

BUDGET FISCAL YEAR 2022



**MOVING
FORWARD**



In accordance with Section 102.007 of the Texas Local Government Code the following information is being included as the cover page for a budget document:

City of Kerrville Fiscal Year 2021-2022

This budget will raise more revenue from property taxes than last year's budget by an amount of \$401,866, which is a 4.6 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$147,441.

The recorded vote for each member of the governing body by name voting on the adoption of the Fiscal Year 2022 (FY2022) budget is as follows:

	<u>August 24, 2021</u>	<u>September 14, 2021</u>
Bill Blackburn, Mayor	YES	YES
Roman Garcia, Place 1	YES	YES
Kim Clarkson, Place 2	YES	YES
Judy Eychner, Place 3	YES	YES
Brenda Hughes, Place 4	YES	YES

Property Tax Comparison	<u>2020-2021</u>	<u>2021-2022</u>
Property Tax Rate	\$0.5116/100	\$0.5093/100
No-New-Revenue Tax Rate	\$0.5116/100	\$0.4868/100
No-New-Revenue Maintenance and Operations Tax Rate	\$0.4448/100	\$0.4211/100
Voter-Approval Tax Rate	\$0.5338/100	\$0.5315/100
Debt Rate	\$0.0735/100	\$0.0735/100

At the end of FY2021, the total debt obligation (outstanding principal) for the City of Kerrville secured by property taxes is \$67,085,000. Of this amount, \$43,605,000 is supported by Water Fund revenue, \$10,630,000 is supported by 4B sales tax revenue, and \$12,850,000 is supported by property taxes. Securing the debt with property taxes results in a lower interest rate. As in all prior years, the City expects that the Water Fund and 4B sales tax revenues will be sufficient for those debt service obligations. The City does not anticipate paying Water Fund or 4B sales tax supported debt with property taxes in any year. More information regarding the City's debt obligation, including payment requirements for current and future years, can be found in the Debt Service Funds section of this budget document.



CITY COUNCIL AND STAFF



Kerrville City Council

Place 1	Roman Garcia
Place 2, Mayor Pro-Tem	Kim Clarkson
Mayor	Bill Blackburn
Place 3	Judy Eychner
Place 4	Brenda Hughes

City of Kerrville Staff

City Manager	E.A. Hoppe
Finance Director	Julie Behrens
Assistant Director of Finance	Trina Rodriguez



The Community Vision

As part of the Kerrville 2050 Comprehensive Plan process, community leaders converged around key ideas and common themes expressed by citizens during numerous public outreach opportunities. These ideas and themes were transformed into a shared vision of the future. The Vision Statement below, developed based on input from the Community Retreat and the work of the Comprehensive Plan Steering Committee, was approved in December 2017 and guided the course of the remainder of the effort:

Kerrville will be a vibrant, welcoming and inclusive community that:

Respects and protects the natural environment that surrounds it;

Seeks to attract economic growth and development;

Provides opportunities for prosperity, personal enrichment and intellectual growth for people of all ages; and

Does so while preserving the small-town charm, heritage, arts and culture of the community.

This statement is a direct reflection of the values and priorities of residents, workers, business owners, students, and community leaders. It encapsulates the City's energy and its willingness to embrace growth so long as it occurs with an understanding, an appreciation, and a goal of preserving Kerrville's history and small-town character.





BUDGET AWARD



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Kerrville
Texas**

For the Fiscal Year Beginning

October 01, 2020

Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Kerrville for its annual budget for the fiscal year beginning October 1, 2020.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, operations guide, financial plan and communications device.

TABLE OF CONTENTS





TABLE OF CONTENTS

TABLE OF CONTENTS

Budget Message

11	City Manager's Message
----	------------------------

City Profile

15	City Profile
16	Geographic Information
17	Education, Churches, Culture and Recreation
21	History
22	City Organizational Chart

Budget Overview

25	Budget Summary
26	Consolidated Budget
29	Revenue Sources
30	Revenue Forecasting
32	Consolidated Expenditures

Five Year Forecast

35	Five Year Fiscal Forecast
----	---------------------------

Budget Summary

39	Building the Budget
40	Kerrville 2050 Key Priority Areas
41	Budget Philosophy
42	Purpose and Process
44	Budget Calendar
45	Budget Basis
46	Fund Structure
48	Guide to Department Pages
50	Budget Ordinance
54	Tax Ordinance

General Fund

57	General Fund
59	General Fund Budget Summary
63	General Fund Revenues
69	General Fund Revenues by Line Item
75	General Fund Expenditures
79	General Fund Expenditures by Department
80	City Council
82	City Secretary
85	City Attorney
87	City Administration



TABLE OF CONTENTS

89	Human Resources
92	Finance
95	Information Technology
98	Public Information
101	Municipal Court
104	Police
107	Consolidated Fire Department
110	Fire
112	Emergency Management
114	Fire Prevention
116	EMS
118	Consolidated Parks and Recreation Department
124	Kerrville-Schreiner Park
127	Tennis Center
129	Aquatics
131	Parks Maintenance
133	Kerrville Sports Complex
135	Recreation
137	Community Events
139	Engineering
142	Streets
145	Solid Waste
148	Library
151	General Operations
Development Services	
153	Development Services Fund
154	Budget Summary
156	Development Services Fund Revenues
157	Planning
159	Building Services
161	Code Compliance
163	General Operations
Water Fund	
165	Water Fund
167	Water Fund Budget Summary
171	Water Fund Revenues
173	Water Fund Revenues by Line Item
175	Water Fund Expenditures



TABLE OF CONTENTS

177	Water Fund Expenditures by Department
178	Utility Billing
181	Water Production
184	Water Distribution
187	Water Reclamation
190	Environmental Laboratory
193	Wastewater Collections
196	General Operations
Debt Service	
197	Debt Service Funds
198	Debt Service Overview
199	General Debt Service Fund
205	Water Debt Service Fund
Community Investment Plan	
209	Community Investment Plan
212	General Capital Projects Fund
218	Water Capital Projects Fund
Other Funds	
224	Golf Course Fund
228	General Asset Replacement Fund
230	Water Asset Replacement Fund
231	Hotel Occupancy Tax Fund
232	Garage Fund
236	Employee Benefit Trust Fund
237	Parkland Dedication Fund
238	Police Special Revenue Fund
239	Library Memorial Fund
241	PEG Special Revenue Fund
242	Municipal Court Special Revenue Fund
243	Landfill Fund
244	Landfill Post Closure Fund
245	Remschel-Deering History Center Fund
246	Library Endowment Fund
247	Cailloux Theater Endowment Fund
248	Grant Fund
249	Insurance Reserve Fund
250	TIRZ #1 Fund



TABLE OF CONTENTS

EIC Fund

251	Economic Improvement Corporation Fund
-----	---------------------------------------

Appendix

253	Appendix
255	Personnel Schedules
256	Full Time Employees by Department
257	General Government Pay Plan
261	Police Pay Plan
262	Fire Pay Plan
263	Official Bonds
265	Financial Management Policy
279	Investment Policy
291	Purchasing Policy
311	Real Estate Policy
317	Travel Policy
323	Vehicle and Equipment Replacement Policy
327	Glossary of Terms
339	Tax Rate Calculation
357	Fee Schedule



CITY MANAGER'S MESSAGE





CITY MANAGER'S MESSAGE

Dear Honorable Mayor Blackburn, Councilmembers and Citizens of Kerrville:

It is my privilege to submit the Fiscal Year 2022 (FY2022) Budget for the City of Kerrville. As we continue to emerge from the impacts of the global COVID-19 pandemic, our hopes for a return to stable economic foundations and more normalized operations provide the impetus for this year's budget theme of ***"Moving Forward."***

Priority-based budgeting offers a structured process to effectively allocate scarce resources. Using this approach, the community identifies its key priority areas and the City allocates funds based on how effectively a program or service aligns with the priorities that the community has deemed to be of greatest value. The FY2022 Budget continues to *move forward* the vision of the community as expressed via the guiding principles outlined in the Kerrville 2050 Comprehensive Plan, as well as specific strategic initiatives of the City Council. Some of the major initiatives slated for FY2022 are as follows (categorized within their respective Kerrville 2050 Key Priority Area):

Community & Neighborhood Character / Placemaking

- Continued focus on implementation of the Doyle Community Area Development Plan
- Evaluation of additional Area Development Plans in possible locations such as the medical district (Strategic Catalyst Area #2) and the KERV Airport (Strategic Catalyst Area #11)

Downtown Revitalization

- Investment in Downtown infrastructure, partially funded via state-wide grants
- Capital investment into the infrastructure at the Butt-Holdsworth Memorial Library Complex and the continued development of the proposed Heart of the Hills Heritage Center
- Continued efforts to attract a downtown hotel
- Fiscal evaluation of an extension of the Kerrville River Trail into the downtown area

Economic Development

- Continued focus on regional retail recruitment
- Supporting the efforts of the Kerr Economic Development Corporation in bringing high-quality, well-paying primary jobs to the community, as well as retaining and expanding existing local employers

Housing

- Partnering with the private sector to facilitate the continued expansion of workforce housing developments in the community



CITY MANAGER'S MESSAGE

Mobility / Transportation

- Implementation of the remaining 2019 bond funding for street reconstruction improvements
- Continued enhancement to funding levels for annual street maintenance activity
- Investment in sidewalks, pedestrian safety improvements, and other multi-modal transportation enhancements, especially through opportunities presented via state-wide grant funding

Parks, Open Space & the River Corridor

- Completion of a major update to the City's Parks and Recreation Master Plan
- Investment in the community's tourism economy via community event support, and quality of life assets that serve both the residents of the community as well as visitors

Public Facilities & Services

- Continued emphasis on recruiting and retaining a high-quality City workforce
- Building a high-performing City organization by empowering employees through a renewed focus on training and leadership development
- Progressing the community dialogue around investing in public safety operations and the facilities they operate via a new multi-departmental Public Safety Facility
- Addressing public safety equipment needs so that those personnel can perform their essential duties safely, efficiently, and effectively

Water, Wastewater & Drainage

- Completion of a major update to the City's Water/Wastewater Master Plan
- Continued implementation of the City's Long Range Water Supply Master Plan, exhibited by the completion of a new major supply well in the Ellenberger aquifer
- Implementation of the 2019 bond funding allocated to address some of the community's highest priority stormwater drainage problems
- Building resilience in the City's utility network via investment in backup power generation systems, hopefully funded in part via state-wide grants

Budget Philosophy

The FY2022 Budget anticipates a continued economic recovery from the COVID-19 pandemic with overall revenues of just under \$72 million for the year, and is built upon a conservative fiscal philosophy that includes the following fiscal approaches:

1. Sustainability – The City's budget uses conservative revenue projections and does not use one-time revenues to fund on-going or recurring expenditures.
2. Balanced – for the City's largest operating funds, expenditures do not exceed revenues.



CITY MANAGER'S MESSAGE

3. Decreases current property tax rate – For FY2022, the City Council adopted a tax rate DECREASE, meaning that the property tax rate has stayed the same or decreased for the 12th consecutive year.
4. Water/Sewer Rates – Makes modest, incremental rate changes as recommended for FY2022 in accordance with the previous multi-year rate study conducted in 2019.
5. No use of fund balance – General Fund and Water Fund do not use fund balances to meet regular, recurring expenditures.

Debt Service Funds and General Capital Projects

Kerrville has been able to complete major community investments without increasing the debt portion of the property tax rate, and while maintaining an impressive AA bond rating issued by Standard and Poor's. During the FY2010 budget process, the City Council established a policy that no new property tax-supported debt would be issued, without voter approval, if it would require an increase in the tax rate. The FY2022 budget includes \$2,365,340 allocated for the implementation of major street and drainage improvements funded by the Certificate of Obligation debt issuance in 2019. Additional community dialogue around the issuance of property tax supported debt for a multi-department Public Safety Facility is anticipated.

Conclusion

The FY2022 Budget reflects the City's efforts to meet the community's desired levels of services and maintain fiscal discipline while also continuing to emerge from the COVID-19 pandemic. The budget emphasizes continued focus on the City's three "E's" approach toward achievement of excellence: engagement with citizens, economic opportunity, and empowerment of employees. The new budget provides the resources to again *move forward* with the implementation of the community's vision expressed in Kerrville 2050.

Sincerely,

E.A. Hoppe
City Manager

CITY PROFILE



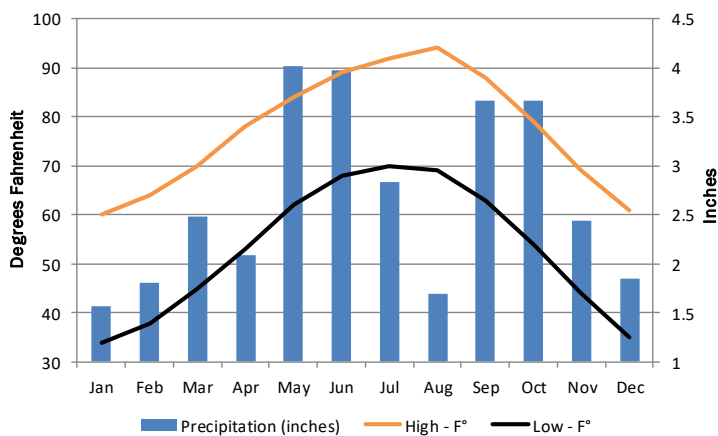


LOCATION

Kerrville is ideally located in the heart of the Texas Hill Country, 65 miles northwest of San Antonio and 102 miles southwest of Austin. Other major metropolitan areas, Dallas and Houston, are both less than 300 miles from Kerrville. Our city is the county seat for Kerr County and easily accessible from Interstate Highway 10 or State Highways 16, 27, and 173.



Kerrville's Climate

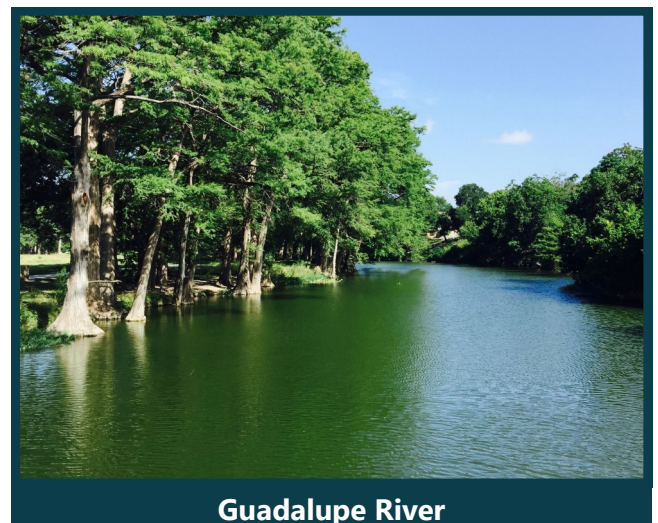


CLIMATE

At an elevation of 1,905 above sea level, Kerrville has a semi-arid climate, averaging approximately 32 inches of rain per year. August is the warmest month with an average high temperature in the mid-nineties. January is the coldest month with average lows in the mid-thirties.

TOPOGRAPHY

The Guadalupe River runs through Kerrville, providing the City not only with drinking water, but with ample recreational opportunities, beautiful views and tourist appeal. Kerrville boasts a 6 mile long River Trail and a beautiful downtown riverfront park, Louise Hays Park. Louise Hays Park offers a splash pad, amphitheater, dog park, covered pavilions and playscapes. In addition, Kerrville-Schreiner Park offers visitors 517 acres of trails, camping, fishing, swimming and recreation on the Guadalupe River.

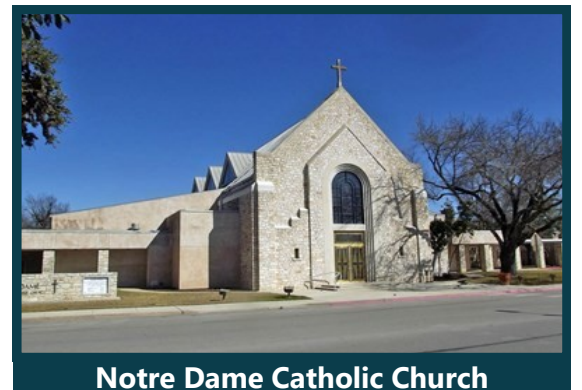


Guadalupe River



EDUCATION AND CHURCHES

Kerrville Independent School District has four elementary schools, one 6th grade school, one middle school, one high school, and a total enrollment of almost 5,000 students. The newly constructed Hal Peterson Middle School opened in August of 2021. In addition, Kerrville has numerous private schools, one community college campus, and one university. With an enrollment of over 1,400 students, Schreiner University continues to expand. In the past decade, Schreiner has added a new athletic and event center, a fitness center, residence halls, and student apartments. The Kerrville area is also home to more than 90 churches, religious organizations and The Coming King Sculpture and Prayer Garden.





EVENTS AND FESTIVALS

Kerrville is home to events that draw guests from across the state and beyond. These events enhance the tourism industry in Kerrville and provide diverse experiences and fun activities for families and people of all ages.

- Kerrville Folk Festival
- Robert Earl Keen's 4th on the River
- Kerrville Triathlon Festival
- Kerrville Sports Complex Tournaments
- Mountain Bike Festival
- Scott Schreiner Municipal Golf Course Tournaments
- Holiday Lighted Parade
- River Roadster Show
- Family Fright Night
- Kerrville River Festival
- Kerrville Chalk Festival
- Kerrville Tennis Complex Tournaments



Heart of the Hills Golf Tournament



Kerrville Chalk Fest



Robert Earl Keen's 4th on the River



CULTURE AND RECREATION

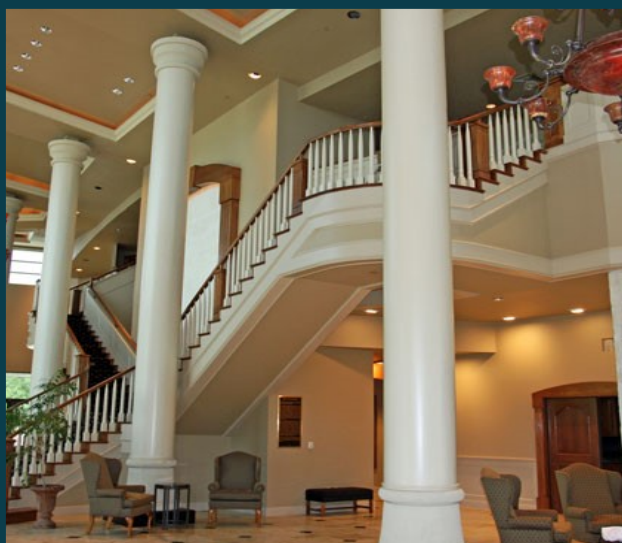
Cultural and recreational opportunities are abundant in Kerrville. The numerous parks, trails, sports fields, museums, historical areas, and planned events are all reasons to visit the City of Kerrville.

Museums & Cultural Centers

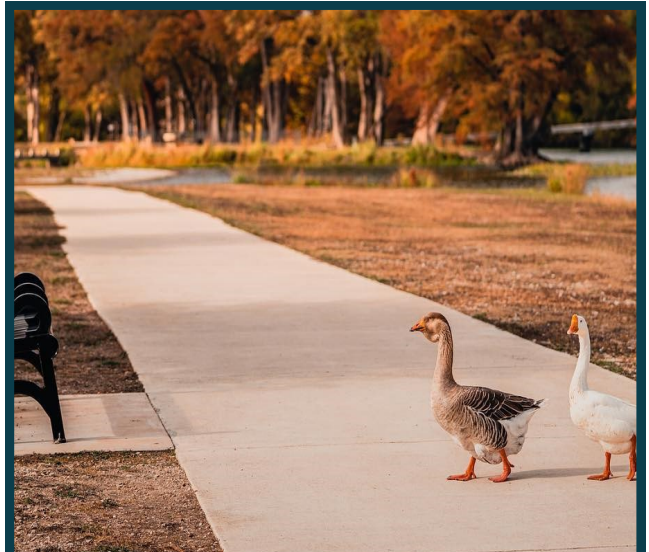
- Cailloux Theater
- Symphony of the Hills
- Museum of Western Art
- Kerr Arts & Cultural Center
- The Coming King Sculpture Prayer Garden
- Kerr Regional History Center

Recreation

- Area Parks & Playgrounds
- River Trail
- Kerrville Sports Complex
- 3 Golf Courses
- Tennis Center
- Riverside Nature Center



Cailloux Theatre



River Trail



Kerr Arts & Cultural Center



Riverside Nature Center

CITY PROFILE

DEMOGRAPHIC AND ECONOMIC INFORMATION

POPULATION		MEDIAN HOUSEHOLD INCOME	\$ 55,990
2020 Census	24,278	PER CAPITA INCOME	\$ 29,685
2010 Census	22,347		
		HOUSING	
AVERAGE HOUSEHOLD SIZE	2.2	Median home value	\$ 163,800
		Home values:	
MEDIAN AGE	47.4	up to \$149,999	42.9%
		\$150,000 to \$199,999	15.6%
POPULATION BY MEDIAN AGE		\$200,000 to \$299,999	23.9%
Under 18 years	24.3%	\$300,000 to \$499,999	12.2%
18 years and over	47.7%	\$500,000 to \$999,999	4.6%
65 and over	28.0%	\$1,000,000 or more	0.8%
POPULATION BY GENDER		Total housing units	11,844
Female	52.9%	Occupied housing units	92.6%
Male	47.1%	Vacant housing units	7.4%
		Owner occupied	70.7%
		Renter occupied	29.3%
POPULATION BY RACE			
White	64.8%		
Hispanic or Latino	27.9%	UNEMPLOYMENT RATE (November 2021)	4.9%
African American	2.1%		
Asian	1.6%	MEAN TRAVEL TIME TO WORK	19.3 minutes
Other	3.6%		
EDUCATION (AGE 25+)		MAJOR EMPLOYERS IN KERR COUNTY	EMPLOYEES
No High School Diploma	11.6%	Peterson Health	1,200
High School Diploma	26.6%	Kerrville Independent School District	667
College, No Diploma	28.1%	James Avery Craftsman	600
Associate's Degree	6.6%	Kerrville State Hospital	600
Bachelor's Degree	16.7%	H-E-B	593
Graduate/Professional Degree	10.5%	Kerrville Veteran's Administration Hospital	400
		City of Kerrville	323
		Kerr County	300
		Walmart	300
		Brookdale Senior Services	150
			5,133
		All Others	17,167
		TOTAL EMPLOYED	22,300

sources: US Bureau of Labor Statistics, US Census Bureau



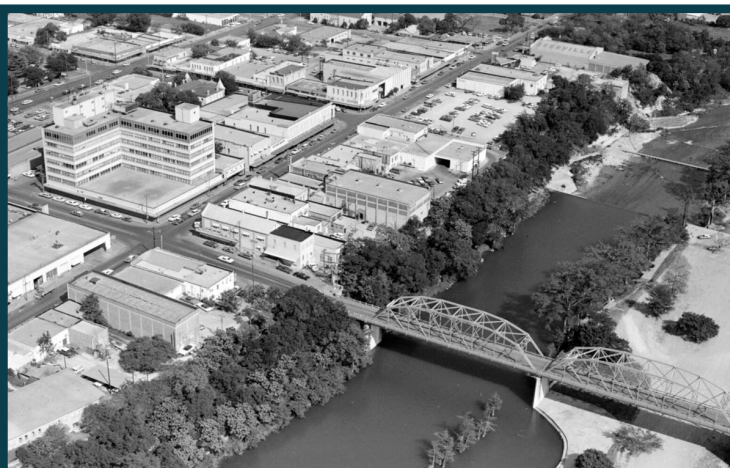
HISTORY

In 1856, Joshua Brown donated four acres of land located on the Guadalupe River to Kerr County. The tract of land became known as Kerrsville and was established as the new county seat of Kerr County. Eventually, no one knows why or when, the “s” in Kerrsville was dropped and the settlement became known as Kerrville.

Early settlers were typically merchants or ranchers of German origin. The opening of the cattle trails to Kansas in the 1870’s contributed to the early growth of Kerrville, drawing new settlers to the area and fostering business expansion. As a result of this growth, the citizens voted to establish Kerrville as an incorporated city in 1889.

After incorporation, Captain Joseph A. Tivy was elected to be the first mayor of Kerrville. The early city administrators oversaw city development and were responsible for establishing the public schools. To honor the Captain’s crucial role in this process, Kerrville’s high school is named Tivy High School.

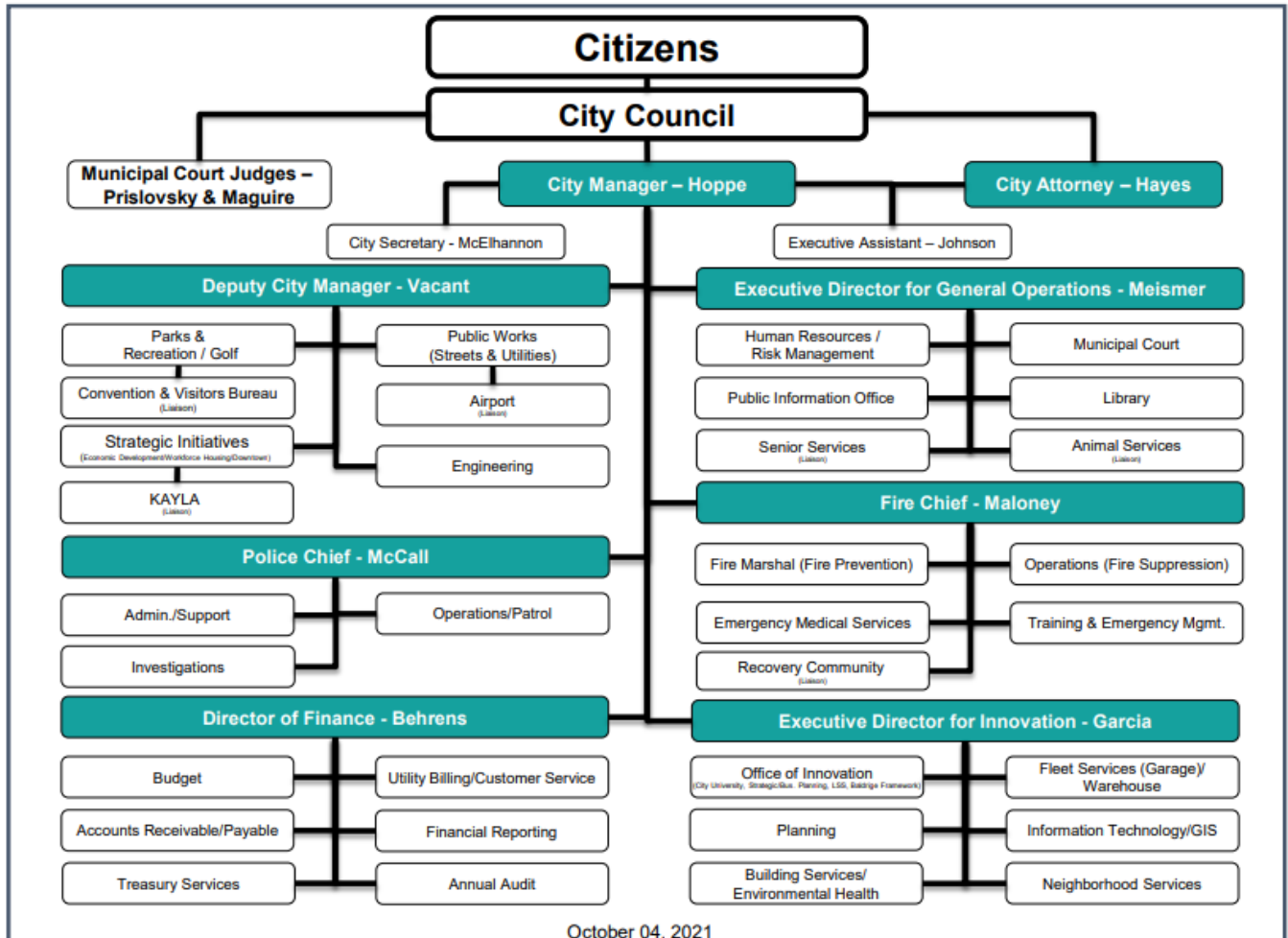
The Kerrville Water Works Company began to provide water service in 1894. Telephone service was started shortly after, in 1896. The City began to pave the streets in 1912. Kerrville adopted a new City Charter and became a home rule city in 1942. Today, Kerrville is the principal commercial center for the area and has grown to a population of over 24,000 residents.



1972 Aerial : Courtesy of Joe Herring Jr.



1972 Historic Downtown: Courtesy of Joe Herring Jr.



MOVING FORWARD

City of Kerrville FY2022 Holiday Schedule

Veteran's Day	Thursday, November 11, 2021
Thanksgiving Day	Thursday, November 25, 2021
Friday After Thanksgiving	Friday, November 26, 2021
Christmas Eve Holiday	Thursday, December 23, 2021
Christmas Day Holiday	Friday, December 24, 2021
New Year's Day	Friday, December 31, 2021
Martin Luther King Day	Monday, January 17, 2022
Good Friday	Friday, April 15, 2022
Memorial Day	Monday, May 30, 2022
Independence Day	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Floating Holiday	Day of Employee Choice (Supervisor Approval Required)

For Fire Fighters Only

HB 2113, which amended 142.013, TX. Local Government Code, was passed and signed by the Governor of the State of Texas on June 19, 2009. The new law states: "A fire fighter shall be granted the same number of vacation days and holidays, or days in lieu of vacation days or holidays, granted to other municipal employees, at least one of which shall be designated as September 11th."

The City will designate the regular City floating holiday as the September 11th holiday for City of Kerrville Fire Fighters. The September 11th holiday may be used on a date other than September 11th but must have supervisor approval. Upon separation from the City, a fire fighter will not be paid for an unused September 11th holiday.

Approved 08/13/2021



BUDGET SUMMARY



BUDGET SUMMARY

City of Kerrville Consolidated Budget Totals by Fund FY2022 Budget

PROGRAM FUNDS						
#	Fund Name	Estimated Beginning Fund Balance	Revenue	Expenditure	Net	Estimated Ending Fund Balance
1	General	\$ 11,735,591	\$ 30,484,871	\$ 30,484,871	-	\$ 11,735,591
2	Water	3,565,598	13,705,761	13,705,761	-	3,565,598
3	Garage	9,846	409,980	409,980	-	9,846
5	Employee Benefit Trust	350,090	3,480,000	3,530,000	(50,000)	300,090
8	Parkland Dedication	128,717	22,300	75,000	(52,700)	76,017
13	Police Special Revenue	127,527	25,075	35,300	(10,225)	117,302
14	Golf	(19,199)	1,015,083	1,015,083	-	(19,199)
15	Library Memorial	3,702,019	51,976	600,180	(548,204)	3,153,815
18	General Asset Replacement	1,090,185	474,500	1,154,030	(679,530)	410,655
19	Water Asset Replacement	182,641	300,500	60,643	239,857	422,498
20	Hotel Occupancy Tax	1,710,936	1,555,258	1,555,258	-	1,710,936
21	P.E.G. Special Revenue	73,790	60,250	56,000	4,250	78,040
22	Muni Court Special Revenue	99,527	60,375	72,722	(12,347)	87,180
26	Landfill	814,870	43,000	56,600	(13,600)	801,270
28	Landfill Post Closure	2,412,687	12,000	-	12,000	2,424,687
29	Development Services	78,754	1,036,868	1,036,868	-	78,754
50	General Debt Service	1,267,807	2,897,747	2,906,707	(8,960)	1,258,847
51	TIRZ #1	58,605	65,504	-	65,504	124,110
53	Water Debt Service	1,764,408	4,315,722	4,315,722	-	1,764,408
68	History Center	226,296	14,150	21,064	(6,914)	219,382
83	Library Endowment	1,411,778	130,000	19,496	110,504	1,522,282
84	Cailloux Theater Endowment	674,145	3,250	-	3,250	677,395
85	Grant	2,949,289	-	-	-	2,949,289
90	Insurance Reserve	231,694	100,500	100,500	-	231,694
	TOTAL	\$ 34,647,600	\$ 60,264,670	\$ 61,211,784	\$ (947,114)	\$ 33,700,485

CAPITAL PROJECT FUNDS						
70	General Capital Projects	9,631,404	6,825,187	12,594,795	(5,769,609)	3,861,795
71	Water Capital Projects	2,840,801	4,867,126	5,324,969	(457,843)	2,382,958
	TOTAL	\$ 12,472,205	\$ 11,692,313	\$ 17,919,764	\$ (6,227,451)	\$ 6,244,753

COMPONENT UNIT FUND						
40	Economic Improvement Corp	\$ 3,524,647	\$ 4,232,540	\$ 1,607,369	\$ 2,625,171	\$ 6,149,818



MOVING FORWARD



BUDGET SUMMARY

CITY OF KERRVILLE CONSOLIDATED BUDGET SUMMARY FISCAL YEAR 2022

	GOVERNMENTAL FUND TYPES			PROPRIETARY FUND TYPES				COMBINED TOTAL
	General Fund	Debt Service	Other Gov't	Water	Other Water	Golf	Internal Service	
UNRESTRICTED								
BEGINNING FUND BALANCE	\$11,735,591	\$ -	\$ -	\$ 3,565,599	\$ -	\$ (19,199)	\$ 359,936	\$ 15,641,927
REVENUES								
Property Tax	10,720,382	1,802,378	65,254	-	-	-	-	12,588,014
Sales Tax	8,614,787	-	-	-	-	-	-	8,614,787
Franchise Fees	1,959,200	-	1,610,258	-	-	-	-	3,569,458
Permits and Fees	40,495	-	910,973	-	-	-	-	951,468
Intergovernmental Revenue	1,489,052	1,089,369	-	-	-	-	3,480,000	6,058,421
Service Revenues	3,997,854	-	39,075	13,688,761	-	-	409,980	18,135,670
Recreation Revenue	656,975	-	-	-	-	928,583	-	1,585,558
Grant Revenue	29,500	-	354,700	-	1,132,181	-	-	1,516,381
Fines and Forfeitures	476,550	-	60,000	-	-	-	-	536,550
Interest and Miscellaneous	223,961	6,000	6,826,376	17,000	3,768,607	1,500	-	10,843,444
Operating Transfer In	2,276,115	-	587,895	-	4,608,222	85,000	-	7,557,232
TOTAL REVENUES	30,484,871	2,897,747	10,454,531	13,705,761	9,509,010	1,015,083	3,889,980	71,956,982

EXPENDITURES

FOR COMPARATIVE PURPOSES THE SAME EXPENDITURES ARE SHOWN GROUPED BY CATEGORY (VIEW #1) AND BY FUNCTION (VIEW #2)

VIEW #1 - EXPENDITURES by CATEGORY								
Personnel	21,504,043	-	946,910	3,533,787	-	468,831	365,819	26,819,390
Supplies	1,476,757	-	99,556	824,368	-	189,032	13,577	2,603,290
Maintenance	3,627,633	-	193,023	972,357	-	72,241	14,239	4,879,492
Services	2,489,581	1,613	1,239,472	1,088,446	31,305	256,561	3,546,345	8,653,323
Other Expenses	569,258	2,905,094	522,477	314,371	4,313,060	11,573	-	8,635,833
Capital Outlay	67,600	-	14,316,375	125,200	5,356,968	16,845	-	19,882,988
Operating Transfers Out	750,000	-	60,000	6,847,233	-	-	-	7,657,233
TOTAL EXPENDITURES	30,484,871	2,906,707	17,377,812	13,705,761	9,701,332	1,015,083	3,939,980	79,131,548

VIEW #2 - EXPENDITURES by FUNCTION								
Public Safety	6,718,596	-	35,300	-	-	-	-	6,753,896
Parks and Recreation	-	-	75,000	-	-	1,015,083	-	1,090,083
Streets	4,000,179	-	-	-	-	-	-	4,000,179
General Government	19,766,096	-	17,267,512	-	-	-	3,939,980	40,973,588
Water	-	-	-	13,705,761	5,385,610	-	-	19,091,371
Debt Service	-	2,906,707	-	-	4,315,722	-	-	7,222,429
TOTAL EXPENDITURES	30,484,871	2,906,707	17,377,812	13,705,761	9,701,332	1,015,083	3,939,980	79,131,548

TOTAL EXPENDITURES	30,484,871	2,906,707	17,377,812	13,705,761	9,701,332	1,015,083	3,939,980	79,131,548
---------------------------	-------------------	------------------	-------------------	-------------------	------------------	------------------	------------------	-------------------

CHANGE IN NET POSITION	-	(8,960)	(6,923,281)	-	(192,322)	-	(50,000)	(7,174,566)
------------------------	---	---------	-------------	---	-----------	---	----------	-------------

UNRESTRICTED

ENDING FUND BALANCE	\$11,735,591	\$ -	\$ -	\$ 3,565,600	\$ -	\$ (19,199)	\$ 319,591	\$ 15,601,583
---------------------	--------------	------	------	--------------	------	-------------	------------	---------------



CONSOLIDATED CITY BUDGET

The FY2022 budget for all funds totals \$71,956,982 in revenues and \$79,131,548 in expenditures, including transfers between funds and capital project spending. In accordance with City Council guidelines, the budget is fiscally sustainable. The City's two largest funds, the General Fund and Water Fund, show balanced FY2022 budgets. The 24 other funds included in the consolidated total show expenses exceeding revenues by \$7,174,566 due primarily to capital projects expenditures.

Due to the multi-year nature of most capital projects, it is common for project funding (shown in a budget as revenue) to occur in a different fiscal year than project expenditures. All projects are funded before contracts are awarded. City Council approves contracts in accordance with the city's purchasing policy.

Please note that the consolidated budget does not include the Economic Improvement Corporation component unit fund. In accordance with financial reporting guidelines, this fund is presented separately.

CONSOLIDATED CITY BUDGET NET OF TRANSFERS

Accounting standards require the City to account for financial transactions in separate funds. This means that transfers into a fund are shown as revenues for that fund and transfers out of a fund are shown as expenditures. Also, internal service funds, such as the City Garage, generate all revenue by billing the funds that use services provided by the garage. When the revenue of one fund is considered the expense of another fund, the result is effectively a double counting when the budget is viewed at a consolidated level.

Without careful consideration of interfund activity, the casual user might misunderstand the size and economic impact of the consolidated budget. To aid in transparency, two views of the consolidated budget are shown. One view includes interfund activity and the second view shows the consolidated totals net of interfund activity. The first view reflects the required fund accounting, while the second view facilitates a better understanding of the true economic impact of the budget.

After eliminating the impact of interfund activity, the consolidated revenue budget for FY2022 is \$64,399,748 and consolidated expenses are \$71,909,118.



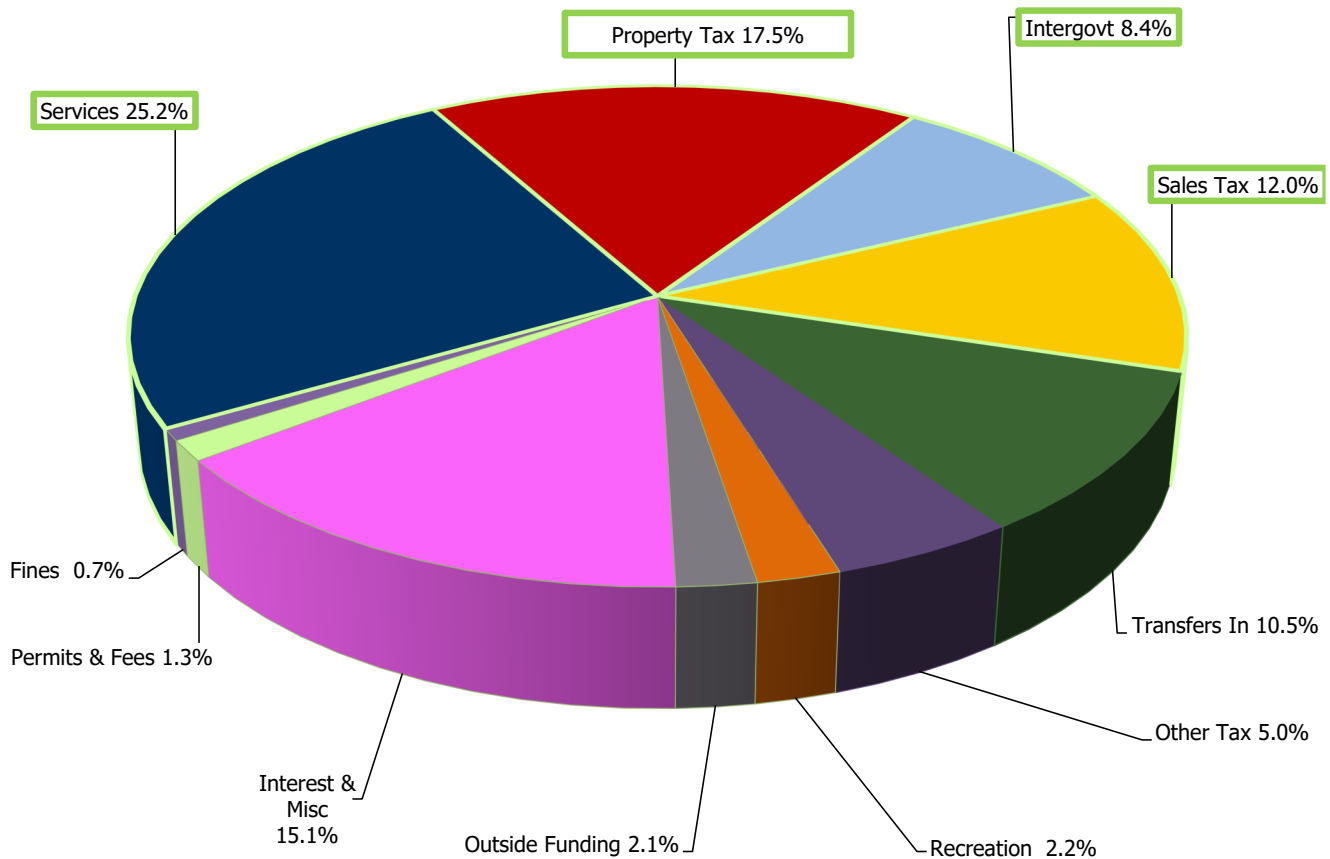


BUDGET SUMMARY

REVENUE SOURCES

Primary revenue sources for the City are charges for services, property tax, intergovernmental revenue, and sales tax. Together, these categories make up 63.1% of total budgeted revenues.

Citywide - Revenue Sources



The **SERVICES** category includes charges for water, sewer, EMS, solid waste, parks and recreation, library, and other miscellaneous services.

PROPERTY TAX is a \$0.5093 tax levied on each \$100 of assessed property value.

SALES TAX is a 1% tax levied on eligible retail sales, rentals, leases, and taxable services.

INTERGOVERNMENTAL REVENUE includes EIC contributions to City projects or debt service, City payments to the Employee Benefit Trust Fund, and payments from Kerr County for Fire and EMS services.

REVENUE FORECASTING

The City of Kerrville uses a two step revenue forecast methodology:

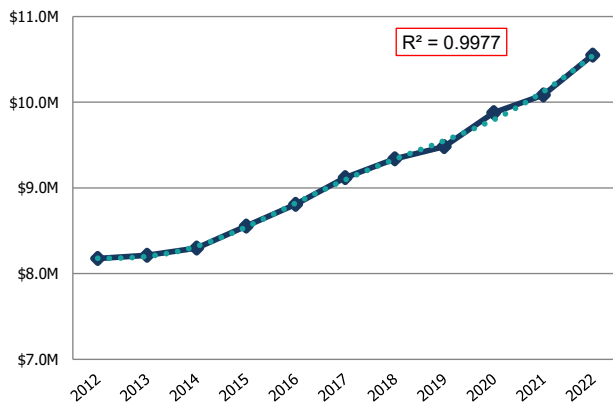
1. Regression analysis
2. External factor unique impact analysis

Regression Analysis

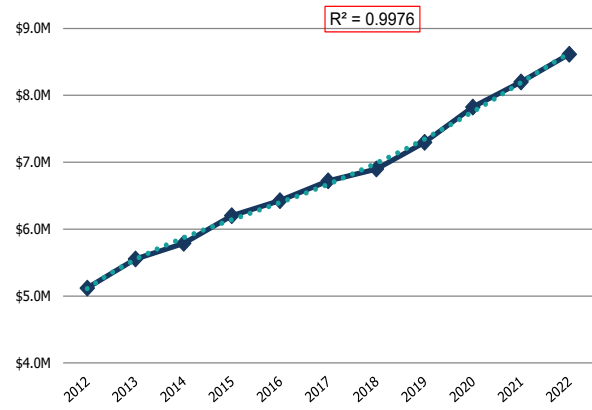
We begin our forecast process by performing regression analysis on historical data to develop a predictive model. Due to the curved path seen historically in all major revenue streams, using a polynomial regression model results in the best fit (R^2 value closest to 1).

The charts below show examples of this analysis for the major revenue sources of property tax, sales tax, water service, and sewer service.

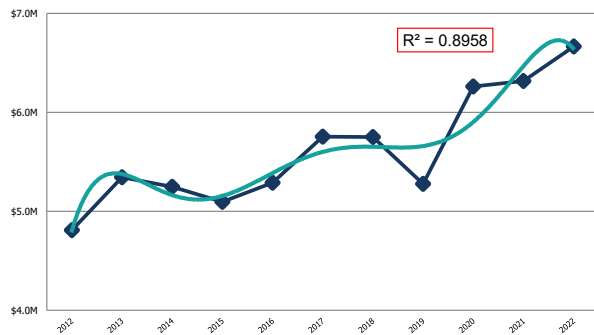
Property Tax Revenue



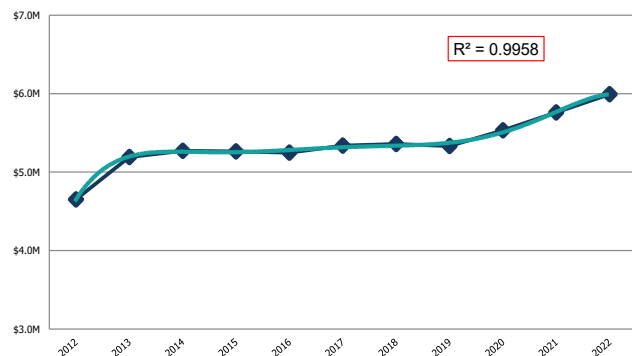
Sales Tax Revenue



Water Service Revenue



Sewer Service Revenue





REVENUE FORECASTING

External Factor Unique Impact Analysis

Once we have developed a predictive model using regression analysis, we adjust the predictions to account for unique external factors. For FY2022, these factors include:

1. Property tax revenue -

a. Rate - The property tax rate dropped from the FY2021 rate of \$0.5116 per \$100 of assessed value to \$0.5093 in FY2022.

b. Property appraisals - In accordance with State law, property values are determined by an independent property appraisal district. The City receives a certified tax roll at the end of July that includes valuations on existing and new property. The tax levy calculated from this roll is adjusted to account for valuation challenges and collection rates. Based on this analysis, we are estimating an increase of 4.7% from FY2021, which includes estimated revenues from prior year unpaid taxes.

2. Sales tax revenue -

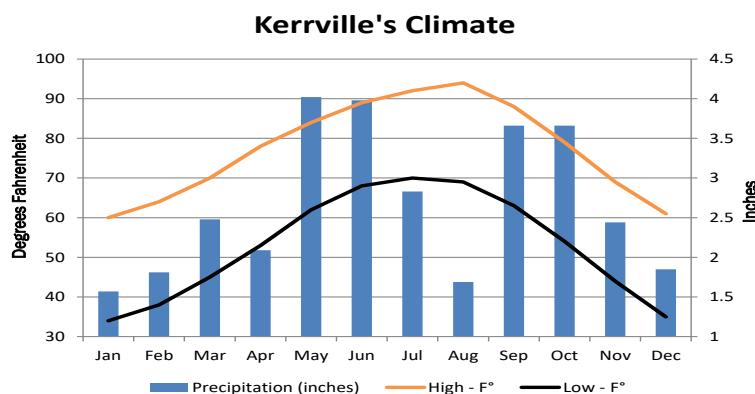
a. Overall economy - Sales tax is heavily dependent on the health of the overall economy. The City closely monitors unemployment figures, statewide sales tax trends, and the consumer price index, then adjusts the trend analysis accordingly. Close analysis is performed on sales tax information by payer each month. Kerrville's sales tax remained strong in FY2021 showing an average of 13% growth monthly over FY2020. Due to the uncertainty of the economy, including the insertion of stimulus money to businesses and individuals as well as lasting effects of COVID-19, a conservative 2.5% increase over the estimated FY2021 was utilized when budgeting the FY2022 revenue.

b. Sector Analysis - Kerrville continues to benefit from regional retail as well as online orders for products manufactured and fulfilled in Kerrville.

