its activities, events and services:

	Major source	Minor source	Not a source	Total
Parks and Recreation Guide	38% N=10	35% N=9	27% N=7	100% N=26
Word-of-mouth	63% N=17	26% N=7	11% N=3	100% N=27
Local TV news	11% N=3	44% N=12	44% N=12	100% N=27

Table 53: Question 17

How likely or unlikely would you be to read a monthly City Newsletter if it were available to you?

	Percent	Number
Very likely	67%	N=18
Somewhat likely	15%	N=4
Somewhat unlikely	7%	N=2
Very unlikely	4%	N=1
Don't know	7%	N=2
Total	100%	N=27

Table 54: Question 18

About how often, if at all, do you visit the City Website?

	Percent	Number
Daily	7%	N=2
2 times a week or more	26%	N=7
2-4 times a month	33%	N=9
Once a month or less	33%	N=9
Not at all	0%	N=0
Total	100%	N=27

Table 55: Question 19

How would you rate the ease of finding information on the City Website?

	Percent	Number
Excellent	15%	N=4
Good	52%	N=14
Fair	19%	N=5
Poor	15%	N=4
Don't know	0%	N=0
Total	100%	N=27

Table 56: Question D1

How often, if at all, do you do each of the following, considering all of the times you could?

	Never	Rarely	Sometimes	Usually	Always	Total
Recycle at home	0% N=0	22% N=6	4% N=1	11% N=3	63% N=17	100% N=27
Purchase goods or services from a business located in Kerrville	0% N=0	4% N=1	15% N=4	52% N=14	30% N=8	100% N=27
Eat at least 5 portions of fruits and vegetables a day	11% N=3	7% N=2	48% N=13	19% N=5	15% N=4	100% N=27
Participate in moderate or vigorous physical activity	4% N=1	15% N=4	19% N=5	41% N=11	22% N=6	100% N=27

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How often, if at all, do you do each of the following, considering all of the times you could?	Never	Rarely	Sometimes	Usually	Always	Total
Read or watch local news (via television, paper, computer, etc.)	0% N=0	4% N=1	15% N=4	44% N=12	37% N=10	100% N=27
Vote in local elections	7% N=2	0% N=0	7% N=2	11% N=3	74% N=20	100% N=27

Table 57: Question D2

Would you say that in general your health is:

	Percent	Number
Excellent	19%	N=5
Very good	52%	N=14
Good	26%	N=7
Fair	4%	N=1
Poor	0%	N=0
Total	100%	N=27

Table 58: Question D3

What impact, if any, do you think the economy will have on your family income in the next 6 months? Do you think the impact will be:

	Percent	Number
Very positive	11%	N=3
Somewhat positive	26%	N=7
Neutral	41%	N=11
Somewhat negative	22%	N=6
Very negative	0%	N=0
Total	100%	N=27

Table 59: Question D4

What is your employment status?

	Percent	Number
Working full time for pay	69%	N=18
Working part time for pay	4%	N=1
Unemployed, looking for paid work	4%	N=1
Unemployed, not looking for paid work	0%	N=0
Fully retired	23%	N=6
Total	100%	N=26

Table 60: Question D5

Do you work inside the boundaries of Kerrville?

	Percent	Number
Yes, outside the home	63%	N=17
Yes, from home	4%	N=1
No	33%	N=9
Total	100%	N=27

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Table 61: Question D6

How many years have you lived in Kerrville?	Percent	Number
Less than 2 years	7%	N=2
2 to 5 years	11%	N=3
6 to 10 years	19%	N=5
11 to 20 years	30%	N=8
More than 20 years	33%	N=9
Total	100%	N=27

Table 62: Question D7

Which best describes the building you live in?	Percent	Number
One family house detached from any other houses	85%	N=23
Building with two or more homes (duplex, townhome, apartment or condominium)	11%	N=3
Mobile home	4%	N=1
Other	0%	N=0
Total	100%	N=27

Table 63: Question D8

Is this house, apartment or mobile home...	Percent	Number
Rented	19%	N=5
Owned	81%	N=22
Total	100%	N=27