3. Water and sewer service revenue -

a. Rates - Slight increases were applied to water rates. Changes to the base rate will help stabilize water revenue, which is highly volatile because of weather. No increases were applied to the average residential tier but a modest increase of 2% was applied to higher tiers with the intention of encouraging water conservation. Increases to the sewer rates are in line with water rate increases.

b. Climate - Predicting the weather is one of our most difficult budget challenges. A wet year results in lower water revenues due to decreased irrigation. A very dry year results in lower revenues due to water restrictions. For the budgeting purposes, we are assuming average rainfall in FY2022.





BUDGET SUMMARY

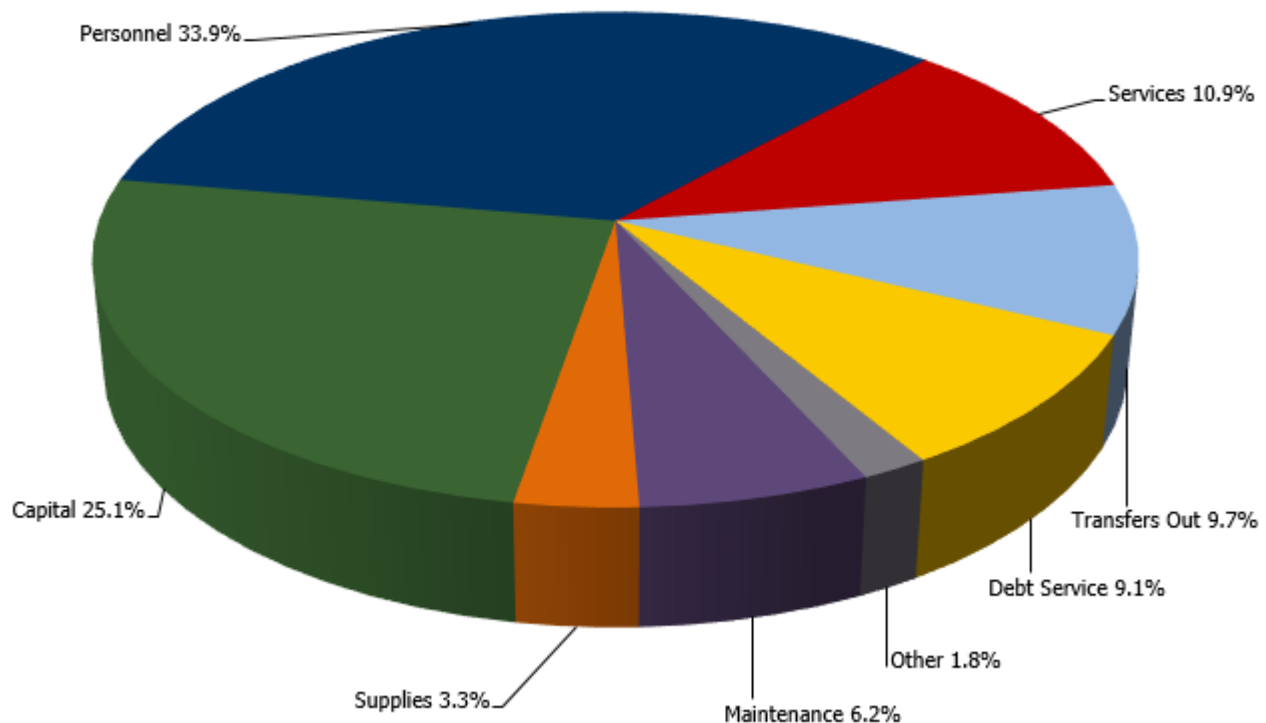
CONSOLIDATED EXPENDITURES

Consolidated Citywide expenditures for FY2022 are budgeted at \$79,131,548 including internal transfers. As previously mentioned, these numbers do not include expenditures for the Economic Improvement Corporation, which is presented as a separate component unit fund. No changes were made to the FY2022 proposed budget. Adopted budget is the same as the proposed budget.

EXPENDITURES BY CATEGORY

Personnel is the largest category of expenditure, representing 33.9% of the total. General government employees are budgeted to receive a merit increase plus a 2% cost of living adjustment. Public Safety employees are scheduled to receive their regular STEP increase and a 2% (COLA) adjustment. Employee medical insurance has increased 5% and the actuarially calculated retirement contribution rate reduced from 10.7% in FY2021 to 10.6% in FY2022.

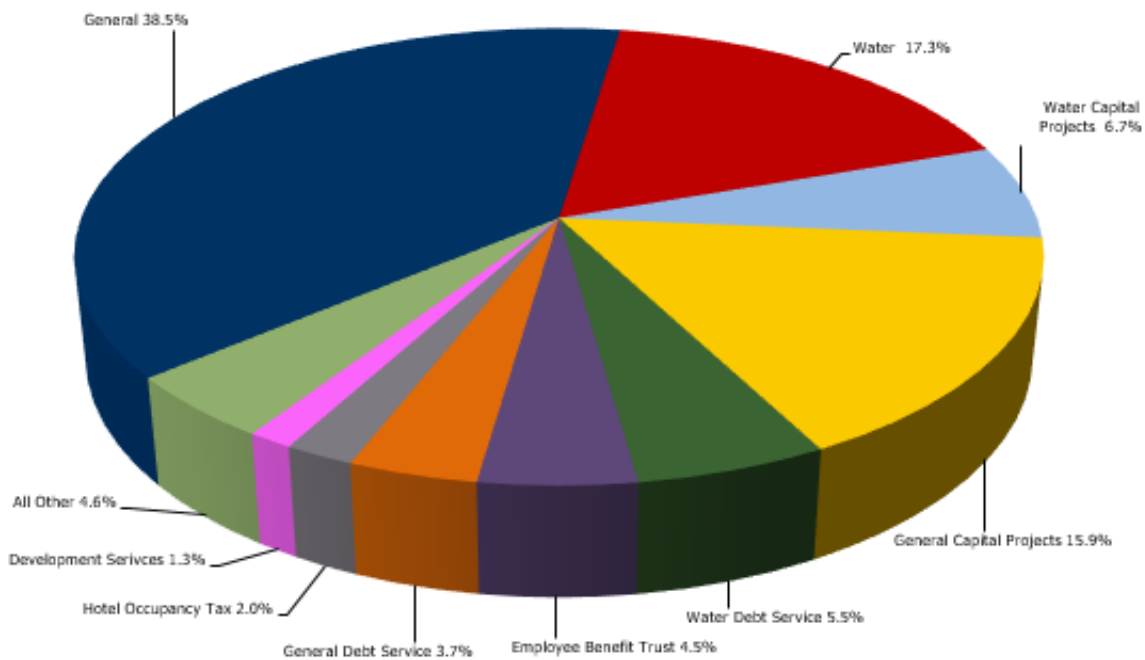
Citywide - Expenditures by Category



EXPENDITURES BY FUND

The General Fund accounts for 38.5% of the City's expenditures. Police, Fire, Parks, and Streets are the major departments included in this fund. The Water Fund with Water Production, Water Reclamation, Water Distribution, Wastewater Collections, Utility Laboratory and Utility Billing divisions represent 17.3% of the expenses. Capital projects account for 22.6% and smaller funds make up the remaining amount. No changes were made to the FY2022 proposed budget. Adopted budget is same as the proposed budget.

Citywide - Expenditures by Fund





FIVE YEAR FORECAST





FIVE YEAR FORECAST

GENERAL FUND - FIVE YEAR FISCAL FORECAST

	FY20 Actual	FY21 Estimated	FY22 Budget	FY23 Forecast	FY24 Forecast	FY25 Forecast	FY26 Forecast
BEGINNING FUND BALANCE	\$ 8,577,240	\$ 9,281,478	\$ 11,735,591	\$ 11,735,591	\$ 11,760,953	\$ 11,811,724	\$ 11,887,917
REVENUES							
Property Tax	10,047,081	10,348,729	10,720,382	10,988,392	11,263,101	11,544,679	11,833,296
Sales Tax	7,825,534	8,920,163	8,614,787	8,873,231	9,139,428	9,413,610	9,696,019
Other Taxes & Franchise Fees	1,826,963	1,928,032	1,959,200	2,008,180	2,058,385	2,109,844	2,162,590
Permits and Fees	39,971	24,060	40,495	41,507	42,545	43,609	44,699
Intergovernmental Revenue	1,457,455	1,426,514	1,489,052	1,526,278	1,564,435	1,603,546	1,643,635
Service Revenues	3,616,303	3,846,588	3,997,854	4,097,800	4,200,245	4,305,251	4,412,883
Recreation Revenues	646,885	812,147	656,975	673,399	690,234	707,490	725,177
Grant Revenue	50,442	92,019	29,500	30,238	30,993	31,768	32,562
Fines and Forfeitures	286,338	377,349	476,550	488,464	500,675	513,192	526,022
Interest and Miscellaneous	358,477	270,299	223,961	229,560	235,299	241,181	247,211
Operating Transfer In	2,069,089	2,387,357	2,276,115	2,333,018	2,391,343	2,451,127	2,512,405
TOTAL REVENUES	28,224,538	30,433,257	30,484,871	31,290,066	32,116,684	32,965,298	33,836,499
EXPENDITURES							
Personnel	18,215,563	20,559,499	21,504,043	22,149,165	22,813,640	23,498,049	24,202,990
Supplies	1,316,873	1,466,961	1,476,757	1,498,908	1,521,392	1,544,212	1,567,376
Maintenance	1,984,220	2,916,416	3,627,633	3,682,047	3,737,278	3,793,337	3,850,237
Services	2,271,357	2,257,878	2,489,580	2,526,923	2,564,827	2,603,300	2,642,349
Other Expenses	294,393	284,711	569,258	577,797	586,464	595,261	604,190
Capital Outlay	75,243	165,033	67,600	68,614	69,643	70,688	71,748
Operating Transfers Out	3,790,595	328,647	750,000	761,250	772,669	784,259	796,023
TOTAL EXPENDITURES	27,948,246	27,979,144	30,484,871	31,264,704	32,065,913	32,889,106	33,734,913
CHANGE IN NET POSITION	276,293	2,454,113	-	25,362	50,772	76,193	101,586
ASSET & PROJECT TRANSFERS	-	-	-	-	-	-	-
ACFR PRESENTATION ADJUSTMENT	427,944	-	-	-	-	-	-
ENDING FUND BALANCE	\$ 9,281,478	\$ 11,735,591	\$ 11,735,591	\$ 11,760,953	\$ 11,811,724	\$ 11,887,917	\$ 11,989,503
DEV SVCS OPERATING EXP	\$ 877,078	\$ 1,012,763	\$ 1,036,868	\$ 1,063,392	\$ 1,090,643	\$ 1,118,642	\$ 1,147,410
Reserve %	30.3%	40.5%	37.2%	36.4%	35.6%	35.0%	34.4%
Reserve Target (25%)	7,073,770	7,247,977	7,880,435	8,082,024	8,289,139	8,501,937	8,720,581
Over (Under) Reserve	1,503,470	4,487,614	3,855,156	3,678,929	3,522,586	3,385,980	3,268,922

Note: Due to very healthy revenues and conservative expenditures, FY2021 had a healthy positive change in net position which will be reallocated, with Council approval, after year-end audited financials are available.



FIVE YEAR FORECAST

WATER AND SEWER FUND - FIVE YEAR FISCAL FORECAST

	FY20 Actual	FY21 Estimate	FY22 Budget	FY23 Forecast	FY24 Forecast	FY25 Forecast	FY26 Forecast
BEGINNING FUND BALANCE	\$ 2,932,082	\$ 2,976,009	\$ 3,565,598	\$ 3,565,598	\$ 3,747,480	\$ 3,903,244	\$ 4,011,057
REVENUES							
Service Revenues	12,851,848	13,147,621	13,688,761	14,263,689	14,691,599	15,132,347	15,586,318
Grant Revenue	-	81,920					
Interest and Miscellaneous	123,821	22,892	17,000	19,000	19,380	19,500	19,998
Transfer In	-	-	-	-	-	-	-
TOTAL REVENUES	12,975,669	13,147,621	13,705,761	14,282,689	14,710,979	15,151,847	15,606,316
EXPENDITURES							
Personnel	3,339,292	3,456,654	3,533,787	3,675,138	3,858,895	4,051,840	4,254,432
Supplies	598,640	695,822	824,367	857,342	900,209	945,220	992,481
Maintenance	776,440	739,731	972,357	1,001,527	1,051,604	1,104,184	1,159,393
Services	952,163	978,818	1,088,446	1,121,100	1,165,944	1,224,241	1,285,453
Other Expenses	69,726	222,181	314,371	323,802.13	336,754	353,592	371,272
Capital Outlay	258,881	180,433	125,200	137,720	152,869	169,685	188,350
Operating Transfers Out	6,575,653	6,426,508	6,847,233	6,984,178	7,088,940.32	7,195,274	7,303,204
TOTAL EXPENDITURES	12,570,795	12,700,147	13,705,761	14,100,807	14,555,215	15,044,035	15,554,583
CHANGE IN NET POSITION	403,708	447,473	-	181,882	155,764	107,812	51,732
NONCASH ADJUSTMENTS	(359,781)	142,116	-	-	-	-	-
ENDING FUND BALANCE	\$ 2,976,009	\$ 3,565,598	\$ 3,565,598	\$ 3,747,480	\$ 3,903,244	\$ 4,011,057	\$ 4,062,789
CURRENT CASH BALANCE							
CASH + RECEIVABLES	\$ 3,125,582	\$ 3,392,934	\$ 3,532,190	\$ 3,793,473	\$ 4,019,827	\$ 4,252,896	\$ 4,493,058
RESERVE %	24.9%	26.7%	25.8%	26.9%	27.6%	28.3%	28.9%





BUILDING THE BUDGET





BUILDING THE BUDGET - KEY PRIORITY AREAS

KEY PRIORITY AREAS

After extensive input from the community over a nine month period, the Kerrville 2050 Comprehensive Plan (Kerrville 2050) identified the following Key Priority Areas as the City's strategic goals:

- 1. Community & Neighborhood Character / Placemaking**
- 2. Downtown Revitalization**
- 3. Economic Development**
- 4. Housing**
- 5. Mobility / Transportation**
- 6. Parks, Open Space & The River Corridor**
- 7. Public Facilities & Services**
- 8. Water, Wastewater & Drainage**

Every function performed by the City ties directly back to one of these Kerrville 2050 Key Priority Areas. The Key Priority Areas govern the preparation of the budget as well as the operation of each department. Accordingly, this budget book presents FY2022 objectives for each department along with the Key Priority Area to which the objective relates on the departmental information pages found within the fund sections.

The Kerrville 2050 Comprehensive Plan can be viewed in its entirety at kerrville2050.com.





BUILDING THE BUDGET - BUDGET PHILOSOPHY

BUDGET PHILOSOPHY

To prepare a budget, the City establishes a fiscal approach and then applies the principles of priority-based budgeting.

Fiscal Approach

1. Sustainability - The City's budget uses conservative revenue projections and does not use one-time revenues to fund on-going or recurring expenditures.
2. Balanced - For the City's largest operating funds, expenditures do not exceed revenues.
3. Decreases current property tax rate - For FY2022, City Council approved a property tax rate DECREASE, meaning that the property tax rate has stayed the same or decreased for the 12th consecutive year.
4. Water and sewer rates - Rate changes were made as recommended for FY2022 in accordance with the 2019 multi-year rate study.
5. No use of fund balance - General Fund and Water Fund do not use fund balance to meet regular, recurring expenditures.

Priority Based Budgeting

Priority-based budgeting offers a structured process to effectively allocate scarce resources. Using this approach, the City identifies key priority areas and allocates funds based on how effectively a program or service aligns with the priorities that the community has deemed to be of greatest value.

In 2018, the community completed a comprehensive plan, called Kerrville 2050. Kerrville 2050 is the official statement of our community's long-term vision for the future. It consists of a set of coordinated plans such as land use, transportation, economic development, parks, etc. Kerrville 2050 was developed over nine months with input from hundreds of citizens. The plan was officially adopted by City Council in June 2018 and provides the Key Priority Areas (strategic goals) for the this budget.

Each City department has developed a business plan that ties to the key priority areas in Kerrville 2050. The business plans identify goals and objectives for each department and serve as the basis for a department's budget request.

During the budget process, the Finance Department identifies the amount of available resources. On the expenditures side, each department identifies priorities. Using the Kerrville 2050 key priorities as a guide, the priorities are ranked and resources are allocated accordingly. Metrics are gathered to create accountability for results and to continually monitor progress.





BUILDING THE BUDGET - PURPOSE & PROCESS

PURPOSE

The City of Kerrville's budget serves four primary purposes:

- 1. Policy Tool** – The budget process allows the City Council, City Manager, and all department directors to comprehensively review the direction of the City and to direct its activities by allocating financial resources to achieve its goals. The budget process will also facilitate the evaluation of City programs to determine their effectiveness and allocate resources to those programs that require additional support.
- 2. Operational Guide** – The budget provides financial control by setting forth legislative and administrative guidance to City employees regarding the character and scope of their activities in both summary and detail form.
- 3. Financial Plan** – The budget outlines the manner in which the financial resources of the City are managed during the budget period. This allocation of resources is based on an understanding of both the current year's needs and a long-term view. The budget takes into account unforeseen contingencies and provides a process for periodic adjustments.
- 4. Communication Medium** – The budget book provides management, Council, Citizens, and readers of the budget book a comprehensive tabulation of information regarding both the character and scope of City activities. The budget process seeks to communicate a clear policy at a usable level of detail to City employees, to communicate significant policy issues and options in a form that can be acted upon by City officials, and to communicate the plans of the City to its constituents in a manner which affords them an opportunity to provide meaningful comments to the elected officials.

PROCESS

The following steps are completed to build the budget:

Priority Based Budgeting - The following steps are completed as part of the priority based budgeting approach:

1. Finance identifies available resources (revenues)
2. Department priorities are identified through the business plans and Kerrville 2050
3. Departments quantify their prioritized budget requests
4. Departments meet with Finance for a preliminary budget review
5. Departments meet with the Budget Committee (City Manager and Finance Director) for a final budget review
6. The Budget Committee prioritizes funding allocations
7. Metrics are tracked for ongoing service/program evaluation



BUILDING THE BUDGET - PURPOSE & PROCESS

PROCESS (CONTINUED)

Preliminary Draft Budget - A preliminary draft budget is assembled and presented to Council by the City Manager and Finance staff during a series of budget workshops in June and July. The preliminary draft budget focuses on priorities for the coming year and summarizes expected revenues and expenditures by fund.

Proposed Budget - Following any changes to the preliminary draft budget, the City Manager formally submits a proposed budget to the City Secretary by July 31st. This budget includes all funds and departments. The proposed budget is presented to Council shortly after the proposed budget is submitted.

Public Hearings and Adoption - Per Tax Code Section 26.05, a public hearing on the tax rate is required if the proposed tax rate exceeds the lower of the no-new-revenue rate or voter-approval tax rate. For FY2022, the City proposed a rate of \$0.5093 which is lower than the adopted FY2021 rate of \$0.5116 but higher than the no new revenue rate. Per the City's charter and Section 102.006 of the Local Government Code a public hearing for the proposed budget is required to be held after the proposed budget is filed. Following the public hearing, the City Council approves separate ordinances, each requiring two readings and two votes, adopting the budget and the tax rate before the end of September. The new budget is effective as of October 1.

MONITORING AND AMENDMENT

Monitoring - During the fiscal year, actual revenues and expenditures are closely monitored in comparison to the budget. Monthly reports are provided by Finance staff to the City's management team. Financial updates are given to Council during regular City Council meetings. In addition, all departments have access to the City's general ledger software to facilitate continuous monitoring of their budgets.

Amendment - The budget can be amended during the year to account for unforeseen events. The City Manager can approve department requests for reallocation of funding (line item transfers) as long as the request results in a \$0 net impact to the fund. The City Council must authorize all changes to the budget that result in a change to the net position of a particular fund.





BUILDING THE BUDGET - BUDGET CALENDAR

FY2022 BUDGET CALENDAR

February

Finance prepares resource estimates
Human Resources prepares personnel estimates
Finance conducts budget training with departments
Departments begin inputting operational expenses

March

Departments finish inputting operational expenses
Departments begin meetings with Finance for preliminary budget review
March 23 - City Council Budget Discussion

April

Departments finish meetings with Finance for preliminary budget review
Departments begin meetings with Budget Committee for final budget review
April 30 - Preliminary tax roll received from Kerr Central Appraisal District

May

Departments finish meeting with Budget Committee for final budget review
Budget Committee prioritizes requests
Finance prepares preliminary draft budget

June

June 15 - City Council Budget Workshop

July

July 20 - City Council Budget Workshop
July 26 - Certified tax roll received from Chief Appraiser
July 30 - Proposed budget filed with City Secretary

August

August 10 - City Manager presents FY2022 Budget to City Council
Resolution to set proposed tax rate
August 24 - Public hearing for budget
First Reading - Budget Ordinance & Tax Ordinance

September

September 14 - Second Reading - Budget Ordinance & Tax Ordinance

October

October 1 - FY2022 Budget goes into effect



BUILDING THE BUDGET - BUDGET BASIS

BUDGET BASIS

BASIS OF ACCOUNTING

The accounting and financial reporting policies of the City conform to Generally Accepted Accounting Principles (GAAP) and the accounting principles prescribed by the Governmental Accounting Standards Board (GASB). The City uses [fund accounting](#) to ensure and demonstrate compliance with finance related legal requirements.

Governmental Funds - Governmental activities, which normally are supported by taxes, grants, and intergovernmental revenues, are reported in governmental funds. The largest governmental fund is the General Fund. Other governmental funds include special revenue funds, debt service funds, and general capital projects. Governmental fund financial statements are reported using the current financial resources measurement focus and the [modified accrual basis of accounting](#). Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current year or soon enough thereafter to pay liabilities of the current year. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the fiscal year. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Proprietary Funds - The proprietary fund category includes enterprise and internal service funds. These funds are used to account for activities that are similar to private sector businesses. The largest proprietary fund is the Water Fund. Proprietary fund financial statements are reported using the economic resources measurement focus and the [accrual basis of accounting](#). Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flow.

BASIS OF BUDGETING

In most cases, the City's budget follows the same basis as the accounting and financial reporting previously described. Exceptions to this treatment are as follows:

Capital Items - For budget purposes, the full purchase price of a capital item is shown as an expenditure in the year the item is purchased. Accordingly, depreciation expense is not budgeted. In the Comprehensive Annual Financial Report, capital items are recorded as assets when purchased and depreciated over the useful life of the item.

Compensated Absences - Compensated absences, which include accrued but not used vacation leave, are not budgeted. This item is reported as an expense in the Comprehensive Annual Financial Report.

Debt Service - The City budgets for all debt service payments, both principal and interest, as an expenditure in the debt service fund. In the Comprehensive Annual Financial Report, principal payments reduce the balance sheet liability for debt in the government wide and enterprise fund statements.

Amortization - Similar to the policy for depreciation, amortization is not budgeted, but it is recorded in the Comprehensive Annual Financial Report according to GASB accounting standards.

Pension and Other Postemployment Benefits - Actuarially estimated liabilities and deferred amounts are recorded for financial statement presentation in the Comprehensive Annual Financial Report in accordance with GASB Statements No. 68 and 75. These noncash adjustments are not budgeted.



BUILDING THE BUDGET - FUND STRUCTURE

FUND ACCOUNTING

Fund accounting is used for both budgeting and accounting purposes. Each fund is established for a specific purpose and is considered a separate accounting entity.

The flow of revenues and expenditures within each fund is somewhat like a bank checking account. Revenues are deposited into the account and are used to fund maintenance and operations throughout the year. At the end of the fiscal year, any excess of revenues over expenditures remains in the account and is called fund balance. The fund balance can be reserved or designated to be spent only for certain items in the future, such as capital projects.

City Council must approve, or appropriate, any expenditure from the various funds, including expenditures from reserves. The authorization is typically granted before the fiscal year begins, but it can also be done with approval from City Council anytime during the year, if sufficient funds are available.

FUND STRUCTURE

In accordance with the Governmental Accounting Standards Board (GASB), our annual report is grouped in reporting sections for governmental funds, proprietary funds and component unit funds. Funds are further broken down into fund types within each GASB grouping. Fund types include general, capital projects, special revenue, debt service, enterprise, internal service, and economic improvement. The next level down is individual funds, which are shown below with our internally assigned fund number in parenthesis.

Governmental Funds Category			
General	Capital Projects	Special Revenue	Debt Service
<ul style="list-style-type: none">- General Fund (01)- General Asset Replacement (18)- Landfill Closure (26)- Landfill Post Closure (28)- Development Services (29)- Library Endowment (83)- Cailloux Theater Endowment (84)- Insurance Reserve (90)	<ul style="list-style-type: none">- General CIP (70)- Parkland Dedication (08)	<ul style="list-style-type: none">- Police Special Revenue (13)- Library Memorial (15)- Hotel Occupancy Tax Reserve (16)- Hotel Occupancy Tax (20)- PEG Special Revenue (21)- Muni Court Special Revenue (22)- TIRZ #1 (51)- Remschel-Deering History Center (68)- Grant Fund (85)	<ul style="list-style-type: none">- General Debt Service (50)
Proprietary Funds Category			
Major Enterprise	Non Major Enterprise	Internal Service	
<ul style="list-style-type: none">- Water Fund (02)- Water Asset Replacement (19)- Water Debt Service (53)- Water Capital Projects (71)	<ul style="list-style-type: none">- Golf Course Fund (14)	<ul style="list-style-type: none">- Garage (03)- Employee Benefit Trust Fund (05)	
Component Unit Funds Category			
Economic Improvement Corporation			
<ul style="list-style-type: none">- Economic Improvement Corporation (40)			



BUILDING THE BUDGET - FUND STRUCTURE

General Funds – The General category is a governmental fund type that includes the majority of City services. Services provided in this category include: City Council, City Secretary, City Attorney, City Administration, Human Resources, Finance, Information Technology, Municipal Court, Police, Fire/EMS, Planning, Building Services, Code Compliance, Parks and Recreation, Engineering, Streets, and Library. The following funds are included in the General category:

- | | |
|-------------------------------|-----------------------------------|
| 1. General Fund | 2. General Asset Replacement Fund |
| 3. Landfill Closure Fund | 4. Landfill Post Closure Fund |
| 5. Development Services Fund | 6. Library Endowment |
| 7. Cailloux Theater Endowment | 8. Insurance Reserve |

Capital Projects Funds - The following funds are governmental funds used to account for resources that are restricted, committed or assigned to expenditure for capital outlays:

- | | |
|---------------------|-----------------------------|
| 1. General CIP Fund | 2. Parkland Dedication Fund |
|---------------------|-----------------------------|

Special Revenue Funds - The following funds are governmental funds used to account for specific revenue sources that are legally restricted or committed to expenditure for specified purposes:

- | | |
|-------------------------------------|---|
| 1. Police Special Revenue Fund | 2. Library Memorial Fund |
| 3. Hotel Occupancy Tax Reserve Fund | 4. Hotel Occupancy Tax Fund |
| 5. PEG Special Revenue Fund | 6. Municipal Court Special Revenue Fund |
| 7. TIRZ #1 Fund | 8. Remschel-Deering History Center Fund |
| 9. Grant Fund | 10. Library Endowment Fund |

Debt Service Fund - The following fund is a governmental fund type, also known as an interest and sinking fund, and is used to account for the accumulation and expenditure of funds required to make principal and interest payments on tax supported debt:

- | |
|------------------------------|
| 1. General Debt Service Fund |
|------------------------------|

Enterprise Funds - The following funds are proprietary funds used to account for business type activities that are financed primarily through fees charged for goods or services provided:

- | | |
|----------------------------|---------------------------------|
| 1. Water Fund | 2. Water Asset Replacement Fund |
| 3. Water Debt Service Fund | 4. Water Capital Projects Fund |
| 5. Golf Course Fund | |

Internal Service Funds - The following funds are proprietary funds used to account for goods and services provided to other City departments on a cost reimbursement basis:

- | | |
|----------------|--------------------------------|
| 1. Garage Fund | 2. Employee Benefit Trust Fund |
|----------------|--------------------------------|

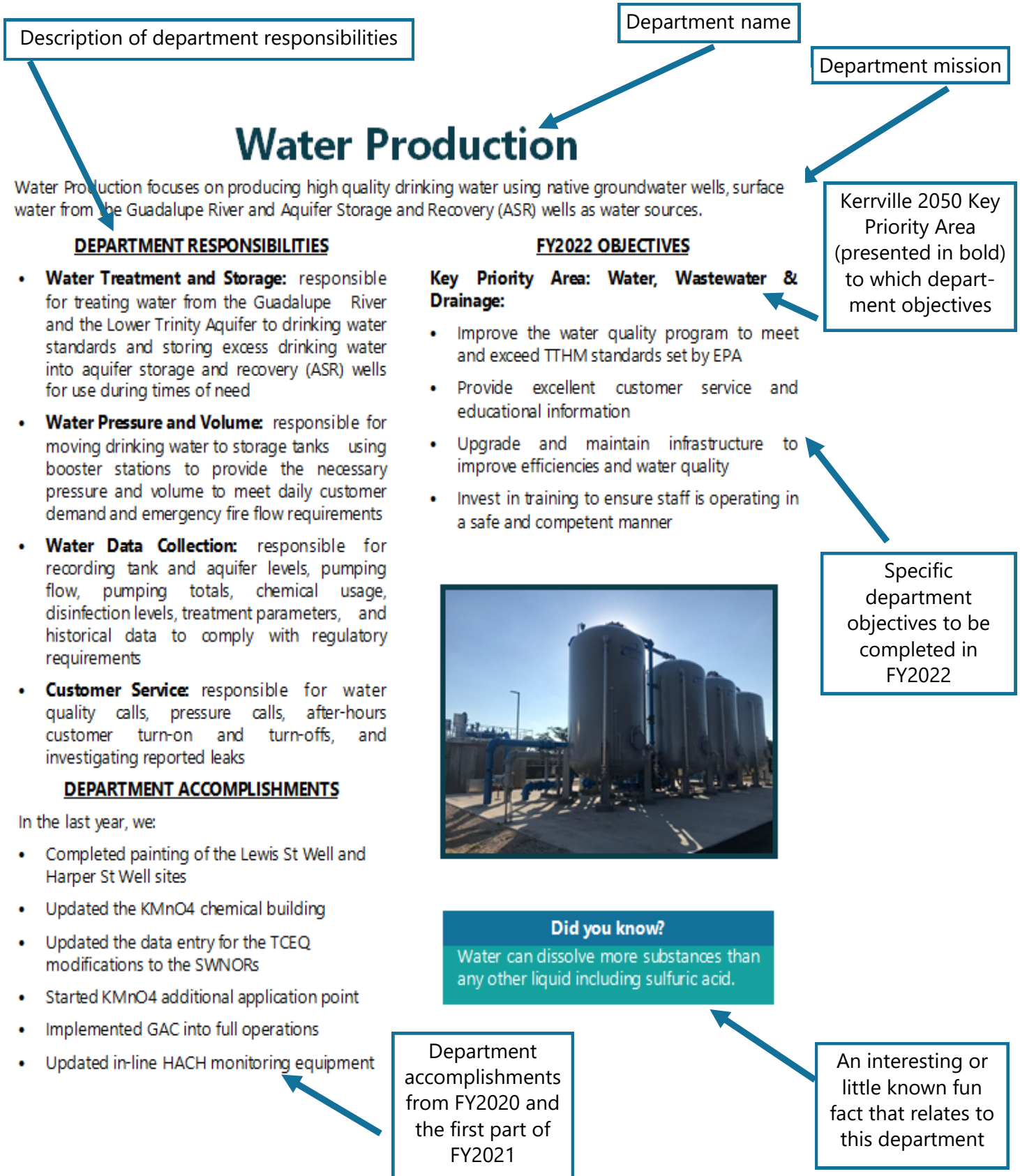
Component Units Fund - GASB Statement No. 14 defines component units as legally separate organizations for which the elected officials of the primary government are financial accountable. They may be a governmental organization, a nonprofit corporation or a for profit corporation. Component unit funds are NOT part of the citywide budget totals presented in this book and are presented separately in the Comprehensive Annual Financial Report. The City's Component Unit Fund presented in this book is:

- | |
|-------------------------------------|
| 1. Economic Improvement Corporation |
|-------------------------------------|



BUILDING THE BUDGET - GUIDE TO DEPT PAGES

The first page of each department section is arranged as follows:





BUILDING THE BUDGET - GUIDE TO DEPT PAGES

The next pages of the department section present budget line item detail for revenues and expenditures are shown below:

Department name



GENERAL FUND - FIRE PREVENTION

Revenues & Expenditures by Line Item

	FY2019 Actual	FY2020 Original Budget	FY2020 Current Budget	FY2020 Estimated	FY2021 Budget
Revenues					
Fire Sprinkler - No Bldg Permit	255	1,500	1,500	-	500
Fire Sprinkler - Repair/Remodel	495	-	-	2,600	500
Fire Alarm - Commercial Only	350	1,000	1,000	-	500
Fire Alarm - Repair/Remodel	2,700	300	300	1,800	1,000
Fire Permit - Misc.	330	-	-	1,405	-
General Resources	224,016	249,740	249,224	246,069	255,680
Total Revenues	228,146	252,540	252,024	251,964	259,180
Expenditures					
Salaries	168,501	176,765	176,765	177,047	177,853
Benefits	46,367	45,799	46,933	47,803	52,065
Travel and Training	861	6,858	5,208	4,000	6,230
Total Personnel Services	215,730	229,422	228,906	228,849	236,148
Office Supplies	271	400	400	400	785
Tools and Equipment	2,397	2,500	2,500	2,500	1,150
Fuel	2,706	2,500	2,500	2,500	2,400
Wearing Apparel	50	975	975	975	3,695
Postage and Shipping	-	70	70	70	70
Other Supplies	657	875	875	875	375
Total Supplies and Materials	6,080	7,320	7,320	7,320	8,475
Vehicle	737	1,004	1,004	1,000	989
Technology	2,770	11,110	11,110	11,110	9,816
Total Maintenance and Repairs	3,507	12,113	12,113	12,110	10,805
Utilities	1,172	2,040	2,040	2,040	1,992
Total Services	1,172	2,040	2,040	2,040	1,992
Other	1,657	1,645	1,645	1,645	1,760
Total Other Expenses	1,657	1,645	1,645	1,645	1,760
Total Expenditures	\$ 228,146	\$ 252,540	\$ 252,024	\$ 251,964	\$ 259,180

If a department specifically generates revenue, the line items are shown in this section. General resources revenue represents expenditures not funded by department specific revenue.

Subtotals for each expenditure category are shown on the green lines.

Total expenditures represent the combined total of all expenditure categories for the department.

FY2022 Budget numbers include both the original and current budget. The current budget includes amendments approved by City Council and line item transfers approved by the City Manager.



BUILDING THE BUDGET - BUDGET ORDINANCE

CITY OF KERRVILLE, TEXAS ORDINANCE NO. 2021-20

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF KERRVILLE, TEXAS, FISCAL YEAR 2022; PROVIDING APPROPRIATIONS FOR EACH CITY DEPARTMENT AND FUND; CONTAINING A CUMULATIVE CLAUSE; AND CONTAINING A SAVINGS AND SEVERABILITY CLAUSE

WHEREAS, in accordance with Sections 8.01 and 8.03 of the City Charter and Section 102.005 of the Texas Local Government Code, the City Manager prepared and filed with the City Secretary on July 30, 2021, a proposed budget for the City of Kerrville, Texas, for the fiscal year beginning October 1, 2021, and ending September 30, 2022 (sometimes referred to as "Fiscal Year 2022" or "FY2022"); and

WHEREAS, in accordance with Section 8.03 of the City Charter and Sections 102.006 and 102.065 of the Texas Local Government Code, and after providing the required public notice in the City's official newspaper not less than ten days prior to the date of the public hearing, a public hearing was duly held on August 24, 2021, at the time and place set forth in the public notice, said date being more than fifteen days subsequent to the filing of the proposed budget by the City Manager, at which all interested persons were given an opportunity to be heard for or against any item within the proposed budget; and

WHEREAS, after due deliberation, study, and consideration of the proposed budget, to include the opportunity of making any amendments to the budget proposed by the City Manager that City Council has determined are (1) warranted by law or (2) in the best interest of the taxpayers of the City, City Council is of the opinion that the Official Budget for the Fiscal Year 2022, with any such amendments described and discussed, should be approved and adopted, in accordance with Section 8.05 of the City Charter and Section 102.007 of the Texas Local Government Code;

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

SECTION ONE. The Official Budget of the City of Kerrville, Texas, a copy of which is on file in the office of the City Secretary, referenced by the date and number of this Ordinance, and incorporated herein by reference as if fully set out herein, is adopted, in accordance with Article VIII of the City Charter and Chapter 102 of the Texas Local Government Code.

SECTION TWO. The appropriations by department, fund, or other organization unit and the authorization and allocation for each program or activity are hereby deemed to provide a complete financial plan of City funds and activities



BUILDING THE BUDGET - BUDGET ORDINANCE

for the Fiscal Year 2022, in accordance with Section 8.04 of the City Charter and Chapter 102 of the Texas Local Government Code.

SECTION THREE. The following policies, which City Council has previously approved, are included within the budget document referenced in Section One. Some of the policies include amendments, as indicated, which City Council hereby approves. City Council may revise a policy(s) before the adoption of next year's budget, by the adoption of a resolution indicating the revisions. The policies are as follows:

- Financial Management Policy
- Investment Policy
- Purchasing Policy
- Real Estate Policy
- Travel Policy
- Vehicle and Equipment Replacement Policy
- Fee Schedule
- Official Bonds Applicable to Specified Employees

SECTION FOUR. The provisions of this Ordinance are to be cumulative of all other ordinances or parts of ordinances governing or regulating the same subject matter as that covered herein; provided, however, that all prior ordinances or parts of ordinances inconsistent with or in conflict with any of the provisions of this Ordinance are hereby expressly repealed to the extent of any such inconsistency or conflict.

SECTION FIVE. If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional or invalid, such holding shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Kerrville, Texas, hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, or phrase hereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

THE MEMBERS OF CITY COUNCIL VOTED AS FOLLOWS IN ACCORDANCE WITH THE CITY CHARTER AND STATE LAW:

FIRST READING:

[1ST MOTION TO STATE AS FOLLOWS: *Motion to approve Ordinance No. 2021-20 to adopt the City's budget for Fiscal Year 2022 on 1st reading.*]



BUILDING THE BUDGET - BUDGET ORDINANCE

City Secretary to take record vote as follows:

	YES	NO
Bill Blackburn, Mayor	<u>X</u>	_____
Roman Garcia, Place 1	<u>X</u>	_____
Kim Clarkson, Place 2	<u>X</u>	_____
Judy Eychner, Place 3	<u>X</u>	_____
Brenda Hughes, Place 4	<u>X</u>	_____

[2ND MOTION TO STATE AS FOLLOWS: *Motion ratifying vote to adopt a budget that will require raising more revenue from property taxes than the previous fiscal year.*]

PASSED AND APPROVED ON FIRST READING, this the 24 day of August A.D., 2021.

SECOND READING:

[1ST MOTION TO STATE AS FOLLOWS: *Motion to approve Ordinance No. 2021-20 to adopt the City's budget for Fiscal Year 2022 on 2nd reading.*]

City Secretary to take record vote as follows:

	YES	NO
Bill Blackburn, Mayor	<u>X</u>	_____
Roman Garcia, Place 1	<u>X</u>	_____
Kim Clarkson, Place 2	<u>X</u>	_____
Judy Eychner, Place 3	<u>X</u>	_____
Brenda Hughes, Place 4	<u>X</u>	_____

[2ND MOTION TO STATE AS FOLLOWS: *Motion ratifying vote to adopt a budget that will require raising more revenue from property taxes than the previous fiscal year.*]

PASSED AND APPROVED ON SECOND AND FINAL READING, this the 14 day of SEPTEMBER, A.D., 2021.



BUILDING THE BUDGET - BUDGET ORDINANCE


Bill Blackburn, Mayor

ATTEST:


Shelley McElhannon, City Secretary

APPROVED AS TO FORM:


Michael C. Hayes, City Attorney



BUILDING THE BUDGET - TAX ORDINANCE

CITY OF KERRVILLE, TEXAS ORDINANCE NO. 2021-21

AN ORDINANCE LEVYING AN AD VALOREM TAX FOR THE USE AND THE SUPPORT OF THE MUNICIPAL GOVERNMENT FOR THE CITY OF KERRVILLE, TEXAS, FOR THE FISCAL YEAR 2022; PROVIDING FOR APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; AND PROVIDING WHEN TAXES SHALL BECOME DUE AND WHEN SAME SHALL BECOME DELINQUENT IF NOT PAID

WHEREAS, City Council finds that an ad valorem tax must be levied to provide for expenses and improvements for the City of Kerrville, Texas, during Fiscal Year 2022 (Oct. 1, 2021-Sept. 30, 2022); and

WHEREAS, City Council further finds that an ad valorem tax must be levied to provide for the payment of principal and interest on outstanding debt maturing in Fiscal Year 2022; and

WHEREAS, after due deliberation, study, and consideration of the proposed tax rate for Fiscal Year 2022, City Council has determined that adoption of the rate is in the best interest of the taxpayers of the City and it should be adopted in accordance with law;

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

SECTION ONE. There is hereby levied and there shall be collected for the use and support of the municipal government of the City of Kerrville, Texas, and to provide interest and sinking funds for the Fiscal Year 2022, a tax of **\$0.5093** on each one hundred dollars (\$100.00) valuation of all property, real, personal, and mixed, within the corporate limits of the City subject to taxation, for the specific purposes herein set forth:

A. For the current expenditures of the City of Kerrville and for the general improvement, use, and support of the City and its property, there is hereby levied and ordered to be assessed and collected for the Fiscal Year 2022 on all property situated within the corporate limits of the City, and not exempt from taxation by a valid law, an ad valorem tax rate of **\$0.4358** on each one hundred dollars (\$100.00) valuation of such property.

B. For the purpose of paying principal and interest and providing payments into various debt service funds for each issue of tax supported debt, there is hereby levied and ordered to be assessed and collected for the Fiscal Year 2022 on all property situated within the corporate limits of the City and not exempt



BUILDING THE BUDGET - TAX ORDINANCE

from taxation by a valid law, an ad valorem tax for each issue of debt described in this Section, the sum of such levies being **\$0.0735** on each one hundred dollars (\$100.00) valuation of such property.

SECTION TWO. The ad valorem taxes levied are due on October 1, 2021, and may be paid up to and including January 31, 2022, without penalty, but if not paid, such taxes are delinquent on February 1, 2022; provided, however, in accordance with Section 31.03(a) of the Texas Tax Code, the ad valorem taxes due hereunder may, at the option of the taxpayer, be paid in two payments without penalty or interest so long as the first payment of one-half of the taxes levied is paid before December 1, 2021, and the remaining one-half is paid before July 1, 2022.

SECTION THREE. No discounts are authorized on property tax payments made prior to January 31, 2022.

SECTION FOUR. All taxes become a lien upon the property against which assessed and the designated City tax collector for the City of Kerrville is authorized and empowered to enforce the collection of such taxes according to the Constitution and Laws of the State of Texas and ordinances of the City, and shall by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty, and interest. All delinquent taxes shall bear interest and other charges from date of delinquency as prescribed by state law.

SECTION FIVE. THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 4.6% AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$14.10.

FIRST READING:

[MOTION TO STATE AS FOLLOWS: *Motion to approve Ordinance No. 2021-21 and that the property tax rate be increased by the adoption of a tax rate of \$0.5093, which is effectively a 4.6% percent increase in the tax rate.*]



BUILDING THE BUDGET - TAX ORDINANCE

City Secretary to take record vote as follows:

	YES	NO
Bill Blackburn, Mayor	<u>X</u>	_____
Roman Garcia, Place 1	<u>X</u>	_____
Kim Clarkson, Place 2	<u>X</u>	_____
Judy Eychner, Place 3	<u>X</u>	_____
Brenda Hughes, Place 4	<u>X</u>	_____

August PASSED AND APPROVED ON FIRST READING, this the 24 day of _____, A.D., 2021.

SECOND READING:

[MOTION TO STATE AS FOLLOWS: *Motion to approve Ordinance No. 2021-21 and that the property tax rate be increased by the adoption of a tax rate of \$0.5093, which is effectively a 4.6% percent increase in the tax rate.*]

City Secretary to take record vote as follows:

	YES	NO
Bill Blackburn, Mayor	<u>X</u>	_____
Roman Garcia, Place 1	<u>X</u>	_____
Kim Clarkson, Place 2	<u>X</u>	_____
Judy Eychner, Place 3	<u>X</u>	_____
Brenda Hughes, Place 4	<u>X</u>	_____

PASSED AND APPROVED ON SECOND AND FINAL READING, this the 14 day of SEPTEMBER, A.D., 2021.

Bill Blackburn
Bill Blackburn, Mayor

APPROVED AS TO FORM:

Michael C. Hayes
Michael C. Hayes, City Attorney

ATTEST:

Shelley McElhannon
Shelley McElhannon, City Secretary

T:\Legal\77034333\Ord-Larry Ad Tobacco Tax Rate for FY2021.09101.docx

GENERAL FUND





GENERAL FUND BUDGET SUMMARY





GENERAL FUND - BUDGET SUMMARY

GENERAL FUND - BUDGET SUMMARY

	FY2020 Actual	FY2021 Original Budget	FY2021 Current	FY2021 Estimated	FY2022 Budget	Original Budget % Change
BEGINNING FUND BALANCE	\$8,577,240	\$ 9,281,478	\$9,281,478	\$ 9,281,478	\$ 11,735,591	
REVENUES						
Property Tax	10,047,081	10,234,372	10,234,372	10,348,729	10,720,382	4.7%
Sales Tax	7,825,534	7,022,613	7,353,281	8,920,163	8,614,787	22.7%
Franchise Fees	1,826,963	2,033,550	2,033,550	1,928,032	1,959,200	-3.7%
Permits and Fees	39,971	24,195	24,195	24,060	40,495	67.4%
Intergovernmental Revenue	1,457,455	1,461,057	1,461,057	1,426,514	1,489,052	1.9%
Service Revenue	3,616,303	3,743,970	3,743,970	3,846,588	3,997,854	6.8%
Recreation Revenue	646,885	674,430	674,430	812,147	656,975	-2.6%
Grant & Donation Revenue	50,442	29,500	29,500	92,019	29,500	0.0%
Fines and Forfeitures	286,338	485,500	485,500	377,349	476,550	-1.8%
Interest and Miscellaneous	358,477	245,970	245,970	270,299	223,961	-8.9%
Operating Transfer In	2,069,089	2,109,093	2,109,093	2,387,357	2,276,115	7.9%
TOTAL REVENUES	28,224,538	28,064,251	28,394,919	30,433,257	30,484,871	8.6%
EXPENDITURES						
Personnel	18,215,563	20,240,282	20,894,636	20,559,499	21,504,043	6.2%
Supplies	1,316,873	1,375,737	1,377,913	1,466,961	1,476,757	7.3%
Maintenance	1,984,220	3,218,184	3,245,184	2,916,416	3,627,633	12.7%
Services	2,271,357	2,397,716	2,398,216	2,257,878	2,489,581	3.8%
Other Expenses	294,393	472,736	457,706	284,711	569,258	20.4%
Capital Outlay	75,243	30,950	160,950	165,033	67,600	118.4%
Operating Transfers Out	3,790,595	328,647	328,647	328,647	750,000	128.2%
TOTAL EXPENDITURES	27,948,246	28,064,251	28,863,251	27,979,144	30,484,871	8.6%
*CHANGE IN NET POSITION	276,293	-	(468,332)	2,454,113	-	
ACFR PRESENTATION ADJUSTMENT	427,944	-	-	-	-	
ENDING FUND BALANCE	\$9,281,478	\$ 9,281,478	\$8,813,146	\$11,735,591	\$11,735,591	
DEV SVCS OPERATING EXP	\$ 877,078	\$ 1,003,647	\$1,003,647	\$ 1,012,763	\$ 1,036,868	
Reserve %	30.3%	31.9%	29.5%	40.5%	37.2%	
Reserve Target (25%)	7,073,770	7,266,974	7,045,648	7,247,977	7,414,208	
Over (Under) Reserve	1,503,470	2,014,504	1,767,498	4,487,614	1,007,871	

*Once audited financials are completed, a budget amendment will be proposed to best utilize FY2021 excess funds.



GENERAL FUND - BUDGET SUMMARY

The General Fund is the general operating fund and the largest fund of the City. It includes government services such as Police, Fire and EMS, Parks and Recreation, and Streets. In addition, administrative and internal services (City Council, City Secretary, City Attorney, Administration, Information Technology, Public Information, Human Resources, and Finance) are a part of the General Fund. These services are funded primarily by property tax and sales tax. For accounting and financial reporting purposes, this is considered a governmental fund that uses the modified accrual basis of accounting.