Table 64: Question D9

About how much is your monthly housing cost for the place you live (including rent, mortgage payment, property tax, property insurance and homeowners' association (HOA) fees)?	Percent	Number
Less than \$300 per month	7%	N=2
\$300 to \$599 per month	19%	N=5
\$600 to \$999 per month	22%	N=6
\$1,000 to \$1,499 per month	44%	N=12
\$1,500 to \$2,499 per month	7%	N=2
\$2,500 or more per month	0%	N=0
Total	100%	N=27

Table 65: Question D10

Do any children 17 or under live in your household?	Percent	Number
No	63%	N=17
Yes	37%	N=10
Total	100%	N=27

The National Citizen Survey™

Table 66: Question D11

Are you or any other members of your household aged 65 or older?	Percent	Number
No	59%	N=16
Yes	41%	N=11
Total	100%	N=27

Table 67: Question D12

How much do you anticipate your household's total income before taxes will be for the current year? (Please include in your total income money from all sources for all persons living in your household.)	Percent	Number
Less than \$25,000	0%	N=0
\$25,000 to \$49,999	31%	N=8
\$50,000 to \$99,999	42%	N=11
\$100,000 to \$149,999	19%	N=5
\$150,000 or more	8%	N=2
Total	100%	N=26

Table 68: Question D13

Are you Spanish, Hispanic or Latino?	Percent	Number
No, not Spanish, Hispanic or Latino	92%	N=24
Yes, I consider myself to be Spanish, Hispanic or Latino	8%	N=2
Total	100%	N=26

Table 69: Question D14

What is your race? (Mark one or more races to indicate what race(s) you consider yourself to be.)	Percent	Number
American Indian or Alaskan Native	4%	N=1
Asian, Asian Indian or Pacific Islander	4%	N=1
Black or African American	4%	N=1
White	92%	N=24
Other	4%	N=1

Total may exceed 100% as respondents could select more than one option.

The National Citizen Survey™

Table 70: Question D15

In which category is your age?	Percent	Number
18 to 24 years	0%	N=0
25 to 34 years	27%	N=7
35 to 44 years	8%	N=2
45 to 54 years	19%	N=5
55 to 64 years	23%	N=6
65 to 74 years	15%	N=4
75 years or older	8%	N=2
Total	100%	N=26

Table 71: Question D16

What is your sex?	Percent	Number
Female	58%	N=15
Male	42%	N=11
Total	100%	N=26

Table 72: Question D17

Do you consider a cell phone or landline your primary telephone number?	Percent	Number
Cell	73%	N=19
Land line	4%	N=1
Both	23%	N=6
Total	100%	N=26

# Agenda Item:

6C. The Scenic Cities Certification Program. (Councilmember Fine)

**TO BE CONSIDERED BY THE CITY COUNCIL  
CITY OF KERRVILLE, TEXAS**

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**SUBJECT:** *Scenic City Certification Program*

**FOR AGENDA OF:** 02/28/17

**DATE SUBMITTED:** 02/24/17

**SUBMITTED BY:** Stephen Fine  
Mayor Pro Tem

**CLEARANCES:**

**EXHIBITS:**



**AGENDA MAILED TO:**

**APPROVED FOR SUBMITTAL BY CITY MANAGER:**

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<b>Expenditure</b>	<b>Current Balance</b>	<b>Amount</b>	<b>Account</b>
<b>Required:</b>	<b>in Account:</b>	<b>Budgeted:</b>	<b>Number:</b>
<b>\$</b>	<b>\$</b>	<b>\$</b>	

**PAYMENT TO BE MADE TO:**

**REVIEWED BY THE FINANCE DEPARTMENT:**

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**SUMMARY STATEMENT**

The mission of the *Scenic City Certification Program* is to support and recognize Texas municipalities that implement high quality scenic standards for public roadways and public spaces. The *Scenic City Certification Program* provides a proven, highly regarded tool to Texas cities for assessment, evaluation and recognition of infrastructure standards. Any Texas city may apply to the *Scenic City Certification Program* for an objective, points based review of existing municipal infrastructure ordinances.