The FY2022 budget for the General Fund includes \$30.5 million in revenues and expenses, resulting in a balanced budget. Variance analysis on property tax, sales tax and other significant changes between the FY2021 **original** budget and FY2022 budget is as follows:

1. **Property Tax** - up 4.7% - This number is based on the 2021 certified tax roll provided by Kerr Central Appraisal District. Appraised value increased 6.5%. Net taxable value increased 6.7% and freeze adjusted taxable value increased 8.0%. To ease the impact of the valuation increases, this budget lowers the tax rate from \$0.5116 per \$100 of assessed value to \$0.5093. This revenue category, includes prior year property tax collections, which is not calculated in the overall increase above, and 380 agreements.
2. **Sales Tax** - up 22.7% - The sales tax budget for FY2021 was budgeted 6% lower than the FY2020 budget due to the unknown impact of the COVID-19 pandemic. The FY2022 budget is only 10% higher than FY2020 actual sales tax revenue. Sales tax is especially difficult to project due to the economic volatility of the past 18 months related to the COVID-19 pandemic, fluctuating unemployment numbers, and the impact of stimulus funding to individuals and businesses. The sales tax revenue budget for FY2021 was very conservative as the budget process was taking place during the onset of COVID-19 shutdowns. Fortunately, Kerrville's position as a regional retail hub, in addition to sales tax revenue received from online sales of locally manufactured products provided strategic advantages. The City's sales tax grew at an average of 13% per month in FY2021. However, there is still uncertainty of the economy looking forward. The City closely analyzes sales tax information by payer each month. Given that the top 5 payers represent 30% of the overall sales tax revenue, the FY2022 budget was projected using the estimated FY2021 ending revenue + 2.5%, which is very conservative.
3. **Service Revenue** - up 6.8% - Service revenue includes EMS charges and Solid Waste service fees. This category's increase is directly related to an increase in "tipping fees" for commercial haulers who use the City's landfill. EMS charges will actually see a decrease because the City did not budget for revenue from the state's ambulance supplement program due to it's extreme volatility.





GENERAL FUND - BUDGET SUMMARY

4. **Interest and Miscellaneous** - down 8.9% - This category is down primarily due to a continued downward spiral in interest rates. Interest rates are expected to remain low throughout FY2022.
5. **Personnel** - up 6.2% - The increase is compared to FY2021 **original** budget, which did not account for any merit, step, or COLA, increases. Mid-year step and COLA increases were reinstated for qualified public safety employees and a one-time, non recurring 2% compensation payment was approved by Council for all general government employees. FY2022 personnel will increase 3% compared to the FY2021 current budget that accounts for the mid-year changes. The FY2022 budget includes merit and 2% COLA increases for all general government employees who did not receive an increase in FY2021. It also includes market adjustment to the Police Department Step Plan in order to assist with recruiting and retention.
6. **Supplies** - up 7.3% - The increase is due primarily to expected cost increases in materials seen nationwide as well as the purchase of some items that were delayed in budget year FY2021 due to the unknown impacts of the economy.
7. **Maintenance** - up 12.7% - This increase is driven by an increase in software maintenance agreements and equipment maintenance.
8. **Other** - up 20.4% - This increase is due to additional community support pieces added in FY2022 that are either new or had been removed in FY2021 due to budget constraints. Community support initiatives for FY2022 include: partnerships with entities such as (but not exclusively) Kerrville Economic Development Corporation (KEDC) (increase of \$23,000 over FY2021—reduced in FY2021 due to COVID), Dietert Center, Doyle School, Kerr Connect, KStar, Court Approved Special Advocates (CASA) and special spay and neuter events.

Note: It is important to note that increases in FY2022 expenses are compared to FY2021 original budget that was completed in the midst of the COVID-19 pandemic. Both revenues and expenditures were budgeted very conservatively in FY2021, thus somewhat skewing increases. FY2022 represents a more normal year. The FY2021 budget was amended mid-year. Mid-year adjustments are recognized as “current budget” throughout the book.



GENERAL FUND REVENUES





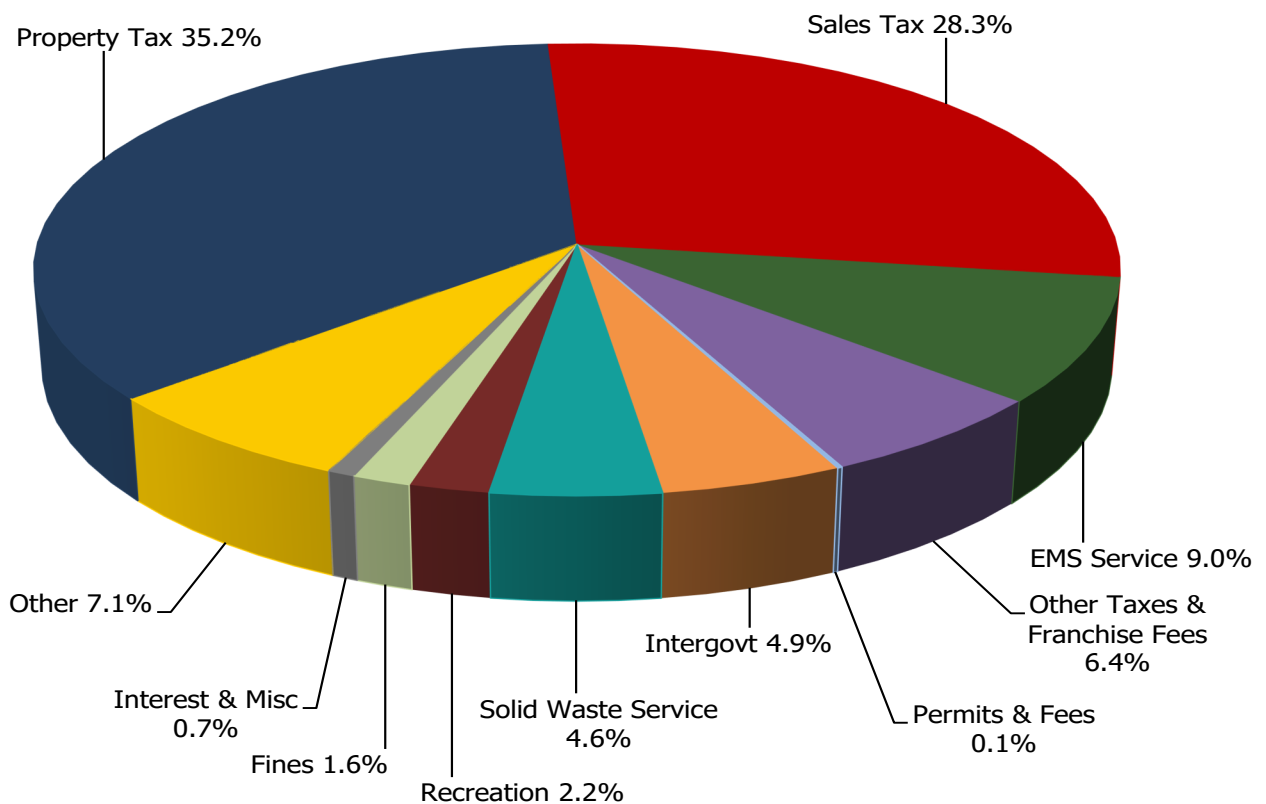
GENERAL FUND - REVENUES

GENERAL FUND REVENUES

FY2022 budgeted revenue totals \$30,484,871, which is 8.6% higher than FY2021 budgeted revenue. The increase is due primarily to strong sales tax revenue growth and service revenue. The 4.7% increase in property tax revenue is based on a tax rate of \$0.5093 / \$100 of assessed value, which is lower than the rate of \$0.5116 from the FY20221 budget. As sales tax and service revenues continue to grow, the burden on property tax payers is lessened.

Property tax and sales tax are the largest revenue categories, accounting for 63.5% of total revenue.

General Fund - Revenue Sources





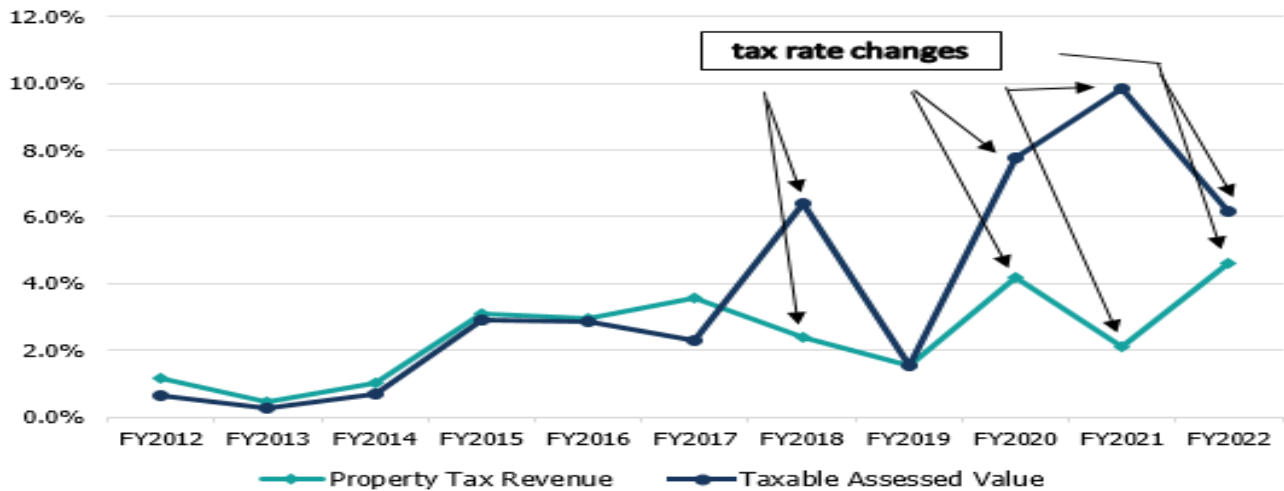
GENERAL FUND - REVENUES

GENERAL FUND REVENUES

PROPERTY TAX

The City's largest revenue source, property tax, is expected to increase 4.7% to \$10,550,382 in FY2022. The FY2022 budget contains a property tax rate decrease from \$0.5116 per \$100 of assessed value to \$0.5093. The rate reduction is the 4th in 5 years and takes the property tax rate back to rates not seen since the 1980s. In addition, the rate has stayed the same or decreased for 12 consecutive years of the \$0.5093, \$0.4358 will be used to support maintenance and operations in the General Fund. The remaining \$0.0735 goes directly to repay debt through the General Debt Service Fund. The property tax revenue budget assumes a 98% collection rate of the 2021 certified tax roll, consistent with our historical average.

Property Tax - % Change



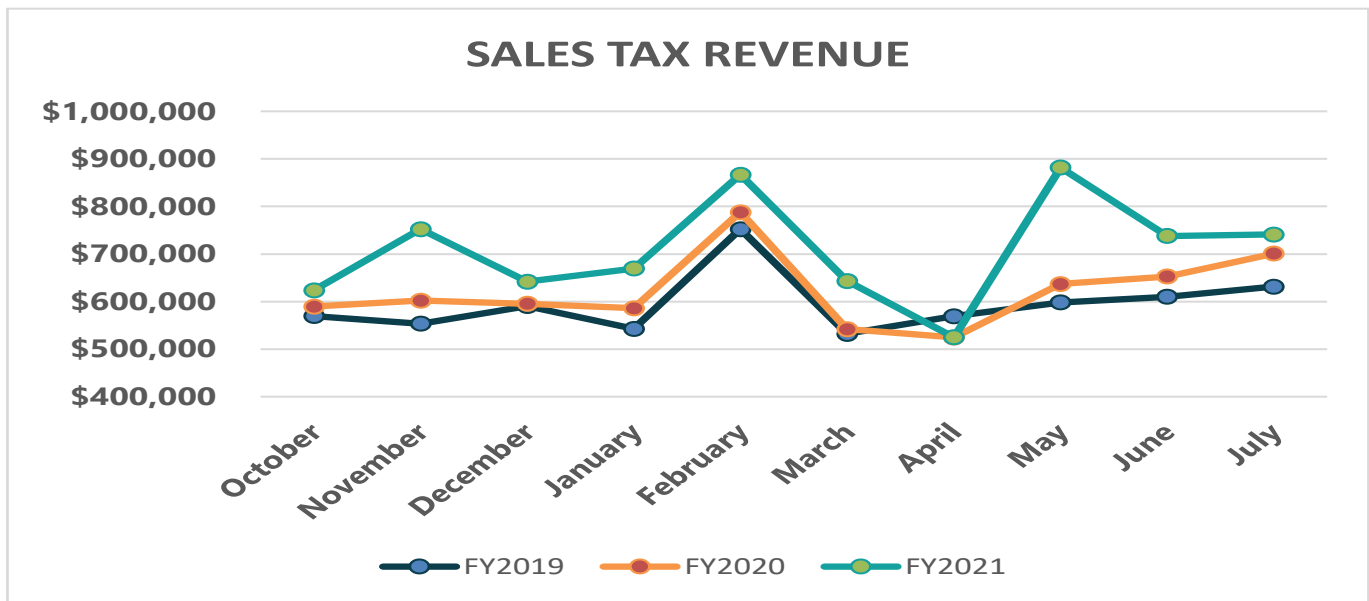
FY2011	0.5625	0.4890	0.0735
FY2012	0.5625	0.4890	0.0735
FY2013	0.5625	0.4890	0.0735
FY2014	0.5625	0.4890	0.0735
FY2015	0.5625	0.4890	0.0735
FY2016	0.5625	0.4890	0.0735
FY2017	0.5625	0.4890	0.0735
FY2018	0.5514	0.4779	0.0735
FY2019	0.5514	0.4779	0.0735
FY2020	0.5400	0.4665	0.0735
FY2021	0.5116	0.4381	0.0735
FY2022	0.5093	0.4358	0.0735



GENERAL FUND - REVENUES

SALES TAX

The graph below shows the volatility of the City's second largest revenue source, sales tax. Sales tax is expected to generate \$8,614,787 in FY2022 revenue, an increase of 2.5% compared to the FY2021 year end estimate. Sales tax is especially difficult to project due to pent up pandemic demand and federal stimulus money. Kerrville is a regional retail hub for rural areas within approximately a 100 mile radius. Kerrville's retail and food service expansion, as well as very stable large sales taxpayers, are expected to result in continued growth into FY2022.



SERVICE REVENUE

Service revenues primarily include EMS charges and Solid Waste service as well as a few other smaller services. FY2022 is forecasted to generate \$3,997,854 from services. This is an increase of 6.8% compared to the FY2021 budget. Significant changes to service revenue include an increase in "tipping fees" for commercial haulers who use the City's landfill transfer station and City transportation network.





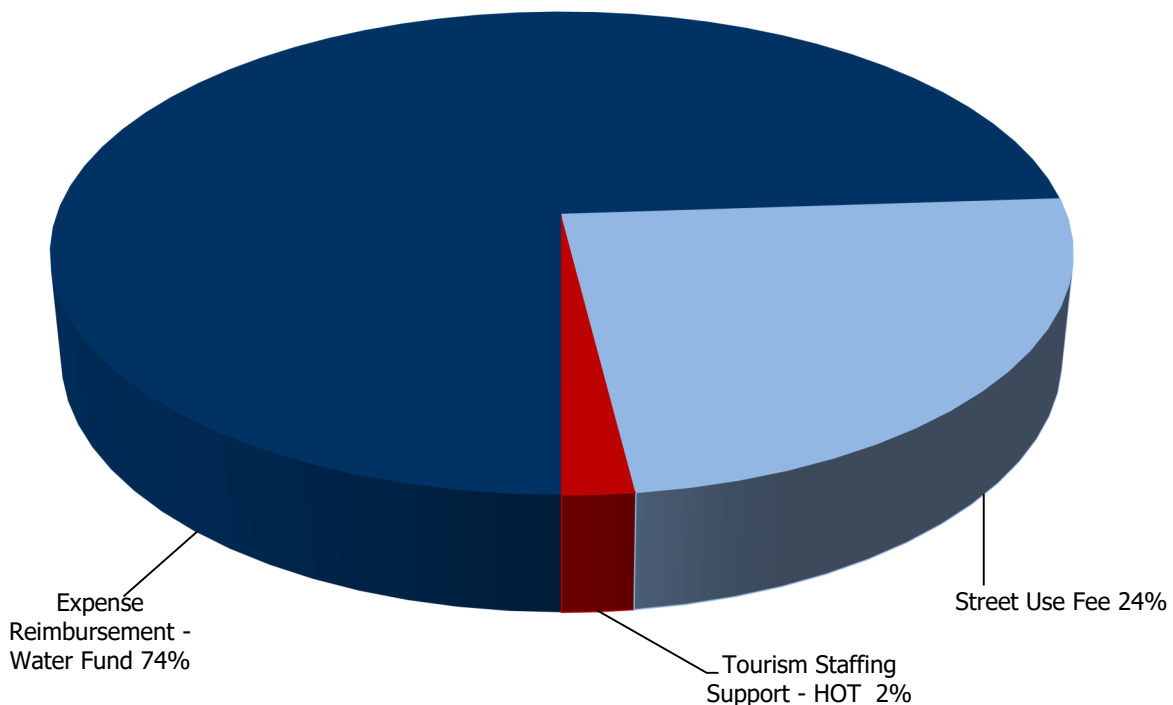
GENERAL FUND - REVENUES

TRANSFERS IN

Transfers in from other funds total \$2,276,116 and are included as revenue for the General Fund. This category is comprised of:

1. **Expense Reimbursement from the Water Fund** - \$1,682,886 - The Water Fund reimburses the General fund for expenditures incurred by the General Fund on behalf of the Water Fund. These include a portion of support services provided by the General Fund, such as Human Resources, Information Technology, Finance, City Secretary, City Council, City Attorney, City Administration, and Public Information costs for each department are allocated based on different applicable measures for that department.
2. **Street Use Fee** - \$548,230 - This fee is similar to a franchise fee paid by other public utilities. The Water Fund has water and wastewater lines buried under many City streets. Street cuts and repairs are required for maintenance on these lines. In addition, heavy Water Fund vehicles and equipment cause wear and tear on the City's streets. This fee is equal to 4% of Water Fund revenues and goes directly to the Streets department paving budget. In FY2020, the fee was increased from 3% to 4%.
3. **Tourism Staffing Support** - \$45,000 - The Hotel Occupancy Tax Fund reimburses the General Fund for a portion of the Events Coordinator salary and benefits. This position supports programming that brings out of town guests to Kerrville such as Robert Earl Keen's 4th on the River, Kerrville River Festival, and Sport Tournaments, and coordinates with outside event hosts. In addition, some of the transfer is used to offset Finance staff hours spent collecting and reconciling occupancy tax, managing hotel audits, and other compliance components.

General Fund - Transfers In





GENERAL FUND REVENUES BY LINE ITEM





GENERAL FUND - REVENUES

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Property Tax - Current	\$ 9,878,450	\$ 10,084,372	\$ 10,084,372	\$ 10,129,019	\$ 10,550,382
Property Tax - Prior Year	80,276	75,000	75,000	113,562	85,000
Property Tax - Penalty & Interest	88,355	75,000	75,000	106,148	85,000
Sales And Use Tax	7,825,534	7,022,613	7,353,281	8,920,163	8,614,787
Mixed Beverage Tax	98,861	100,000	100,000	103,891	100,000
Franchise Fee - KPUB	1,284,639	1,400,000	1,400,000	1,282,600	1,350,000
Franchise Fee - Natural Gas	153,594	175,000	175,000	204,250	170,000
Telephone R.O.W. Use Fee	45,783	54,400	54,400	35,704	35,200
Franchise Fee - Taxicabs	125	150	150	50	-
Franchise Fee - Cable	306,068	304,000	304,000	301,537	304,000
Property Tax - 380 Agreements	(62,107)	-	-	-	-
Total Taxes & Franchise Fees	19,699,578	19,290,535	19,621,203	21,196,924	21,294,369
KPD - Parade Permits	50	-	-	150	50
KPD - Alarm Permit Fee	2,550	5,000	5,000	1,410	2,500
Alcoholic Beverage License	20,490	10,000	10,000	8,010	20,000
Sidewalk Fee	500	-	-	500	1,000
Tent Permit	420	500	500	340	500
Fire Sprinkler - No Bldg Permit	-	500	500	-	-
Fire Sprinkler - Repair/Remodel	5,700	500	500	900	4,000
Fire Alarm - Commercial Only	-	500	500	-	-
Fire Alarm - Repair/Remodel	4,700	1,000	1,000	3,300	4,000
Fire Permit - Misc.	1,665	-	-	3,470	1,500
Waterflow Test Permit	1,350	1,500	1,500	3,450	1,500
Flood Plain Permit Fee	225	250	250	175	250
Manifest Books	1,381	450	450	1,360	1,200
Banner Fee	-	2,820	2,820	60	2,820
Banner Admin. Fee	940	1,175	1,175	935	1,175
Total Permits and Fees	39,971	24,195	24,195	24,060	40,495
State - Emergency Management	24,585	20,000	20,000	14,118	25,000
Kerr County - Emergency Mgt	1,408	1,300	1,300	974	1,200
Kerr County- Fire/EMS Contract	1,298,316	1,298,316	1,298,316	1,298,316	1,317,791
KISD-School Resource Officer	133,146	141,441	141,441	113,106	145,061
Total Intergovernmental	1,457,455	1,461,057	1,461,057	1,426,514	1,489,052



GENERAL FUND - REVENUES

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Child Support - Admin Fee	913	910	910	895	1,000
Library - Non-Resident Fees	2,353	3,500	3,500	1,994	3,500
Library - Equip Rental Fees	2	-	-	35	-
Library - Meeting Room	855	1,000	1,000	795	800
Library - Copies	674	1,100	1,100	161	1,000
Library - Internet Printing	4,617	7,000	7,000	3,208	6,000
Library - Inter-Library Mailing	1,077	1,400	1,400	1,852	1,500
Fire - TEEX Classes	1,000	-	-	800	-
KPD - Accident Reports	2,173	2,000	2,000	2,188	2,500
KPD - Funeral Procession Fees	13,355	13,000	13,000	15,673	14,000
KPD - Finger Printing	300	800	800	-	500
KPD - Offense Reports	3,019	1,400	1,400	3,091	2,000
KPD - Letters Of Clearance	50	-	-	40	-
KPD - Oversize Load Escort	14,850	19,000	19,000	2,302	5,000
Requested Service/Repairs	2,000	-	-	5,175	-
SW - Recycling Proceeds	809	300	300	1,087	800
SW - Curbside Recycle Proceeds	4,281	3,360	3,600	2,327	4,200
SW - Hauler Fee	855	-	-	170	500
SW - Admin Fee	97,425	96,000	96,000	103,805	100,800
SW - Surcharge	947,244	840,000	840,000	980,672	1,284,054
EIC - Admin Svc Fee	185,000	185,000	185,000	185,000	195,000
EMS - Medical Records	3,303	2,000	2,000	3,625	3,000
EMS - Base Rate	4,031,323	4,280,000	4,280,000	4,667,133	4,280,000
EMS - Mileage	1,399,236	1,500,000	1,500,000	1,497,391	1,500,000
EMS - Transfer Agreement	3,426	2,000	2,000	3,824	3,500
EMS - On-Site Standby	598	6,500	6,500	7,196	5,000
EMS - Aid Only	52,455	58,000	58,000	54,405	57,000
EMS - Response Fee	31,575	56,000	56,000	21,000	52,000
EMS - Ambulance Supplement	198,417	200,000	25,068	-	-
EMS - Charges Disallowed	(2,126,146)	(2,023,000)	(2,023,000)	(2,247,062)	(2,023,000)
EMS - Bad Debt Write-Off	(1,260,734)	(1,513,300)	(1,513,300)	(1,472,194)	(1,502,800)
Total Services	3,616,303	3,743,970	3,569,278	3,846,588	3,997,854



GENERAL FUND - REVENUES

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
KSP - Annual Permit	32,298	23,125	23,125	29,350	26,875
KSP - Day Pass	45,636	35,000	35,000	44,632	40,000
KSP - Excess Vehicle Fee	3,580	3,000	3,000	4,440	3,500
KSP - Pecan Loop-30 Amp	60,092	60,000	60,000	69,109	60,000
KSP - Deerfield Loop-30 Amp	118,948	120,000	120,000	145,371	120,000
KSP - Sycamore Circle-50 Amp	88,741	77,000	77,000	100,982	84,000
KSP - Tent Site	31,875	36,000	36,000	54,527	36,000
KSP - Mountain View Loop (W/E)	57,149	50,000	50,000	67,804	55,000
KSP - Mini Cabins	95,061	108,000	108,000	124,735	94,800
KSP - Park Cabin	10,885	13,200	13,200	10,419	11,400
KSP - Ranch House	7,790	17,000	17,000	20,771	15,000
KSP - Group Recreation Hall	4,810	17,500	17,500	15,620	9,800
KSP - Group Dining Hall	765	3,335	3,335	1,960	1,500
KSP - Equipment Rental	25	60	60	195	60
KSP - Dump Station	425	200	200	575	325
KSP - Cancellation Fee	14,189	14,000	14,000	23,970	14,000
KSP - Leased Concession	6,701	5,000	5,000	5,931	6,000
KSP - Ancillary Item Sales	2,894	3,200	3,200	8,132	2,000
KSP - Public Deer Hunt	2,400	2,400	2,400	3,600	3,600
Aquatics - Admissions	7,612	12,000	12,000	11,695	8,000
Aquatics - Programs	9,685	15,760	15,760	19,157	15,060
Aquatics - Rentals	1,405	4,500	4,500	4,880	2,750
Aquatics- Concessions	376	-	-	797	375
Parks And Rec - Programs	36,395	31,650	31,650	24,312	31,930
Parks And Rec - Rentals	3,607	14,500	14,500	10,660	7,000
KSC - Soccer - Field Rental	900	-	-	780	-
KSC - Concessions	2,641	8,000	8,000	7,744	8,000
Total Recreation	646,885	674,430	674,430	812,147	656,975
MC - City Portion Omnibase	612	1,200	1,200	576	1,200
MC - Time Payments/City	2,327	4,800	4,800	720	4,800
MC - Time Pmts/Adm. Of Justice	919	1,200	1,200	3,635	1,200
MC - Municipal Court Fine	221,803	370,000	370,000	291,292	370,000
MC - 10% Collection Fee	13,226	20,000	20,000	25,356	20,000
MC - Warrant Fees Collected	9,258	12,000	12,000	8,045	12,000
MC - Arrest Fee Collected	9,374	17,600	17,600	14,572	17,600
MC - Special Expense Fee	16,111	33,000	33,000	20,617	33,000
MC - Jury Trial Fee	82	-	-	271	150



GENERAL FUND - REVENUES

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
MC - Traffic	3,267	8,000	8,000	5,985	8,000
MC - Contempt Fine	775	1,500	1,500	659	1,500
MC - Judicial Support Fee/City	380	2,500	2,500	-	-
Library - Extended Use Fees	5,022	8,000	8,000	3,746	5,000
Library - Lost Books/Equipment	1,491	1,500	1,500	1,520	1,500
Library - Past Due Collections	166	700	700	354	600
KPD - False Alarm Fees	1,525	3,500	3,500	-	-
Total Fines and Forfeitures	286,338	485,500	485,500	377,349	476,550
Cailloux Foundation	10,000	10,000	10,000	10,000	10,000
July 4th Fireworks-Sponsor	-	12,000	12,000	12,000	12,000
Police - Grants/Donations	950	-	-	-	-
Fire - Grants/Donations	1,300	-	-	8,508	-
EMS - Grants/Donations	13,395	-	-	135	-
Donation - Parks	24,797	7,500	7,500	54,357	7,500
Miscellaneous Donation	-	-	-	7,020	-
Total Grants and Donations	50,442	29,500	29,500	92,019	29,500
Asset Disposal Proceeds	-	-	-	19,465	-
Election Filing Fee	500	300	300	200	300
UPS - Lease	16,531	16,870	16,870	16,944	17,193
Building Lease	87,807	91,050	91,050	87,368	87,367
Radio Control Airplane Lease	100	100	100	100	100
Purchasing Card Rebate	12,991	13,000	13,000	13,058	13,000
Purchasing Co-Op Rebate	1,185	900	900	1,253	1,000
EMS - Bad Debt Recovered	73,994	60,000	60,000	69,984	60,000
Mowing/Cleaning	1,122	-	-	-	-
Interest Revenue	155,636	63,750	63,750	23,027	45,000
Miscellaneous Revenue	8,611	-	-	38,900	-
Total Interest and Miscellaneous	358,477	245,970	245,970	270,299	223,961
Transfer In - Water Fund	2,152,089	2,079,093	2,079,093	2,079,093	2,231,115
Transfer In - HOT	30,000	30,000	30,000	30,000	45,000
Transfer In - Development Services	31,537	-	-	-	-
Transfer In - Gen Capital Projects	40,000	-	-	-	-
Transfer In - Grant Fund	66,805	-	278,264	278,264	-
Total Transfer In	2,320,431	2,109,093	2,387,357	2,387,357	2,276,115
Total Revenues	\$ 28,475,880	\$ 28,064,251	\$ 28,498,491	\$ 30,433,257	\$ 30,484,871



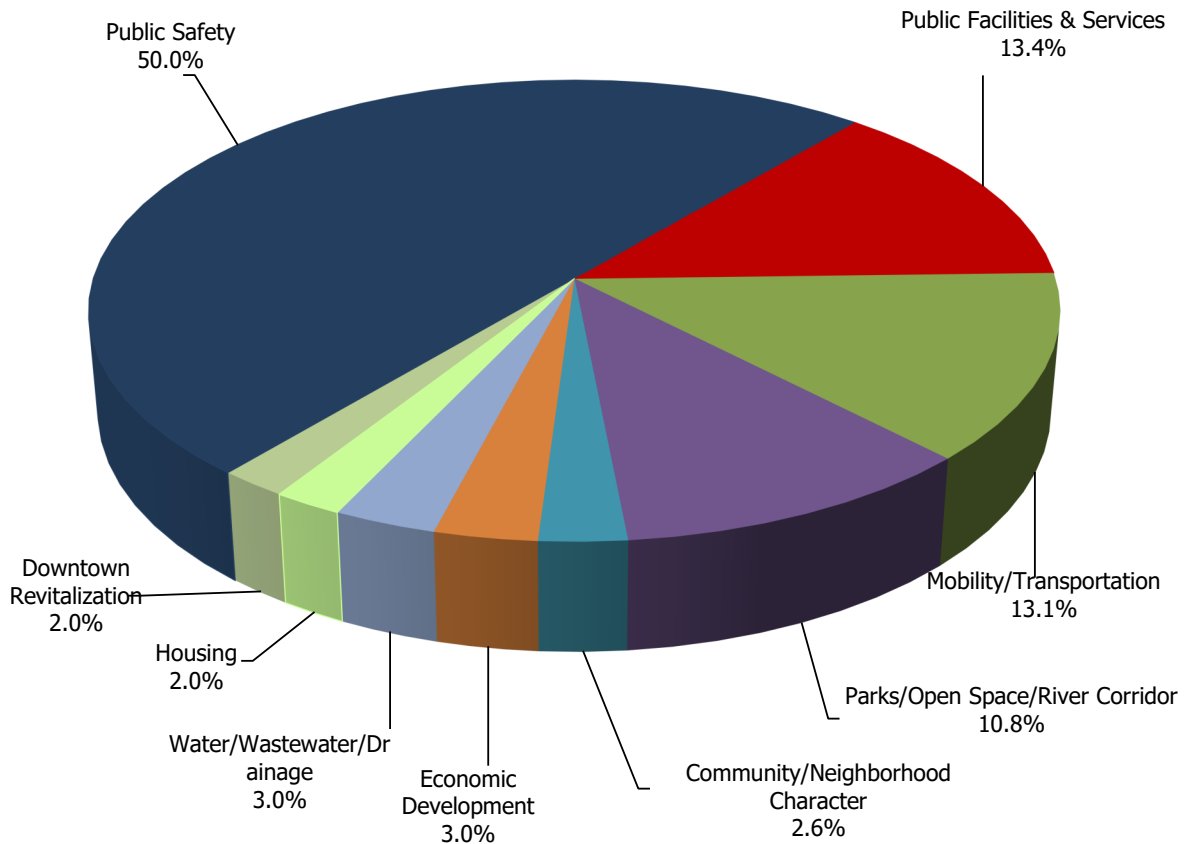
GENERAL FUND EXPENDITURES





GENERAL FUND - EXPENDITURES

General Fund - Expenditure by Key Priority Area



EXPENDITURE BY KEY PRIORITY AREA

In June 2018, the City completed a comprehensive plan after extensive input from the community over a nine month period. The plan is called Kerrville 2050 and identifies the following Key Priority Areas as the City's strategic goals:

1. **Community & Neighborhood Character / Placemaking**
2. **Downtown Revitalization**
3. **Economic Development**
4. **Housing**
5. **Mobility / Transportation**
6. **Parks, Open Space & The River Corridor**
7. **Public Facilities & Services**
8. **Water, Wastewater & Drainage**

Every function performed by the City ties directly back to one of these Kerrville 2050 Key Priority Areas. The key priority areas guide the City's priority based budgeting process as well as the operation of each department. Placing the highest priority on Public Safety is guiding principle within the Key Priority Area of Public Facilities and Services. However, since Public Safety accounts for over half of the General Fund budget, it is broken out separately for this analysis.

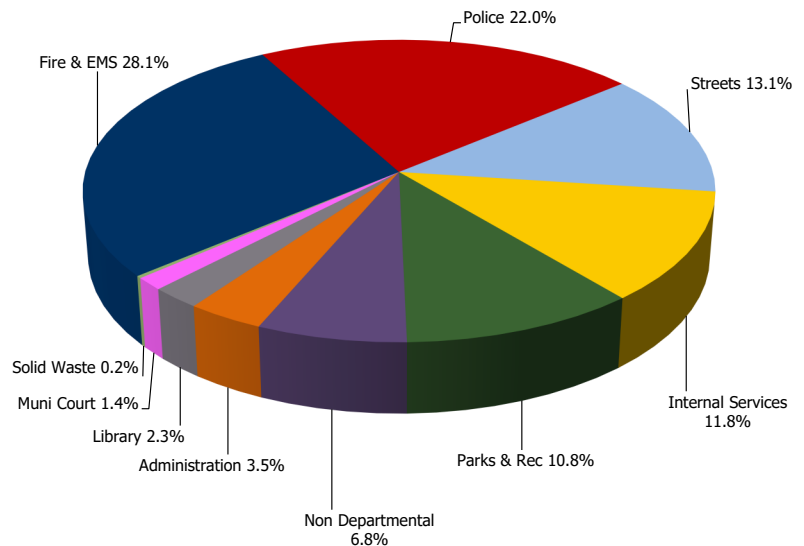


GENERAL FUND - EXPENDITURES

BY DEPARTMENT

Public Safety (Police, Fire & EMS) is a top priority for Kerrville and accounts for 50.1% of the General Fund budget. Streets also remains a top priority in FY2022, which supports Kerrville 2050 Comprehensive Plan. The City increased the paving budget from \$1.8 million in FY2021 to \$2.0 million in FY2022. Recreation expenses make up 10.8% of the general fund budget. In line with Kerrville2050 the Parks Department continues to grow and find new ways to enhance the quality of life for citizens and visitors utilizing open spaces along the river corridor.

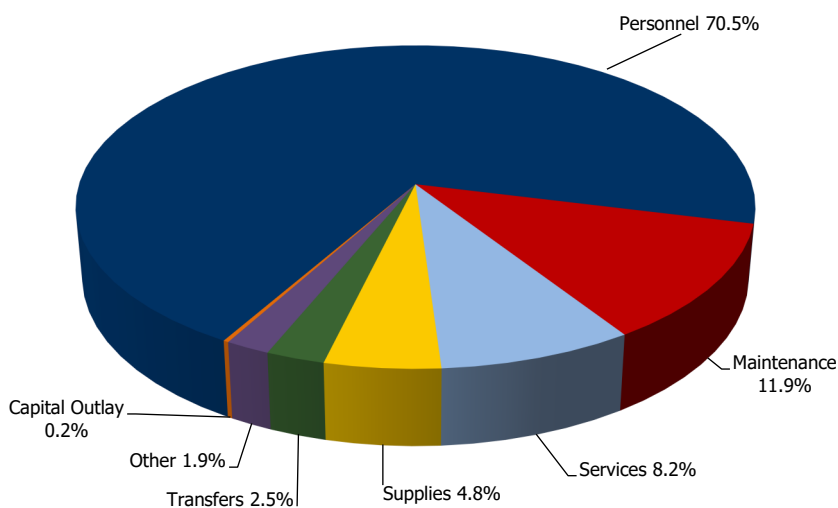
General Fund - Expenditure by Department



BY CATEGORY

At 70.5%, of expenditures, personnel is the largest spending category in the General Fund. The FY2021 original budget did not include pay increases to any employee. However, after the City's proven economic health despite the COVID-19 pandemic, STEP increases for public safety personnel were added as an amendment to the FY2021 budget at mid-year. The FY2022 budget assumes merit increase for general government employees plus a 2% COLA. Public Safety will resume regularly scheduled increases STEP and 2% COLA increases. The FY2022 budget also includes a market adjustment to the STEP plan for patrol officers and investigators for the purpose of increasing recruitment and retention potential. Medical insurance premiums are budgeted to increase by 5%. The actuarially calculated retirement contribution rate reduced from 10.7% in FY2021 to 10.6% in FY2022.

General Fund - Expenditure by Category





GENERAL FUND EXPENDITURES BY DEPARTMENT





City Council

The City Council provides leadership and policy direction to the City. The vision of City Council is to make Kerrville a vibrant, welcoming, and inclusive community.

DEPARTMENT RESPONSIBILITIES

- **City Governance:** responsible for the care, oversight and direction of the City
- **Policy Setting:** policy responsible for determining the needs of the community and setting intermediate and long range policies consistent with those needs
- **Financial Planning:** responsible for approving a balanced budget with adequate reserves to ensure sustainability

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Reduced property tax rate from \$0.5116 to \$0.5093 per \$100 of assessed value. This was the 4th reduction in 5 years.
- Approved an Area Development Plan for the Doyle community and emphasized aggressive implementation
- Adopted Zoning Code revisions
- Entered into a public/private partnership with Lennar Homes of Texas for the development of the Ridgeland subdivision which calls for 130+ single-family houses to be built on 33.81 acres
- Annexed 5 acres of land on Highway 27 and entered into an 380 Economic Development Agreement with Killdeer Mountain Manufacturing which will bring 400+additional jobs to Kerrville

Did you know?

The City Council recognizes community organizations, groups, and citizens with the Kerrville Kindness Award for helping others in need and/or providing for the community.

FY2022 OBJECTIVES

Key Priority Area: Economic Development

- Support KEDC and growth in primary jobs
- Promote new retail development
- Support growth of the tourism industry
- Invest in quality of life projects that affect business additions and exposure

Key Priority Area: Housing

- Support local developers in their efforts to build local affordable workforce housing

Key Priority Area: Mobility & Transportation

- Complete street reconstruction projects
- Enhance multi-modal transportation network

Key Priority Area: Downtown Revitalization

- Invest in downtown infrastructure
- Support growth of small businesses
- Encourage public events and venues that promote arts, culture, and music in the downtown area

Key Priority Area: Water, Wastewater, & Drainage

- Complete the City's drainage reconstruction projects
- Complete the Water and Wastewater Master



Mayor Blackburn awards Hill Country Dental Associates for their great service



GENERAL FUND - CITY COUNCIL

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Transfer In - Water Fund	\$ 4,819	\$ 5,903	\$ 5,903	\$ 5,903	\$ 8,327
General Resources	3,270	8,855	15,906	15,735	12,491
Total Revenues	\$8,089	\$14,758	\$21,809	\$21,638	\$20,818
Expenditures					
Salaries	3,039	6,000	4,900	4,864	6,500
Benefits	233	478	478	372	478
Travel and Training	4,657	7,680	10,097	10,098	11,000
Total Personnel Services	7,929	14,158	15,475	15,334	17,978
Office Supplies	10	500	219	219	200
Tools and Equipment	-	-	5,150	5,150	-
Total Supplies and Materials	10	500	5,369	5,369	200
Utilities	150	-	900	870	2,220
Total Services	150	-	900	870	2,220
Other	-	100	65	65	420
Total Other Expenses	-	100	65	65	420
Total Expenditures	\$ 8,089	\$ 14,758	\$ 21,809	\$ 21,638	\$ 20,818
Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -

This department does not track performance measures.





General Fund - City Secretary

City Secretary

The City Secretary serves as the Records Management Officer for the City and is dedicated to providing accurate and efficient record keeping and election services for City Council, staff, and citizens of Kerrville.

DEPARTMENT RESPONSIBILITIES

- **Document Management:** responsible for preserving official records of the City, including Charter, Code of Ordinances, resolutions, contracts, leases, studies, and the City's legislative history
- **Recording Secretary:** responsible for preparing and posting agendas for all meetings, attending meetings, and preparing minutes for City Council, Economic Improvement Corporation, Charter Review Committee, and Tax Increment Reinvestment Zone; department legal notice publications
- **Boards and Commissions:** responsible for processing all appointments to City boards, providing open government rules and procedures training, performing all statements and oaths of office for employees and city officials; and posting all meeting agendas
- **Elections:** responsible for managing all City elections in accordance with state law
- **Open Records Requests:** responsible for processing all public information requests in accordance with state law
- **Reception:** responsible for staffing the reception desk at City Hall, providing information to citizens and providing departmental support

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Prepared for Council, EIC, and TIRZ meetings, including management of written comments, in person & Zoom public speakers; acted as Zoom moderator for meetings
- Implemented electronic filing for liquor licenses, vehicles for hire, statements and oaths of office for employees and city officials
- Managed two City Council Elections
- Created & implemented a "Work from Home" plan for emergencies and special circumstances, assisted citizen callers from home during the winter storm
- Improved and streamlined banner advertising process for citizens and local organizations

MORE ACCOMPLISHMENTS

- Updated Boards and Commission pages on the website, added public notice publications; and added EIC and TIRZ in Granicus, serves as recording secretary for TIRZ
- Completed 12 month Leadership Academy
- Streamlined departmental Public Information Request process

FY2022 OBJECTIVES

Key Priority Area: Public Facilities & Services

- Public Information Act Greenbelt project
- Complete TCMA certification for City Secretary
- Continue archiving and converting paper documents to electronic files
- Build on Emergency Action plan protocols
- City Secretary Website Update



City Secretary Staff

Did you know?

The City Secretary's office is required by law to remain open on election day from 7am to 7pm in order to serve as a resource for voters.



GENERAL FUND - CITY SECRETARY

Revenues & Expenditures by Line Item

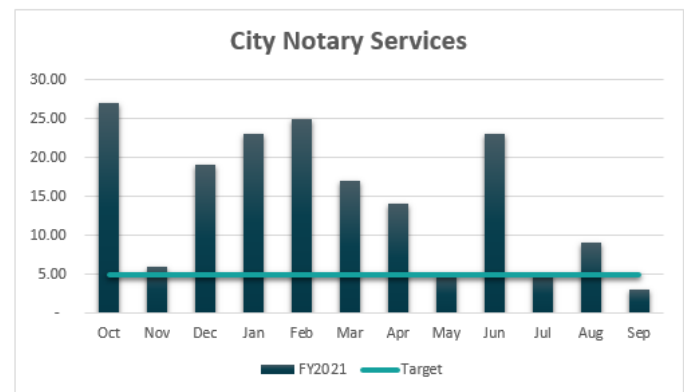
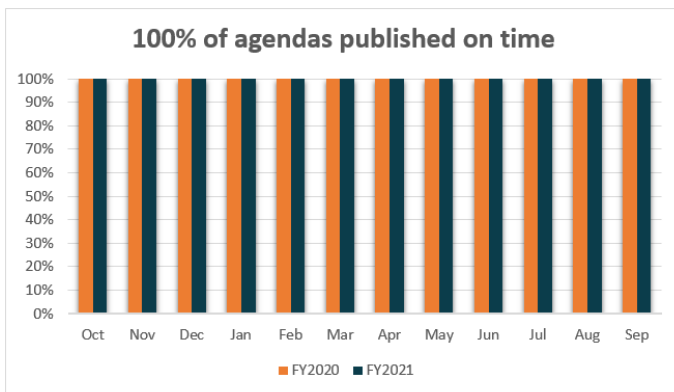
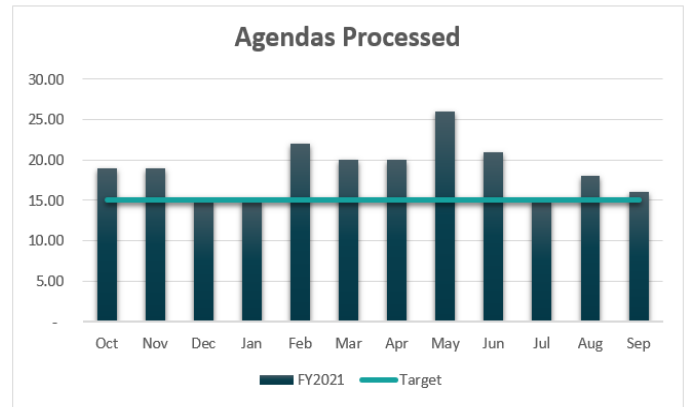
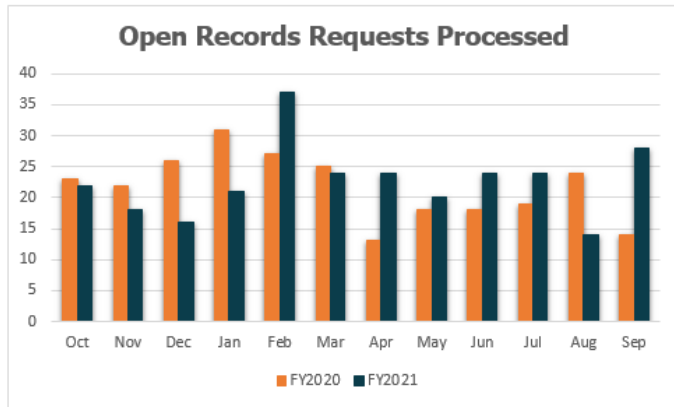
	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Election Filing Fee	\$ 500	\$ 300	\$ 300	\$ 200	\$ 300
Transfer In - Water Fund	101,599	96,764	96,764	96,764	96,649
EIC - Admin Services Fee	3,700	3,700	3,700	3,700	3,900
General Resources	123,829	141,146	147,967	147,898	142,290
Total Revenues	229,629	241,910	248,731	248,562	243,140

Expenditures					
Salaries	152,580	159,569	164,422	165,392	164,304
Benefits	45,840	48,809	49,377	50,370	52,452
Travel and Training	3,205	3,435	3,435	1,778	3,825
Total Personnel Services	201,625	211,813	217,234	217,540	220,581
Office Supplies	608	500	655	1,194	600
Tools and Equipment	642	-	-	-	400
Other Supplies	79	-	500	572	-
Total Supplies and Materials	1,328	500	1,155	1,766	1,000
Utilities	839	552	552	553	564
Professional Services	9,117	4,700	4,700	3,780	4,700
Insurance	350	350	350	350	350
Advertising	4,396	4,100	5,000	4,936	6,000
Total Services	14,702	9,702	10,602	9,619	11,614
Other	11,975	19,895	19,740	19,638	9,945
Total Other Expenses	11,975	19,895	19,740	19,638	9,945
Total Expenditures	\$ 229,629	\$ 241,910	\$ 248,731	\$ 248,562	\$ 243,140

Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
-------------------------	-------------	-------------	-------------	-------------	-------------



Performance Measures





City Attorney

The City Attorney and his assistant provide legal advice and act as legal counsel for the City Council as well as all departments and boards of the City. The legal department helps these entities achieve their missions in defensible, law-abiding, and socially acceptable manners.

DEPARTMENT RESPONSIBILITIES

- **General Counsel:** responsible for providing legal advice and preparing or approving ordinances, resolutions, contracts, and other legal documents
- **Legal Representation:** responsible for representing or monitoring the representation of the City in civil litigation and proceedings
- **Prosecution:** responsible for conducting all Municipal Court prosecutions

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Prepared a Declaration of Disaster in response to the winter storm
- Drafted and/or reviewed contracts, including economic development agreements
- Attended all City Council and EIC meetings to ensure legality of proceedings
- Advised Zoning Board
- Hired new Assistant City Attorney to assist with City business, including Municipal Court proceedings

Did you know?

William Tatsch is a Tivy graduate who earned his law degree from St. Mary's University, the same alma mater as City Attorney Mike Hayes. The Assistant City Attorney position has been vacant for the past 8 years. In addition to his regular duties, William will prosecute Municipal Court cases.