Benefits of participation include:

- Provides expert third-party evaluation of existing standards
- Facilitates internal review and analysis of development plans
- Serves as a platform to educate citizens on the impact of local regulations
- Fosters community character and civic pride
- Enhances economic development efforts

**RECOMMENDED ACTION**

Report only – no action required of Council.

## **Agenda Item:**

6D. Budget and economic update. (staff)



Real estate transactions remain steady with a moderate inventory available.

Unemployment at national, state, and local levels has remained at a relatively low percentage for several months.

Active water accounts: 10,832 residential units, 1,659 commercial units, 514 irrigation only.

Active sewer accounts: 10,635 residential units, 1,338 commercial units

Active garbage accounts: 8,014 residential only (curbside)

### **RECOMMENDED ACTION**

Report is for information purposes only, no action required.

## Budget and Economic Update

Month ending January 31, 2017

	Current Month	Y-T-D Total	Budget @ 33.33%	Prior Year To-Date	% change vs prior year
<b>General Fund</b>					
<b>Total Revenues</b>	<b>\$ 5,691,059</b>	<b>\$ 12,344,089</b>	<b>44.57%</b>	<b>\$ 9,199,133</b>	<b>34.19%</b>
Property tax	\$ 4,526,486	\$ 7,003,111	77.86%	\$ 4,149,537	68.77%
Sales tax	\$ 547,537	\$ 2,156,253	33.47%	\$ 2,033,124	6.06%
<b>Total Expenditures</b>	<b>\$ 1,730,371</b>	<b>\$ 8,028,708</b>	<b>28.99%</b>	<b>\$ 7,649,585</b>	<b>4.96%</b>
<b>Water and Sewer Fund</b>					
<b>Total Revenues</b>	<b>\$ 869,251</b>	<b>\$ 3,806,721</b>	<b>31.48%</b>	<b>\$ 3,800,506</b>	<b>0.16%</b>
Water Sales	\$ 378,727	\$ 1,791,006	31.14%	\$ 1,795,139	-0.23%
Sewer Service	\$ 435,565	\$ 1,788,535	32.21%	\$ 1,731,983	3.27%
<b>Total Expenditures</b>	<b>\$ 838,787</b>	<b>\$ 3,780,017</b>	<b>31.26%</b>	<b>\$ 3,293,031</b>	<b>14.79%</b>
<b>Hotel/Motel Fund</b>					
<b>Total Revenues</b>	<b>\$ 66,804</b>	<b>\$ 364,785</b>	<b>33.20%</b>	<b>\$ 331,536</b>	<b>10.03%</b>
<b>Total Expenditures</b>	<b>\$ 10,000</b>	<b>\$ 268,950</b>	<b>25.14%</b>	<b>\$ 227,850</b>	<b>18.04%</b>

Community Investment Plan	Project Budget	Current Month	P-T-D Expense	Project Budget Balance
Athletic Complex	\$ 10,500,000	\$ 618,391	\$ 4,713,695	\$ 5,786,305
Library Campus - History Center	\$ 693,206	\$ 57,155	\$ 586,719	\$ 106,487
Reuse Pond	\$ 21,800,000	\$ 382,087	\$ 2,484,851	\$ 19,315,149
River Trail	\$ 6,000,000	\$ 109	\$ 5,023,832	\$ 976,168
Utility Construction Building	\$ 1,450,000	\$ 90,666	\$ 783,646	\$ 666,354

### Development Services:

	Residential # of permits		Commercial permits value
	Oct 6		\$1,523,000
	Nov 4		\$1,500,000
	Dec 4		\$500,000
	Jan 4		3,500,000
<b>YTD</b>	<b>18</b>		<b>\$7,023,000</b>

### Housing - January (Source: Kerrville Board of Realtors)

#### Local:

443 active residential listings; 34 residential sales January 2017  
 \$7,269,550 total residential sales dollars January 2017  
 \$7,269,550 total residential sales dollars Y-T-D 2017

### Unemployment - December (Source: Texas Workforce Commission)

National	4.5%
Texas	4.6%
Local	3.4%

### Utility Accounts:

#### Active water accounts:

Residential units - 10,832; Commercial units - 1,659; Irrigation - 514

#### Active sewer accounts:

Residential units - 10,635; Commercial units - 1,338

#### Active garbage accounts:

Curbside - residential only - 8,014

## **Agenda Item:**

7A. Appointment to the Kerrville-Kerr County Joint Airport Board.

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**BUSINESS OF THE CITY COUNCIL  
CITY OF KERRVILLE, TEXAS**

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**SUBJECT:** Appointment to the Kerrville-Kerr County Joint Airport Board

**FOR AGENDA OF:** February 28, 2017 **DATE SUBMITTED:** February 22, 2017

**SUBMITTED BY:** Brenda Craig *BC* **CLEARANCES:** Don Davis  
City Secretary Interim City Manager

**EXHIBITS:** Board List  
Letter from Bruce McKenzie, Airport Manager, dated February 22, 2017

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**AGENDA MAILED TO:**

**APPROVED FOR SUBMITTAL BY CITY MANAGER:**



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**SUMMARY STATEMENT**

The city council may consider one appointment to the Kerrville-Kerr County Joint Airport Board to fill the unexpired term of Steve King, Place 2 due to expire June 1, 2017.

The attached letter from Bruce McKenzie, Airport Manager, states the Airport Board's recommendation for the appointment of Dr. Mark Mosier.

This appointment is also due to be discussed by the Kerr County Commissioners' Court on February 27, 2017.

In accordance with the interlocal agreement, the Airport Board recommends persons to the county and city for consideration of appointment. In the event a candidate(s) recommended by the board is not appointed by either party, the board shall recommend an alternative candidate. In the event the second candidate is not appointed by either party, the board shall select another candidate who will be automatically appointed to the board without approval of the parties.

**RECOMMENDED ACTION**

Consider appointments to the Kerrville-Kerr County Joint Airport Board, with term to expire June 1, 2017.

**KERRVILLE-KERR COUNTY JOINT AIRPORT BOARD**

	<u>Telephone</u>	<u>Orig. Appt.</u>	<u>Re-Appt. Date</u>	<u>Exp. Date</u>
KING, STEVE (PL 2) President 242 Creekwood Rd. E-mail <a href="mailto:swking242@windstream.net">swking242@windstream.net</a>	257-3063 (O) 285-3063 (C)	04-25-06	05-24-15	06-01-17
WALTERS, ROGER "COREY" Vice President (PL 1) 222 Sidney Baker South, Ste. 305 E-mail <a href="mailto:cw717@ktx.com">cw717@ktx.com</a>	257-6300 (O) 257-1314 (H)	10-27-09	05-24-16	06-01-18
GRIFFIN, KIRK (PL 5) 109 Canyon Dr. W. P.O. Box 741 Hunt, TX 78024 E-mail <a href="mailto:agbq81@yahoo.com">agbq81@yahoo.com</a>	830-459-3431 (C)	11-13-12	05-24-16	06-01-18
LIVERMORE, ED (PL 4) 3004 Pinnacle Club Ct. #2 E-mail <a href="mailto:elivermo@ktc.com">elivermo@ktc.com</a>	895-2820 (H)	08-23-11	05-26-15	06-01-17
WOOD, WILLIAM "BILL"(PL 3) 3004 Pinnacle Club Dr. #4 E-mail <a href="mailto:bill@satx.rr.com">bill@satx.rr.com</a>	896-7742 (H) 329-2891 (C)	08-28-12	05-24-16	06-01-18
<b>Airport Board Staff:</b> Bruce McKenzie Airport Manager E-mail <a href="mailto:bruce.mckenzie@kerrvilleairport.com">bruce.mckenzie@kerrvilleairport.com</a>	896-9399 (O) 329-3764 (C)			

Qualifications: It is deemed desirable that all board members possess and will contribute a balance of expertise in business, financial, aviation, or management training and experience.