FY2022 OBJECTIVES

Key Priority Area: Public Facilities & Services

- Continue to review Code of Ordinances, including drafting amendments, with a focus on zoning codes
- Monitor and prepare report from 2022 Legislative session
- Lead the City's Make a Difference Committee
- Maintain individual Municipal Law accreditation with the Texas City Attorneys Association
- Advise staff in all areas of implementation of Kerrville 2050
- Provide legal guidance to City Council and City staff
- Coordinate outside council when necessary



Assistant City Attorney William Tatsch



GENERAL FUND - CITY ATTORNEY

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Transfer In - Water Fund	\$ 116,732	\$ 131,314	\$ 131,314	\$ 131,314	\$ 157,587
EIC - Admin Svc Fee	12,950	12,950	12,950	12,950	13,650
General Resources	148,402	184,021	219,574	218,448	225,290
Total Revenues	278,084	328,286	363,838	362,712	396,527
Expenditures					
Salaries	170,033	214,930	245,255	244,806	284,740
Benefits	39,784	57,118	59,192	58,690	71,185
Travel and Training	64	3,084	4,858	4,818	13,238
Total Personnel Services	209,880	275,132	309,305	308,314	369,162
Office Supplies	20	700	200	119	750
Tools and Equipment	-	-	2,306	2,340	-
Postage	106	100	8	8	150
Total Supplies and Materials	126	800	2,513	2,467	900
Utilities	514	1,104	947	947	1,200
Professional Services	63,994	47,800	46,865	47,036	20,000
Total Services	64,508	48,904	47,812	47,983	21,200
Other	3,570	3,450	4,208	3,948	5,265
Total Other Expenses	3,570	3,450	4,208	3,948	5,265
Total Expenditures	\$ 278,084	\$ 328,286	\$ 363,838	\$ 362,712	\$ 396,527
Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -

This department does not track performance measures.

Significant changes for FY2022 include:

- Assistant City Attorney position for 12 months.



City Administration

City Administration provides professional management of City Council policy initiatives; directs, supports, and creates systems that allow departments to anticipate and respond to customer expectations; establishes and promotes a positive working relationship with community leaders; ensures the economic viability and sustainability of the City; operates in accordance with the Texas City Management Code of Ethics.

DEPARTMENT RESPONSIBILITIES

- **Administration:** responsible for administering programs to ensure the policies and initiatives of the City Council are implemented efficiently and effectively in accordance with all legal requirements
- **Intergovernmental Affairs:** responsible for developing and maintaining relationships with other agencies and governments
- **Economic Development:** responsible for business development activities through partnerships with the Economic Improvement Corporation, Chamber of Commerce, Convention and Visitors Bureau, the Kerrville Economic Development Corporation

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Helped facilitate the City's efforts to provide emergency support for citizens during the winter storm
- Continued implementation of the Kerrville 2050 Comprehensive Plan
- Completed Economic Development Agreement with Killdeer Mountain Manufacturing.
- Utilized KSTAT tool to monitor department performance measures
- Implemented City Leadership Academy to train and develop mid-level managers and prospective future managers
- Completed public/private housing partnership with Lennar Homes of Texas

FY2022 OBJECTIVES

Key Priority Area: Public Facilities and Services:

- Continue to build a high performing organization by investing in staff
- Progress plans for the development of a multi-department Public Safety Complex

Key Priority Area: Economic Development

- Continue to encourage the development of workforce housing in the City
- Encourage new business development within the City

Key Priority Area: Water, Wastewater & Drainage

- Complete the Water / Wastewater Master Plan
- Complete projects as outlined in Pavement and Drainage Master Plans

Key Priority Area: Downtown Revitalization

- Seek grant funding to help offset infrastructure costs associated with downtown programs
- Encourage downtown business growth and revitalization

Did you know?

The City Manager and the City Attorney are the only staff directly hired by the City Council. E.A. Hoppe was appointed as the new City Manager in June of 2021.



GENERAL FUND - CITY ADMINISTRATION

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Transfer In - Water Fund	\$ 304,398	\$ 254,588	\$ 254,588	\$ 254,588	\$ 268,577
Transfer In - Development Services	31,537	-	-	-	-
EIC - Admin Svc Fee	62,900	62,900	62,900	62,900	66,300
General Resources	341,321	318,982	304,103	266,684	321,975
Total Revenues	740,156	636,470	621,591	584,172	656,851

Expenditures					
Salaries	555,405	465,128	445,719	433,806	492,261
Benefits	145,986	124,147	128,677	114,942	117,040
Travel and Training	9,958	12,834	12,834	6,588	22,204
Total Personnel Services	711,350	602,109	587,230	555,336	631,505
Office Supplies	1,979	2,500	2,500	757	2,028
Tools and Equipment	610	1,800	1,800	2,165	-
Postage & Shipping	-	-	-	11	50
Other Supplies	1,311	1,840	1,840	1,449	1,040
Total Supplies and Materials	3,899	6,140	6,140	4,383	3,118
Technology	6,755	5,100	5,100	5,962	6,453
Total Maintenance and Repairs	6,755	5,100	5,100	5,962	6,453
Utilities	3,765	2,016	2,016	2,453	2,652
Professional Services	3,212	9,450	9,450	5,200	1,000
Insurance	450	550	550	375	550
Advertising	1,233	200	200	445	-
Total Services	8,660	12,216	12,216	8,473	4,202
Other	9,492	10,905	10,905	10,019	11,573
Total Other Expenses	9,492	10,905	10,905	10,019	11,573
Total Expenditures	\$ 740,156	\$ 636,470	\$ 621,591	\$ 584,172	\$ 656,851

Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
-------------------------	-------------	-------------	-------------	-------------	-------------

This department does not track performance measures.



Human Resources

Human Resources ensures a fair and equitable workplace for the employees of the City of Kerrville and protects the assets of the City through its risk management program. In addition, HR ensures the City will not discriminate against any employee or applicant for employment because of race, color, national origin, sex, religion, age or any other unlawful basis in accordance with applicable federal, state and local laws.

DEPARTMENT RESPONSIBILITIES

- **HR Management:** responsible for ensuring compliance with federal, state and local laws; providing competitive compensation analysis; and ensuring adequate and affordable benefit packages for employees
- **Risk Management:** responsible for providing property, liability, and workers compensation coverage for all City properties, vehicles, equipment, employees, and functions in order to maintain a safe working environment for our employees
- **Support Services:** responsible for ensuring all City policies are followed; providing training opportunities for all employees; ensuring timely payroll processing in compliance with FLSA; and assisting departments with recruiting qualified candidates

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Maintained compliance with federal, state and local laws
- Successfully negotiated an employee benefits package with minimal financial impact to the City

FY2022 OBJECTIVES

Key Priority Area: Public Facilities & Services

- Improve the productivity and efficiency of the Human Resources Operations
- Maintain good financial management of resources assigned
- Provide online application process
- Provide educational opportunities for Human Resource staff
- Offer online benefit enrollment



Did you know?

Human Resources receives an average of 68 applications per month for open positions.



GENERAL FUND - HUMAN RESOURCES

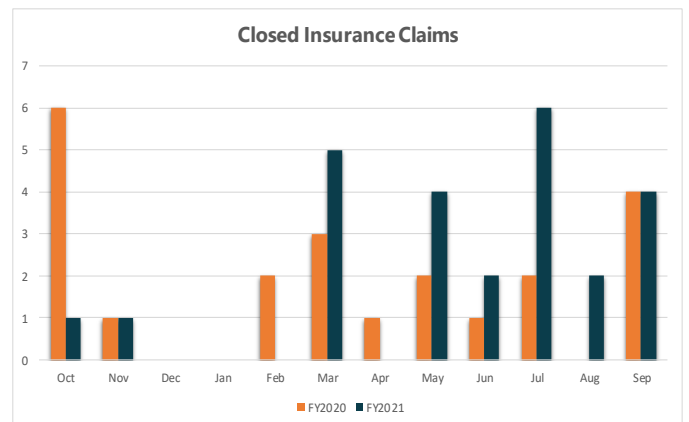
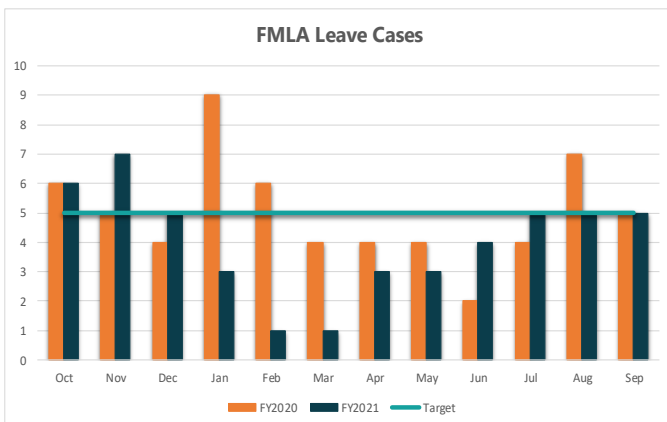
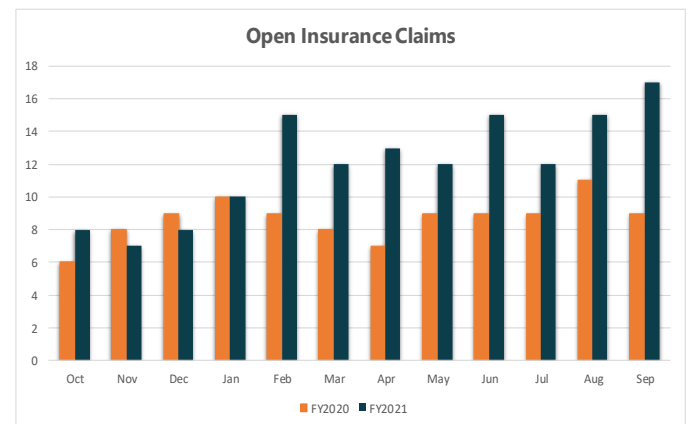
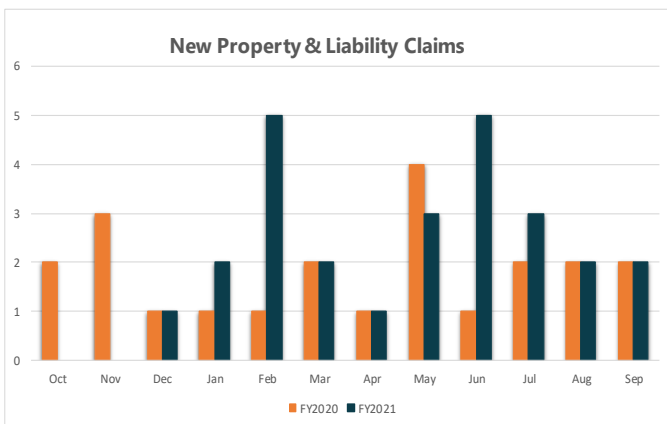
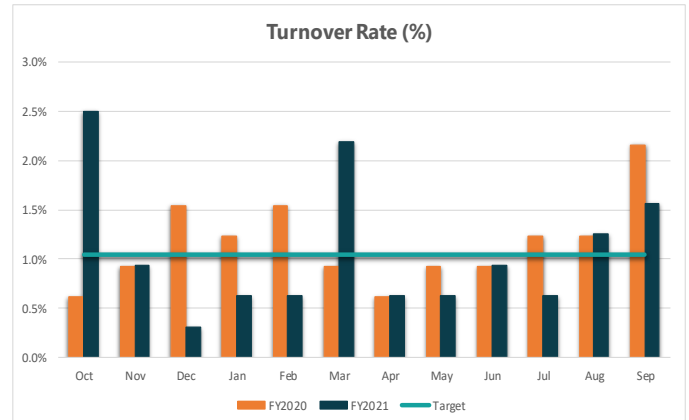
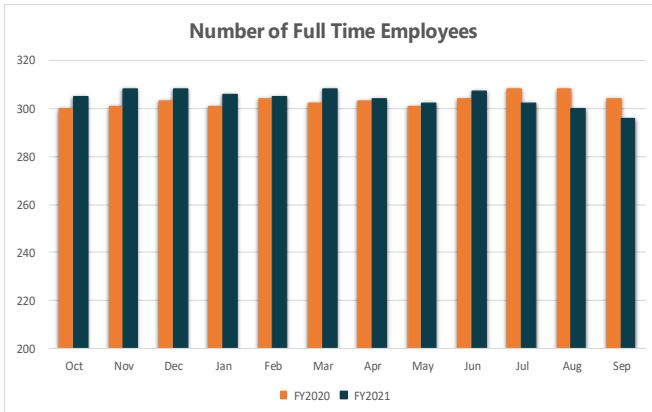
Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Child Support - Admin Fee	\$ 913	\$ 910	\$ 910	\$ 910	\$ 1,000
Transfer In - Water Fund	59,546	61,742	61,742	61,742	68,310
General Resources	322,282	348,963	359,841	356,688	388,634
Total Revenues	382,741	411,615	422,493	419,340	457,944
Expenditures					
Salaries	271,985	282,638	286,560	287,265	292,094
Benefits	73,551	73,476	80,433	80,729	76,713
Travel and Training	3,069	5,360	5,760	3,070	6,040
Total Personnel Services	348,606	361,475	372,753	371,063	374,846
Office Supplies	2,958	4,055	2,736	1,760	4,055
Tools and Equipment	1,224	-	919	919	-
Postage and Shipping	76	200	200	49	200
Other Supplies	-	298	298	-	298
Total Supplies and Materials	4,259	4,553	4,153	2,728	4,553
Utilities	737	672	672	821	564
Professional Services	21,979	19,824	21,824	22,671	49,824
Insurance	600	500	500	500	500
Advertising	1,710	2,250	2,250	2,419	2,250
Total Services	25,026	23,246	25,246	26,412	53,138
Other	4,850	22,342	20,342	19,137	25,407
Total Other Expenses	4,850	22,342	20,342	19,137	25,407
Total Expenditures	\$ 382,741	\$ 411,615	\$ 422,493	\$ 419,340	\$ 457,944
Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -



GENERAL FUND - HUMAN RESOURCES

Performance Measures





Finance

Finance provides good stewardship of public resources and assets through sound financial management practices that ensure fiscal sustainability.

DEPARTMENT RESPONSIBILITIES

- **Budgeting:** responsible for preparing and monitoring the City's annual budget, including preparation of this book, and dissemination of regular financial updates to City departments and City Council
- **Financial Reporting:** responsible for preparing and reporting financial statements in accordance with accounting standards, including coordination of the annual audit and Comprehensive Annual Financial Report
- **Financial Management:** responsible for accounts payable, accounts receivable, general ledger, fixed asset management, and treasury management services for the City

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Applied for federal grant to help cover expenses incurred during the management of Winter Storm in February
- Completed Citywide Purchasing training in order to ensure responsible spending
- Received GFOA excellence awards for our FY2020 Comprehensive Annual Financial Budget Report and FY2021 Budget
- Implemented departmental processes to support KSTAT business plan objectives
- Maintained AA rating during economic downturn
- Issued \$865,000 in tax notes to support emergency operational needs outlined in Senate Bill 3
- Increased vendor payments to more than 50% EFT payments
- Managed Capital Improvement Project Budget for all citywide projects

FY2022 OBJECTIVES

Key Priority Area: Public Facilities & Services

- Manage funds from American Resource Plan Act in according with guidelines
- Prepare and submit a balanced budget (for major operating funds) to City Council that focuses on priority based budgeting
- Increase the number of vendors paid by Electronic Funds Transfer to reduce costs
- Utilize KSTAT performance measures in the budgeting process and in the operation of the department
- Implement trough cross - training plan for every position
- Continue to seek grant funding opportunities
- Create Hotel Occupancy Tax page on departmental website



*Distinguished
Budget
PRESENTATION
Award*

Did you know?

The Government Finance Officers Association (GFOA) established the Distinguished Budget Presentation Awards Program in 1984 to encourage governments to prepare high quality budget documents (budget books).



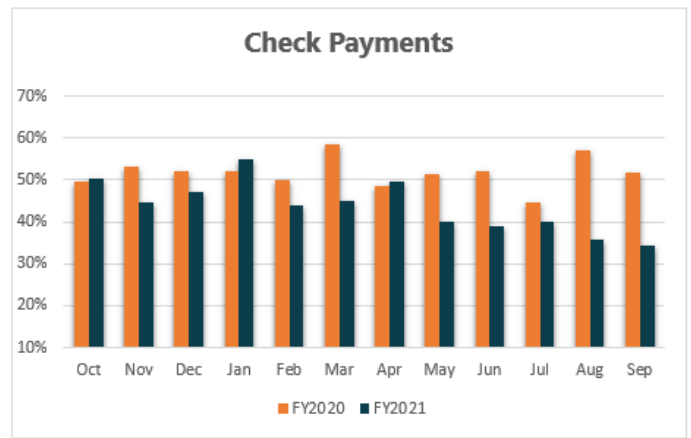
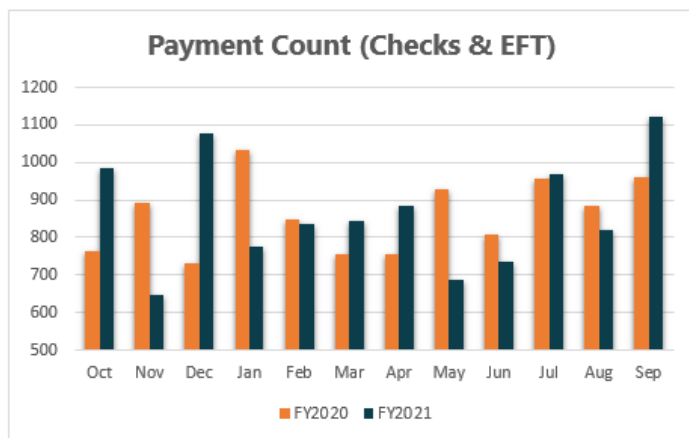
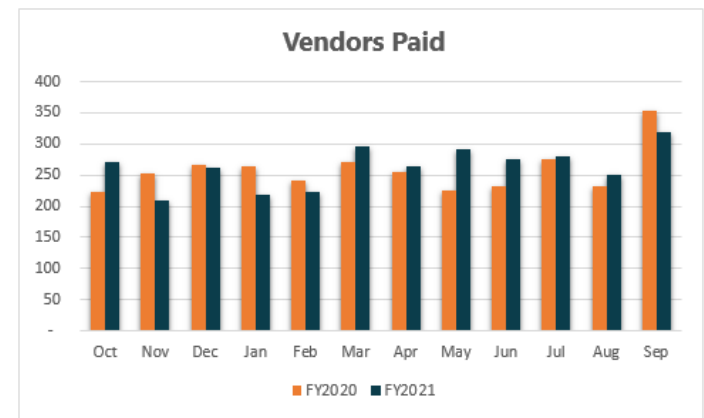
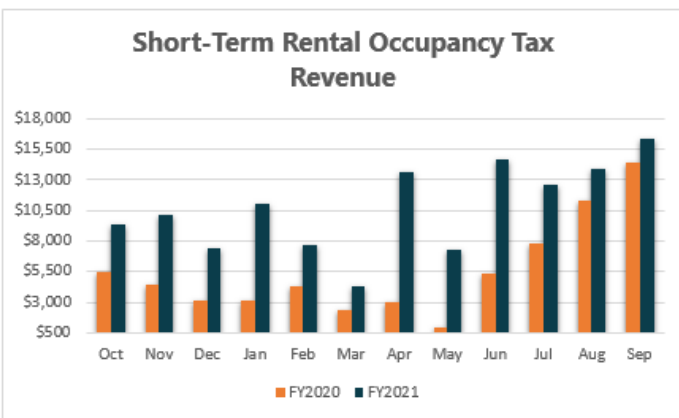
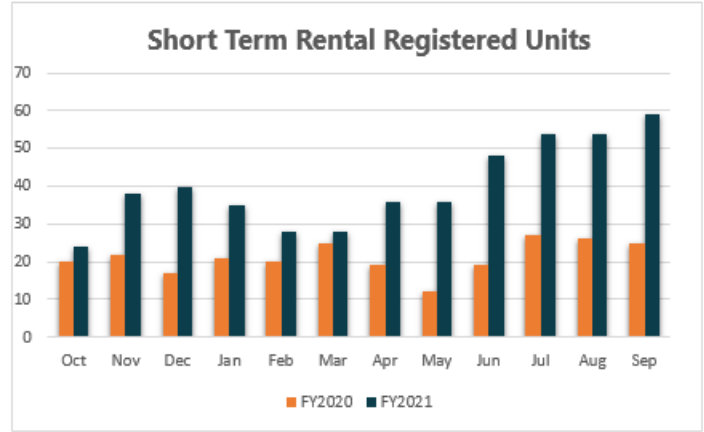
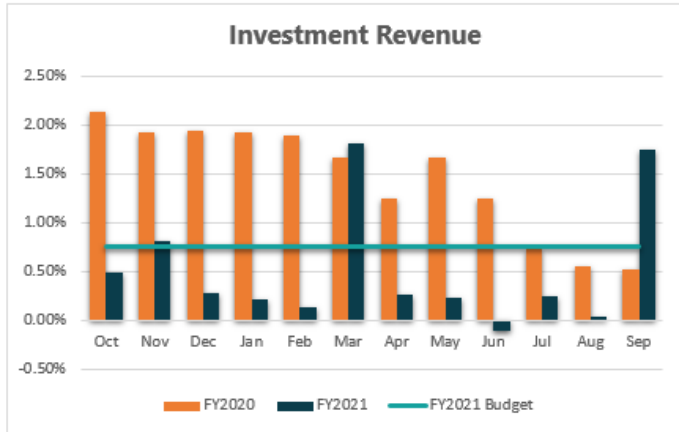
GENERAL FUND - FINANCE

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Interest Revenue	\$ 155,636	\$ 63,750	\$ 63,750	\$ 63,750	\$ 45,000
Transfer In - Water Fund	240,111	208,927	208,927	208,927	235,186
EIC - Admin Svc Fee	11,100	11,100	11,100	11,100	11,700
General Resources	344,650	435,852	451,703	435,005	523,464
Total Revenues	751,497	719,629	735,481	718,783	815,349
Expenditures					
Salaries	299,758	252,958	271,718	267,152	327,902
Benefits	94,118	84,150	83,041	82,884	96,422
Travel and Training	1,336	3,030	3,433	2,412	4,277
Total Personnel Services	395,211	340,138	358,193	352,447	428,600
Office Supplies	1,759	2,200	2,200	1,675	2,475
Tools and Equipment	650	950	1,175	922	1,250
Postage and Shipping	143	125	125	77	-
Other Supplies	288	-	-	50	-
Total Supplies and Materials	2,840	3,275	3,500	2,725	3,725
Utilities	-	-	-	50	600
Professional Services	351,447	373,982	371,554	361,357	380,240
Insurance	650	650	650	575	575
Total Services	352,097	374,632	372,204	361,982	381,415
Other	1,348	1,584	1,584	1,628	1,609
Total Other Expenses	1,348	1,584	1,584	1,628	1,609
Total Expenditures	\$ 751,497	\$ 719,629	\$ 735,481	\$ 718,783	\$ 815,349
Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -



Performance Measures





Information Technology

Information Technology provides the highest quality technology based services, in the most cost effective manner to facilitate the City's mission.

DEPARTMENT RESPONSIBILITIES

- **Communication Systems:** responsible for communication systems within the City such as email, voice and messaging, website, and broadcasting of public meetings
- **Data Management:** responsible for providing the management, storage, backup, and recovery services of all the City data
- **Network Management:** responsible for configuring, supporting, and managing the network equipment connecting remote offices with the City's data center
- **Technology Support Services:** responsible for support of City staff by providing break/fix services on technology citywide
- **GIS Services:** responsible for developing, documenting, and implementing GIS applications



Did you know?

The IT department completed a quick rollout of new technology, including Zoom meetings for City Council and staff meetings, in order to comply with COVID 19 social distancing requirements.

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Updated our GIS aerials layer
- Expanded our virtual server infrastructure
- Increased our network bandwidth at remote facilities
- Upgraded the library public infrastructure and computers
- Implemented flexible call center system
- Expanded public Wi-Fi at select locations
- Deployed automated license plate recognition system with the City Marshal's office
- Deployed virtual court for Municipal Court to accommodate COVID-19 restrictions
- Deployed Citation Smart with Municipal Court to provide a text notification reminder system to increase collections and reduce warrants for the Court

FY2022 OBJECTIVES

Key Priority Area: Public Facilities & Services

- Evaluate Parks and Recreation payment and reservation software
- Evaluate public safety radio communications infrastructure
- Upgrade key wireless infrastructure components
- Continue process improvement projects within IT divisions
- Collaborate with departments for Lean Six Sigma projects



GENERAL FUND - INFORMATION TECHNOLOGY

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Transfer In - Water Fund	\$ 320,186	\$ 208,927	\$ 208,927	\$ 208,927	\$ 290,332
EIC - Admin Svc Fee	3,700	3,700	3,700	3,700	3,900
General Resources	927,947	962,223	971,213	917,385	1,007,942
Total Revenues	1,251,833	1,174,850	1,183,840	1,130,012	1,302,174

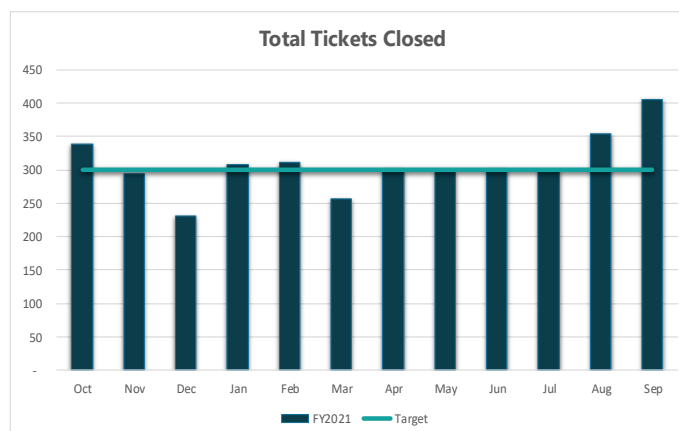
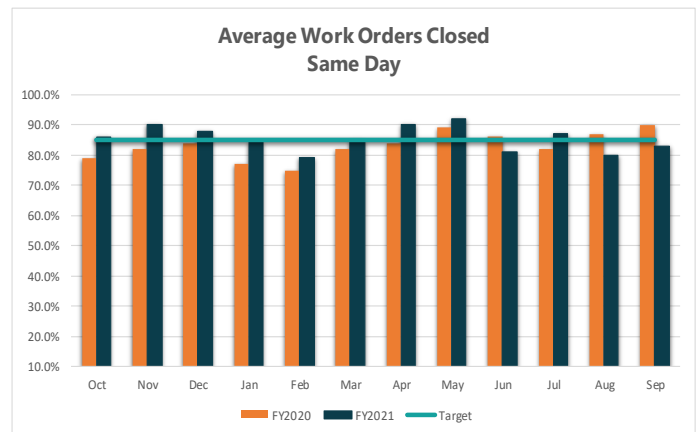
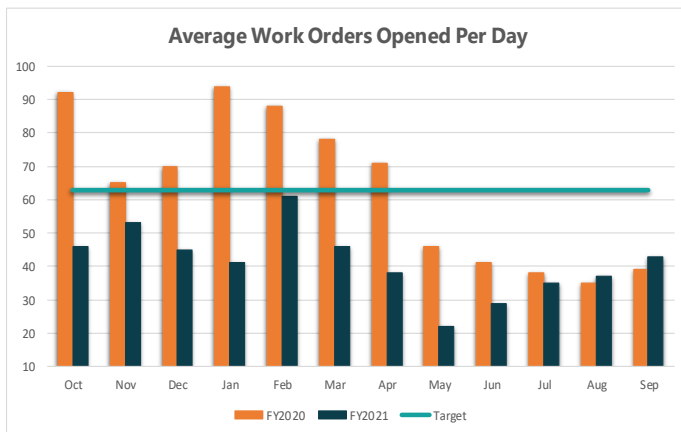
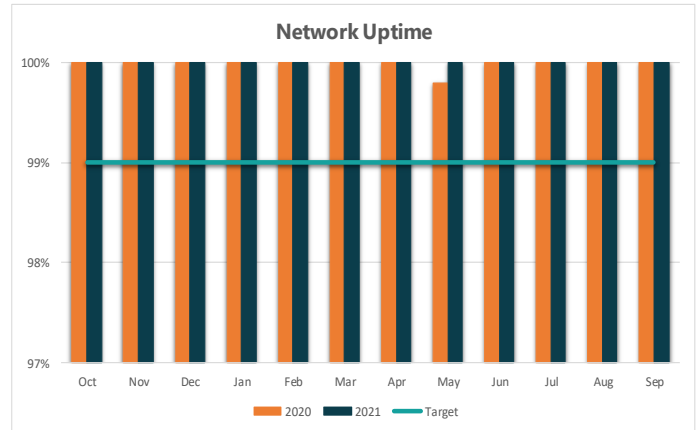
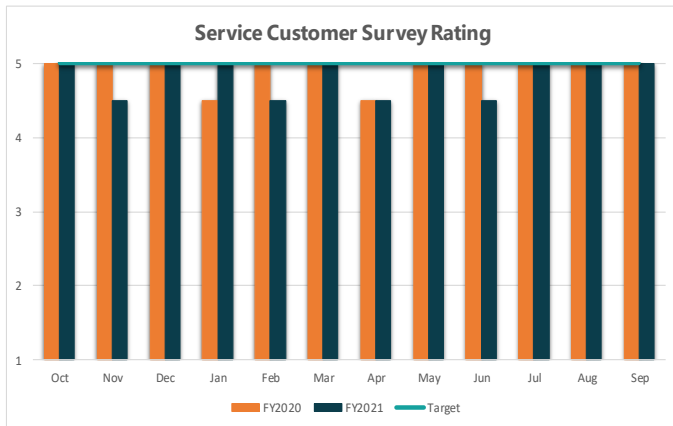
Expenditures					
Salaries	424,722	386,559	382,425	381,853	439,120
Benefits	132,969	124,129	125,427	121,267	141,431
Travel and Training	9,596	3,600	11,700	6,524	8,556
Total Personnel Services	567,287	514,288	519,553	509,644	589,107
Office Supplies	343	640	2,140	837	714
Tools and Equipment	141,578	76,972	79,712	76,367	79,650
Chemical and Medical	136	25	25	-	-
Fuel	204	200	300	240	429
Postage and Shipping	-	75	125	113	100
Other Supplies	327	83	308	344	233
Total Supplies and Materials	142,588	77,995	82,610	77,901	81,126
Building, Structure and Land	517	1,800	2,800	2,606	1,800
Vehicle	66	99	499	451	99
Equipment	99,568	108,838	98,938	76,440	118,029
Technology	272,183	292,100	312,310	312,874	329,250
Total Maintenance and Repairs	372,333	402,837	414,547	392,372	449,178
Utilities	128,868	133,580	134,980	120,683	160,868
Professional Services	2,706	25,000	11,000	10,088	-
Total Services	131,574	158,580	145,980	130,771	160,868
Other	17,899	21,150	21,150	19,325	21,895
Total Other Expenses	17,899	21,150	21,150	19,325	21,895
Machinery, Tools and Equipment	20,152	-	-	-	-
Total Capital Outlay	20,152	-	-	-	-
Total Expenditures	\$ 1,251,833	\$ 1,174,850	\$ 1,183,840	\$ 1,130,012	\$ 1,302,174

Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
-------------------------	-------------	-------------	-------------	-------------	-------------



GENERAL FUND - INFORMATION TECHNOLOGY

Performance Measures





Public Information

The Public Information Department serves as the single voice for City information by providing citizens, business owners, and City staff with pertinent information about City news and events through press releases, social media posts, the City's website, local newspaper articles, and press conferences.

DEPARTMENT RESPONSIBILITIES

- **Communication:** responsible for communicating to citizens, using various medias, to ensure accurate information is released regarding City business and events
- **Technology Management:** responsible for keeping social media platforms up-to-date as well as the City's website
- **Social Media:** responsible for growing the City's audience on various social media channels in order to communicate current and accurate information

DEPARTMENT ACCOMPLISHMENTS

- This department is newly created in FY2021 by putting the City's current Public Information Officer and current Multimedia Coordinator into a single department
- In FY2020, the Public Information Officer coordinated 239 press releases and 672 Facebook posts

Did you know?

The City's Public Information Office coordinates and films short video segments as a way to share information from community members, business owners, and experts relating to city functions.

FY2022 OBJECTIVES

Key Priority Area: Public Facilities & Services

- Ensure the citizens of Kerrville are well-informed about City business and events using various media outlets
- Maintain user-friendly website
- Ensure accuracy of information provided to the public on social media outlets, newspaper articles, and news reports
- Maintain up-to-date Instagram, Facebook, Twitter, and YouTube accounts for the City to ensure citizens have multiple options to receive information
- Continue good working relationships with community organizations



**Stuart Cunyus,
Public Information Officer**



GENERAL FUND - PUBLIC INFORMATION

Revenues & Expenditures by Line Item

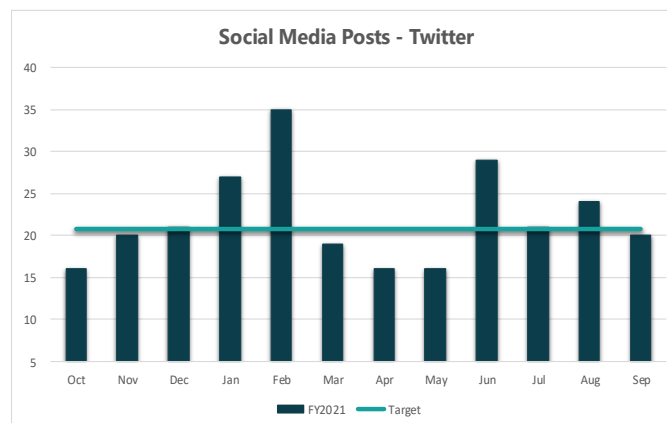
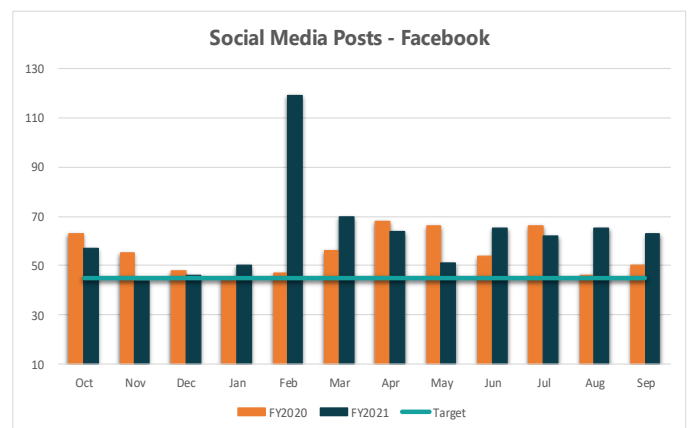
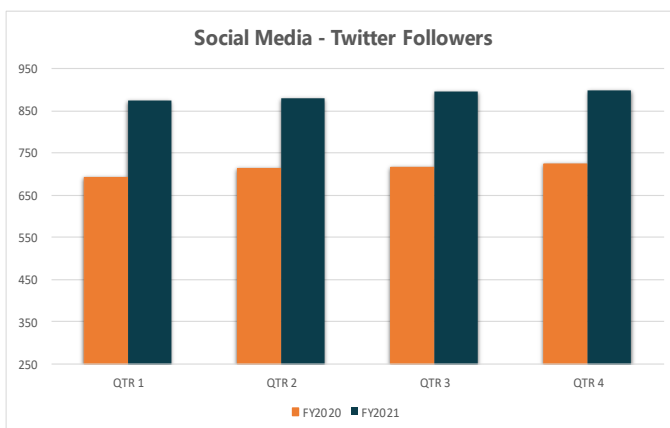
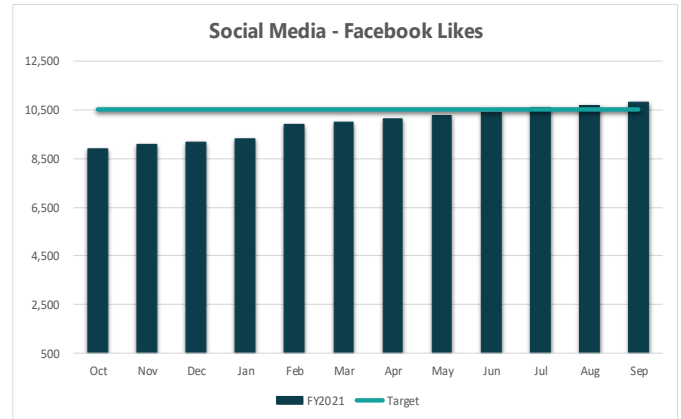
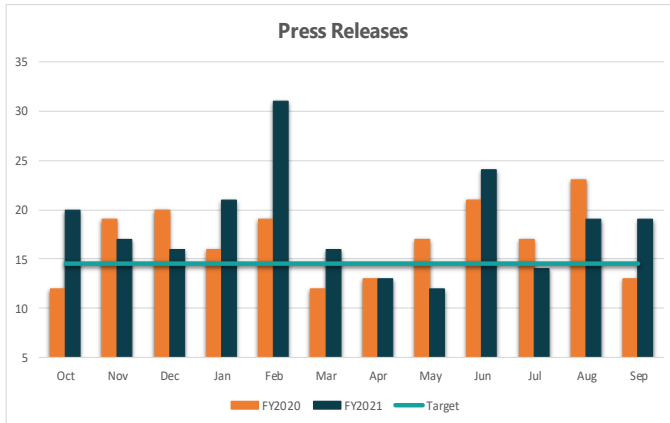
	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Transfer In - Water Fund	\$ -	\$ 16,651	\$ 16,651	\$ 16,651	\$ 17,463
General Resources	-	149,857	155,751	152,756	158,218
Total Revenues	-	166,508	172,402	169,407	175,681
Expenditures					
Salaries	-	114,029	118,729	118,718	118,557
Benefits	-	44,044	44,440	45,349	47,168
Total Personnel Services	-	158,074	163,168	164,067	165,725
Office Supplies	-	200	200	86	250
Tools and Equipment	-	-	-	367	250
Other Supplies	-	-	800	836	-
Total Supplies and Materials	-	200	1,000	1,288	500
Technology	-	2,800	2,800	2,175	3,000
Total Maintenance and Repairs	-	2,800	2,800	2,175	3,000
Utilities	-	1,224	1,224	471	1,128
Professional Services	-	3,360	3,360	-	3,400
Advertising	-	850	850	788	800
Total Services	-	5,434	5,434	1,259	5,328
Other	-	-	-	619	1,128
Total Expenditures	\$ -	\$ 166,508	\$ 172,402	\$ 169,407	\$ 175,681
Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -





GENERAL FUND - PUBLIC INFORMATION

Performance Measures





Municipal Court

The Municipal Court strives to ensure that all case processing within the Court is handled in an efficient, fair, and timely manner. Municipal Court has jurisdiction in the areas of traffic and parking violations, Class C misdemeanors, truancy, and City ordinance violations.

DEPARTMENT RESPONSIBILITIES

- **Court Administration and Case Management:** responsible for filing of Class C misdemeanors, creating dockets for trials and hearings, conducting trials, and issuing warrants
- **Collection Services:** responsible for daily collection and consideration of fine payments
- **State Filing:** responsible for recording, reporting, and paying State fees

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Filed approximately 4,450 cases
- Filed 100% of cases within 24 hours of the citation issuance
- Revamped standing orders, standard operating procedures and forms to improve efficiency and processing time for case files
- Incorporated Citation Smart, a program that sends text notifications, reminders, and offers plea and payment options for persons who have received citations
- Installed a license plate reader in the City Marshal's vehicle, which uses cameras and computer technology to compare images of license plates to known plates of interest

FY2022 OBJECTIVES

Key Priority Area: Public Facilities & Services

- Attend yearly TMCEC seminars to help educate staff regarding changes in legislation and to keep certifications up-to-date
- Update department page on website to include forms and resources to help educate the public about court processes
- Update case filing system
- Research possibility of Teen Court
- Identify community involvement opportunities for traffic safety initiatives

Did you know?

Persons not yet 17 years of age must appear before the judge in the municipal court along with a parent or legal guardian, regardless of the offense charged.





GENERAL FUND - MUNICIPAL COURT

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
MC - City Portion Omnibase	\$ 612	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
MC - Time Payments/City	2,327	4,800	4,800	4,800	4,800
MC - Time Pmts/Adm. Of Justice	919	1,200	1,200	1,200	1,200
MC - Municipal Court Fine	221,803	370,000	370,000	370,000	370,000
MC - 10% Collection Fee	13,226	20,000	20,000	20,000	20,000
MC - Warrant Fees Collected	9,258	12,000	12,000	12,000	12,000
MC - Arrest Fee Collected	9,374	17,600	17,600	17,600	17,600
MC - Special Expense Fee	16,111	33,000	33,000	33,000	33,000
MC - Jury Trial Fee	82	-	-	-	150
MC - Traffic	3,267	8,000	8,000	8,000	8,000
MC - Contempt Fine	775	1,500	1,500	1,500	1,500
MC - Judicial Support Fee/City	380	2,500	2,500	2,500	-
Excess from (to) General Resources	121,300	(71,573)	(65,776)	(99,523)	(55,711)
Total Revenues	399,434	400,227	406,024	372,277	413,739

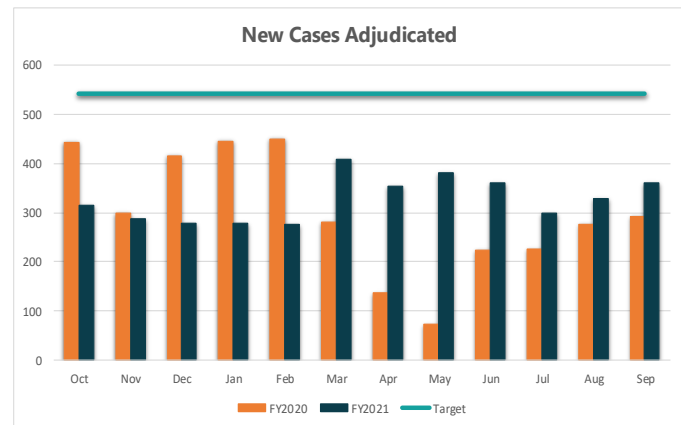
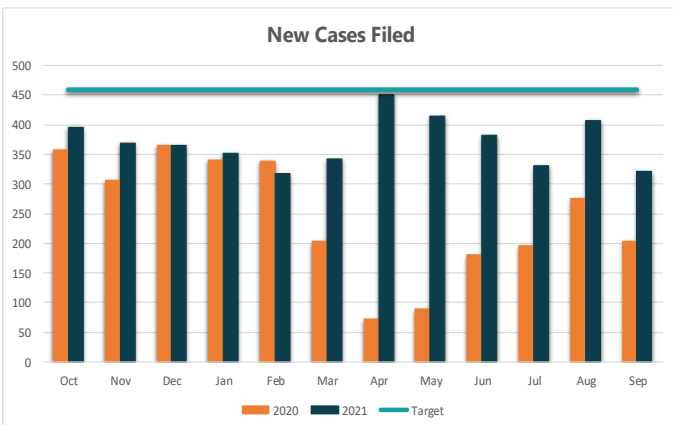
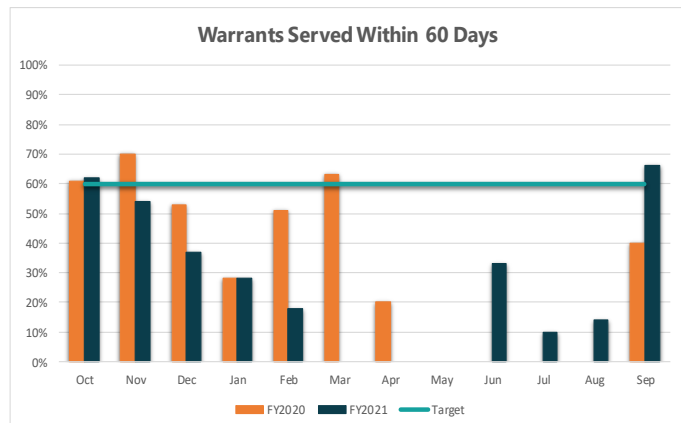
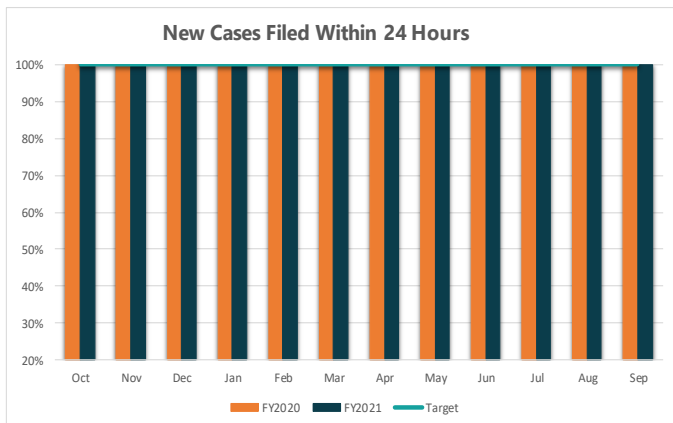
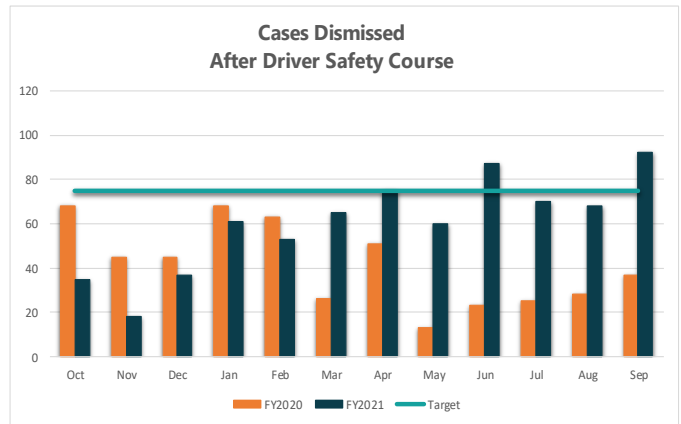
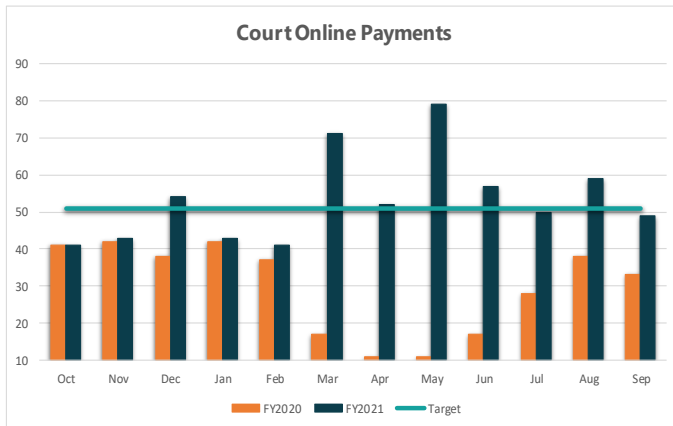
Expenditures					
Salaries	285,579	291,505	294,484	267,481	295,947
Benefits	93,541	84,668	87,486	88,427	92,501
Travel and Training	2,766	3,129	3,129	800	4,505
Total Personnel Services	381,886	379,302	385,099	356,709	392,953
Office Supplies	3,050	4,861	4,861	4,301	4,105
Tools and Equipment	688	350	350	475	300
Chemical and Medical	-	50	50	45	25
Fuel	803	800	800	1,074	1,470
Wearing Apparel	104	340	340	197	360
Other Supplies	133	250	250	327	200
Total Supplies and Materials	4,779	6,651	6,651	6,419	6,460
Building, Structure and Land	3,124	3,140	3,140	1,183	3,140
Vehicle	462	1,514	1,514	698	729
Technology	-	-	-	-	-
Total Maintenance and Repairs	3,585	4,654	4,654	1,881	3,869
Utilities	8,071	6,904	6,904	6,315	8,030
Professional Services	538	2,016	2,016	360	1,782
Insurance	575	550	550	475	450
Total Services	9,184	9,470	9,470	7,150	10,262
Other	-	150	150	118	195
Total Other Expenses	-	150	150	118	195
Total Expenditures	\$ 399,434	\$ 400,227	406,024	\$ 372,277	\$ 413,739

Net Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
---------------------	-------------	-------------	-------------	-------------	-------------



GENERAL FUND - MUNICIPAL COURT

Performance Measures



Note: Low numbers in FY2020 related to COVID-19 Court closures



Police

The Kerrville Police Department is dedicated to the protection of life and property, the preservation of peace and the prevention of crime in our community. The department believes in proactive enforcement and community problem-solving to enhance the quality of life for everyone in Kerrville.

DEPARTMENT RESPONSIBILITIES

- **Patrol and Crime Prevention:** responsible for providing a police presence in neighborhoods, responding to calls for service, investigating traffic crashes, managing traffic, and collaborating on community initiatives
- **Investigations and Evidence:** responsible for investigating criminal offenses and working with crime victims and other agencies to address social and criminal offenses
- **Communications:** responsible for answering and dispatching calls for service for the City of Kerrville Police, Fire and EMS departments. Serves as the Public Safety Answering Point (PSAP) for the entire Kerr County 9-1-1 system
- **Community Service:** responsible for establishing partnerships with citizens in order to improve safety and quality of life within the community



Officer Ledesma visits with kids at open house

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Responded to 13,404 calls for service with an average response time of less than 5.5 minutes
- Completed 392 criminal investigations
- Processed and stored 3,583 pieces of evidence
- Conducted 35 community outreach programs
- Provided active shooter response training to local organizations, businesses, and church groups

FY2022 OBJECTIVES

Key Priority Area: Public Facilities & Services

- Suppress criminal activity through proactive enforcement activities
- Improve public safety communications by evaluating, replacing, and restructuring current radio communications infrastructure
- Improve officer safety by replacing worn and outdated safety equipment and tools
- Improve staff development and retention through additional training and learning opportunities

Did you know?

The Kerrville Police Department conducted a number of community outreach programs in 2021, including the Junior Citizen Police Academy, graduating ten middle school aged cadets from a two week training course.



GENERAL FUND - POLICE

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
KPD - Parade Permits	\$ 50	\$ -	\$ -	\$ -	\$ 50
KPD - Alarm Permit Fee	2,550	5,000	5,000	5,000	2,500
KISD-School Resource Officer	133,146	141,441	141,441	141,441	145,061
KPD - Accident Reports	2,173	2,000	2,000	2,000	2,500
KPD - Funeral Procession Fees	13,355	13,000	13,000	13,000	14,000
KPD - Finger Printing	300	800	800	800	500
KPD - Offense Reports	3,019	1,400	1,400	1,400	2,000
KPD - Letters Of Clearance	50	-	-	-	-
KPD - Oversize Load Escort	14,850	19,000	19,000	19,000	5,000
KPD - False Alarm Fees	1,525	3,500	3,500	3,500	-
General Resources	4,357,969	6,051,554	6,182,628	6,076,797	6,525,384
Total Revenues	4,528,987	6,237,695	6,368,770	6,262,938	6,696,996

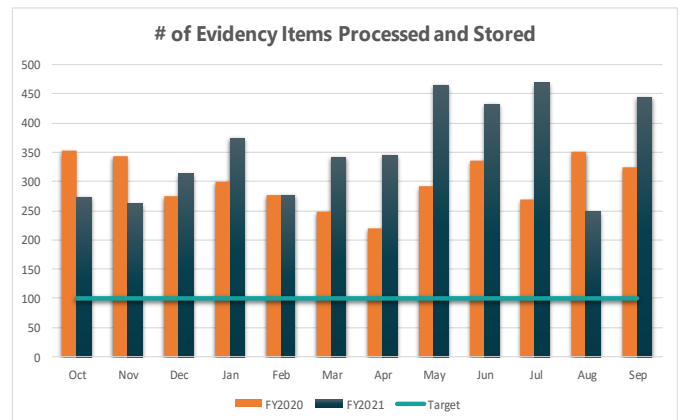
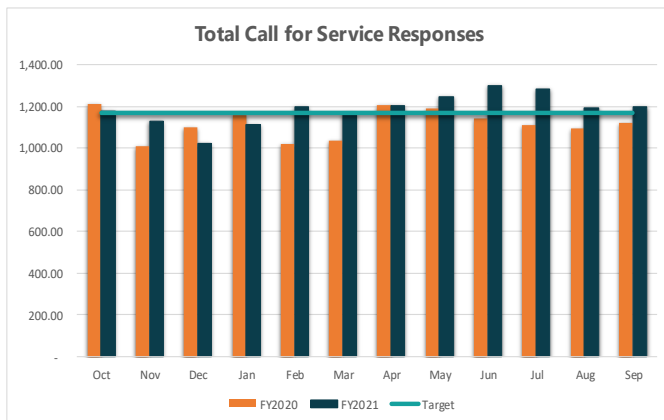
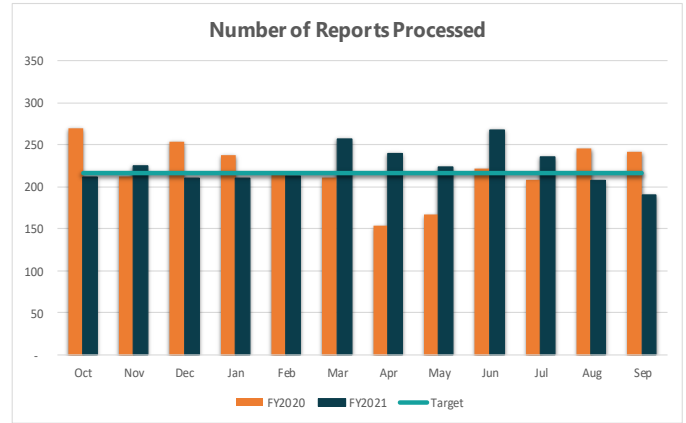
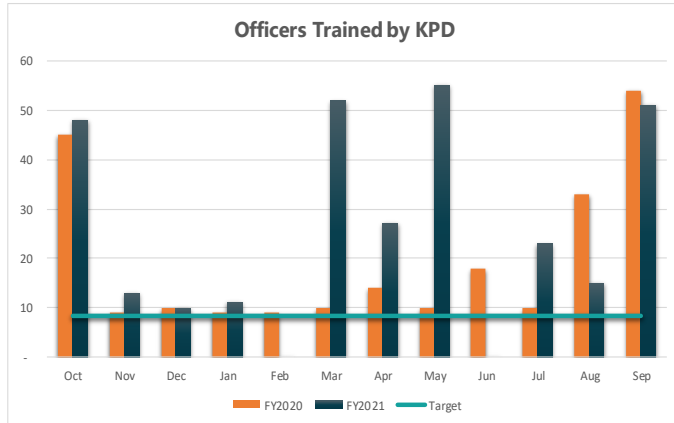
Expenditures					
Salaries	3,119,322	4,343,331	4,387,902	4,347,036	4,541,580
Benefits	928,549	1,350,938	1,359,136	1,344,383	1,417,278
Travel and Training	26,519	58,651	60,451	52,482	131,950
Total Personnel Services	4,074,390	5,752,920	5,807,489	5,743,901	6,090,808
Office Supplies	6,193	12,632	16,532	11,225	13,933
Tools and Equipment	18,046	14,411	91,139	89,069	5,863
Chemical and Medical	5,807	19,265	24,465	20,635	14,004
Fuel	62,507	57,600	83,868	83,820	73,010
Wearing Apparel	41,118	33,673	44,173	44,128	49,265
Postage and Shipping	215	550	550	446	550
Other Supplies	25,859	29,618	14,418	14,094	44,422
Total Supplies and Materials	159,746	167,748	275,144	263,417	201,046
Building, Structure and Land	18,977	14,550	17,908	11,137	17,258
Vehicle	36,852	46,011	50,211	43,100	52,393
Equipment	9,595	20,535	26,768	26,281	27,065
Technology	43,774	66,636	41,136	35,540	97,141
Total Maintenance and Repairs	109,199	147,732	136,022	116,058	193,857
Utilities	46,781	56,448	52,948	51,159	56,256
Professional Services	57,029	92,610	63,459	55,488	97,270
Insurance	400	300	300	600	300
Leases/Rents	9,460	9,480	9,480	9,460	18,502
Total Services	113,670	158,838	126,187	116,707	172,328
Other	11,090	10,457	23,927	22,855	17,957
Total Other Expenses	11,090	10,457	23,927	22,855	17,957
Machinery, Tools and Equipment	60,893	-	-	-	21,000
Total Capital Outlay	60,893	-	-	-	21,000
Total Expenditures	\$ 4,528,987	\$ 6,237,695	\$ 6,368,770	\$ 6,262,938	\$ 6,696,996

Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
-------------------------	-------------	-------------	-------------	-------------	-------------



GENERAL FUND - POLICE

Performance Measures





Consolidated Fire Department

The mission of the Kerrville Fire Department is to ensure an exceptional team using efficient methods and providing excellent service to citizens. The vision of the Fire Department is to excel as an intellectually vibrant public safety organization that is admired by citizens and responsive to the needs of the community.

Section Organization

The Fire Department is divided into 4 separate divisions: Fire, Emergency Management, Fire Prevention, and EMS that all report to the Fire Chief. This section shows a combined view as well as detail on the individual divisions as follows:

Consolidated Fire Department (all divisions)

Revenues and expenditures by line item

Fire Division

Responsibilities, accomplishments, and objectives

Revenues and expenditures by line item

Emergency Management Division

Responsibilities, accomplishments, and objectives

Revenues and expenditures by line item

Fire Prevention Division

Responsibilities, accomplishments, and objectives

Revenues and expenditures by line item

EMS Division

Responsibilities, accomplishments, and objectives

Revenues and expenditures by line item



Fire Department responding to house fire

Did you know?

In only 3 1/2 minutes the heat from a house fire can reach over 1,100 degrees. In rooms that are not on fire, the temperature can reach over 300 degrees.



GENERAL FUND - FIRE DEPARTMENT

Combined Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Fire Sprinkler - No Bldg Permit	\$ -	\$ 500	\$ 500	\$ -	\$ -
Fire Sprinkler - Repair/Remodel	5,700	500	500	900	4,000
Fire Alarm - Commercial Only	-	500	500	-	-
Fire Alarm - Repair/Remodel	4,700	1,000	1,000	3,300	4,000
Fire Permit - Misc.	1,665	-	-	3,470	1,500
State - Emergency Management	24,585	20,000	20,000	14,118	25,000
Kerr County - Emergency Mgmt	1,408	1,300	1,300	974	1,200
Kerr County- Fire/EMS Contract	1,298,316	1,298,316	1,298,316	1,298,316	1,317,791
Fire - Grants/Donations	1,300	-	-	8,508	-
EMS - Medical Records	3,303	2,000	2,000	3,625	3,000
EMS - Base Rate	4,031,323	4,280,000	4,280,000	4,667,133	4,280,000
EMS - Mileage	1,399,236	1,500,000	1,500,000	1,497,391	1,500,000
EMS - Transfer Agreement	3,426	2,000	2,000	3,824	3,500
EMS - On-Site Standby	598	6,500	6,500	7,196	5,000
EMS - Aid Only	52,455	58,000	58,000	54,405	57,000
EMS - Response Fee	31,575	56,000	56,000	21,000	52,000
EMS - Ambulance Supplement	198,417	200,000	25,068	-	-
EMS - Charges Disallowed	(2,126,146)	(2,023,000)	(2,023,000)	(2,247,062)	(2,023,000)
EMS - Bad Debt Write-Off	(1,260,734)	(1,513,300)	(1,513,300)	(1,472,194)	(1,502,800)
EMS - Grants/Donations	13,395	-	-	135	-
EMS - Bad Debt Recovered	73,994	60,000	60,000	69,984	60,000
General Resources	4,357,152	4,410,235	4,934,207	4,764,202	4,771,735
Total Revenues	8,115,668	8,360,551	8,709,591	8,699,226	8,559,925

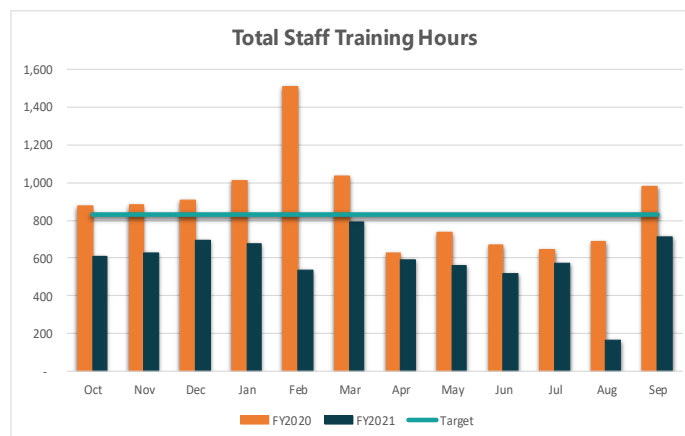
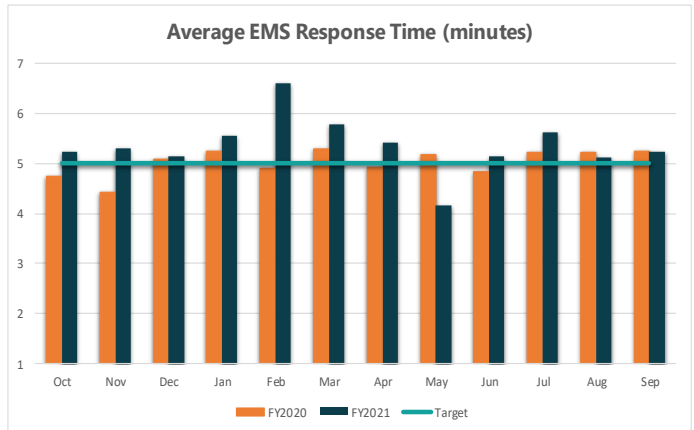
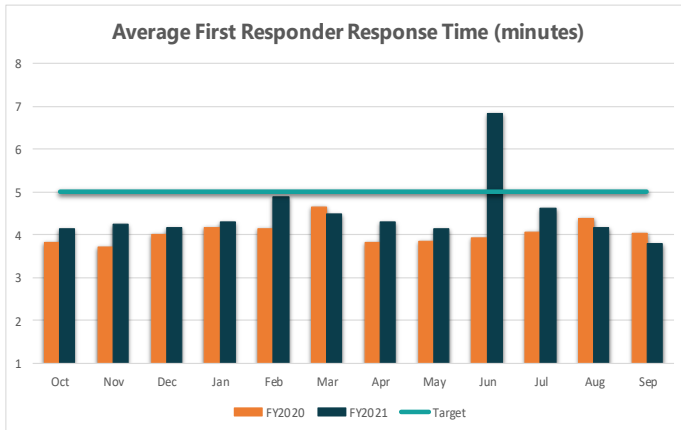
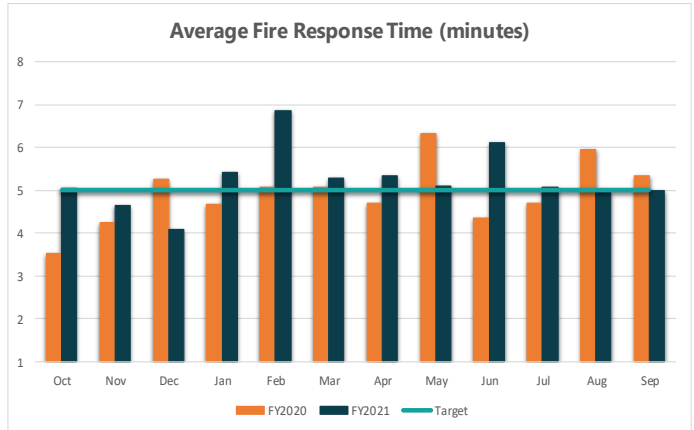
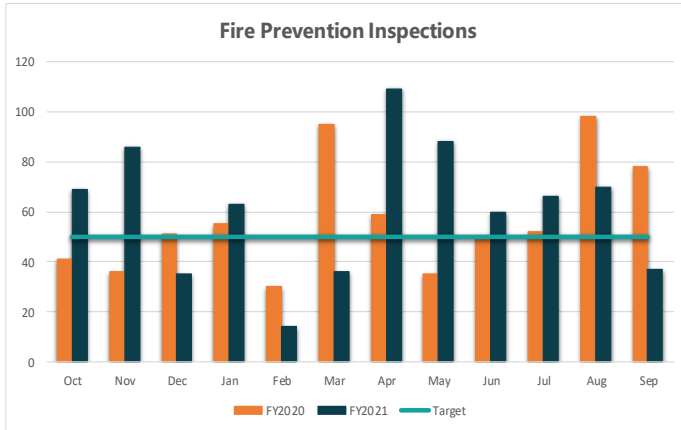
Expenditures					
Salaries	5,511,197	5,551,175	5,846,626	5,846,399	5,657,460
Benefits	1,632,685	1,684,503	1,750,443	1,751,553	1,760,251
Travel and Training	37,329	97,022	42,946	40,955	99,461
Total Personnel Services	7,181,211	7,332,700	7,640,015	7,638,908	7,517,171
Office Supplies	4,113	7,230	5,330	4,494	5,730
Tools and Equipment	76,137	90,788	86,980	82,732	92,737
Chemical and Medical	183,609	167,628	177,728	179,026	171,300
Fuel	70,021	100,575	95,130	95,112	96,960
Wearing Apparel	68,745	98,176	86,576	86,556	105,445
Postage and Shipping	248	310	310	316	380
Other Supplies	17,942	14,335	18,888	18,865	14,560
Total Supplies and Materials	420,815	479,042	470,942	467,100	487,112
Building, Structure and Land	22,140	29,300	40,925	40,861	33,600
Vehicle	67,303	95,292	137,176	136,815	92,671
Equipment	56,734	45,920	49,240	48,563	49,040
Technology	19,178	24,283	20,174	18,983	25,883
Total Maintenance and Repairs	165,355	194,795	247,515	245,222	201,193
Utilities	75,230	80,752	75,212	72,228	79,492
Professional Services	187,150	196,687	210,812	210,587	176,977
Insurance	200	200	200	200	200
Advertising	-	-	-	280	-
Leases/Rents	47,140	48,770	48,770	48,977	49,610
Total Services	309,720	326,409	334,994	332,272	306,279
Other	18,928	21,655	16,175	15,724	26,570
Total Other Expenses	18,928	21,655	16,175	15,724	26,570
Vehicles	-	-	-	-	-
Machinery, Tools and Equipment	19,638	5,950	-	1,982	21,600
Total Capital Outlay	19,638	5,950	(50)	-	21,600
Total Expenditures	\$ 8,115,668	\$ 8,360,551	\$ 8,709,591	\$ 8,699,226	\$ 8,559,925

Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
-------------------------	-------------	-------------	-------------	-------------	-------------



GENERAL FUND - FIRE DEPARTMENT

Performance Measures





GENERAL FUND - FIRE DIVISION

Fire

The mission of the Kerrville Fire Department is to ensure an exceptional team using efficient methods and providing excellent service to our citizens. The vision of the Fire Department is to excel as an intellectually vibrant public safety organization that is admired by and responsive to the needs of our community.

DEPARTMENT RESPONSIBILITIES

- **Emergency Operations:** responsible for providing high quality fire protection and advanced life support that saves lives and minimizes the ravaging effects of fire
- **Administration:** responsible for preparing and monitoring the budget and grant applications, implementing policies and procedures, and overseeing daily operations
- **Community Service:** responsible for community programs including fire safety education, home safety surveys, smoke detector distribution and installation, ceremonial duties, school presentations, and charitable fund raisers

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Responded to over 500 fire-related calls and 2,000 medical 1st responder calls
- Replaced 2011 brush truck with a 2020 Ford F550 with a 6" lift
- Started live fire training for recruits and members.
- Added more hands on training

FY2022 OBJECTIVES

Key Priority Area: Public Facilities & Services

- Manage department assets and budget utilizing sound fiscal practices
- Host 1st annual Citizens Fire Academy
- Expand training resources and opportunities to enhance employee knowledge, skills, and abilities
- Provide excellent customer care and service
- Collaborate and enhance county, regional, and national relationships, and efficiency tools
- Research & implement TCFA Best Practices program

Did you know?

The new brush truck can respond to more than just brush fires. It responded to 30 calls and 15 missions during the Winter Storm of 2021 to provide medical care, extrication, and transport patients to ambulances.



SNOWVID employee event hosted by City Council



GENERAL FUND - FIRE DIVISION

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Kerr County- Fire/EMS Contract	881,284	851,151	\$ 859,189	\$ 854,172	\$ 869,248
Fire - Grants/Donations	1,300	-	-	-	-
General Resources	4,346,622	4,318,250	4,610,907	4,615,169	4,442,432
Total Revenues	5,229,206	5,169,401	5,470,096	5,469,341	5,311,679

Expenditures					
Salaries	3,768,227	3,678,470	3,932,676	3,932,669	3,755,902
Benefits	1,104,793	1,106,746	1,153,964	1,153,964	1,135,840
Travel and Training	1,417	3,868	613	569	7,678
Total Personnel Services	4,874,437	4,789,083	5,087,253	5,087,202	4,899,420
Office Supplies	2,726	4,745	3,445	3,024	4,260
Tools and Equipment	57,032	48,088	51,430	49,973	40,472
Chemical and Medical	4,928	5,400	4,500	4,338	5,400
Fuel	19,321	29,925	26,480	26,610	28,253
Wearing Apparel	63,406	79,191	81,291	81,808	89,830
Postage and Shipping	177	-	-	256	-
Other Supplies	16,922	12,880	17,433	17,359	12,940
Total Supplies and Materials	164,512	180,229	184,579	183,367	181,155
Building, Structure and Land	22,140	29,300	40,925	40,861	33,600
Vehicle	35,087	47,377	45,611	45,605	47,041
Equipment	29,904	22,200	25,520	25,520	25,320
Technology	1,178	1,755	446	446	2,035
Total Maintenance and Repairs	88,309	100,632	112,502	112,433	107,996
Utilities	58,797	62,596	57,056	56,982	62,188
Professional Services	4,937	9,375	4,300	4,396	10,875
Insurance	100	100	100	100	100
Advertising	-	-	-	280	-
Leases/Rents	20,172	20,986	20,986	21,261	21,406
Total Services	84,005	93,057	82,442	83,020	94,569
Other	6,329	6,400	3,320	3,319	6,940
Total Other Expenses	6,329	6,400	3,320	3,319	6,940
Machinery, Tools and Equipment	11,613	-	-	-	21,600
Total Capital Outlay	11,613	-	-	-	21,600
Total Expenditures	\$ 5,229,206	\$ 5,169,401	\$ 5,470,096	\$ 5,469,341	\$ 5,311,679

Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
-------------------------	-------------	-------------	-------------	-------------	-------------



Emergency Management

The primary function of the City of Kerrville's Emergency Management Department is to ensure the emergency preparedness of the City in order to maintain safety for all citizens. The City's Emergency Management plan consists of specific hazard plans focusing on management procedures for Fire, EMS, law enforcement, shelter and mass care, evacuations, and donations.

DEPARTMENT RESPONSIBILITIES

- **Emergency Management:** responsible for coordination of local planning, preparedness, training, and exercises of the emergency plan for the City of Kerrville
- **Training:** responsible for coordinating Fire and EMS professional development and continuing education programs for all department personnel

DEPARTMENT ACCOMPLISHMENTS

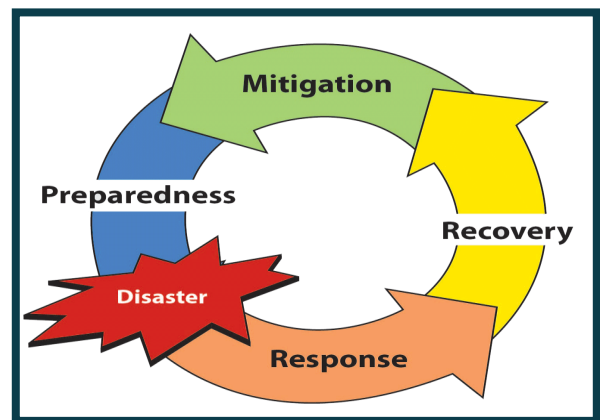
In the last year, we:

- Responded to the COVID-19 crisis in 2021
- Planned COVID-19 testing & vaccine sites for the citizens of Kerrville
- Prioritized community recovery from COVID-19 through vaccine distribution
- Responded to the Texas Winter Storm of 2021 and supported community recovery in light of the storm
- Continued planning for stockpiling Personal Protective Equipment for Fire, EMS, Police and other City departments
- Coordinated missions to set up shelter, water and emergency response services
- Activated Emergency Operations Center (EOC) in response to Winter Storm Uri
- EOC missions during Winter Storm Uri for shelters, potable water, and nursing home support.

FY2022 OBJECTIVES

Key Priority Area: Public Facilities & Services

- Resume emergency management training and drills with City staff
- Continue improving the hands-on training for the fire departments through the Live Fire Training Program
- Conduct community training and material to enhance emergency preparedness of citizens.
- Provide emergency planning materials to citizens
- Achieve operational efficiency through proven policies and practices
- Continue to provide certifications for Technical Rescue, Instructors, Officers, and Driver Operators
- Utilize decommissioned fire station on Harper Road for Fire & EMS training



Did you know?

More than half of parents do not have a designated meeting place in the event of a disaster.



GENERAL FUND - EMERGENCY MANAGEMENT

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
State - Emergency Management	\$ 24,585	\$ 20,000	\$ 20,000	\$ 14,118	\$ 25,000
Kerr County - Emergency Mgt	1,408	1,300	1,300	974	1,200
General Resources	146,530	194,851	153,794	158,136	197,742
Total Revenues	172,523	216,151	175,094	173,228	223,942

Expenditures					
Salaries	96,679	87,568	97,902	98,036	92,431
Benefits	22,348	21,129	22,324	23,313	22,313
Travel and Training	31,834	80,735	36,050	35,853	77,619
Total Personnel Services	150,861	189,432	156,275	157,202	192,362
Office Supplies	23	300	300	72	-
Tools & Equipment	809	7,350	2,350	2,299	7,570
Chemical and Medical	11	-	-	-	-
Fuel	1,106	2,100	1,400	1,399	2,573
Wearing Apparel	324	400	400	190	400
Postage and Shipping	44	-	-	44	-
Other Supplies	736	300	300	732	300
Total Supplies and Materials	3,055	10,450	4,750	4,736	10,843
Vehicle	18	128	128	-	1,343
Technology	-	2,324	1,524	1,432	2,300
Total Maintenance and Repairs	18	2,452	1,652	1,432	3,643
Utilities	5,540	7,272	7,272	4,754	6,300
Total Services	5,540	7,272	7,272	4,754	6,300
Other	5,025	6,545	5,145	5,104	10,795
Total Other Expenses	5,025	6,545	5,145	5,104	10,795
Machinery, Tools and Equipment	8,025	-	-	-	-
Total Capital Outlay	8,025	-	-	-	-
Total Expenditures	\$ 172,523	\$ 216,151	\$ 175,094	\$ 173,228	\$ 223,942

Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
-------------------------	-------------	-------------	-------------	-------------	-------------



Fire Prevention

The Kerrville Fire Prevention Division identifies and eliminates potential fire hazards and reduces the frequency and effects of fire through education, code administration, enforcement, plan review, and fire origin/cause investigations.

DEPARTMENT RESPONSIBILITIES

- **Inspection and Plan Review:** responsible for ensuring all commercial buildings in the City are in compliance with the currently adopted fire code
- **Investigation:** responsible for determining the origin and cause of a fire to further fire prevention education and accountability for intentionally set fires
- **Community Service:** responsible for community programs including fire safety education, school presentations, and home visits

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Promoted a new Deputy Fire Marshal
- Deputy Fire Marshal attended Fire Inspection 1 & 2 and a plans examiner course
- Deputy Fire Marshall attend Youth Fire Prevention and Intervention classes
- Fire Marshal attended and completed Texas Commission on Law Enforcement classes mandated by the State and obtained an Advanced Peace Officer license
- Fire Marshal finished Emergency Management Institute's professional development series in emergency management

Did you know?

In the United States, the first National Fire Prevention Day proclamation was issued by President Woodrow Wilson in 1920.

FY2022 OBJECTIVES

Key Priority Area: Public Facilities & Services

- Expand youth fire prevention & intervention in the community
- Increase fire safety education in the community
- Achieve operational efficiency through proven policies and practices
- Attend an arson conference to ensure utilization of the latest techniques and information for fire investigations
- Deputy Fire Marshal attend Arson/Fire Investigator class
- Deputy Fire Marshal attend youth fire prevention and intervention classes



Fire Department training at old HEB store



GENERAL FUND - FIRE PREVENTION

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Fire Sprinkler - No Bldg Permit	-	500	500	-	-
Fire Sprinkler - Repair/Remodel	5,700	500	500	900	4,000
Fire Alarm - Commercial Only	-	500	500	-	-
Fire Alarm - Repair/Remodel	4,700	1,000	1,000	3,300	4,000
Fire Permit - Misc.	1,665	-	-	3,470	1,500
General Resources	227,361	256,680	266,167	260,463	273,910
Total Revenues	239,426	259,180	268,667	268,133	283,410

Expenditures					
Salaries	174,407	177,853	189,315	190,043	193,610
Benefits	50,343	52,065	54,126	54,502	57,066
Travel and Training	454	6,230	2,944	2,851	7,603
Total Personnel Services	225,204	236,148	246,386	247,397	258,280
Office Supplies	284	785	185	146	500
Tools and Equipment	1,694	1,150	1,150	292	2,950
Fuel	2,046	2,400	2,100	2,059	3,185
Wearing Apparel	503	3,695	4,595	4,415	1,765
Postage and Shipping	-	70	70	17	140
Other Supplies	136	375	375	525	540
Total Supplies and Materials	4,664	8,475	8,475	7,453	9,080
Vehicle	323	989	2,239	2,032	989
Technology	5,499	9,816	7,816	7,595	11,160
Total Maintenance and Repairs	5,822	10,805	10,055	9,627	12,149
Utilities	1,945	1,992	1,992	1,674	2,016
Total Services	1,945	1,992	1,992	1,674	2,016
Other	1,792	1,760	1,760	1,982	1,885
Total Other Expenses	1,792	1,760	1,760	1,982	1,885
Total Expenditures	\$ 239,426	\$ 259,180	\$ 268,667	\$ 268,133	\$ 283,410

Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
-------------------------	-------------	-------------	-------------	-------------	-------------



EMS

The Fire Department's Emergency Medical Services (EMS) division provides a superior level of emergency service in order to continually improve the quality of life, health and safety for the citizens we serve.

DEPARTMENT RESPONSIBILITIES

- **Field Operations:** responsible for providing continuous emergency medical response and inter-facility transfers for sick and injured citizens in Kerrville and Kerr County
- **Billing and Collections:** responsible for monitoring the billing and collections for over 6,900 customers each year

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Maintained a response time of just over 5 minutes within the City
- Graduated 5 firefighters from a paramedic course at UTSA Health Science Center
- Received the HB3588 and TOB911 grant for \$32,000 to gaps to approve
- Purchased a third LUCAS (Automated Chest Compression Device) for Medic 1
- Assigned 3 firefighters as lead paramedics to assist with critical EMS calls and EMS administrator duties

FY2022 OBJECTIVES

Key Priority Area: Public Facilities & Services

- Manage department assets and budget utilizing sound fiscal practices
- Utilize GoTo Meeting for guest speakers and lecturers
- Plan Department of State Health Services sponsored Medic First Responder course
- Continue Stop The Bleed program for local businesses and groups
- Provide excellent customer care and service
- Expand training resources and opportunities to enhance employee knowledge skills and abilities
- Staff 3rd ambulance 24/7
- Initiate Whole Blood administration



Did you know?

The KFD EMS has been the sole 911 provider for Kerr County since 1994, and provides local and out of town transfers, non emergency calls, stand by for football games, and ALS Mutual Aid for surrounding counties.



GENERAL FUND - EMS DIVISION

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Kerr County- Fire/EMS Contract	\$ 417,032	\$ 447,165	\$ 439,127	\$ 444,144	\$ 448,543
EMS - Medical Records	3,303	2,000	2,000	2,000	3,000
EMS - Base Rate	4,031,323	4,280,000	4,280,000	4,280,000	4,280,000
EMS - Mileage	1,399,236	1,500,000	1,500,000	1,500,000	1,500,000
EMS - Transfer Agreement	3,426	2,000	2,000	2,000	3,500
EMS - On-Site Standby	598	6,500	6,500	6,500	5,000
EMS - Aid Only	52,455	58,000	58,000	58,000	57,000
EMS - Response Fee	31,575	56,000	56,000	56,000	52,000
EMS - Ambulance Supplement	198,417	200,000	25,068	25,068	-
EMS - Charges Disallowed	(2,126,146)	(2,023,000)	(2,023,000)	(2,023,000)	(2,023,000)
EMS - Bad Debt Write-Off	(1,260,734)	(1,513,300)	(1,513,300)	(1,513,300)	(1,502,800)
EMS - Grants/Donations	13,395	-	-	-	-
EMS - Bad Debt Recovered	73,994	60,000	60,000	60,000	60,000
Excess to General Resources	(363,362)	(359,545)	(96,661)	(108,889)	(142,349)
Total Revenues	2,474,512	2,715,819	2,795,733	2,788,524	2,740,894

Expenditures					
Salaries	1,471,885	1,607,284	1,626,733	1,625,651	1,615,517
Benefits	455,201	504,564	520,029	519,774	545,031
Travel and Training	3,624	6,189	3,339	1,681	6,561
Total Personnel Services	1,930,710	2,118,037	2,150,101	2,147,107	2,167,109
Office Supplies	1,024	1,400	1,400	1,252	970
Tools and Equipment	16,601	34,200	32,050	30,167	41,745
Chemical and Medical	178,680	162,228	173,228	174,687	165,900
Fuel	47,548	66,150	65,150	65,044	62,950
Wearing Apparel	4,511	14,890	290	144	13,450
Postage and Shipping	71	240	240	-	240
Other Supplies	148	780	780	249	780
Total Supplies and Materials	248,584	279,888	273,138	271,544	286,035
Building, Structure and Land	-	-	-	-	-
Vehicle	31,876	46,799	89,199	89,177	43,299
Equipment	26,830	23,720	23,720	23,044	23,720
Technology	12,501	10,388	10,388	9,510	10,388
Total Maintenance and Repairs	71,207	80,906	123,306	121,731	77,406
Utilities	8,948	8,892	8,892	8,817	8,988
Professional Services	182,213	187,312	206,512	206,191	166,102
Insurance	100	100	100	100	100
Leases/Rents	26,969	27,784	27,784	27,716	28,204
Total Services	218,230	224,088	243,288	242,824	203,394
Other	5,782	6,950	5,950	5,319	6,950
Total Other Expenses	5,782	6,950	5,950	5,319	6,950
Machinery, Tools and Equipment	-	5,950	(50)	-	-
Total Capital Outlay	-	5,950	(50)	-	-
Total Expenditures	\$ 2,474,512	\$ 2,715,819	\$ 2,795,733	\$ 2,788,524	\$ 2,740,894

Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
-------------------------	-------------	-------------	-------------	-------------	-------------



Consolidated Parks and Recreation

The City of Kerrville Parks and Recreation Department provides quality, innovative, diverse, and safe parks, facilities and recreation programs to improve the quality of life that makes Kerrville a special place to live, work, visit, and play.

Section Organization

Parks and Recreation is divided into 8 separate divisions including Kerrville-Schreiner Park, Tennis Center, Aquatics, Parks Maintenance, Sports Complex, Recreation, Community Events, and Golf. All divisions report to the Director of Parks and Recreation. Although Golf is under the supervision of Parks and Recreation, it is presented separately because it is a unique fund. This section shows a combined view of all other divisions as well as detail on the individual divisions as follows:

Consolidated Parks and Recreation (all divisions)

Revenues and expenditures by line item

Kerrville-Schreiner Park

Responsibilities, accomplishments, and objectives

Revenues and expenditures by line item

Tennis Center

Responsibilities, accomplishments, and objectives

Revenues and expenditures by line item

Aquatics

Responsibilities, accomplishments, and objectives

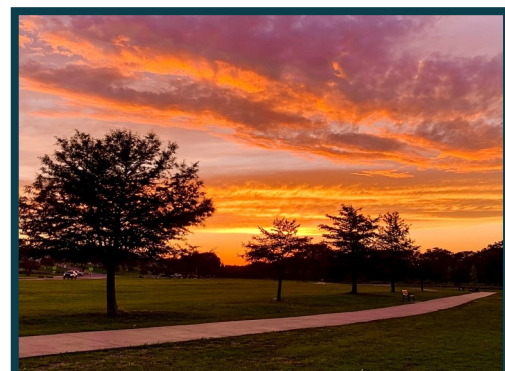
Revenues and expenditures by line item



Biking at Singing Wind Park



Skateboard Competition



River Trail Sunset



Parks and Recreation Continued

Parks Maintenance

Responsibilities, accomplishments, and objectives
Revenues and expenditures by line item

Sports Complex

Responsibilities, accomplishments, and objectives
Revenues and expenditures by line item

Recreation

Responsibilities, accomplishments, and objectives
Revenues and expenditures by line item

Community Events

Responsibilities, accomplishments, and
Objectives
Revenues and expenditures by line item



River Roadster Show



Swallow mural at Olympic Pool



Kim Clarkson, City Council
Place 2, Schreiner River Trail
Celebration



Parks and Recreation Continued



Kerrville Sports Complex Tournament



Olympic Pool



Robert Earl Keen s 4th on the River



Robert Earl Keen



Lifeguard Team



Mini Mart Donation for Fireworks



GENERAL FUND - PARKS & RECREATION

Revenues by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
KSP - Annual Permit	\$ 32,298	\$ 23,125	\$ 23,125	\$ 29,350	\$ 26,875
KSP - Day Pass	45,636	35,000	35,000	44,632	40,000
KSP - Excess Vehicle Fee	3,580	3,000	3,000	4,440	3,500
KSP - Pecan Loop-30 Amp	60,092	60,000	60,000	69,109	60,000
KSP - Deerfield Loop-30 Amp	118,948	120,000	120,000	145,371	120,000
KSP - Sycamore Circle-50 Amp	88,741	77,000	77,000	100,982	84,000
KSP - Tent Site	31,875	36,000	36,000	54,527	36,000
KSP - Mountain View Loop (W/E)	57,149	50,000	50,000	67,804	55,000
KSP - Mini Cabins	95,061	108,000	108,000	124,735	94,800
KSP - Park Cabin	10,885	13,200	13,200	10,419	11,400
KSP - Ranch House	7,790	17,000	17,000	20,771	15,000
KSP - Group Recreation Hall	4,810	17,500	17,500	15,620	9,800
KSP - Group Dining Hall	765	3,335	3,335	1,960	1,500
KSP - Equipment Rental	25	60	60	195	60
KSP - Dump Station	425	200	200	575	325
KSP - Cancellation Fee	14,189	14,000	14,000	23,970	14,000
KSP - Leased Concession	6,701	5,000	5,000	5,931	6,000
KSP - Ancillary Item Sales	2,894	3,200	3,200	8,132	2,000
KSP - Public Deer Hunt	2,400	2,400	2,400	3,600	3,600
Aquatics - Admissions	7,612	12,000	12,000	11,695	8,000
Aquatics - Programs	9,685	15,760	15,760	19,157	15,060
Aquatics - Rentals	1,405	4,500	4,500	4,880	2,750
Parks And Rec - Programs	36,395	31,650	31,650	24,312	31,930
Parks And Rec - Rentals	3,607	14,500	14,500	10,660	7,000
KSC - Soccer - Field Rental	900	-	-	780	-
KSC - Concessions	2,641	8,000	8,000	7,744	8,000
Cailloux Foundation	10,000	10,000	10,000	10,000	10,000
July 4th Fireworks-Sponsor	-	12,000	12,000	12,000	12,000
Donation - Parks	24,797	7,500	7,500	54,357	7,500
Transfer In - Water Fund	25,765	25,765	25,765	25,765	30,845
Transfer In - HOT	30,000	30,000	30,000	30,000	45,000
General Resources	1,959,623	2,283,023	2,333,147	2,156,868	2,519,311
Total Revenues	2,696,694	3,042,719	3,092,842	3,100,340	3,281,255



GENERAL FUND - PARKS & RECREATION

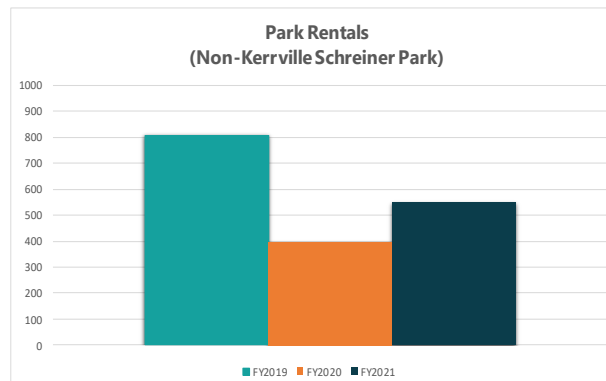
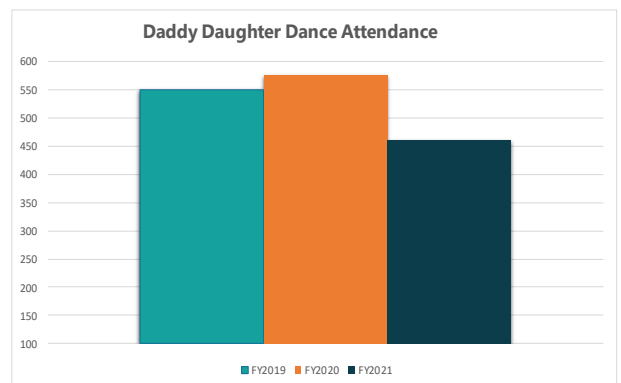
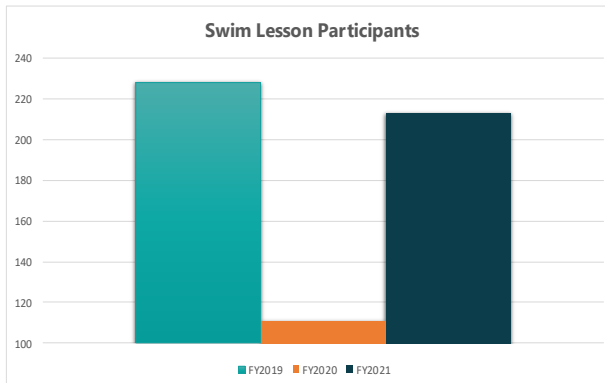
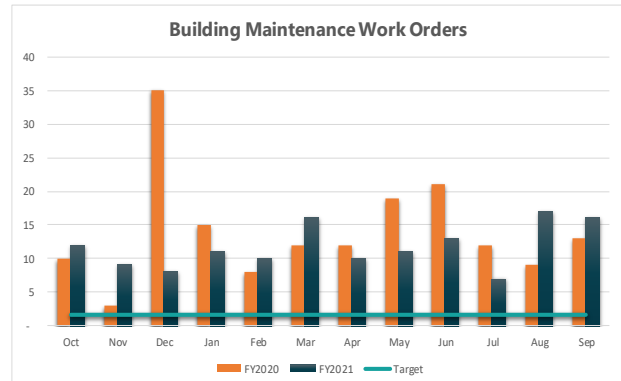
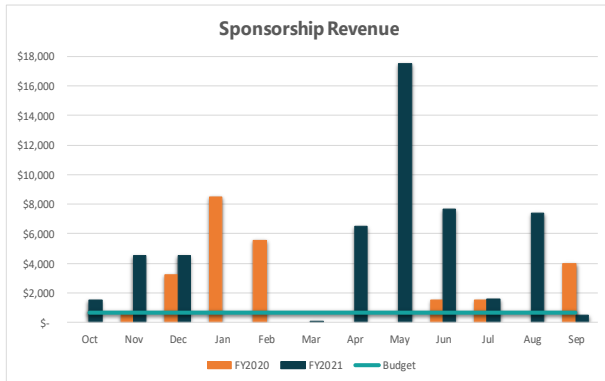
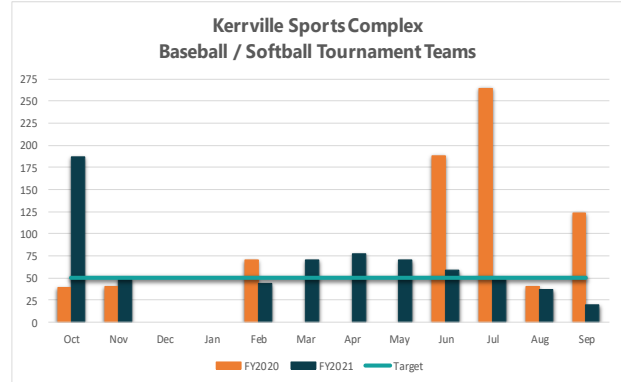
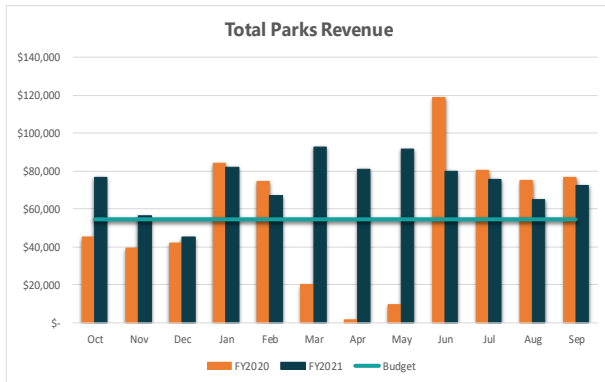
Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Expenditures					
Salaries	\$ 1,365,582	\$ 1,510,880	\$ 1,502,579	\$ 1,539,593	\$ 1,661,968
Benefits	467,788	529,986	540,542	534,618	561,736
Travel and Training	13,581	17,719	21,860	17,719	24,139
Total Personnel Services	1,846,951	2,058,585	2,064,980	2,091,929	2,247,842
Office Supplies	4,603	6,797	5,930	6,797	6,637
Tools and Equipment	54,300	40,668	53,691	40,668	44,530
Chemical and Medical	80,871	98,762	97,767	98,762	98,738
Fuel	27,740	41,239	44,209	38,517	43,198
Wearing Apparel	11,913	15,707	15,425	15,707	15,307
Postage and Shipping	12	70	70	70	70
Other Supplies	186,528	189,898	181,843	189,898	204,037
Total Supplies and Materials	365,966	393,141	398,935	390,418	412,517
Building, Structure and Land	94,010	115,751	114,796	142,751	117,890
Vehicle	12,907	19,949	28,146	19,949	20,719
Equipment	59,489	33,965	56,449	33,965	39,025
Technology	2,616	6,100	5,372	6,100	5,000
Total Maintenance and Repairs	169,023	175,765	204,763	202,765	182,634
Utilities	209,115	242,840	252,040	242,840	251,398
Professional Services	44,354	90,406	55,763	90,406	95,805
Insurance	700	900	1,000	900	1,000
Advertising	9,577	25,964	25,964	25,964	31,324
Leases/Rents	45,718	49,532	50,532	49,532	51,236
Total Services	309,465	409,642	385,299	409,642	430,763
Other	5,290	5,586	6,366	5,586	7,500
Total Other Expenses	5,290	5,586	6,366	5,586	7,500
Machinery, Tools and Equipment	-	-	32,500	-	-
Total Capital Outlay	-	-	32,500	-	-
Total Expenditures	\$ 2,696,694	\$ 3,042,719	\$ 3,092,842	\$ 3,100,340	\$ 3,281,255
Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -



GENERAL FUND - PARKS & RECREATION

Performance Measures



Note : Low numbers in FY2020 related to COVID-19 Shut-down



Kerrville-Schreiner Park

Kerrville-Schreiner Park operates and maintains a 517 acre park that includes 154 overnight facilities, day use facilities, hiking and biking trails, river access, concessions, and special event venues.

DEPARTMENT RESPONSIBILITIES

- **Operations and Maintenance:** responsible for operating and maintaining all Kerrville-Schreiner Park grounds and facilities
- **Customer Service:** responsible for all Parks and Recreation system reservations and administrative support

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Improved entrance and wayfinding signage
- Continued beautification efforts including landscaping, establishment of wildflowers, and tree maintenance at the park
- Processed 15,242 reservations
- Developed a logo for branding of the park
- Participated in citywide efforts to maintain a healthy working environment during the COVID-19 pandemic
- Provided information to travelers during the COVID-19 pandemic
- Processed more than 800 cancellations during the COVID-19 pandemic
- Provided a safe and affordable vacation opportunity during Reopen Texas
- Began selling KSP branded merchandise
- Began feasibility and design process for waterline improvements, additional sites and amenities to the hillside of the park

Did you know?

Kerrville Schreiner Park (KSP) is a self sustaining and revenue generating department.