Powers and Duties: The board may exercise on behalf of the city and county any power possessed by either and those specifically provided by the code, including the power to lease property and facilities, and to buy and sell goods as an incident to the operation of the airport. However, the board is not authorized to impose a property tax, sell bonds, or otherwise enter into other debt instruments, dispose of airport property, or exercise the power of eminent domain without the prior written consent of the city and county. The board, following the prior written consent of the city and county, has the authority to apply for and to execute grant funding agreements. The board may improve, equip, maintain, operate, manage, regulate, protect, and police the airport. The board may realign, alter, acquire, abandon, or close a portion of a roadway or alleyway without a showing of paramount importance if the portions to be realigned, altered, acquired, abandoned, or closed are in the geographical

boundaries of the airport at the time of or after the realignment, alteration, acquisition, abandonment, or closing. The board shall have the responsibility and be in charge of the property, improvements, and other assets of the airport and shall revenues of the airport. be in charge of the disbursement of airport funds for airport purposes. The board shall also cause records to be kept of any and all revenues and disbursements. The board shall establish a fund to be maintained for the purpose of depositing all This fund shall be kept and managed by the board and shall be established at a bank with a branch in Kerr County. Federal, state, or other contributions or loans and the revenue obtained from the operation of the airport shall be deposited to the credit of the joint fund. The board shall have an audit of the financial affairs of the board and its operation of the airport conducted each year by an independent accountant and shall furnish the audit to the city and county no later than December 1 of each year. The board shall ensure that all records regarding the operation of the airport are maintained, retained, and made available for public review in accordance with the Texas Public Information Act. All records shall be maintained at the airport. The board shall hire and employ an airport manager ("manager") and such other employees as are necessary for the operation of the airport. The board, through its manager and any other employees, shall be responsible for the day-to-day management of the airport. Toward that end, the board is authorized to enter into service contracts with other public or private entities. The board may adopt resolutions, rules, and orders for the operation of the airport. The board may lease airport property and may adopt fees and rental rates with respect to the use of airport services or use of airport property. Such fees and rates should be, to the extent possible, included within the board budget. The city and county acknowledge that the airport property is within the city's limits and is subject to the city's regulations. However, the board shall monitor and consider appropriate zoning for the airport and the immediately surrounding areas whose use may impact airport operations. The board shall adopt policies and procedures for the purchase of goods and services and for the accounting of the airport's finances, each in accordance with state law.

The board may insure itself, its contractors and subcontractors against liability arising from the operation of the airport for damages to the person or property of others, workers' compensation, and officers' and employees' liability. The board shall comply with the code and other state laws and local laws in all respects.

Number of Members: Five members: 1) The Board shall recommend persons to the County and City for consideration of appointment. The Board shall submit the names of such persons to each Party at least 60 days prior to the end of the particular place's term. In the event that a candidate recommended by the Board is not appointed by either Party, the Board shall recommend an alternative candidate. In the event that this second candidate is not appointed by either Party, the Board shall select another candidate who will be automatically appointed to the Board without the approval of the parties. 2) It is deemed desirable that all Board members possess and will contribute a balance of expertise in business, financial, aviation, or management training and experience. Appointments shall be made on or before June 1 of each year. 3) Replacement of members shall be made on or before June 1 of each year. 3) Replacement of members shall be in the same manner and under the same qualification as described above with such replacement being appointed to fulfill only that portion of the remaining term. 4) Any Board member may be removed by a

majority vote of each Party, for any reason. In addition, the Board may recommend to the County and City that a Board member be removed. 5) Board members shall be eligible for reappointment, but Board members are prohibited from serving more than 3 consecutive, 2-year terms. Only reappointments made after October 1, 2011 shall count toward this limitation.