FY2022 OBJECTIVES

Key Priority Area: Parks, Open Space & The River Corridor

- Provide recreation to local community and support tourism
- Maintain a quality park and facilities
- Invest in park improvements to address and maintain aging infrastructure to improve services
- Provide excellent customer service through customer interactions and service
- Increase public usage of the park through advertising and awareness
- Instill confidence in park visitors after the COVID-19 pandemic by offering a safe place to stay and play



Enjoying the snow at KSP



GENERAL FUND - KERRVILLE-SCHREINER PARK

Revenues by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
KSP - Annual Permit	\$ 32,298	\$ 23,125	\$ 23,125	\$ 29,350	\$ 26,875
KSP - Day Pass	45,636	35,000	35,000	44,632	40,000
KSP - Excess Vehicle Fee	3,580	3,000	3,000	4,440	3,500
KSP - Pecan Loop-30 Amp	60,092	60,000	60,000	69,109	60,000
KSP - Deerfield Loop-30 Amp	118,948	120,000	120,000	145,371	120,000
KSP - Sycamore Circle-50 Amp	88,741	77,000	77,000	100,982	84,000
KSP - Tent Site	31,875	36,000	36,000	54,527	36,000
KSP - Mountain View Loop (W/E)	57,149	50,000	50,000	67,804	55,000
KSP - Mini Cabins	95,061	108,000	108,000	124,735	94,800
KSP - Park Cabin	10,885	13,200	13,200	10,419	11,400
KSP - Ranch House	7,790	17,000	17,000	20,771	15,000
KSP - Group Recreation Hall	4,810	17,500	17,500	15,620	9,800
KSP - Group Dining Hall	765	3,335	3,335	1,960	1,500
KSP - Equipment Rental	25	60	60	195	60
KSP - Dump Station	425	200	200	575	325
KSP - Cancellation Fee	14,189	14,000	14,000	23,970	14,000
KSP - Leased Concession	6,701	5,000	5,000	5,931	6,000
KSP - Ancillary Item Sales	2,894	3,200	3,200	8,132	2,000
KSP - Public Deer Hunt	2,400	2,400	2,400	3,600	3,600
Excess to General Resources	(121,485)	(77,813)	(29,920)	(174,363)	(51,799)
Total Revenues	462,779	510,207	558,100	557,758	532,061





GENERAL FUND - KERRVILLE-SCHREINER PARK

Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Expenditures					
Salaries	248,641	268,310	285,704	285,523	279,601
Benefits	95,910	105,828	112,673	112,669	114,313
Travel and Training	342	861	561	908	100
Total Personnel Services	344,893	374,999	398,937	399,100	394,014
Office Supplies	3,269	4,465	3,465	3,459	4,470
Tools and Equipment	5,226	7,070	7,948	7,946	6,520
Chemical and Medical	685	2,035	4,290	4,273	1,835
Fuel	6,133	7,455	8,610	8,527	7,906
Wearing Apparel	1,633	1,500	1,483	1,455	1,600
Postage and Shipping	7	-	-	-	-
Other Supplies	7,725	11,079	12,574	12,502	12,529
Total Supplies and Materials	24,678	33,604	38,370	38,162	34,860
Building, Structure and Land	14,617	18,228	15,623	15,543	16,987
Vehicle	888	2,910	4,482	4,480	2,910
Equipment	6,989	4,205	8,554	8,552	5,805
Technology	2,616	3,500	2,772	2,772	3,500
Total Maintenance and Repairs	25,110	28,843	31,431	31,347	29,202
Utilities	66,236	71,912	72,512	72,491	72,936
Professional Services	-	-	16,000	16,059	100
Insurance	300	500	500	500	600
Advertising	1,409	-	-	-	-
Leases/Rents	85	350	350	-	350
Total Services	68,030	72,762	89,362	89,050	73,986
Other	68	-	-	98	-
Total Other Expenses	68	-	-	98	-
Machinery, Tools, & Equipment	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-
Total Expenditures	\$ 462,779	\$ 510,207	\$ 558,100	\$ 557,758	\$ 532,061

Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
-------------------------	-------------	-------------	-------------	-------------	-------------



Tennis Complex

The Tennis Complex provides a safe and well maintained recreation opportunity for the citizens of Kerrville.

DEPARTMENT RESPONSIBILITIES

- The Tennis Complex is operated and managed by a contracted tennis professional. Accordingly, this department does not track department responsibilities, accomplishments, goals, performance measures, or personnel counts.

RENOVATION COMPLETE

- The Tennis Complex Renovation was completed and included the following:
 - New sidewalks
 - Drainage infrastructure
 - Landscaping
 - Updated parking areas
 - ADA accessibility
 - New court surfaces
 - Fencing
 - Spectator areas
 - Walkways connecting courts
 - Modern, pleasing look
 - Held a socially distanced ribbon cutting in accordance with Governor Abbott's order

FY2022 OBJECTIVES

Key Priority Area: Parks, Open Space & The River Corridor

- Maintain professional relationship with contracted tennis professional
- Assist with social media marketing
- Increase programming via Tennis Pro
- Encourage an active lifestyle to improve quality of life of Kerrville citizens



Tennis Tournament



Tennis Center Renovation Ribbon Cutting

Did you know?

The Tennis Complex has pickleball courts. Pickleball resembles tennis but players use paddles to hit a perforated plastic ball over a net on a court the same size as a badminton court.



GENERAL FUND - TENNIS CENTER

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
General Resources	\$ 28,713	\$ 20,694	\$ 20,804	\$ 12,862	\$ 17,600
Total Revenues	28,713	20,694	20,804	12,862	17,600
Expenditures					
Tools and Equipment	329	1,000	1,000	11	1,000
Chemical and Medical	-	1,440	1,440	-	1,240
Other Supplies	693	2,800	800	126	2,800
Total Supplies and Materials	1,022	5,240	3,240	137	5,040
Building, Structure and Land	1,249	3,130	3,130	599	3,230
Equipment	306	800	1,510	1,505	800
Total Maintenance and Repairs	1,554	3,930	4,640	2,104	4,030
Utilities	17,037	11,524	12,924	10,034	8,530
Professional Services	9,100	-	-	588	-
Total Services	26,137	11,524	12,924	10,622	8,530
Total Expenditures	\$ 28,713	\$ 20,694	\$ 20,804	\$ 12,862	\$ 17,600
Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -





Aquatics

Aquatics provides safe and fun recreational opportunities at the Olympic Pool, Carver Park Sprayground, and the Louise Hays Park Fountain Plaza.

DEPARTMENT RESPONSIBILITIES

- **Facility Operations:** responsible for safe operations at the Olympic Pool, Carver Park Sprayground, and the Louise Hays Park Fountain Plaza, to ensure all state and federal regulations are met, including lifeguard licensing
- **Programs:** responsible for structured activities at the Olympic Pool, including lifeguard training, swim lessons, Jr. Lifeguard Camp, open swim, lap swim, rentals, and events

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- In FY2021, met expectations on all operational safety audits at the Olympic Pool
- Completed emergency replacement to pool pump room equipment
- Completed emergency major repairs to pool prior to opening in FY2021



Did you know?

Swim team programming is now being offered at the Olympic Pool.

FY2022 OBJECTIVES

Key Priority Area: Parks, Open Space & The River Corridor

- Invest in improvements and updates to address aging infrastructure, evolve with current trends to increase opportunities for programming, recreation and leisure activities and services for local community and to support tourism
- Invest in staff by providing adequate resources for staffing levels and training opportunities
- Provide quality services and maximize revenue stream
- Increase marketing opportunities
- Continue training competitive lifeguard teams
- Encourage an active lifestyle to improve quality of life in Kerrville



Olympic Pool



GENERAL FUND - AQUATICS

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Aquatics - Admissions	\$ 7,612	\$ 12,000	\$ 12,000	\$ 12,000	\$ 8,000
Aquatics - Programs	9,685	15,760	15,760	15,760	15,060
Aquatics - Rentals	1,405	4,500	4,500	4,500	2,750
General Resources	146,405	142,548	315,177	290,964	155,370
Total Revenues	165,107	174,808	347,437	323,224	181,180
Expenditures					
Salaries	60,194	87,500	87,500	80,463	87,500
Benefits	4,605	6,431	6,431	6,156	6,431
Travel and Training	4,033	7,174	7,035	5,108	6,889
Total Personnel Services	68,833	101,105	100,966	91,727	100,820
Office Supplies	85	250	250	-	100
Tools and Equipment	1,700	540	540	200	540
Chemical and Medical	18,784	18,438	21,938	21,649	19,918
Wearing Apparel	1,939	2,723	2,838	2,858	2,735
Other Supplies	14,149	7,725	2,678	2,521	9,095
Total Supplies and Materials	36,657	29,676	28,244	27,228	32,388
Building, Structure and Land	7,405	3,050	38,750	39,105	4,750
Equipment	20,358	2,190	2,190	781	2,190
Total Maintenance and Repairs	27,763	5,240	40,940	39,885	6,940
Utilities	24,930	31,224	39,224	32,065	33,224
Professional Services	6,220	6,220	6,220	5,940	6,220
Advertising	573	1,214	1,214	60	1,414
Total Services	31,723	38,658	46,658	38,065	40,858
Lease / Rent	-	-	500	500	-
Other	130	130	130	168	175
Building and Structures	-	-	130,000	125,651	-
Total Other Expenses	130	130	130,630	126,319	175
Total Expenditures	\$ 165,107	\$ 174,808	\$ 347,437	\$ 323,224	\$ 181,180
Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -



Parks Maintenance

Parks Maintenance is responsible for grounds and structure maintenance at City parks, buildings, right of ways, and other City-owned sites, in addition to managing all park and building construction projects.

DEPARTMENT RESPONSIBILITIES

- **Parks/Grounds Maintenance:** responsible for maintaining the grounds and facilities at City parks, along right of ways, well sites, and all other City owned sites
- **Building Maintenance:** responsible for maintaining and repairing all 38 City buildings and for custodial services for 15+ City buildings
- **Projects:** responsible for planning and construction of park renovations and repairs

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Continued the establishment of wildflowers along Holdsworth Drive
- Installed several commemorative benches along the River Trail
- Improved tree maintenance program to include ball moss mitigation
- Completed the River Trail extension to Schreiner University
- Installed the City's first rainwater catchment system
- Improved barrier system below the Louise Hay Park dam
- Increased cleaning and sanitation practices in the parks system and buildings due to COVID-19
- Installed speed tables and pedestrian crossing in Louise Hays Park for safety
- Added a sidewalk connection off of Park Lane for pedestrian access to Louise Hays Park

FY2022 OBJECTIVES

Key Priority Area: Parks, Open Space & The River Corridor

- Update Parks, Recreation, and Open Space master plan
- Maintain quality parks and facilities for the community as a whole, and to support tourism
- Invest in staff by providing adequate resources for staffing levels and training opportunities
- Invest in park improvements and updates to address aging infrastructure, evolve with current trends, and to increase opportunities for programming, recreation and leisure activities and services
- Provide excellent customer service through working relationships with internal and external customers
- Continue to establish wildflower meadows



Did you know?

Parks Maintenance planted over 50 trees last year in the parks.



GENERAL FUND - PARKS MAINTENANCE

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Parks And Rec - Rentals	\$ 3,607	\$ 14,500	\$ 14,500	\$ 14,500	\$ -
Donation - Parks	24,797	7,500	7,500	7,500	7,500
Transfer In - Water Fund	25,765	25,765	25,765	25,765	30,845
General Resources	1,172,699	1,295,006	1,300,767	1,266,341	1,486,465
Total Revenues	1,226,868	1,342,771	1,348,533	1,314,106	1,524,810

Expenditures					
Salaries	705,457	777,012	753,528	748,719	894,176
Benefits	250,320	285,623	288,103	276,330	304,905
Travel and Training	5,922	4,405	4,435	2,233	9,770
Total Personnel Services	961,699	1,067,040	1,046,067	1,027,282	1,208,851
Office Supplies	526	764	897	897	600
Tools and Equipment	23,695	19,550	27,665	27,571	23,720
Chemical and Medical	18,869	18,614	19,114	16,593	22,495
Fuel	16,011	22,132	24,932	24,979	25,856
Wearing Apparel	4,382	6,900	6,520	5,544	6,900
Postage and Shipping	-	50	50	15	50
Other Supplies	55,849	45,759	48,156	45,038	56,810
Total Supplies and Materials	119,331	113,769	127,334	120,637	136,431
Building, Structure and Land	56,258	71,400	43,450	41,543	70,700
Vehicle	11,508	15,300	20,700	20,807	17,300
Equipment	10,505	8,540	15,965	14,160	10,200
Total Maintenance and Repairs	78,271	95,240	80,115	76,510	98,200
Utilities	61,817	65,972	83,972	79,889	80,224
Professional Services	-	-	1,835	1,835	
Leases/Rents	234	750	750	629	750
Total Services	62,051	66,722	86,557	82,353	80,974
Other	404	-	460	383	355
Total Other Expenses	404	-	460	383	355
Vehicles	5,113	-	8,000	6,941	-
Total Capital Outlay	5,113	-	8,000	6,941	-
Total Expenditures	\$ 1,226,868	\$ 1,342,771	\$ 1,348,533	\$ 1,314,106	\$ 1,524,810

Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
-------------------------	-------------	-------------	-------------	-------------	-------------



Sports Complex

The City of Kerrville Sports Complex provides quality baseball, softball, and soccer practice, game and tournament facilities to local and regional athletes.

DEPARTMENT RESPONSIBILITIES

- **Maintenance:** responsible for all athletic turf maintenance and management, field marking, sports equipment maintenance, and building and grounds maintenance for the 104 acre Kerrville Sports Complex
- **Operations:** responsible for managing field rentals, use agreements, the D-BAT tenant, and facilitating sporting leagues, and tournaments

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Maintained 11 baseball and softball fields
- Maintained 18 Kerrville Sports Complex soccer fields and three off-site soccer fields
- Facilitated two local youth soccer leagues
- Hosted over 600 baseball and softball tournament teams

FY2022 OBJECTIVES

Key Priority Area: Parks, Open Space & The River Corridor

- Maintain quality facilities to the highest standards
- Invest in staff by providing adequate resources for staffing levels and training opportunities
- Continue to support opportunities for programming and special events
- Provide excellent customer service through customer interactions
- Complete grant funded improvements



Did you know?

The Kerrville Sports Complex has hosted teams/camps from several other states including Colorado, New Mexico, and Georgia.



Baseball at Kerrville Sports Complex



GENERAL FUND - KERRVILLE SPORTS COMPLEX

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
KSC - Soccer - Field Rental	900	-	-	-	-
KSC - Concessions	2,641	8,000	8,000	8,000	8,000
General Resources	521,643	582,988	592,300	579,384	614,227
Total Revenues	525,184	590,988	600,300	587,384	622,227

Expenditures					
Salaries	231,501	243,444	243,897	242,969	258,556
Benefits	81,093	86,472	87,282	87,202	91,477
Travel and Training	1,680	2,208	2,208	777	1,835
Total Personnel Services	314,274	332,125	333,387	330,948	351,868
Office Supplies	125	568	568	520	631
Tools and Equipment	20,421	5,435	9,135	8,996	7,400
Chemical and Medical	42,533	58,235	50,985	48,676	53,250
Fuel	5,236	8,930	7,830	7,465	8,636
Wearing Apparel	2,356	2,464	2,464	2,578	2,502
Other Supplies	37,538	52,930	48,030	45,635	56,063
Total Supplies and Materials	108,209	128,562	119,012	113,869	128,482
Building, Structure and Land	14,482	19,943	13,843	12,307	22,223
Vehicle	290	1,510	1,510	1,344	280
Equipment	21,637	18,230	28,230	26,312	20,030
Total Maintenance and Repairs	36,409	39,683	43,583	39,964	42,533
Utilities	37,984	60,552	41,752	40,676	54,792
Professional Services	-	1,990	1,990	1,025	16,000
Insurance	100	100	100	100	100
Leases/Rents	27,146	27,146	27,146	27,237	27,146
Total Services	65,231	89,788	70,988	69,038	98,038
Other	1,062	830	830	1,150	1,305
Total Other Expenses	1,062	830	830	1,150	1,305
Machinery, Tools and Equipment	-	-	32,500	32,415	-
Total Capital Outlay	-	-	32,500	32,415	-
Total Expenditures	\$ 525,184	\$ 590,988	\$ 600,300	\$ 587,384	\$ 622,227

Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
-------------------------	-------------	-------------	-------------	-------------	-------------



Recreation

Recreation provides community based programming for youth and adults, including sports leagues and special events such as the Daddy Daughter Dance and Mother Son Dance.

DEPARTMENT RESPONSIBILITIES

- **Programs:** responsible for creating and operating recreational programs such as sports leagues (basketball, soccer, flag football, and kickball), tournaments, and more
- **Special Events:** responsible for planning community-wide special events throughout the year such as the Daddy Daughter Dance, Mother Son Dance, Haunted Ghouls Pool, Kids Triathlon, Running Home for the Holidays 5K, and more

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Enhanced marketing and social media presence
- Held the City's first ever Drive-In movie and Mother & Son dance
- Held a virtual 5k with over 30 participants
- Offered numerous socially distanced activities for the community to get outdoors, be active, and play in 2020

Did you know?

The skateboard park, located at Singing Wind Park, is widely used for daily recreation and competitions.

FY2022 OBJECTIVES

Key Priority Area: Parks, Open Space & The River Corridor

- Ensure continued success in events by providing adequate resources for staffing levels and training opportunities
- Provide quality programming and special events for citizens of all ages and areas of interest
- Increase marketing opportunities to improve participation in special events and sports leagues
- Create awareness of parks system and programming
- Encourage an active lifestyle to improve quality of life within Kerrville



Skateboard Competition



GENERAL FUND – RECREATION

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Parks And Rec - Programs	\$ 36,395	\$ 31,650	\$ 31,650	\$ 31,650	\$ 31,930
Cailloux Foundation	10,000	10,000	10,000	10,000	10,000
General Resources	95,903	162,607	150,542	122,947	164,678
Total Revenues	142,298	204,257	192,192	164,597	206,608

Expenditures					
Salaries	84,115	98,262	94,923	89,255	104,424
Benefits	24,487	34,037	34,335	28,850	32,286
Travel and Training	1,538	926	926	341	3,020
Total Personnel Services	110,140	133,225	130,184	118,446	139,730
Office Supplies	598	750	750	41	836
Tools and Equipment	322	823	1,153	524	650
Fuel	360	-	-	74	800
Wearing Apparel	545	800	800	601	800
Postage and Shipping	13	800	800	687	-
Other Supplies	10,673	16,540	16,540	8,919	18,490
Total Supplies and Materials	12,511	19,713	20,043	10,846	21,576
Vehicle	221	229	1,454	1,502	229
Technology	611	1,300	1,300	1,259	1,500
Total Maintenance and Repairs	832	1,529	2,754	2,761	1,729
Utilities	597	1,104	1,104	600	1,128
Professional Services	15,034	28,356	16,356	13,792	19,940
Insurance	200	200	300	300	200
Advertising	1,896	18,250	18,250	15,462	18,210
Leases/Rents	-	600	1,600	1,597	2,800
Total Services	17,727	48,510	37,610	31,751	42,278
Other	1,088	1,280	1,600	792	1,295
Total Other Expenses	1,088	1,280	1,600	792	1,295
Total Expenditures	\$ 142,298	\$ 204,257	\$ 192,192	\$ 164,597	\$ 206,608

Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
-------------------------	-------------	-------------	-------------	-------------	-------------



Community Events

The Community Events division of Parks and Recreation was created in FY2019. This division focuses on supporting action items outlined in Kerrville 2050 including enhancing programming and marketing to attract tourism and providing additional community events.

DEPARTMENT RESPONSIBILITIES

- **Programming:** responsible for planning community events and activities and designing programs in order to attract tourism and provide local opportunities including: Kerrville River Festival, Holiday Lighted Parade, Wet N' Wag, Family Fright Night, Light the Island, Concerts by the River, and more
- **Marketing:** responsible for promotion of tourism efforts for City events, activities, facilities, and services
- **Financial Management:** responsible for spending, tracking and reporting appropriate use of hotel occupancy tax funding

DEPARTMENT ACCOMPLISHMENTS

- Partnered with KCLC and EIC to expand the Light the Island experience on Tranquility Island
- Increased marketing and social media presence
- In FY21, held a virtual Christmas lighting ceremony for downtown Kerrville
- Held holiday decorating contests within the community

Did you know?

Programs such as Movies in the Park, Concerts by the River, and other events planned by the Parks Department are free to the public.

FY2022 OBJECTIVES

Key Priority Area: Economic Development

- Plan community events that cater to the interest of citizens
- Expand "Light the Island" effort by installing permanent electrical infrastructure on Tranquility Island

Key Priority Area: Parks, Open Space & The River Corridor

- Plan programming to support Kerrville's tourism industry in conjunction with Kerrville Area Convention and Visitors Bureau and area businesses.



Concerts by the River



GENERAL FUND - COMMUNITY EVENTS

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
July 4th Fireworks-Sponsor	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Transfer In - HOT	30,000	30,000	30,000	30,000	45,000
General Resources	123,041	155,070	137,775	79,280	139,868
Total Revenues	153,041	197,070	179,775	121,280	196,868

Expenditures					
Salaries	35,674	36,351	37,027	28,854	37,711
Benefits	11,374	11,595	11,717	7,901	12,323
Travel and Training	65	2,145	6,695	3,696	2,525
Total Personnel Services	47,113	50,091	55,439	40,450	52,559
Office Supplies	-	-	-	41	-
Tools and Equipment	2,607	6,250	6,250	4,978	4,700
Wearing Apparel	1,057	1,320	1,320	-	770
Postage and Shipping	12	20	20	-	20
Other Supplies	59,901	53,065	53,065	39,506	48,250
Total Supplies and Materials	63,577	60,655	60,655	44,525	53,740
Technology	1,247	1,300	1,300	1,259	-
Total Maintenance and Repairs	1,247	1,300	1,300	1,259	-
Utilities	514	552	552	553	564
Professional Services	14,000	53,840	31,197	27,576	53,645
Insurance	100	100	100	-	100
Advertising	5,699	6,500	6,500	1,675	11,700
Leases/Rents	18,253	20,686	20,686	3,683	20,190
Total Services	38,566	81,678	59,035	33,487	86,199
Other	2,539	3,346	3,346	1,557	4,370
Total Other Expenses	2,539	3,346	3,346	1,557	4,370
Total Expenditures	\$ 153,041	\$ 197,070	\$ 179,775	\$ 121,280	\$ 196,868

Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
-------------------------	-------------	-------------	-------------	-------------	-------------



Engineering

Engineering provides consistent, thorough, and accurate professional engineering services, support, and oversight to ensure efficient, economic, and safe development of public infrastructure constructed as part of private or public capital improvement projects.

DEPARTMENT RESPONSIBILITIES

- **Design Services:** responsible for providing in-house civil construction plans, details, and specifications for various capital projects
- **Capital Projects Management:** responsible for a capital projects program that includes designing, inspecting, and managing contracts for the City's Community Investment Plan
- **Development Services:** responsible for reviewing plans for private development involving public infrastructure to ensure compliance with design standards, specifications, and engineering principles
- **Floodplain Administration:** responsible for managing development within the special flood hazard areas within the City limits



Street Reconstruction

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Provided project inspections for capital projects throughout the City
- Reviewed plans and provided construction inspections for private development of public infrastructure to ensure compliance with design standards and code
- Engaged in feasibility studies for prospective future projects
- Completed first phase 2019 bond projects Street Reconstruction, Olympic Dr. extension, Clock Tower Enclosure projects, and River Trail extension to Schreiner University.

FY2022 OBJECTIVES

Key Priority Area: Economic Development

- Ensure fiscal responsibility of project budgets
- Invest in updating policies and procedures for development design specifications
- Develop cross-training and other programs to retain and motivate high quality staff
- Improve communication processes for both citizens and consultants in order to promote City and private development projects
- Complete remaining 2019 bond projects

Did you know?

The Engineering Department initiates contracts and awards bids for most construction projects within the City, including major street reconstruction and paving.



GENERAL FUND - ENGINEERING

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Transfer In - Water Fund	\$ 284,922	\$ 310,598	\$ 310,598	\$ 310,598	\$ 363,910
Transfer In - General Capital Projects	40,000	-	-	-	-
EIC - Admin Svc Fee	90,650	90,650	90,650	90,650	95,550
General Resources	108,674	116,415	142,036	138,858	150,743
Total Revenues	524,247	517,663	543,283	540,106	610,203

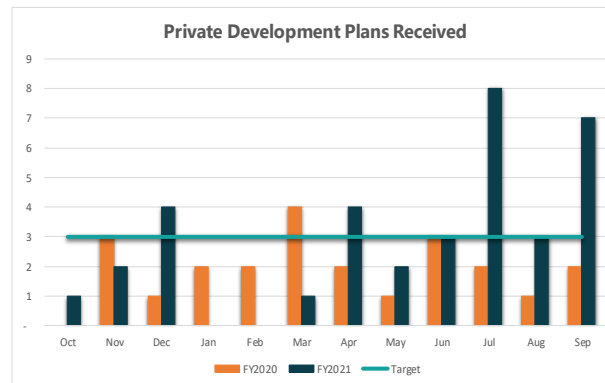
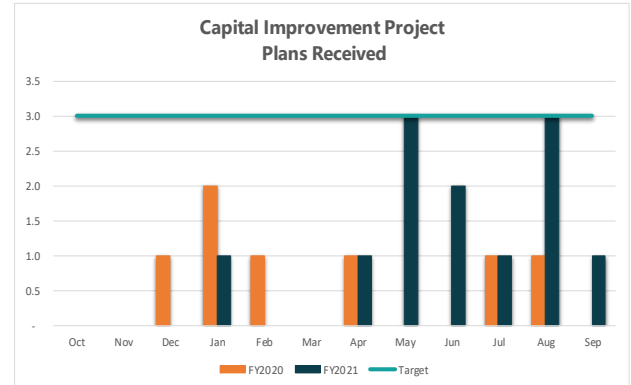
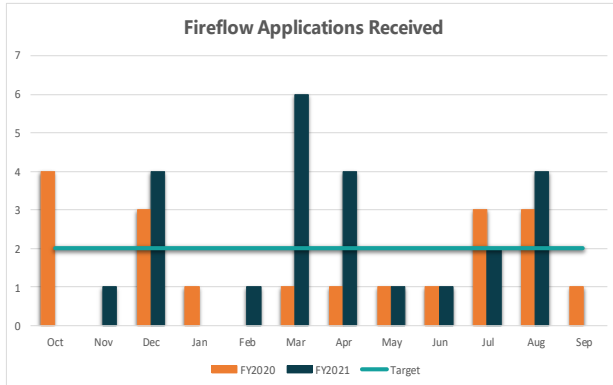
Expenditures					
Salaries	348,013	362,113	389,658	390,367	421,213
Benefits	106,934	115,570	123,146	127,033	135,011
Travel and Training	1,944	5,072	5,072	2,406	14,862
Total Personnel Services	456,891	482,755	517,876	519,806	571,086
Office Supplies	2,038	2,976	976	(285)	3,001
Tools and Equipment	9,882	5,820	5,820	4,239	9,010
Fuel	4,235	4,000	4,000	4,170	4,900
Wearing Apparel	2,901	3,250	3,250	2,016	3,560
Postage and Shipping	-	-	-	30	-
Other Supplies	430	400	400	68	380
Total Supplies and Materials	19,486	16,446	14,446	10,237	20,851
Vehicle	1,642	758	1,258	1,525	918
Technology	3,046	10,700	2,700	2,346	10,600
Total Maintenance and Repairs	4,687	11,458	3,958	3,872	11,518
Utilities	3,189	6,204	6,204	5,897	6,048
Professional Services	39,842	-	-	-	-
Total Services	43,031	6,204	6,204	5,897	6,048
Other	151	800	800	294	700
Total Other Expenses	151	800	800	294	700
Machinery, Tools, & Equipment	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-
Total Expenditures	\$ 524,247	\$ 517,663	\$ 543,283	\$ 540,106	\$ 610,203

Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
-------------------------	-------------	-------------	-------------	-------------	-------------



GENERAL FUND - ENGINEERING

Performance Measures





Streets

The Streets department works to improve the quality of life of citizens through maintenance and operation of street and drainage infrastructure.

DEPARTMENT RESPONSIBILITIES

- **Streets/ROW:** responsible for street and right of way (ROW) operation and maintenance including herbicide, street sweeping, alley repair, sight obstruction removal, tree trimming, and bridge maintenance and repair
- **Traffic/Street Lighting:** responsible for the installation, maintenance, inspection, and repair of all traffic control devices including traffic signals, school flashers, and pavement markings. Additional responsibilities include collecting traffic data, in-house sign fabrication, and managing requests for street light installation and repair. Street lights are operated and maintained by Kerrville Public Utility Board (KPUB). This service is paid for from the Streets budget.
- **Paving:** responsible for pavement rehabilitation including crack seal, pothole repair, utility cut repair, milling, overlay, and reconstruction
- **Drainage:** responsible for inspection, maintenance, and repair of all drainage systems including cleaning, grading, and erosion control



DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Dedicated 2,500 staff hours to drainage & rehabilitation
- Helped implement neighborhood cleanup in the Doyle Community by clearing right of way areas, and repairing damaged roadways
- Added a crew leader position to assist with field management
- Fulfilled Year 2 maintenance of the Pavement Master Plan
- Improved safety at two major intersections by installing flashing stop signs
- Improved high water awareness by installing high water warning devices at low water crossings

FY2022 OBJECTIVES

Key Priority Area: Mobility/Transportation

- Assist with public safety efforts by improving pavement markings, improving damaged roadways, and maintaining visibility for drivers
- Share information with citizens regarding road and drainage repair
- Utilize in-house expertise and strategic outsourcing to maximize project delivery
- Evaluate intersections and crosswalks and make necessary improvements

Did you know?

Street crews worked 24/7 during the winter storm. Staff rested at the Streets Dept. building with no electricity or generator.



GENERAL FUND - STREETS

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2022 Budget
Revenues				
Transfer In - Water Fund (Street Use)	\$ 521,424	\$ 522,507	\$ 522,507	\$ 548,230
Transfer In - WF (Public Works Admin)	100,292	100,561	100,561	98,840
General Resources	1,751,692	2,954,823	2,982,100	3,353,108
Total Revenues	2,373,407	3,577,891	3,605,168	4,000,179

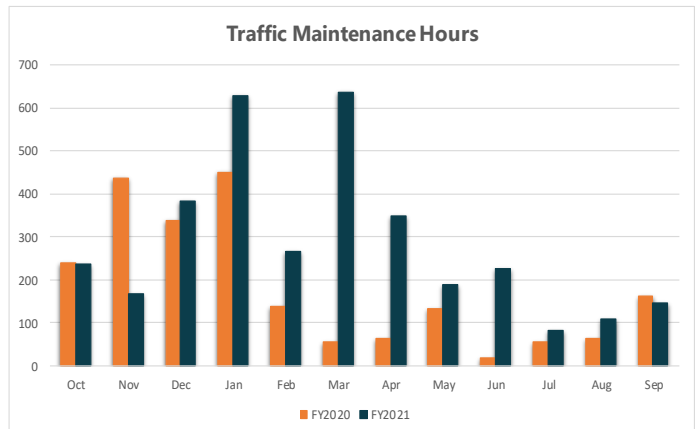
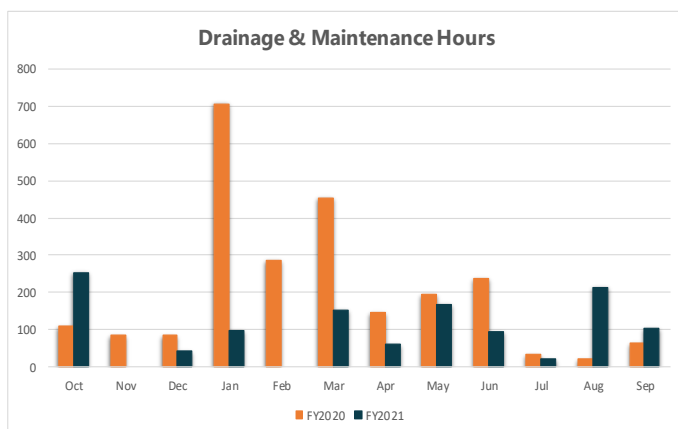
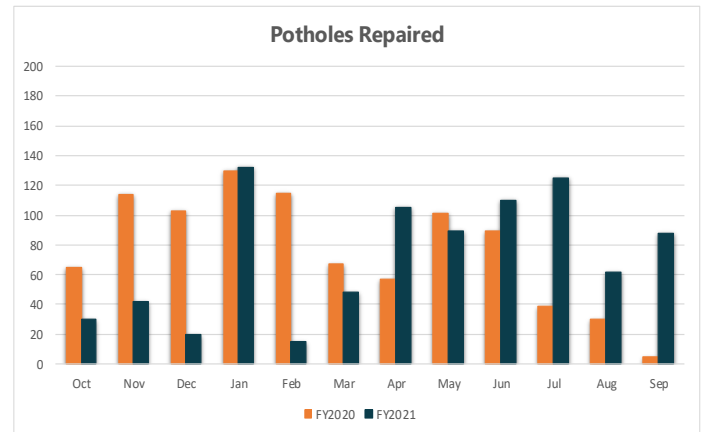
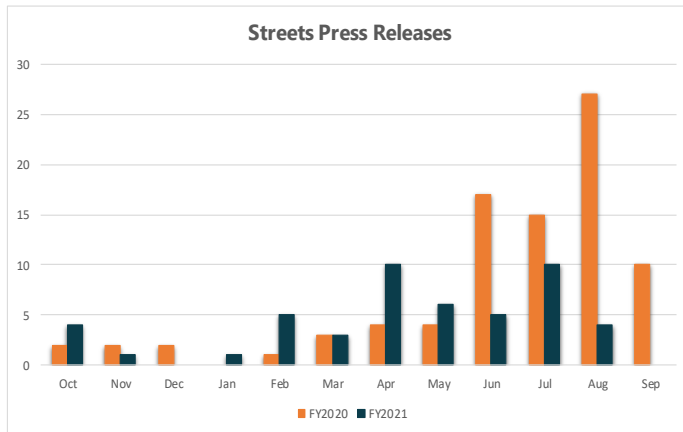
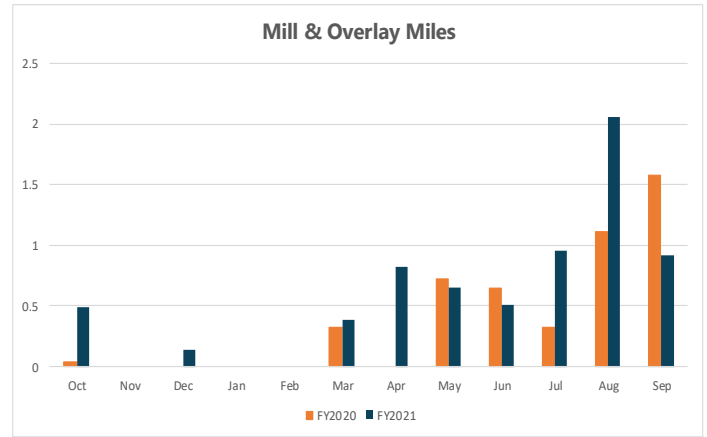
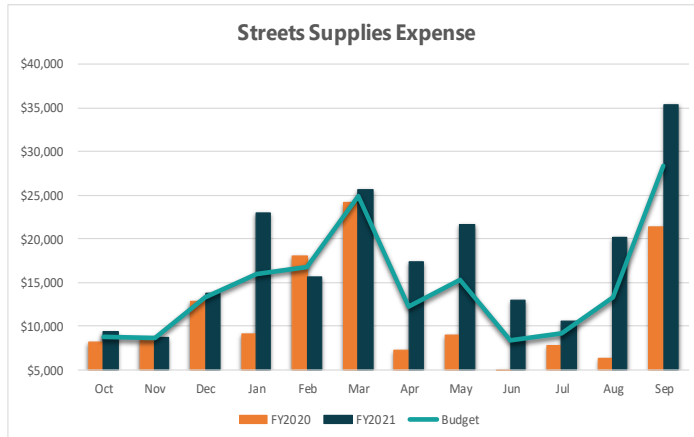
Expenditures				
Salaries	811,079	822,557	847,127	898,512
Benefits	263,173	276,540	279,246	298,257
Travel and Training	3,145	2,542	2,542	5,607
Total Personnel Services	1,077,397	1,101,639	1,128,915	1,202,376
Office Supplies	899	2,012	2,012	2,028
Tools and Equipment	34,470	33,350	33,350	37,903
Chemical and Medical	953	4,600	4,600	4,600
Fuel	33,193	39,650	39,650	42,763
Wearing Apparel	12,395	15,141	15,141	16,629
Postage and Shipping	24	100	100	100
Other Supplies	57,736	79,150	79,150	102,124
Total Supplies and Materials	139,669	174,003	174,003	206,147
Building, Structure and Land	8,149	3,000	3,000	3,000
Vehicle	66,025	63,340	63,340	14,880
Equipment	21,242	12,112	12,112	61,030
Technology	-	-	-	-
Street	752,048	1,857,284	1,857,284	2,144,494
Total Maintenance and Repairs	847,464	1,935,737	1,935,737	2,223,404
Utilities	298,758	305,528	305,528	307,268
Professional Services	-	33,800	33,800	33,800
Advertising	-	-	-	-
Leases/Rents	2,035	1,984	1,984	1,984
Total Services	300,793	341,313	341,313	343,053
Other	1,485	200	200	200
Total Other Expenses	1,485	200	200	200
Buildings and Structures	6,600	25,000	25,000	25,000
Total Capital Outlay	6,600	25,000	25,000	25,000
Total Expenditures	\$ 2,373,407	\$ 3,577,891	\$ 3,605,168	\$ 4,000,179

Net Expenditures	\$ -	\$ -	\$ -	\$ -
-------------------------	-------------	-------------	-------------	-------------



GENERAL FUND - STREETS

Performance Measures





Solid Waste

To protect public health and safety, Solid Waste provides safe, efficient, and environmentally responsible integrated municipal solid waste services. Solid Waste contracts with Republic Services to provide curbside services including collection of regular garbage, recyclables, yard waste, and bulky items. The department also oversees Republic Services' operation of the City landfill, transfer station, and composting facility.

DEPARTMENT RESPONSIBILITIES

- **Customer Service:** responsible for providing customer service to City residents by acting as a liaison between the City and the collection contractor, Republic Services
- **City Contracts:** responsible for overseeing both contracts with Republic Services, which include, Landfill Operations and Disposal Agreement and the Collection Agreement for Residential Solid Waste and Recyclable Materials
- **Community Outreach:** responsible for providing assistance and information to the public on various environmental topics
- **Public Health:** responsible for collecting and disposing of dead animals within the City limits

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Hired Public Works Specialist to assist with Solid Waste and other Public Works tasks
- Purchased educational items through AACOG grant funding
- Removed over 700 animal carcasses from city right of way
- Issued over 600 vouchers for bulk waste

FY2022 OBJECTIVES

Key Priority Area: Public Facilities & Services

- Coordinate with Republic Services to provide excellent customer service
- Coordinate with Code Compliance division and evaluate bulk waste collections
- Coordinate with local agencies to conduct household hazardous waste collection event
- Increase educational awareness of all solid waste services provided



Burn pits for waste disposal

Did you know?

Before Subtitle D was enacted by TCEQ in 1933, landfills didn't require liners and many utilized burn pits for waste management. Today's landfills require advanced engineering to meet new requirements.



GENERAL FUND - SOLID WASTE

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
SW - Recycling Proceeds	\$ 809	\$ 300	\$ 300	\$ 300	\$ 800
SW - Curbside Recycle Proceeds	4,281	3,360	3,600	3,600	4,200
SW - Hauler Fee	855	-	-	-	500
SW - Admin Fee	97,425	96,000	96,000	96,000	100,800
SW - Surcharge	947,244	840,000	840,000	840,000	1,284,054
Excess to General Resources	(904,844)	(863,067)	(862,502)	(873,565)	(1,316,320)
Total Revenues	145,769	76,593	77,398	66,335	74,034

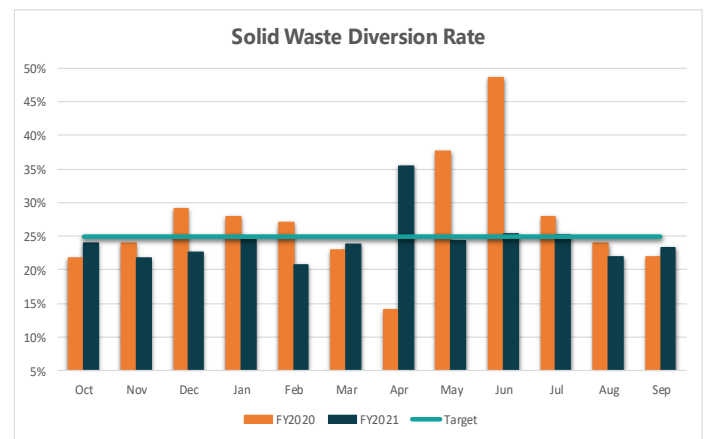
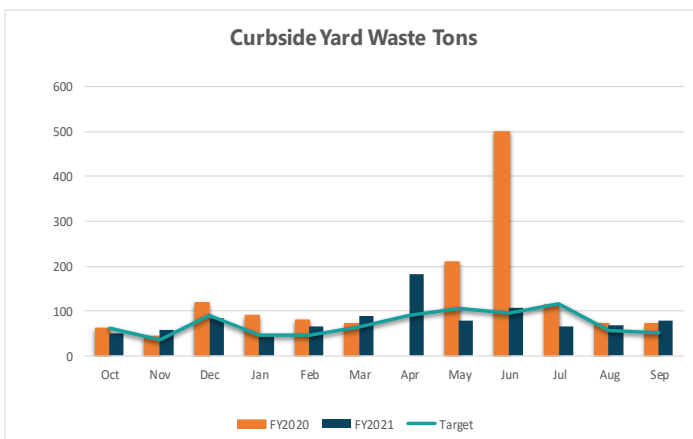
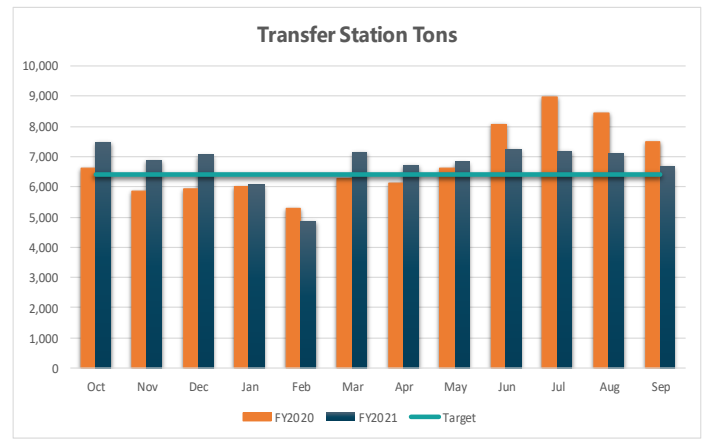
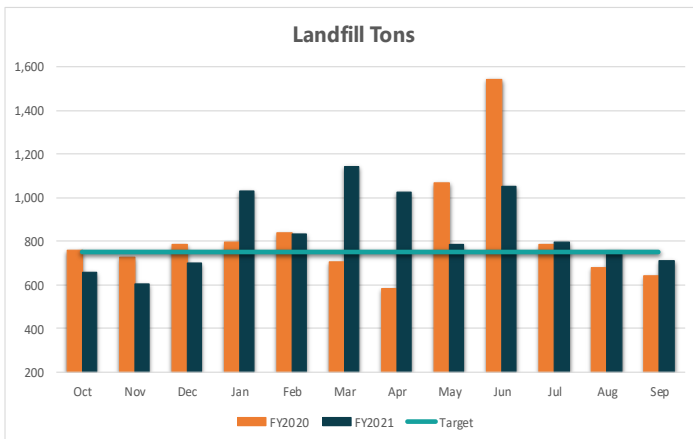
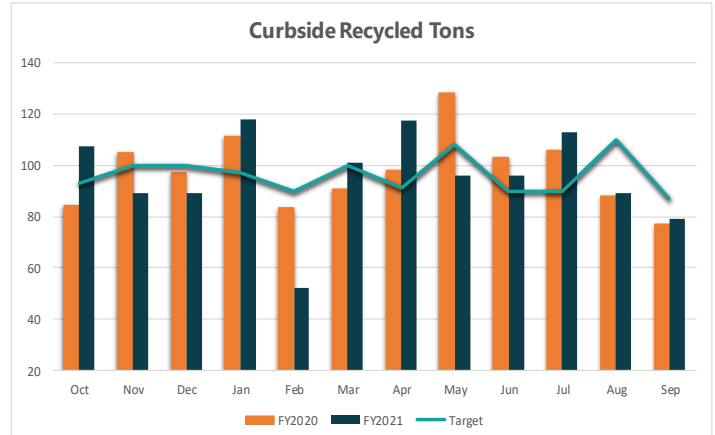
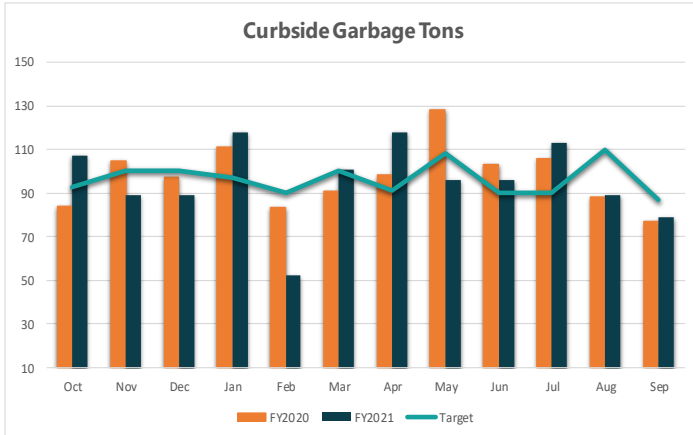
Expenditures					
Salaries	36,037	36,363	37,046	36,928	37,504
Benefits	11,435	11,670	11,792	12,064	12,286
Travel and Training	82	1,375	1,375	546	1,311
Total Personnel Services	47,555	49,408	50,213	49,538	51,101
Office Supplies	-	561	561	143	106
Tools and Equipment	2,635	525	525	215	1,100
Chemical and Medical	38	244	244	8	74
Fuel	2,372	3,190	3,190	2,853	3,700
Wearing Apparel	419	1,245	1,245	85	1,100
Postage and Shipping	17	50	50	15	50
Other Supplies	541	937	937	305	995
Total Supplies and Materials	6,022	6,752	6,752	3,624	7,125
Building, Structure and Land	16	-	-	-	-
Vehicle	2,455	1,029	1,029	586	929
Equipment	114	-	-	-	-
Technology	-	24	24	134	-
Total Maintenance and Repairs	2,585	1,053	1,053	719	929
Utilities	1,470	780	780	918	780
Professional Services	79,474	8,200	8,200	1,567	2,500
Lease/Rent	-	-	-	-	-
Total Services	80,944	8,980	8,980	2,485	3,280
Other	8,664	10,400	10,400	9,970	11,600
Total Other Expenses	8,664	10,400	10,400	9,970	11,600
Total Expenditures	\$ 145,769	\$ 76,593	\$ 77,398	\$ 66,335	\$ 74,034

Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
-------------------------	-------------	-------------	-------------	-------------	-------------



GENERAL FUND - SOLID WASTE

Performance Measures





Butt-Holdsworth Memorial Library

The Library serves as an information center for our community, offering a wide variety of materials and services for education, entertainment, and enrichment in a welcoming and helpful environment.

DEPARTMENT RESPONSIBILITIES

- **Reference:** responsible for helping patrons answer research questions with relevant information
- **Circulation:** responsible for assembling, organizing, and making accessible materials which offer opportunities for personal, educational, cultural, and recreational enrichment. Librarians develop collections, services, and programs which respond to individual and community needs
- **Programs:** responsible for providing opportunities for patrons of all ages to participate in library activities and programs and encourage lifelong learning

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- In collaboration with IT, the library upgraded our computer infrastructure, including our desktops. The upgraded computers have the latest Windows 10 operating system and upgraded versions of Office, Adobe Reader and other applications.
- Joined OverDrive's Lonestar Digital Library
- Received two checks for \$500,000 from H-E-B and the H-E-Butt Foundation to aid in the construction costs of the Heart of the Hills Heritage Center.
- Purchased a Neighborhood Enhancement Vehicle to assist in library card sign-ups, homebound delivery of materials, provide services and programs within neighborhoods and enhance the quality of life for Kerrville residents.

FY2022 OBJECTIVES

Key Priority Area: Public Facilities & Services

- Provide a vibrant library collection that will inspire people of all ages to read, view and listen for pleasure while addressing space considerations in the building
- Be good stewards of taxpayer dollars
- Expand awareness of the Kerr Regional History Center (KRHC) so that it may communicate the story of Kerrville and Kerr County to members of the community and visitors
- Promote lifelong learning in the community through educational and recreational programming for all ages
- Invest in training to ensure continued proficient support by staff to library patrons and visitors
- Provide excellent library experience to all patrons and visitors
- Develop the library into a leading technology center that will address the needs and wants of the community



Did you know?

The library will take delivery of the new mobile book mobile, which will serve the community as a mobile library.