- Term of Office: Each board member shall be appointed for a two year term and shall continue to Serve in this capacity until their successor is appointed and is duly qualified. Upon the death of any member or should any member resign or for any reason become unable to serve, a replacement shall be appointed in the same manner as provided to fill the vacancy for the unexpired term. The terms of those board members who are serving in Place 1, 3 or 5 shall expire on June 1, 2010. The terms for those board members appointed to Places 2 and 4 shall expire on June 1, 2011. Board members shall be eligible for reappointment.
- Meeting Time & Place: Third Monday of each month, 8:30 a.m. at Airport Terminal Building, Louis Schreiner Field Airport, 1877 Airport Loop Road, Kerrville, Texas. All such meetings of the board shall be held in accordance with the Texas Open Meetings Act.
- Established by: Interlocal Agreement between the City of Kerrville, Texas and Kerr County, Texas. Ordinance No. 2004-21 (replaced in its entirety); amended by Resolution No. 069-2008 (joint management)  
Code of Ordinances: Chapter 22 - Article II - Section 22-31 through 22-33
- Revised: June 13, 2016



Kerrville/Kerr County Airport  
Bruce McKenzie, Airport Manager  
1877 Airport Loop  
Kerrville, TX 78028  
bruce.mckenzie@kerrvilleairport.com

February 22, 2017

Kerrville City Council  
City of Kerrville  
701 Main Street  
Kerrville, TX 78028

Re: Airport Board Member Nomination

Dear Council,

In accordance with Section 3 (d) of the Interlocal Agreement for the Continued Existence of a Joint Airport Board to Provide Management of Kerrville/Kerr County Airport, The Joint Airport Board unanimously agreed at our Board meeting on February 22, 2017, to nominate Dr. Mark Mosier to fill the current vacancy on the Board.

We respectfully request your approval of this nomination.

Thank you,

A handwritten signature in cursive script that reads 'Bruce McKenzie'.

Bruce McKenzie  
Airport Manager  
Kerrville/Kerr County Airport

Background information on Dr. Mosier is attached.

## **Agenda Item:**

7B. Appointment to the Kerrville Public Utility Board.

**BUSINESS OF THE CITY COUNCIL  
CITY OF KERRVILLE, TEXAS**

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**SUBJECT:** Appointment to the Kerrville Public Utility Board

**FOR AGENDA OF:** February 28, 2017      **DATE SUBMITTED:** February 22, 2016

**SUBMITTED BY:** Brenda Craig *BC*      **CLEARANCES:** Don Davis  
City Secretary      Interim City Manager

**EXHIBITS:** Board List  
Letter and applications from KPUB (attached separately)



**AGENDA MAILED TO:**

**APPROVED FOR SUBMITTAL BY CITY MANAGER:**

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<b>Expenditure Required:</b>	<b>Current Balance in Account:</b>	<b>Amount Budgeted:</b>	<b>Account Number:</b>
\$	\$	\$	

**PAYMENT TO BE MADE TO:**

**REVIEWED BY THE FINANCE DIRECTOR:**

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**SUMMARY STATEMENT**

Please consider appointment to the following board:

**Kerrville Public Utility Board:** One five-year term due to expire April 21, 2022: Philip Stacy.

This matter also has been posted for executive session.

**RECOMMENDED ACTION**

Consider appointment to KPUB, with term to become effective April 21, 2017, and to expire April 21, 2022.

**KERRVILLE PUBLIC UTILITY BOARD**

	<u>Telephone</u>	<u>Orig. Appt.</u>	<u>Re-Appt. Date</u>	<u>Exp. Date</u>
STACY, PHILIP Chairman P.O. Box 222 Hunt, TX 78024	792-4844 (O) 830-367-7007 (H)	02-28-12		04-21-17
SAMPLE, JOHN Vice-Chairman P.O. Box 291341 355 W. Main	257-6625 (H)	04-22-09	03-11-14	04-21-19
GAMBLE, FRED Secretary 1228 Jefferson	257-5135 (H)	04-22-10	4-21-15	04-21-20
THOMAS, BILL 435 Coronado	895-3695 (H) 377-5407 (C)	03-08-16		04-21-21
WHITE, BONNIE Mayor P.O. Box 291949	792-6679 (H) 896-6679 (O)	05-17-16		05-00-18
Staff WITTLER, MIKE General Manager P.O. Box 294999	257-3050 (O)			

Qualifications: Citizen of the United States of America who reside or conduct business on a full-time basis in Kerr County, Texas and who use the system for personal, residential, business and/or company use. No person who is related within the second degree of consanguinity or affinity to any member of the board of trustees shall be eligible for election as a member of the board.

Vacancies: All vacancies shall be filled by the city council from nominations of at least three persons for each position to be filled by the majority vote of the remaining members of the board of trustees. If the city council does not act upon such nominations within 30 days after submission in writing to the city council, the board of trustees by majority vote of the remaining members shall nominate three additional persons for each position to be filled. If the city council does not act upon such additional nominations within 30 days after submission of such additional nominations, the board shall be empowered to fill such vacancies by the majority vote of the remaining members of the board of trustees.

Powers: To take, have and exercise exclusive possession and control of the system, and all additions thereto, and to collect, and enforce the collection of all funds and revenues that may be or become owing or that may arise out of the operation of the system, and to disburse the same. To fix all rates for all services to be

furnished by the system, with the power to alter the same at any time or times, subject to approval of the city council of the city of Kerrville. To employ and pay the compensation of a general manager of the system, and attorneys, engineers and other professional or technical aids as may be necessary. To do any and all things necessary in reference to the installing and maintaining of a complete system of records and accounts pertaining to the system and to make monies available for the payment of revenue bonds.

- Term of Office: Five years; a person who has served as a member of the Board for an initial term shall be eligible to be re-appointed for one additional consecutive term of five years, and one only, but may serve for any number of non-consecutive terms so long as such member has not served as a member of the board for at least two years next preceding the term for which such member is appointed. A member who is appointed to the board to serve out an unexpired portion of a retired member's term shall not be considered to have served a "term" unless the unexpired portion of the term so served is two years or more. Permanent removal of residence from, or the failure to conduct business on a full-time basis in Kerr County by any member of the board shall vacate his office as a member of the board.
- Quorum: Three
- Number of Members: Five
- Meeting Time & Place: Third Wednesday, 8:30 a.m., 2250 Memorial Blvd.
- Absences: Any member of the board, other than the Mayor, who shall be continuously absent from all meetings held by the board for a period of four consecutive months shall, unless he shall have been granted leave of absence by the unanimous vote of the remaining members of the board, be considered to have vacated his office as a member of the board.
- Established by: Ordinance No. 1987-45 (purchase); Resolution 1987-106 (Board);
- Revised: June 13, 2016



KERRVILLE  
PUBLIC  
UTILITY  
BOARD

2250 Memorial Blvd. • P.O. Box 294999 • Kerrville, Texas 78029-4999 • 830-257-3050 • FAX 830-257-8078

February 22, 2016

Mr. Don Davis  
Interim City Manager  
City of Kerrville  
701 Main Street  
Kerrville, Texas 78028

Dear Mr. Davis,

At its Regular Monthly Meeting held today, the Kerrville Public Utility Board nominated the following individuals for consideration by the Kerrville City Council for appointment to the Kerrville Public Utility Board of Trustees Position No. Four:

Name	Address	In City Limits	Employment
Cameron Paul Hinson	487 Horseshoe Ridge Kerrville, TX	No	Hinson Insurance Agency
Truman Martin	211 Creekwood Rd. Kerrville, TX	No	Retired
Philip Stacy	199 Connie Lane Ingram, TX	No	Habitat for Humanity

Enclosed are copies of the applications completed by each of these individuals. I have verified that each of these individuals reside in or conduct business on a full-time basis in Kerr County and use the System for personal, residential, business, and/or company use. Position No. Four is currently held by Philip Stacy, whose term is set to expire on April 21, 2017. Mr. Stacy is currently completing his first five-year term and is eligible to serve again at this time.

I respectfully request these nominations be placed on a City Council Agenda for consideration in the near future. Please let me know if you have any questions or need additional information.

Yours truly,

Mike Wittler  
General Manager and CEO

MW/lsg

Enclosures – (3) Applications