GENERAL FUND - LIBRARY

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Library - Non-Resident Fees	\$ 2,353	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
Library - Equip Rental Fees	2	-	-	-	-
Library - Meeting Room	855	1,000	1,000	1,000	800
Library - Copies	674	1,100	1,100	1,100	1,000
Library - Internet Printing	4,617	7,000	7,000	7,000	6,000
Library - Inter-Library Mailing	1,077	1,400	1,400	1,400	1,500
Library - Extended Use Fees	5,022	8,000	8,000	8,000	5,000
Library - Lost Books/Equipment	1,491	1,500	1,500	1,500	1,500
Library - Past Due Collections	166	700	700	700	600
General Resources	659,404	679,916	687,674	643,028	680,646
Total Revenues	675,662	704,116	711,874	667,228	700,546

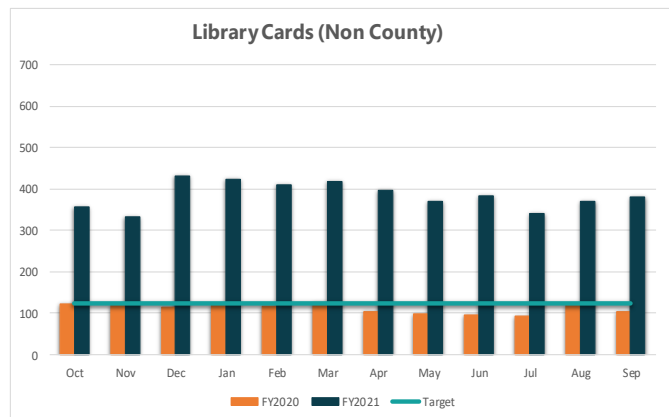
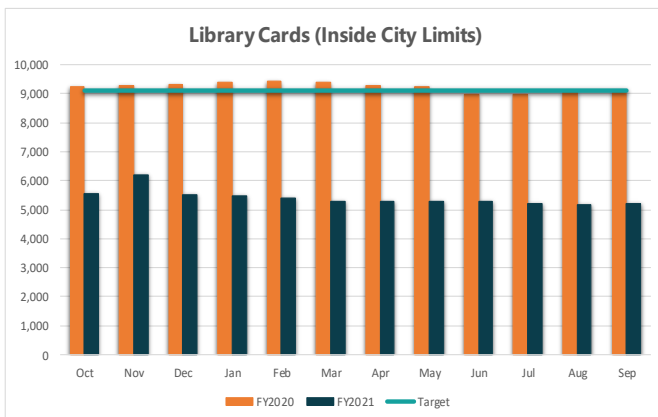
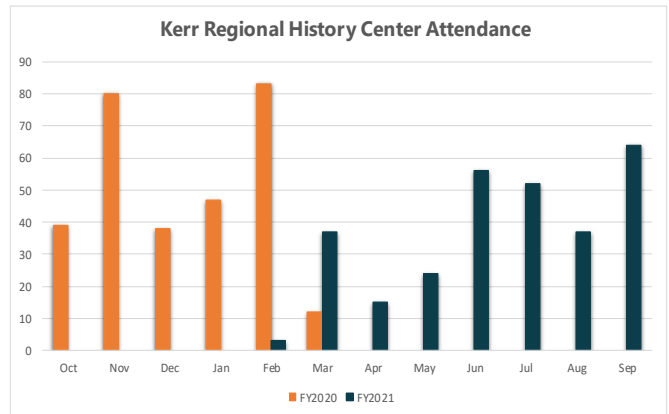
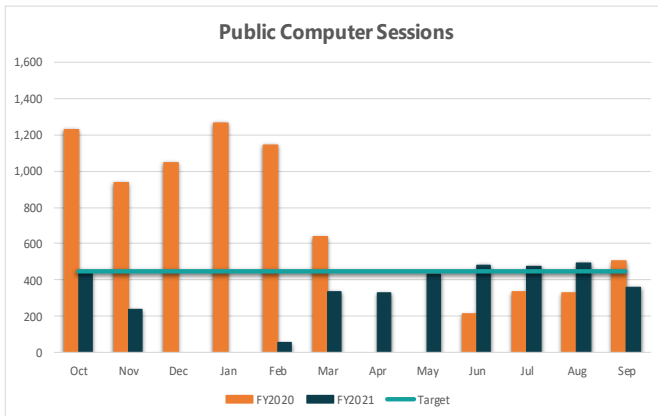
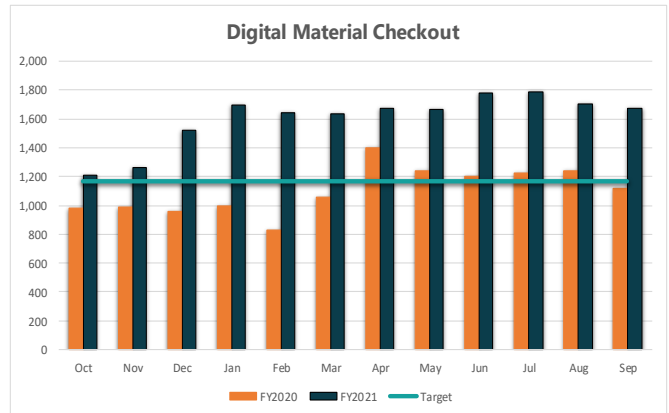
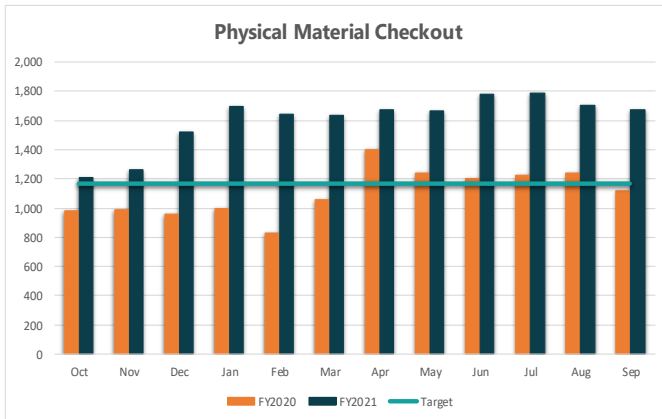
Expenditures					
Salaries	413,846	420,596	427,177	394,850	413,370
Benefits	121,089	126,421	127,598	122,935	129,654
Travel and Training	17	1,070	570	258	1,090
Total Personnel Services	534,953	548,087	555,345	518,044	544,114
Office Supplies	4,734	7,113	7,113	5,492	5,266
Tools and Equipment	257	-	3,150	3,252	1,556
Chemical and Medical	-	20	20	20	20
Fuel	221	420	420	320	735
Postage and Shipping	3,911	4,400	4,400	3,775	4,400
Other Supplies	4,629	5,108	5,108	5,516	6,650
Total Supplies and Materials	13,752	17,061	20,211	18,375	18,627
Building, Structure and Land	12,417	11,782	15,632	15,177	12,904
Vehicle	330	129	129	119	129
Equipment	8,398	7,231	7,231	5,770	6,983
Technology	14,953	14,524	14,524	14,978	14,674
Total Maintenance and Repairs	36,098	33,666	37,516	36,043	34,690
Utilities	32,327	35,876	31,376	29,818	36,560
Professional Services	23,957	18,910	18,910	19,092	18,910
Advertising	-	5,000	5,000	5,085	5,000
Community Support	-	6,600	6,600	6,175	6,600
Total Services	56,284	66,386	61,886	60,170	67,070
Other	34,575	38,916	36,916	34,570	36,044
Total Other Expenses	34,575	38,916	36,916	34,570	36,044
Library Collection	-	-	-	27	-
Total Capital Outlay	-	-	-	27	-
Total Expenditures	\$ 675,662	\$ 704,116	\$ 711,874	\$ 667,228	\$ 700,546

Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
-------------------------	-------------	-------------	-------------	-------------	-------------



GENERAL FUND - LIBRARY

Performance Measures



Note: Low numbers from Dec-Feb 2021 relate to COVID-19 closures & Winter Storm Uri.



GENERAL FUND - GENERAL OPERATIONS

This department is used to account for expenditures that benefit the entire General Fund, but can not be easily identified as relating to an individual department. Accordingly, the department only has budgeted expenditures with no responsibilities, accomplishments, objectives or performance measures.

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
General Resources	\$ 1,085,613	\$ 1,126,048	\$ 1,116,072	\$ 1,041,892	\$ 1,329,411
Total Revenues	1,085,613	1,126,048	1,116,072	1,041,892	1,329,411

Expenditures					
Salaries	51,557	(50,000)	(50,000)	-	(25,000)
Benefits	91,922	85,000	81,621	81,734	83,838
Travel and Training	28,964	22,700	41,420	40,676	30,250
Total Personnel Services	172,443	57,700	73,041	122,410	89,088
Office Supplies	3,799	5,424	3,424	3,312	5,175
Tools and Equipment	1,923	-	709	709	300
Chemical and Medical	113	-	-	-	-
Fuel	172	250	250	171	368
Postage and Shipping	15,276	10,690	8,445	8,444	10,440
Other Supplies	10,287	6,490	7,290	7,187	5,468
Total Supplies and Materials	31,570	22,854	20,118	19,822	21,751
Building, Structure and Land	34,124	45,800	41,989	37,378	43,750
Vehicle	226,631	252,988	252,988	253,372	268,658
Equipment	4,218	3,800	3,247	3,247	4,500
Total Maintenance and Repairs	264,973	302,588	298,223	293,997	316,908
Utilities	57,325	63,060	49,267	49,884	62,422
Professional Services	35,430	32,000	66,297	66,527	69,894
Insurance	324,678	320,000	343,621	343,621	355,698
Advertising	-	-	-	257	-
Leases/Rents	3,941	4,300	3,941	3,941	4,000
Joint Ventures	30,175	25,000	25,000	25,000	25,000
Total Services	451,550	444,360	488,125	489,229	517,014
Bad Debt	19,923	-	-	4,013	-
Community Support	93,777	84,500	81,500	81,500	121,501
Other	51,377	214,046	155,064	30,921	263,150
Total Other Expenses	165,077	298,546	236,564	116,434	384,651
Total Expenditures	\$ 1,085,613	\$ 1,126,048	\$ 1,116,072	\$ 1,041,892	\$ 1,329,411

Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
-------------------------	-------------	-------------	-------------	-------------	-------------



DEVELOPMENT SERVICES FUND





DEVELOPMENT SVCS FUND - BUDGET SUMMARY

DEVELOPMENT SERVICES FUND - BUDGET SUMMARY

	FY2020 Actual	FY2021 Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget	Budget %
BEGINNING FUND BALANCE	\$ 117,557	\$ 330,084	\$ 330,084	\$ 330,084	\$ 78,754	
REVENUES						
Permits and Fees	910,995	613,830	613,830	489,172	888,973	44.8%
Operating Transfer In	178,611	272,260	272,260	272,260	147,895	-45.7%
TOTAL REVENUES	1,089,605	886,090	886,090	761,432	1,036,868	17.0%
EXPENDITURES						
Personnel	762,194	889,985	883,355	883,355	883,355	-0.7%
Supplies	14,854	11,939	13,523	10,985	9,545	-20.1%
Maintenance	25,305	42,523	38,324	35,329	42,523	0.0%
Services	33,160	26,903	29,197	26,991	30,968	15.1%
Other Expenses	1,276	32,298	32,619	56,103	32,619	1.0%
Capital Outlay	8,750	-	-	-	-	-
Operating Transfers Out	31,537	-	-	-	-	-
TOTAL EXPENDITURES	877,078	1,003,647	997,017	1,012,763	999,009	-0.5%
CHANGE IN NET POSITION	212,527	(117,557)	(110,926)	(251,330)	37,858	
ENDING FUND BALANCE	\$ 330,084	\$ 212,527	\$ 219,158	\$ 78,754	\$ 116,612	

Beginning in FY2019, Development Services was broken out into its own fund to provide focus on improvements and enhance transparency. This fund accounts for Planning, Building Services, and Code Compliance activities of the City. Kerrville 2050 specifically identified the need to improve these activities in the Community & Neighborhood Character/Placemaking Key Priority Area.

Significant changes for FY2022 include:

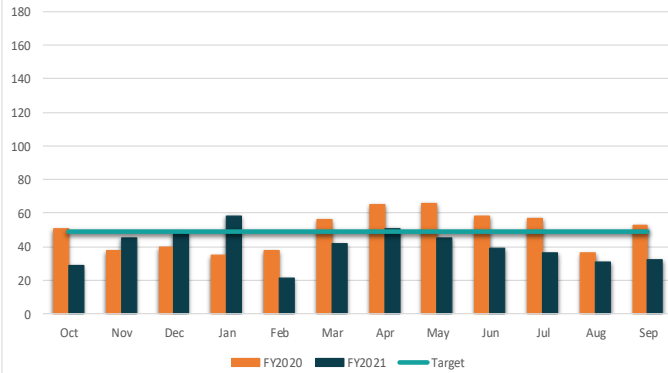
- In FY2021, revenues were budgeted conservatively due to the unknown effects of the COVID-19 pandemic.
- Fees for multiple large projects are expected to be received in FY2022 such as The Retreat at the Landing, Lennar Homes, The Village at Riverhills, Comanche Trace Phases 7 & 16, etc.
- In FY2021, 50% of the Executive Director of Innovation is being recorded in the Building Services department. In FY2020, this position was in the General Fund, with 25% billed to the Development Services Fund through an interfund transfer. This change results in an increased operating transfer in, increased personnel expense, and a decreased operating transfer out.



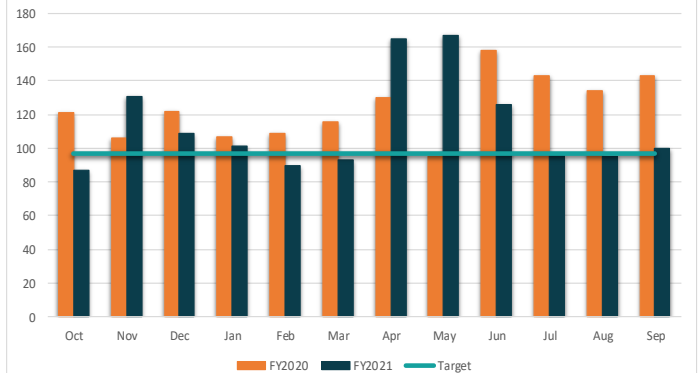
DEVELOPMENT SVCS FUND - Performance Measures

Performance Measures - All Divisions

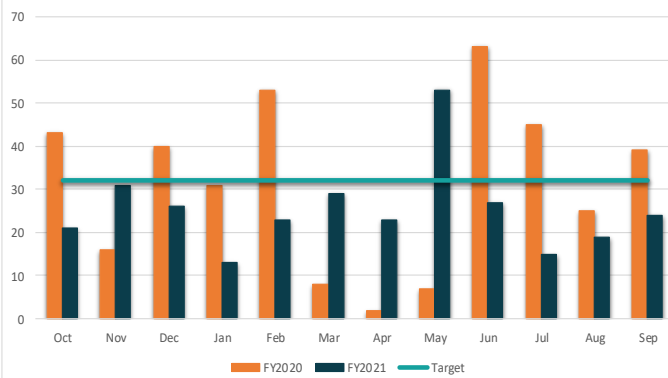
Commercial Building Permits



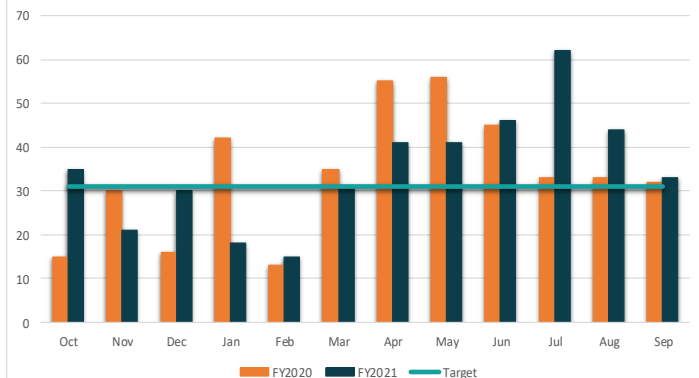
Residential Building Permits



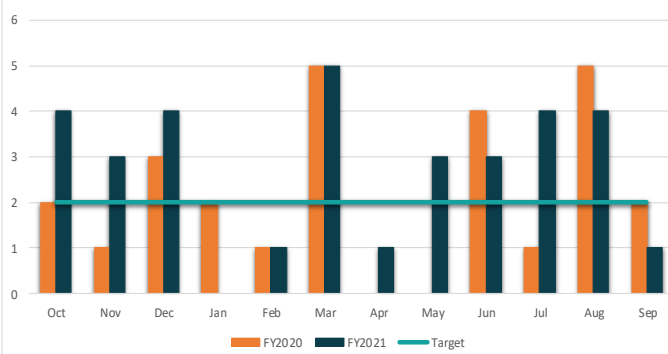
Proactive Code Enforcement Cases



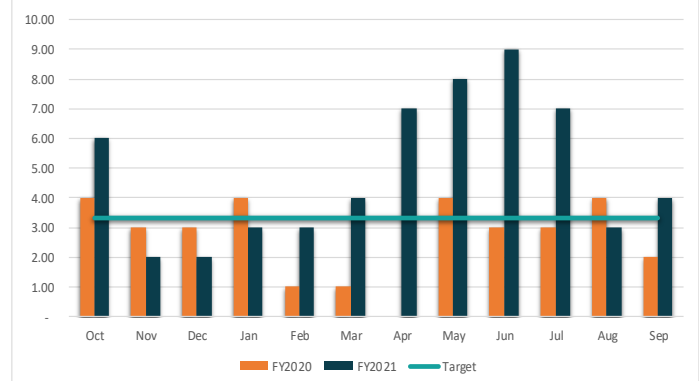
Reactive Code Enforcement Cases



Planning Cases Presented to Planning & Zoning Commission



Planning - # of Plat(s) Reviewed





DEVELOPMENT SVCS FUND - REVENUES

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Contractor License	\$ 44,050	\$ 34,320	\$ 34,320	\$ 57,250	\$ 64,553
Building Permits	423,780	252,560	252,560	168,222	400,000
Electrical Permits	40,169	32,000	32,000	25,088	34,128
Plumbing And Gas Permits	38,762	30,800	30,800	28,530	33,876
Backflow Inspection Fee	40	3,000	3,000	-	2,000
Tear Down Permit	1,480	500	500	2,850	4,174
Zoning And Subdivision Fees	25,780	13,200	13,200	29,949	25,959
Mechanical Permits	63,316	32,560	32,560	31,351	63,803
Moving Permit	-	120	120	-	120
Sidewalk Fee	-	-	-	300	500
Irrigation Permit	3,067	1,000	1,000	1,512	2,974
LP Gas Permit	1,800	1,050	1,050	1,200	2,108
Plan Check Fee	222,680	178,200	178,200	102,459	200,000
Health Permit - Pool	2,655	3,000	3,000	2,925	3,142
Health Permit - Mobile	1,350	1,000	1,000	1,800	3,142
Health Permit - Seasonal	720	900	900	1,040	500
Health Permit - Fixed Facility	24,170	16,720	16,720	21,266	30,540
Hotel - Annual Permit	750	750	750	750	750
Health Permit - Inspection	280	-	-	200	1,198
Vendor/Solicitor Permit	1,800	3,000	3,000	1,200	1,915
Group Home - Annual Permit	5,746	6,950	6,950	5,600	9,095
Group Home - Other Fees	-	500	500	-	500
Interest Revenue	3,950	-	-	586	1,000
Administrative Fee	4,648	1,700	1,700	5,095	2,997
Total Permits and Fees	910,995	613,830	613,830	489,172	888,973
Transfer In - General Fund	166,740	258,647	258,647	258,647	140,000
Transfer In - Water Fund	11,871	13,613	13,613	13,613	7,895
Total Transfers In	178,611	272,260	272,260	272,260	147,895
Total Revenues	\$ 1,089,605	\$ 886,090	\$ 886,090	\$ 886,090	\$ 1,036,868



Planning

Planning administers and enforces ordinances and codes for land use, zoning, and subdivision standards in addition to facilitating collaboration between the City Council, planning boards and commissions, citizens, and developers.

DEPARTMENT RESPONSIBILITIES

- **Planning:** responsible for reviewing residential and commercial permits to ensure compliance with all codes and ordinances
- **Boards and Committees:** responsible for facilitating meetings and ordinance updates with the Planning & Zoning Commission and the Zoning Board of Adjustment
- **Customer Service:** responsible for assisting property owners and developers in understanding current codes and ordinances that affect new development and reinvestment in our community

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Implemented major components of MGO Planning Module
- Worked with the Code Review Committee, P&Z, and City Council to adopt an updated subdivision code
- Implemented Granicus for Planning and Zoning meetings
- Continued to streamline case processing and projects

Did you know?

The Planning division manages all requests for annexation, conditional use permits, zoning changes, and helps plan new development within the City.

FY2022 OBJECTIVES

Key Priority Area: Community & Neighborhood Character / Placemaking

- Ensure fiscal responsibility of budgeted funds
- Maintain responsive and efficient processes
- Facilitate safe community growth
- Ensure customer service that exceeds expectations
- Leverage technology to improve efficiency
- Promote a positive culture of safety, respect, action, growth, and accountability
- Complete Subdivision Code update
- Promote growth and development of staff



Drew Paxton, Planning Director



DEVELOPMENT SVCS FUND - PLANNING

Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Expenditures					
Salaries	\$ 170,925	\$ 216,331	\$ 220,302	\$ 214,468	\$ 215,508
Benefits	52,637	65,452	66,165	69,015	70,695
Travel and Training	1,231	1,543	1,543	-	2,518
Total Personnel Services	224,793	283,326	288,011	283,483	288,721
Office Supplies	329	912	912	278	642
Tools and Equipment	845	-	-	-	270
Wearing Apparel	-	160	160	72	160
Postage and Shipping	-	900	47	47	900
Other Supplies	15	-	-	-	-
Total Supplies and Materials	1,190	1,972	1,119	396	1,972
Utilities	1,919	1,344	1,344	1,848	2,016
Professional Services	-	-	-	-	-
Insurance	200	100	100	100	100
Advertising	-	-	2,294	4,351	-
Total Services	2,119	1,444	3,738	6,299	2,116
Other	654	596	596	661	3,765
Total Other Expenses	654	596	596	661	3,765
Total Expenditures	\$ 228,755	\$ 287,338	\$ 293,464	\$ 290,840	\$ 296,574





Building Services

Through consistent enforcement of a well defined building code and a proactive relationship with the building industry, Building Services commits to ensure the safety of buildings and structures in our community and work with the construction industry to maintain a standard of construction quality in the City of Kerrville.

DEPARTMENT RESPONSIBILITIES

- **Inspection:** responsible for reviewing and inspecting buildings and structure plans
- **Permits:** responsible for issuing permits for construction projects
- **Enforcement:** responsible for enforcing building codes through the inspection and permit process
- **Customer service:** responsible for assisting developers and property owners with the permit process in an expedient and efficient manner

DEPARTMENT ACCOMPLISHMENTS

In the past year, we:

- Processed 445 commercial permits and 1260 residential permits
- Conducted 1,330 commercial inspections and 2,447 residential inspections
- Completed internal plan reviews in an average of 6.4 days

Did you know?

The 2018 International Code Council Codes were adopted by City Council in January. The City previously operated under the 2006 Codes.

FY2022 OBJECTIVES

Key Priority Area: Community & Neighborhood Character /Placemaking

- Promote a positive culture of safety, respect, action, growth, and accountability
- Promote growth and development of staff
- Ensure fiscal responsibility of budgeted funds
- Maintain responsive and efficient processes
- Facilitate safe community growth
- Ensure customer service that exceeds expectations
- Leverage technology to improve efficiency





DEVELOPMENT SVCS FUND - BUILDING SERVICES

Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Expenditures					
Salaries	\$ 284,837	\$ 334,246	\$ 341,065	\$ 327,575	\$ 339,047
Benefits	94,385	113,832	114,962	113,550	120,334
Travel and Training	6,062	3,541	3,541	2,456	4,646
Total Personnel Services	385,284	451,619	459,569	443,581	464,027
Office Supplies	1,015	2,000	2,000	1,611	2,000
Tools and Equipment	1,869	869	869	557	869
Chemical and Medical	-	90	90	-	90
Fuel	1,553	1,460	1,460	2,275	2,865
Wearing Apparel	258	1,100	1,100	827	1,440
Postage and Shipping	-	900	-	-	-
Other Supplies	482	50	1,634	909	985
Total Supplies and Materials	5,176	6,469	7,153	6,179	8,249
Vehicle	444	784	784	217	764
Technology	24,760	41,260	37,061	35,015	41,260
Total Maintenance and Repairs	25,204	42,044	37,845	35,232	42,024
Utilities	2,453	3,987	3,987	3,092	4,176
Professional Services	26,907	19,496	19,496	16,130	20,000
Insurance	-	200	200	100	200
Total Services	29,360	23,683	23,683	19,322	24,376
Other	245	1,127	3,742	3,742	979
Total Other Expenses	245	1,127	3,742	3,742	979
Total Expenditures	\$ 445,269	\$ 524,941	\$ 531,991	\$ 508,056	\$ 539,655





Code Compliance

Through consistent enforcement of well defined standards and a proactive relationship with local business, neighborhoods, and property owners, Code Compliance ensures the quality of life in Kerrville by working to protect public health and the safe use and maintenance of property structures in our community.

DEPARTMENT RESPONSIBILITIES

- **Inspection:** responsible for inspecting all commercial restaurants, commercial kitchens, pools, and convenience stores for health and safety hazards
- **Enforcement:** responsible for enforcing codes related to buildings, grounds, and nuisances
- **Customer service:** responsible for developing programs and relationships within the community to beautify our City through voluntary compliance with codes

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

Health Enforcement Division

- Kept local businesses up-to-date on all the state mandated changes during COVID
- Achieved near full implementation of the MGO software in the Health Department

Code Enforcement Division

- Managed 602 as of August total enforcement cases
 - 340 Reactive
 - 251 Proactive
- Accomplished 11 projects during COVID and via the implementing the Neighborhood Enhancement Team (NET) program

FY2022 OBJECTIVES

Key Priority Area: Community & Neighborhood Character / Placemaking

- Promote a positive culture of safety, respect, action, growth, and accountability
- Promote growth and development of staff
- Ensure fiscal responsibility of budgeted funds
- Maintain responsive and efficient processes
- Facilitate safe community growth
- Ensure customer service that exceeds expectations
- Leverage technology to improve efficiency



NET team members working in Doyle area

Did you know?

Code Compliance has been instrumental in the coordination of the Neighborhood Enhancement Team with a goal of helping improve communities in need.



DEVELOPMENT SVCS FUND - CODE COMPLIANCE

Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Expenditures					
Salaries	\$ 107,838	\$ 107,557	\$ 109,646	\$ 110,043	\$ 112,163
Benefits	41,627	43,955	44,330	44,702	46,538
Travel and Training	2,653	3,529	3,529	1,545	5,111
Total Personnel Services	152,118	155,040	157,505	156,290	163,812
Office Supplies	333	720	720	418	720
Tools and Equipment	88	1,261	1,261	1,325	1,177
Fuel	671	568	568	626	1,154
Wearing Apparel	451	740	740	601	740
Other Supplies	6,945	209	209	-	208
Total Supplies and Materials	8,488	3,498	3,498	2,970	3,999
Vehicle	101	479	479	97	477
Total Maintenance and Repairs	101	479	479	97	477
Utilities	335	1,776	1,776	1,370	1,776
Professional Services	1,346	-	-	-	-
Total Services	1,681	1,776	1,776	1,370	1,776
Community Support	-	30,000	27,706	13,353	30,000
Other	377	575	575	438	575
Total Other Expenses	377	30,575	28,281	13,791	30,575
Building and Structures	8,750	-	-	-	-
Total Capital Outlay	8,750	-	-	-	-
Total Expenditures	\$ 171,516	\$ 191,368	\$ 191,539	\$ 174,519	\$ 200,639





DEVELOPMENT SVCS FUND - GENERAL OPS

General Operations

This department is used to account for expenditures that benefit the entire Development Services Fund, but can not be easily identified as relating to an individual department. Accordingly, the department only has budgeted expenditures with no responsibilities, accomplishments, objectives or performance measures.

Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
General Resources	\$ -	\$ -	\$ 1,753	\$ 39,349	\$ -
Total Revenues		-	1,753	39,349	-
Expenditures					
Postage	-	-	1,753	1,440	
Other Charges	-	-	-	37,909	-
Total Other	-	-	1,753	39,349	-
Transfer Out - General Fund	-	-	-	-	-
Transfer Out - General CIP	-	-	-	-	-
Total Transfer Out	-	-	1,753	39,349	-
Total Expenditures	\$ -	\$ -	\$ 1,753	\$ 39,349	\$ -
Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -





WATER FUND





WATER FUND BUDGET SUMMARY





WATER FUND - BUDGET SUMMARY

WATER FUND - BUDGET SUMMARY

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget	Budget % Change
BEGINNING FUND BALANCE	\$ 2,932,082	\$ 2,976,009	\$ 2,976,009	\$ 2,976,009	\$ 3,565,599	
REVENUES						
Service Revenues	12,851,848	13,022,981	13,022,981	13,042,810	13,688,761	5.1%
Grant Revenue	-	-	-	81,920	-	
Interest and Miscellaneous	123,821	39,688	39,688	22,892	17,000	-57.2%
TOTAL REVENUES	12,975,669	13,062,669	13,062,669	13,147,621	13,705,761	4.9%
TOTAL FUNDS AVAILABLE						
EXPENDITURES						
Personnel	3,339,292	3,423,869	3,475,197	3,456,654	3,533,787	3.2%
Supplies	598,640	834,420	829,920	695,822	824,367	-1.2%
Maintenance	776,440	915,466	902,466	739,731	972,357	6.2%
Services	951,268	1,087,613	1,094,112	978,818	1,088,446	0.1%
Other Expenses	69,726	332,453	335,125	222,181	314,371	-5.4%
Capital Outlay	260,942	142,340	153,340	180,433	125,200	-12.0%
Operating Transfers Out	6,575,653	6,326,508	6,426,508	6,426,508	6,847,233	8.2%
TOTAL EXPENDITURES	12,571,961	13,062,669	13,216,669	12,700,147	13,705,761	4.9%
*CHANGE IN NET POSITION	403,708	-	(154,001)	447,473	-	
NONCASH ADJUSTMENTS	(359,781)	-	-	142,117	-	
ENDING FUND BALANCE	\$ 2,976,009	\$ 2,976,009	\$ 2,822,008	\$ 3,565,599	\$ 3,565,599	
CASH + RECEIVABLES	\$ 3,125,582	\$ 3,259,138	\$ 3,259,138	\$ 3,560,106	\$ 3,711,239	
RESERVE %	24.9%	25.0%	24.7%	28.0%	27.1%	

Note: Budget and estimated expenditures shown are for operations and exclude debt related transfers to the Capital Projects Fund and issuance costs.

*Once audited financials are completed, a budget amendment will be proposed to best utilize FY2021 excess funds





WATER FUND - BUDGET SUMMARY

The Water Fund accounts for the provision of water and sewer services to the residents of the City. All activities necessary to provide those services are accounted for in this fund, including Water Production, Water Reclamation, Water Distribution, Wastewater Collections, Laboratory, and Utility Billing. For accounting and financial reporting purposes, the Water Fund is considered an enterprise fund that uses the full accrual basis of accounting.

The FY2022 budget for the Water Fund includes \$13.7 million in revenues and expenditures, resulting in a balanced budget. This budget anticipates having cash and current receivables on hand of \$3.4 million at the end of FY2022, creating a reserve of 25% of annual expenditures. Variance analysis on changes over \$100,000 is as follows:

1. **Operating Transfer Out** - up 8.2% - The transfer out to other funds is driven by three transfers:
 - A. Transfer Out - General Fund - the transfer for reimbursement of administrative services expense increased \$152,023 due to increase costs in the General Fund.
 - B. Transfer Out - Water Debt Service - the transfer out to the Water Debt Service fund is \$224,470 more than FY2021 due to fluctuations in debt service requirements from year to year. More information on debt service paid by the Water Fund can be found in the Water Debt Service Fund section of this book.
 - C. Transfer Out - Asset Replacement—The transfer out to the water asset replacement fund increased by \$150,000 from FY2021 in order to cover expenses for FY2022 and to help build fund balance for future needs.





MOVING FORWARD

WATER FUND REVENUES





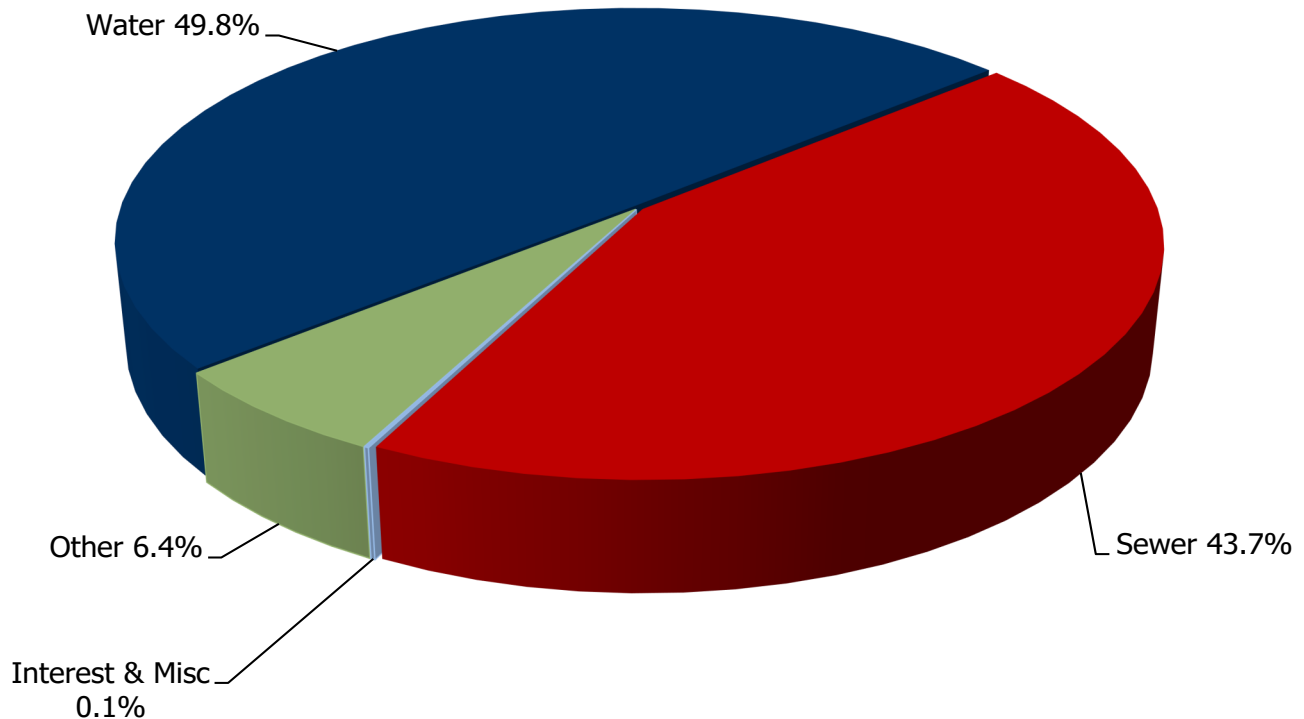
WATER FUND - REVENUES

WATER FUND REVENUES

FY2022 Water Fund revenue is budgeted at \$13,705,761. Water sales, including sales of reuse water, comprise more than half of the total revenue. Sewer sales are the next largest revenue source at 43.7% of the total. Other revenues include waste disposal fees from septage haulers as well as other items such as late fees, tap fees and sale of new meters.

An extensive rate study was conducted by an outside firm in 2019. In FY2020, a new fee structure was implemented. The intention of the new rate structure was to help stabilize water revenues with increases to the base rate while minimizing rate increases to customers with lower consumption. This methodology increases rates at higher consumption tiers to encourage water conservation, which is an action item within the Kerrville 2050 Comprehensive Plan. And a key water supply strategy identified in the long range water supply plan. The new model continues to be modified as more data is available. Water sales (including reuse) are budgeted 5.6% higher than FY2021 with key factors being slight rate increases and growth in the community. Sewer sales are budgeted 4.1% higher than FY2021. The FY2021 budget did not have any increases to water or sewer rates due to the pandemic.

Water Fund - Revenue Sources



WATER FUND REVENUES BY LINE ITEM





WATER FUND - REVENUES

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Backflow Inspection Fee	\$ 5,040	\$ -	\$ -	\$ 3,480	\$ 2,000
Water Sales	6,261,541	6,315,482	6,315,482	6,040,552	6,665,813
Reuse Water Sales	162,610	145,495	145,495	142,949	155,021
Water Tap	85,751	72,100	72,100	99,440	81,500
Sewer Service	5,532,873	5,758,854	5,758,854	5,994,453	5,992,747
Sewer Tap	38,598	36,050	36,050	28,546	37,080
Waste Disposal	404,624	394,000	394,000	449,124	450,000
New Meters	76,455	29,000	29,000	42,753	36,000
Requested Service/Repair	50,356	20,000	20,000	7,322	20,000
Water Sample Test	26,900	23,000	23,000	24,894	23,000
Wastewater Sample Test	4,829	6,000	6,000	2,389	6,000
Capacity Analysis	1,000	1,500	1,500	2,000	2,000
Service Charge	38,871	50,000	50,000	47,462	48,000
New Account Fee	39,175	35,000	35,000	42,380	39,600
Late Fee / Penalty	123,226	136,500	136,500	115,065	130,000
Total Services	12,851,848	13,022,981	13,022,981	13,042,810	13,688,761
TWDB - GRANT	-	-	-	81,920	-
Total Grants & Donations	-	-	-	81,920	-
Asset Gain or Loss on Disposal	-	-	-	-	-
Returned Item Fee	25,750	21,000	21,000	16,050	4,500
Recovery Of Bad Debts	-	-	-	-	-
Interest Revenue	84,665	13,688	13,688	4,641	7,500
Miscellaneous Revenue	13,406	5,000	5,000	2,201	5,000
Total Interest and Miscellaneous	123,821	39,688	39,688	22,892	17,000
Total Revenues	\$ 12,975,669	\$ 13,062,669	\$ 13,062,669	\$ 13,147,621	\$ 13,705,761



MOVING FORWARD



WATER FUND EXPENDITURES



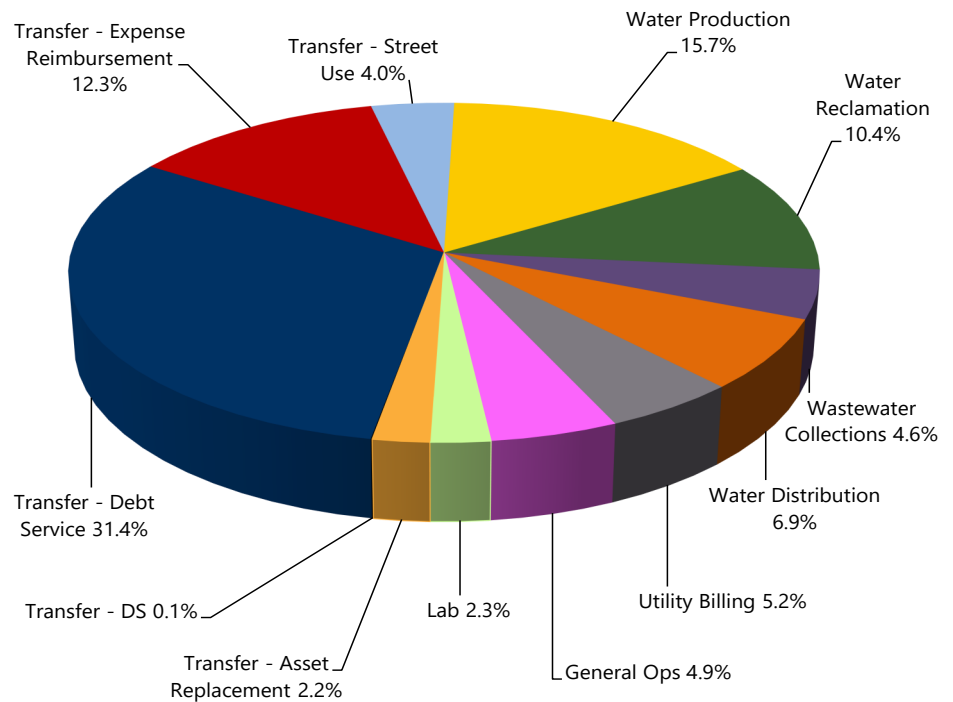


WATER FUND - EXPENDITURES

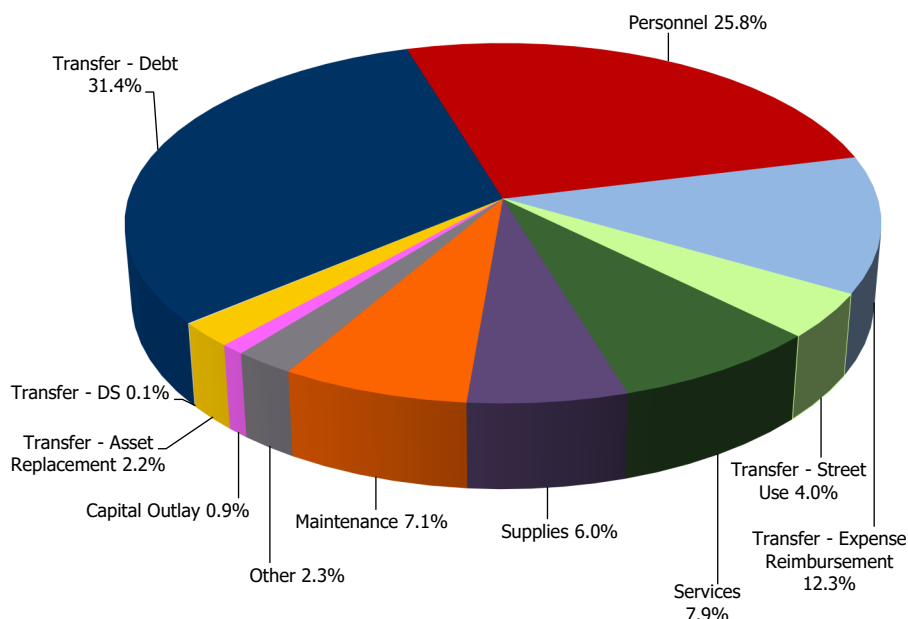
BY DEPARTMENT

Water Production, Water Reclamation, and Water Distribution are the largest operating departments in the Water Fund. Other large expenditures include transfers out for debt service and to the General Fund for expense reimbursement and a street use fee.

Water Fund - Expenditure by Department



Water Fund - Expenditure by Category



BY CATEGORY

From this view, transfers to debt service are the largest category of expenditure. The second largest category is personnel. Consistent with other funds, Water Fund employees are budgeted to receive a merit increase plus a 2% COLA in FY2022. Personnel costs include salaries, medical insurance premiums (which will increase 5% in FY2022), actuarially calculated retirement plan costs, longevity, certification and other pay.

WATER FUND EXPENDITURES BY DEPARTMENT





Utility Billing

The Utility Billing Department provides timely and accurate billing services, reliable meter infrastructure and exemplary customer service to the City's utility customers.

DEPARTMENT RESPONSIBILITIES

- **Billing and Collections:** responsible for billing utility services in a timely and accurate manner, collecting and recording customer payments, establishing new utility service, and providing exceptional customer service
- **Meter Services:** responsible for meter reading, meter maintenance, and providing exceptional customer service and customer education

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Completed Phase I of Advance Metering Infrastructure (AMI) project
- Upgraded to Neptune 360 software
- Improved communication notification tools to better serve customers
- Added phone app payment method for customer convenience
- Implemented re-designed department website
- Adjusted 4,657 customer accounts due to consumption increases caused by the winter storm

FY2022 OBJECTIVES

Key Priority Area: Public Facilities & Services

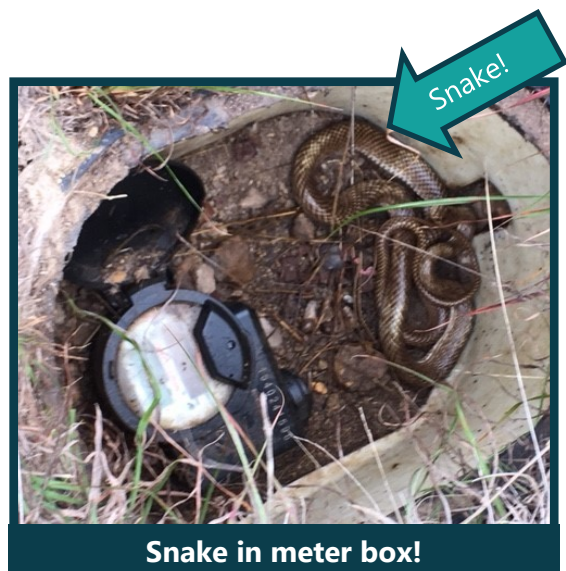
- Complete Phase II of Advance Metering Infrastructure (AMI) project
- Improve education tools to enable customers to better monitor consumption
- Continue to increase electronic payments to reduce costs
- Complete Utility Customer Service training (American Water Works Association)

Key Priority Area: Water, Wastewater & Drainage:

- Implement more proactive maintenance processes
- Learn more about SCADA information system to improve knowledge of reuse system
- Cross train meter staff to improve efficiency

Did you know?

It is not unusual to find visitors such as bees, snakes, or other critters in a meter box? This one (pictured) was waiting for our Meter Technician when he arrived to do regular maintenance.



Snake in meter box!



WATER FUND - UTILITY BILLING

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Service Charge	\$ 38,871	\$ 50,000	\$ 50,000	\$ 47,462	\$ 48,000
New Account Fee	39,175	35,000	35,000	42,380	39,600
Late Fee / Penalty	123,226	136,500	136,500	115,065	130,000
Returned Item Fee	25,750	21,000	21,000	16,050	4,500
General Resources	423,003	433,283	443,765	463,246	488,628
Total Revenues	650,024	675,783	686,265	684,203	710,728

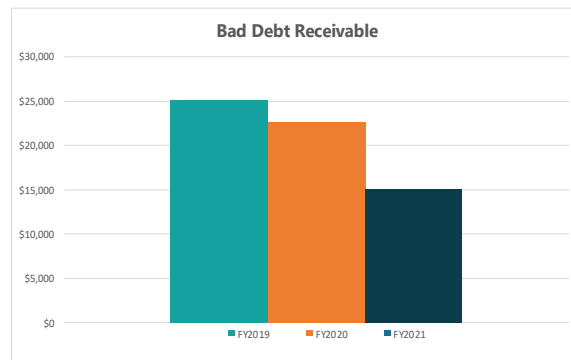
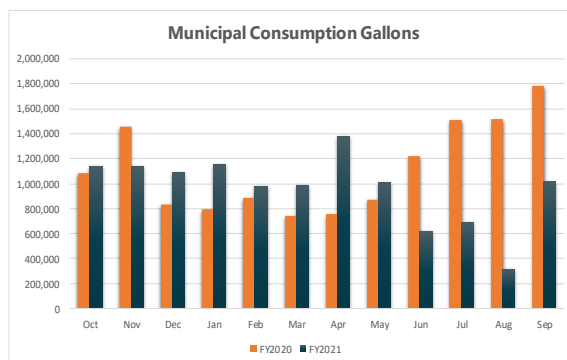
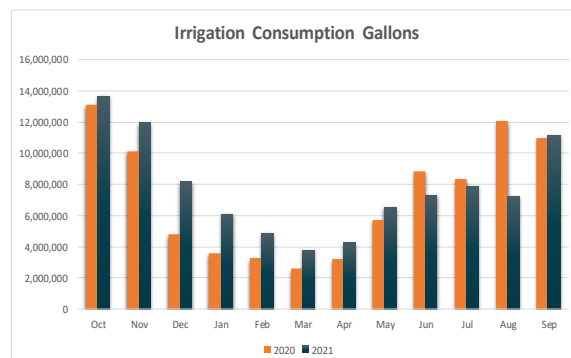
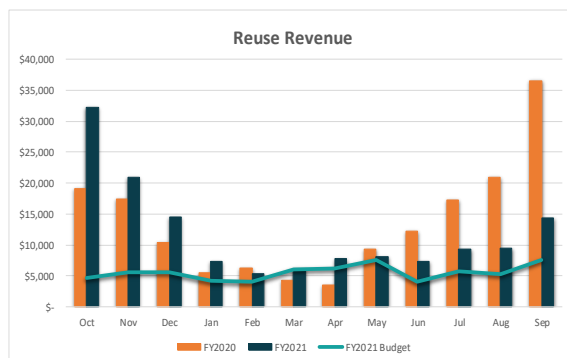
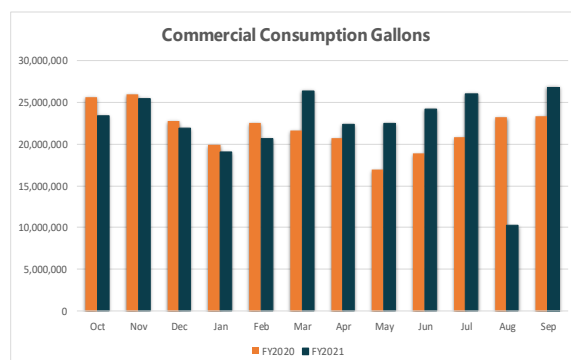
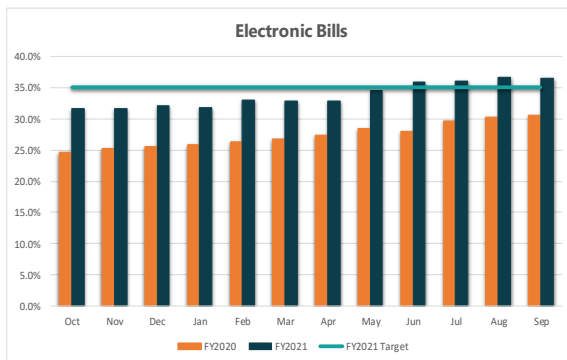
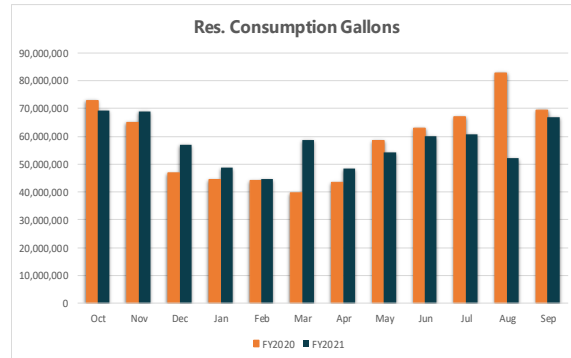
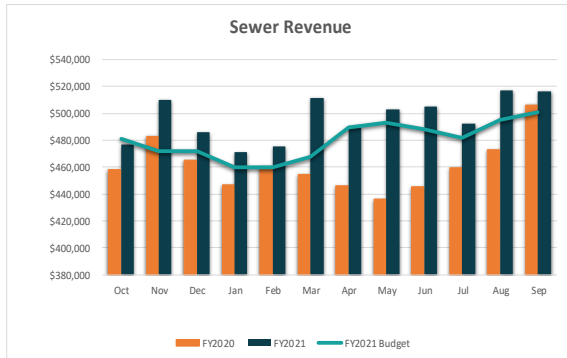
Expenditures					
Salaries	328,467	343,535	348,801	343,783	348,425
Benefits	105,620	112,128	116,343	115,354	119,024
Travel and Training	243	4,584	1,984	1,458	4,174
Total Personnel Services	434,330	460,246	467,128	460,595	471,623
Office Supplies	1,746	2,100	2,100	1,264	2,000
Tools and Equipment	10,629	6,160	7,409	6,966	13,614
Chemical and Medical	38	200	200	142	300
Fuel	3,938	4,160	5,160	5,039	5,880
Wearing Apparel	938	1,750	1,750	1,433	2,220
Postage and Shipping	42,470	44,040	39,491	37,697	43,800
Other Supplies	1,529	2,785	2,785	1,257	2,145
Total Supplies and Materials	61,289	61,195	58,895	53,798	69,959
Vehicle	1,350	2,304	2,304	1,042	2,304
Equipment	4,240	6,775	2,675	2,096	6,850
Technology	1,761	10,715	13,715	13,741	17,900
Water System	53,599	70,500	80,500	77,322	72,000
Total Maintenance and Repairs	60,949	90,294	99,194	94,201	99,054
Utilities	3,012	2,988	2,988	3,072	3,468
Professional Services	13,548	15,460	12,460	12,060	15,900
Insurance	600	600	600	500	675
Total Services	17,160	19,048	16,048	15,632	20,043
Bad Debt	-	-	-	15,020	-
Other	200	-	-	103	50
Total Other Expenses	200	-	-	15,123	50
Water System	76,095	45,000	45,000	44,854	50,000
Total Capital Outlay	76,095	45,000	45,000	44,854	50,000
Total Expenditures	\$ 650,024	\$ 675,783	\$ 686,265	\$ 684,203	\$ 710,728

Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
-------------------------	-------------	-------------	-------------	-------------	-------------



WATER FUND - UTILITY BILLING

Performance Measure





Water Production

Water Production focuses on producing high quality drinking water using native groundwater wells, surface water from the Guadalupe River and Aquifer Storage and Recovery (ASR) wells as water sources.

DEPARTMENT RESPONSIBILITIES

- **Water Treatment and Storage:** Responsible for treating water from the Guadalupe River and the Lower Trinity Aquifer to drinking water standards and storing excess drinking water into aquifer storage and recovery (ASR) wells for use during times of need
- **Water Pressure and Volume:** Responsible for moving drinking water to storage tanks using booster stations to provide the necessary pressure and volume to meet daily customer demand and emergency fire flow requirements
- **Water Data Collection:** Responsible for recording tank and aquifer levels, pumping flow, pumping totals, chemical usage, disinfection levels, treatment parameters, and historical data to comply with regulatory requirements
- **Customer Service:** Responsible for water quality calls, pressure calls, after-hours customer turn-on and turn-offs, and investigating reported leaks

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Completed painting of the Lewis St Well and Harper St Well sites
- Updated the KMnO₄ chemical building
- Updated data entry for the TCEQ modifications to the SWMORs
- Started KMnO₄ additional application point
- Implemented GAC into full operations
- Updated in-line HACH monitoring equipment

FY2022 OBJECTIVES

Key Priority Area: Water, Wastewater & Drainage:

- Improve the water quality program to meet and exceed TTHM standards set by EPA
- Provide excellent customer service and educational information
- Upgrade and maintain infrastructure to improve efficiencies and water quality
- Invest in training to ensure staff is operating in a safe and competent manner



TTHM Filtration System

Did you know?

Water can dissolve more substances than any other liquid including sulfuric acid.



WATER FUND - WATER PRODUCTION

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Water Sales	\$ 6,261,541	\$ 6,315,482	\$ 6,315,482	\$ 6,040,552	\$ 6,665,813
Excess to General Resources	(4,273,716)	(4,232,263)	(4,267,682)	(4,153,634)	(4,518,776)
Total Revenues	1,987,825	2,083,219	2,047,800	1,886,918	2,147,037

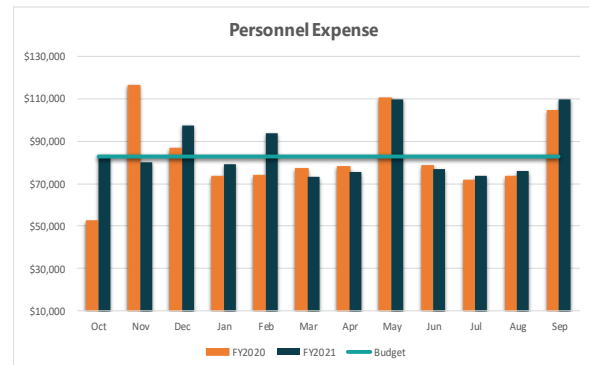
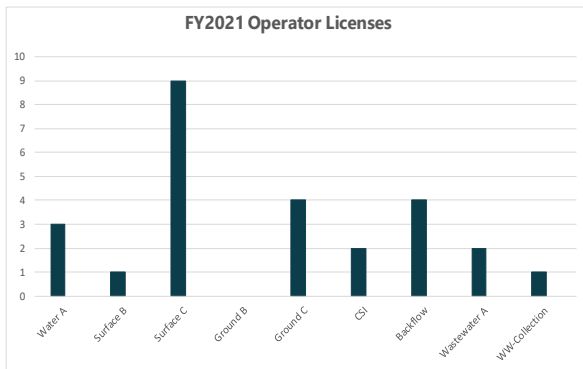
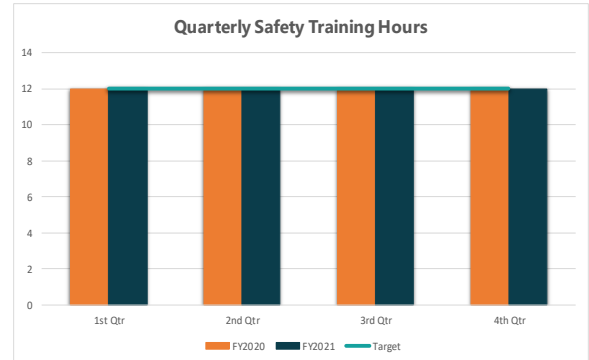
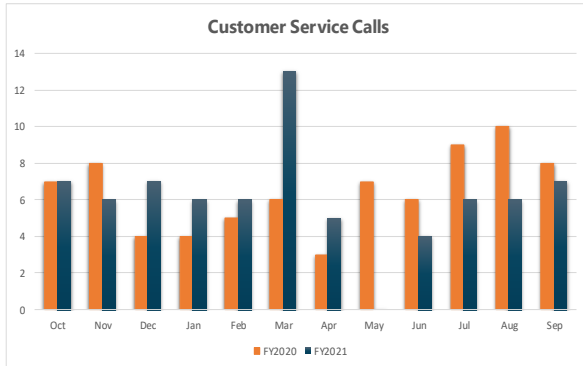
Expenditures					
Salaries	746,263	713,944	769,305	769,494	748,461
Benefits	242,091	250,699	259,820	256,988	258,323
Travel and Training	7,634	13,599	13,599	1,803	13,048
Total Personnel Services	995,988	978,241	1,042,723	1,028,285	1,019,832
Office Supplies	2,807	2,950	2,950	2,269	2,022
Tools and Equipment	15,577	40,320	40,400	8,990	38,420
Chemical and Medical	157,726	240,780	212,240	193,249	242,554
Fuel	7,000	9,556	10,656	9,048	9,925
Wearing Apparel	5,583	8,974	8,974	6,219	9,245
Postage and Shipping	779	4,820	4,820	683	1,000
Other Supplies	5,867	7,683	8,183	6,201	7,297
Total Supplies and Materials	195,339	315,083	288,223	226,658	310,463
Building, Structure, Land Maintenance	13,332	14,640	17,340	9,135	15,380
Vehicle	3,779	6,642	12,642	13,110	11,667
Equipment	118,592	75,800	81,700	55,738	101,464
Technology	9,370	11,750	11,750	6,410	13,650
Street Maintenance	1,381	3,200	3,200	-	2,050
Water System	118,347	179,850	149,850	139,590	184,950
Wasterwater System	12,139	850	850	790	900
Total Maintenance and Repairs	276,940	292,732	277,332	224,773	330,061
Utilities	342,948	397,140	332,500	313,457	397,128
Professional Services	20,893	40,250	47,250	37,566	40,300
Adverstising	-	600	600	-	600
Lease / Rent	2,623	2,850	2,850	-	2,850
Total Services	366,464	440,840	383,200	351,024	440,878
Other	38,396	49,322	49,322	40,472	45,803
Total Other Expenses	38,396	49,322	49,322	40,472	45,803
Buildings and Structures	36,547	-	-	-	-
Machinery, Tools and Equipment	52,823	7,000	7,000	15,706	-
Street and Drainage	25,329	-	-	-	-
Total Capital Outlay	114,699	7,000	7,000	15,706	-
Total Expenditures	\$ 1,987,825	\$ 2,083,219	\$ 2,047,800	\$ 1,886,918	\$ 2,147,037

Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
-------------------------	-------------	-------------	-------------	-------------	-------------

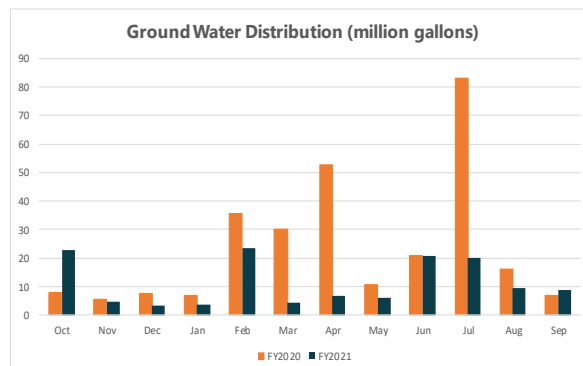
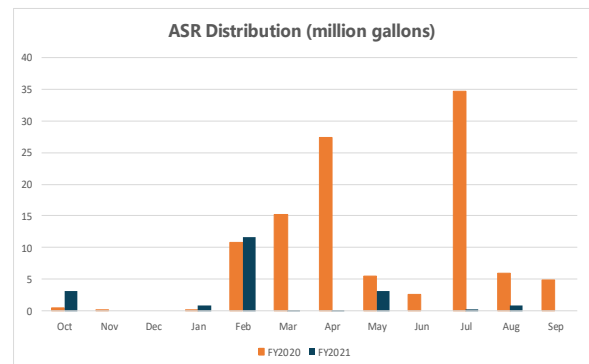
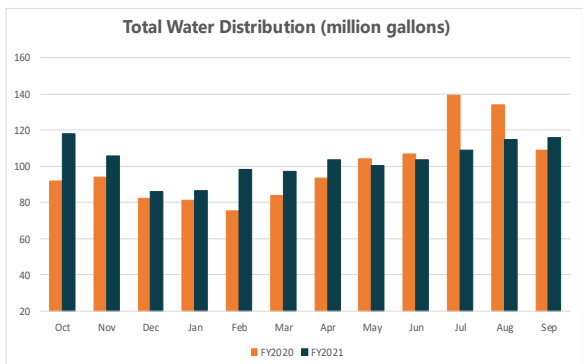


WATER FUND - WATER PRODUCTION

Performance Measures



Note: Feb 21 increase related to Winter Storm





Water Distribution

Water Distribution provides 24/7 construction support and maintenance for the City's water and wastewater infrastructure. Water Distribution also installs new water and sewer taps for new development.

DEPARTMENT RESPONSIBILITIES

- **Construction, Maintenance, and Repair:** responsible for the construction, maintenance, and repair of City water and wastewater infrastructure
- **Fire Hydrant & Valve Program:** responsible for installation, maintenance, and repair of all fire hydrants and valves located within the City's distribution system

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Installed over 1,000 ft. of new water mains in the Airport Commerce Park, and along Water Street
- Responded to 2,280 Texas 811 utility locate requests
- Completed over 3,300 customer work order requests, including new taps and other repairs
- Performed maintenance on over 1,000 fire hydrants, and 800 new valves
- Installed 25 new water taps



Repairing lines under bridge

FY2022 OBJECTIVES

Key Priority Area: Water, Wastewater & Drainage:

- Coordinate with Streets Pavement Program and replace water mains as needed prior to paving
- Ensure that all fire hydrants within the distribution system are properly maintained
- Exercise control valves and replace as needed to maintain peak performance during peak demands
- Update GIS Portal with as-built drawings and images once work orders are completed
- Implement and utilize a work order system to improve performance measures and asset tracking
- Terminate and cap water and sewer services for structures that have been demolished
- Improve inventory by implementing processes and controls

Key Priority Area: Public Facilities & Services

- Provide a high level of customer service by responding to all dig test requests within the allowed time, responding to any main leaks within 3 hours, and making all necessary notifications to the public when needed
- Invest in training so staff is operating with optimal knowledge of safety and operations

Did you know?

Not all water and sewer mains are located underground. Some are above ground and located under bridges and can present various challenges as seen in the image to the left.



WATER FUND - WATER DISTRIBUTION

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Water Tap	\$ 85,751	\$ 72,100	\$ 72,100	\$ 99,440	\$ 81,500
Sewer Tap	38,598	36,050	36,050	28,546	37,080
New Meters	76,455	29,000	29,000	42,753	36,000
Requested Service/Repair	50,356	20,000	20,000	7,322	20,000
General Resources	592,285	778,644	791,261	717,889	765,511
Total Revenues	843,444	935,794	948,411	895,950	940,091

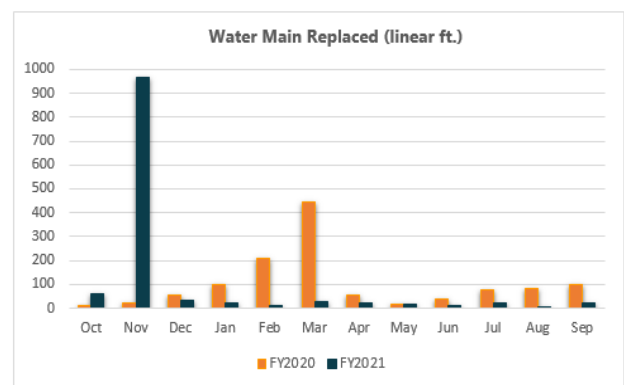
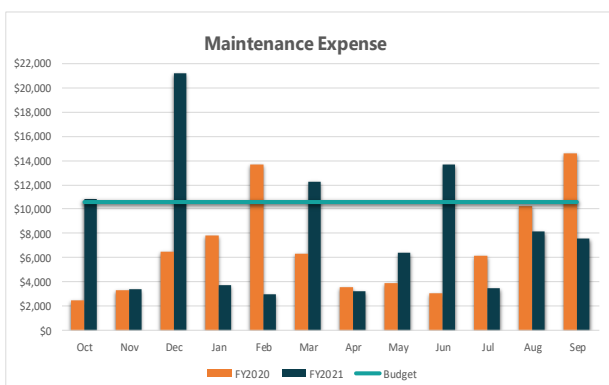
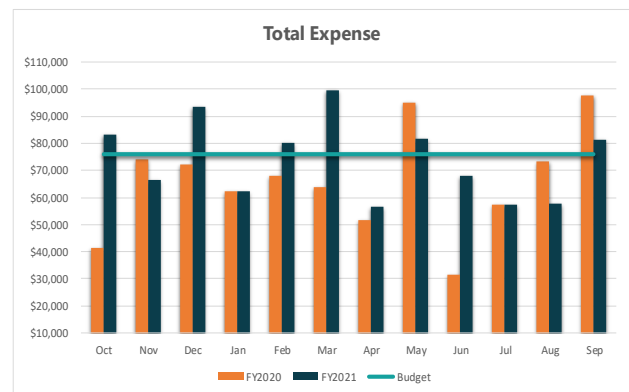
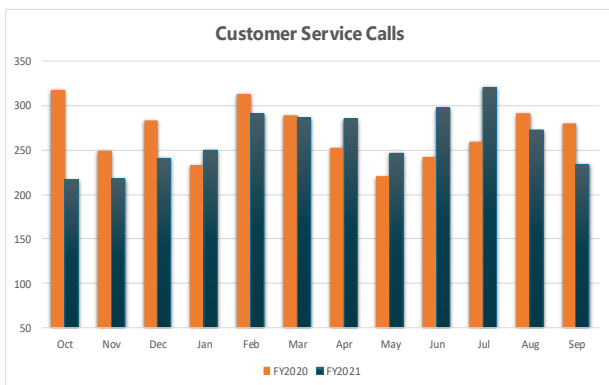
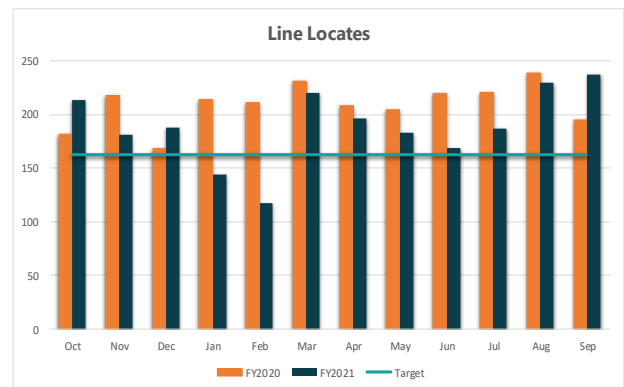
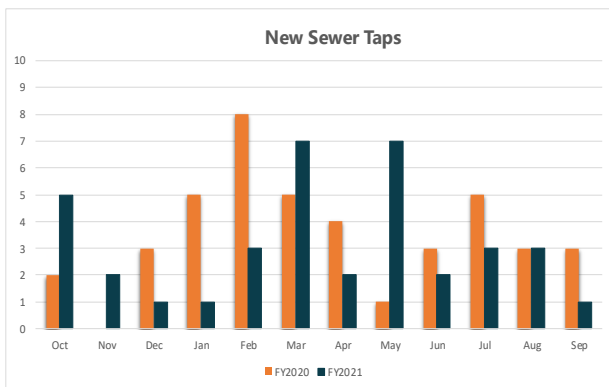
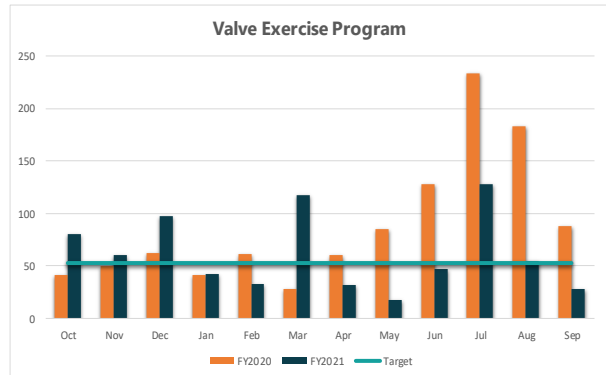
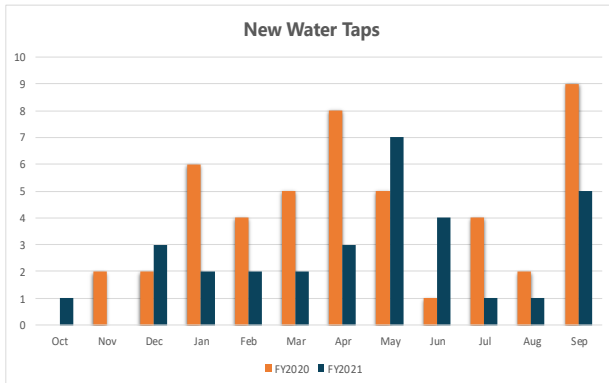
Expenditures					
Salaries	456,784	474,991	468,737	460,879	478,544
Benefits	157,615	172,703	178,575	173,228	185,710
Travel and Training	3,510	6,218	6,218	2,992	6,341
Total Personnel Services	617,908	653,912	653,529	637,098	670,595
Office Supplies	1,209	751	1,251	1,209	644
Tools and Equipment	13,793	9,512	11,412	11,856	10,817
Chemical and Medical	757	403	403	129	303
Fuel	10,785	16,351	16,351	14,202	15,283
Wearing Apparel	8,501	10,013	10,013	8,889	9,439
Postage and Shipping	39	-	-	-	-
Other Supplies	12,708	10,068	12,241	11,927	11,726
Total Supplies and Materials	47,791	47,098	51,671	48,213	48,212
Building, Structure, Land Maintenance	4,657	1,754	1,954	1,072	1,706
Vehicle	11,538	18,866	23,866	16,442	19,970
Equipment	10,195	15,560	5,661	2,354	13,639
Technology	-	400	400	-	-
Street Maintenance	10,692	20,850	20,850	14,825	19,888
Water System	55,120	70,730	57,730	48,543	74,230
Waster Reclamation System	6,979	4,580	4,580	3,781	3,855
Total Maintenance and Repairs	99,182	132,740	115,041	87,016	133,288
Utilities	9,640	9,816	11,616	10,993	10,908
Total Services	9,640	9,816	11,616	10,993	10,908
Lease / Rent	-	-	326	326	-
Other	836	1,888	1,888	897	1,888
Building and Structures	-	-	13,000	12,750	-
Total Other Expenses	836	1,888	15,214	13,973	1,888
Water System	68,088	81,500	94,500	94,425	69,710
Water Reclamation System	-	8,840	6,840	4,232	5,490
Total Capital Outlay	68,088	90,340	101,340	98,657	75,200
Total Expenditures	\$ 843,444	\$ 935,794	\$ 948,411	\$ 895,950	\$ 940,091

Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
-------------------------	-------------	-------------	-------------	-------------	-------------



WATER FUND - WATER DISTRIBUTION

Performance Measures





Water Reclamation

Water Reclamation collects and treats wastewater so that it can be reused for irrigation purposes or released back into the waters of Texas, meeting all environmental and regulatory requirements.

DEPARTMENT RESPONSIBILITIES

- **Wastewater Treatment:** responsible for treating wastewater through biological, chemical, and filtration processes so that it meets all TCEQ and EPA standards and can be reused for irrigation or discharged back into Texas waterways
- **Plant Maintenance and Repair:** responsible for operation, maintenance, and repair of the Water Reclamation Treatment Facility
- **Reclaimed Water System:** responsible for the operation and maintenance of the Reclaimed Water Storage Pond and distribution pumping system as well as the regulatory oversight of all Reclaimed Water customer sites



Water Reclamation Facility

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Treated over 800 million gallons of wastewater
- Dewatered and transported more than 665 dry metric tons of treated sludge
- Distributed more than 225 million gallons of reclaimed water that was used for irrigation purposes
- Multiple facility employees attained higher levels of occupational licensing

FY2022 OBJECTIVES

Key Priority Area: Water, Wastewater & Drainage:

- Maintain compliance with TCEQ permit for all operations
- Attain advanced SCADA certification for system operator
- Provide an environment that motivates staff and encourages professional development
- Maintain fiscal responsibility for operations throughout the division
- Replace worn grit dewatering auger
- Initiate planning for the rehab of Clarifier 3 weirs and launders
- Install high level shutoff backup float capability on Reclaimed Water Pond User Sites

Did you know?

The City of Kerrville supplies more than 225 million gallons of effluent (reclaimed) water each year for the irrigation of the 3 Sport Complexes, and 3 Golf Courses. This greatly reduces the amount of potable water used for irrigation.



WATER FUND - WATER RECLAMATION

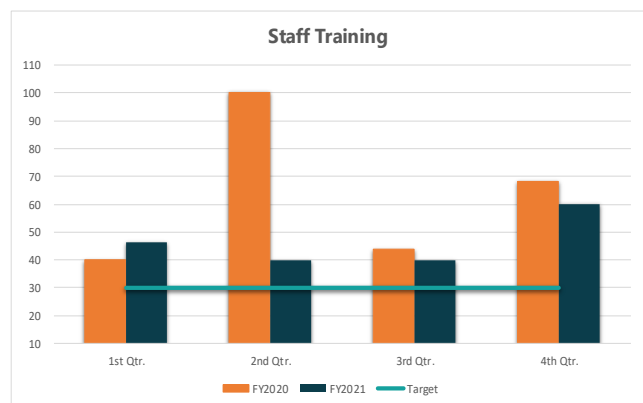
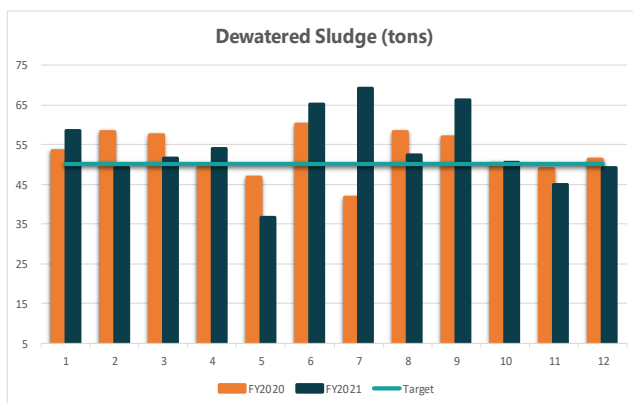
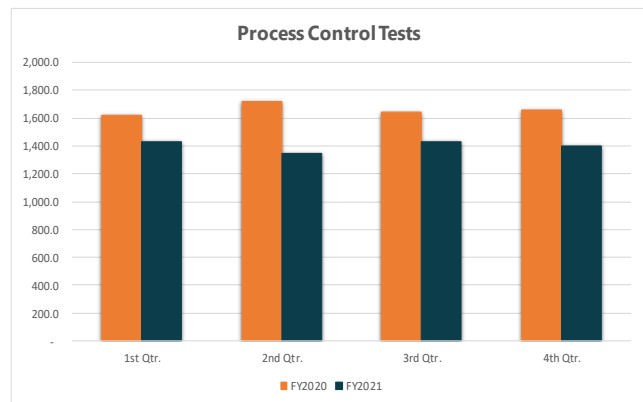
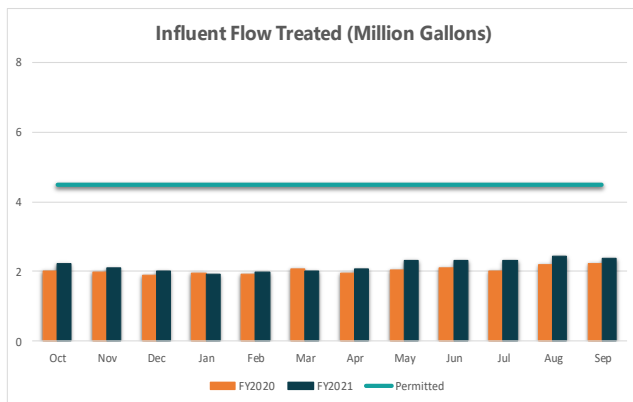
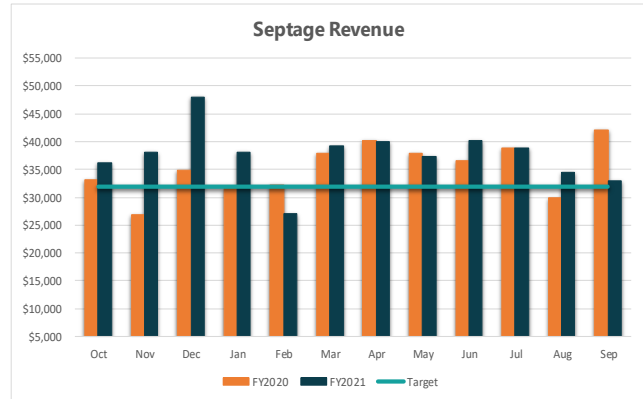
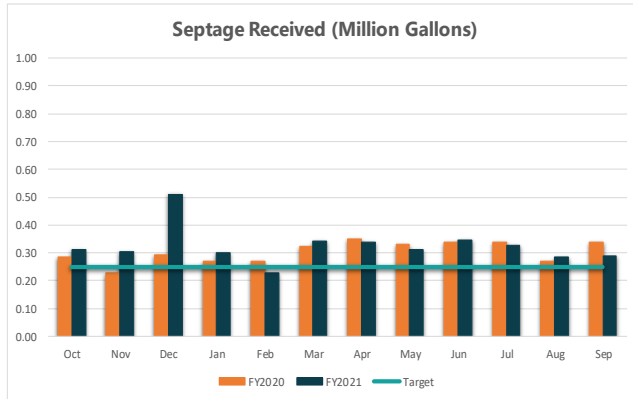
Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Reuse Water Sales	\$ 162,610	\$ 145,495	\$ 145,495	\$ 142,949	\$ 155,021
Sewer Service	5,532,873	5,758,854	3,859,202	-	4,145,581
Waste Disposal	404,624	394,000	394,000	449,124	450,000
Excess to General Resources	(4,866,166)	(4,937,180)	(3,014,967)	718,908	(3,320,656)
Total Revenues	\$1,233,942	1,361,169	1,383,730	1,310,982	1,429,946
Expenditures					
Salaries	508,330	508,089	538,539	534,803	531,781
Benefits	158,548	171,034	173,753	176,861	178,604
Travel and Training	3,993	12,336	12,336	6,148	14,539
Total Personnel Services	670,871	691,459	724,628	717,812	724,924
Office Supplies	2,144	3,159	4,159	3,306	3,950
Tools and Equipment	5,571	6,863	7,163	3,225	4,916
Chemical and Medical	197,288	264,812	239,562	239,204	272,586
Fuel	8,171	14,060	15,960	11,833	11,487
Wearing Apparel	3,169	4,643	7,793	7,377	8,680
Postage and Shipping	220	780	780	527	780
Other Supplies	2,631	4,094	4,094	2,629	3,012
Total Supplies and Materials	219,195	298,410	279,510	268,102	305,411
Building, Structure, Land Maintenance	458	11,155	15,555	5,263	12,145
Vehicle	8,428	3,289	6,789	5,695	3,840
Equipment	50,831	54,607	23,207	19,989	51,578
Technology	-	1,898	1,898	-	1,850
Street Maintenance	-	1,580	1,580	78	1,520
Waster Reclamation System	35,238	40,079	68,471	57,416	58,420
Total Maintenance and Repairs	94,955	112,608	117,500	88,440	129,353
Utilities	188,715	202,620	203,020	188,759	217,187
Professional Services	26,188	26,590	26,590	22,337	26,950
Lease / Rent	7,584	6,548	6,548	1,535	6,050
Total Services	222,488	235,758	236,158	212,631	250,187
Other	26,433	22,934	12,934	11,299	20,071
Total Other Expenses	26,433	22,934	12,934	11,299	20,071
Water Reclamation System	-	-	13,000	12,698	-
Total Capital Outlay	-	-	13,000	12,698	-
Total Expenditures	\$ 1,233,942	\$ 1,361,169	\$ 1,383,730	\$ 1,310,982	\$ 1,429,946
Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -



WATER FUND - WATER RECLAMATION

Performance Measures





Environmental Laboratory

The Environmental Laboratory (Lab) provides sampling and analysis support to the Water Production and Water Reclamation Divisions. The Lab also responds to environmental complaints and wastewater overflows in addition to assisting in wastewater pre-treatment operations.

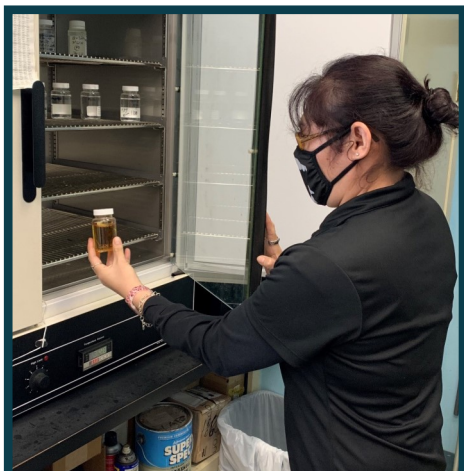
DEPARTMENT RESPONSIBILITIES

- **Internal Testing:** the Lab is responsible for providing sampling and analysis support for Water Production and Water Reclamation to ensure compliance with TCEQ and EPA regulations
- **External Testing:** the Lab provides water and wastewater testing for a fee to commercial and private customers in the region

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Performed over 3,800 lab tests for the Water Reclamation Plant
- Performed approximately 1,200 lab tests for Water Production
- Performed approximately 1,600 water analyses on public samples
- Performed 420 tests on grease trap samples
- Updated some older pieces of equipment including the Total Organic Carbon (TOC)



Eva, working in Lab

FY2022 OBJECTIVES

Key Priority Area: Water, Wastewater & Drainage:

- Maintain NELAC Certification at Laboratory
- Maintain TCEQ Drinking Water Laboratory Approval
- Provide quality testing of samples for Water Production & Water Reclamation
- Provide sampling, sample analysis, and tracking of grease trap program
- Maintain fiscal responsibility for all laboratory and pretreatment operations
- Maintain a high level of service to new and existing customers
- Monitor the removal of organic carbon and disinfection by-products by the new Granular Activated Carbon (GAC) system at the Water Treatment Plant
- Continue to update and replace outdated equipment, starting with a laboratory grade dishwasher to improve our quality control
- Further develop our local pretreatment program to protect the wastewater collection system

Did you know?

Lab staff worked through the winter storm of 2021 to ensure the quality of the City's drinking quality water. By constantly testing water samples from the entire City's sample list, we were able to rescind the boil state mandated water notice in a matter of days.



WATER FUND - ENVIRONMENTAL LABORATORY

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Capacity Analysis	\$ 1,000	\$ 1,500	\$ 1,500	\$ 2,000	\$ 2,000
Water Sample Test	26,900	23,000	23,000	24,894	23,000
Wastewater Sample Test	4,829	6,000	6,000	2,389	6,000
General Resources	270,210	279,741	282,624	240,419	285,244
Total Revenues	302,938	310,241	313,124	269,702	316,244

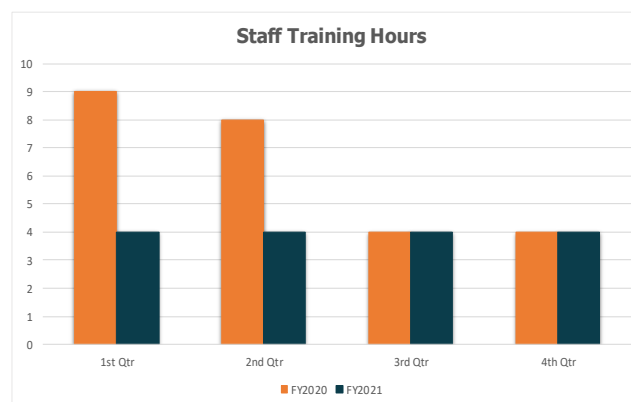
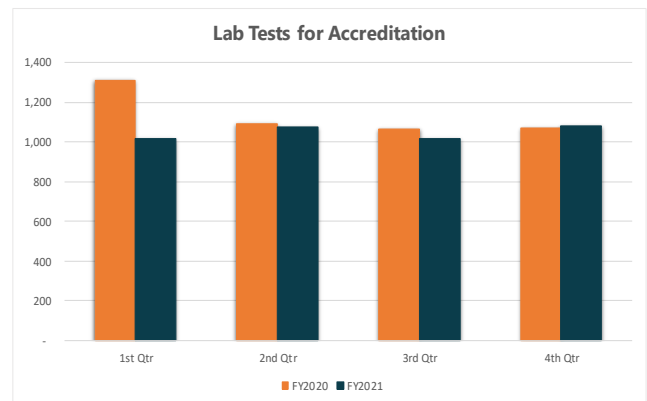
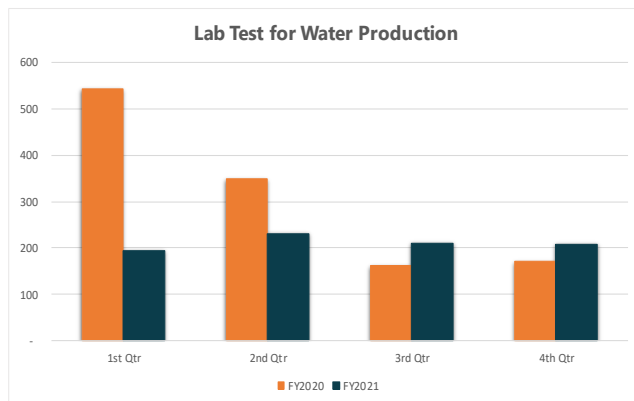
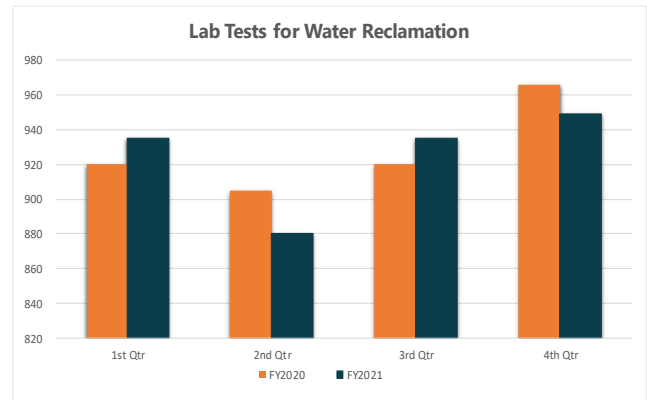
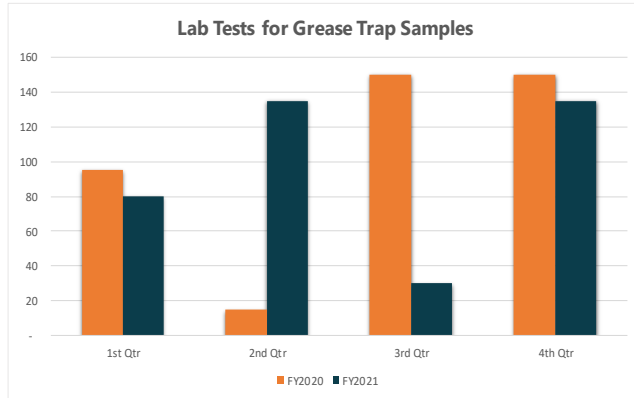
Expenditures					
Salaries	180,727	176,606	174,550	150,070	167,739
Benefits	62,995	63,474	68,413	63,235	66,028
Travel and Training	1,033	7,236	3,271	2,511	7,648
Total Personnel Services	244,755	247,316	246,234	215,816	241,415
Office Supplies	321	1,492	1,492	336	1,452
Tools and Equipment	2,559	5,990	6,124	2,250	3,515
Chemical and Medical	27,465	29,830	29,837	27,417	30,505
Fuel	330	440	440	302	539
Wearing Apparel	1,304	2,190	2,190	1,344	2,640
Postage and Shipping	13	350	350	206	350
Other Supplies	1,434	1,870	1,870	1,197	1,870
Total Supplies and Materials	33,426	42,162	42,303	33,053	40,871
Building, Structure, Land Maintenance	5,519	3,850	6,351	4,396	3,100
Vehicle	196	635	635	41	635
Equipment	7,964	3,210	4,027	4,027	16,380
Total Maintenance and Repairs	13,679	7,695	11,013	8,465	20,115
Utilities	4,407	4,944	5,450	4,854	5,508
Professional Services	4,610	5,900	5,900	5,700	5,900
Total Services	9,017	10,844	11,350	10,555	11,408
Other	2,061	2,224	2,224	1,814	2,435
Total Other Expenses	2,061	2,224	2,224	1,814	2,435
Total Expenditures	\$ 302,938	\$ 310,241	\$ 313,124	\$ 269,702	\$ 316,244

Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
-------------------------	-------------	-------------	-------------	-------------	-------------



WATER FUND - ENVIRONMENTAL LABORATORY

Performance Measures





Wastewater Collections

Wastewater Collections (WWC) maintains the collection system for wastewater throughout the City, including general maintenance and repair and new construction.

DEPARTMENT RESPONSIBILITIES

- **Customer Service:** responsible for protecting public health by responding to all sanitary sewer system related problems 24 hours a day and 365 days a year
- **Collection System:** responsible for maintenance and repair of 26 lift stations, 227 miles of collection lines, 3,163 sewer manholes, and 2,254 cleanouts
- **System Infrastructure:** responsible for maintaining the integrity of the sanitary sewer system by performing various activities including: collection line cleaning and repair, tap installation, manhole repairs/rehab, CCTV inspections, pipeline locates, and chemical dosing regimens to control roots and grease
- **System Monitoring:** responsible for monitoring sanitary sewer system utilizing SCADA and GIS software to ensure functionality, determine unforeseen issues in pumping system, monitor flow rates, and collection points and to identify infiltrations during and after rain events

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Cleaned 478,994 feet of collection lines
- Televised over 35,000 feet of collection lines
- Documented 12,700 man hours on repairs
- Reevaluated chemical dosing applications and locations to more effectively treat the collection system
- Transitioned to a 100% paperless work order system

FY2022 OBJECTIVES

Key Priority Area: Wastewater & Drainage:

- Implement new S.O.P for spills and discharge reporting
- Implement a new work order system that is integrated with GIS and allows the tracking of assets
- Bring Thompson Drive utility extension online
- Complete Atmospheric Testing on custom ventilation system at Birkdale Lift Station. This system was built by salvaging ventilation components from the now demolished Old Legion Lift Station
- Permanent cold-weather proofing for emergency generators
- Implement annual safety and operations training for new Vac-Con combination unit
- Complete new/existing staff training in order to maintain necessary licenses and achieve the highest level of training to serve our citizens



Did you know?

The Wastewater Collection team recovered a customer's keepsake rings from the City's sewer lines using closed circuit TV inspection technology. The rings were located in the sewer line over 600 feet from the customer's home!



WATER FUND - WASTEWATER COLLECTIONS

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
Sewer Service	\$ 1,763,662	\$ 1,910,095	\$ 1,899,652	\$ -	\$ 1,847,165
Excess to General Resources	(1,186,285)	(1,234,563)	(1,218,525)	619,152	(1,210,018)
Total Revenues	577,377	675,532	681,127	619,152	637,147

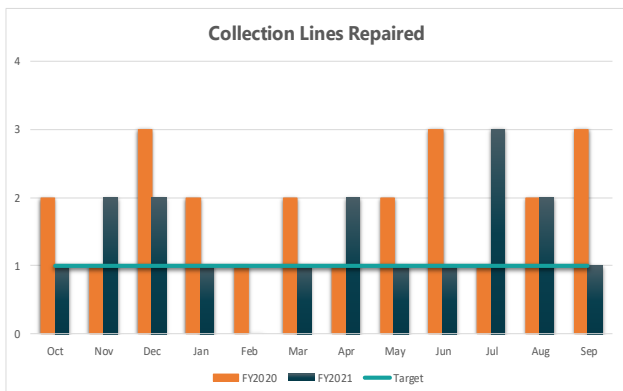
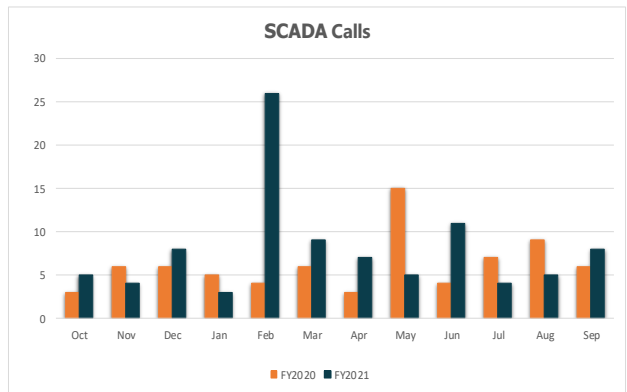
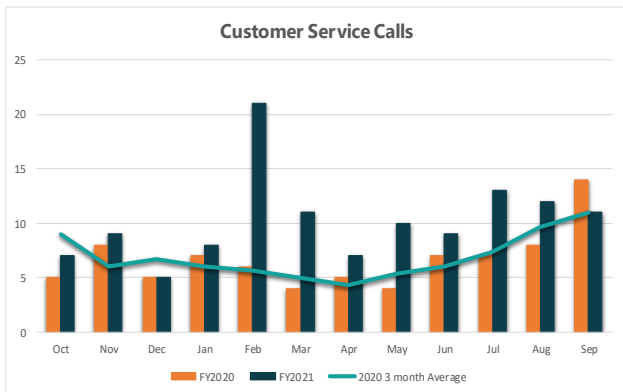
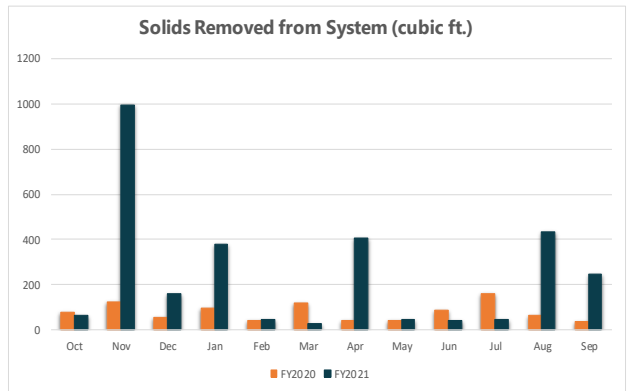
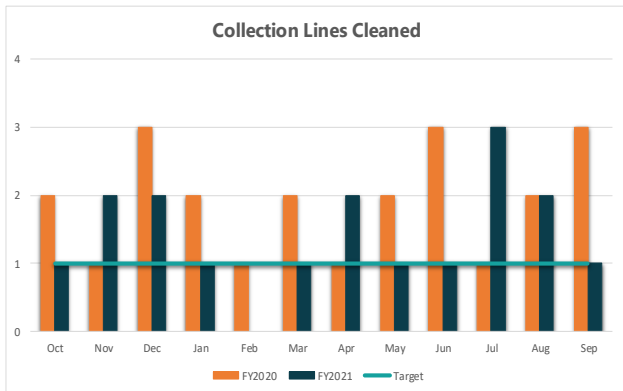
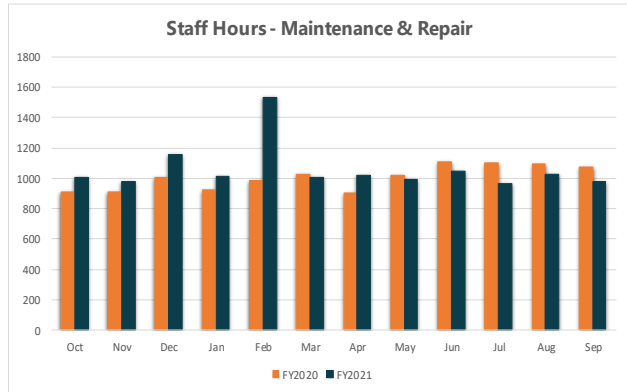
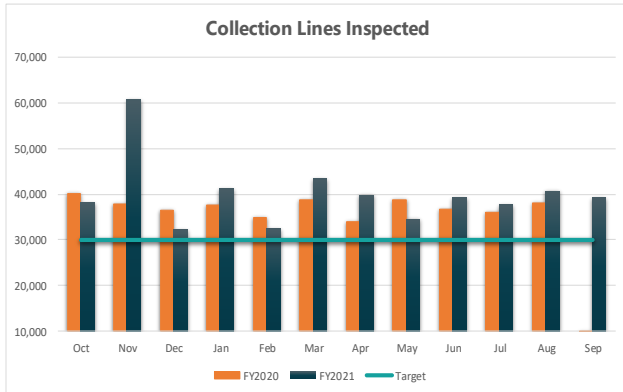
Expenditures					
Salaries	262,252	267,595	276,837	276,290	277,554
Benefits	84,229	88,061	88,913	89,591	90,874
Travel and Training	2,390	7,039	7,039	3,874	7,970
Total Personnel Services	348,872	362,694	372,789	369,755	376,398
Office Supplies	858	750	750	530	621
Tools and Equipment	5,141	7,625	7,625	8,781	6,935
Chemical and Medical	7,995	35,330	33,333	26,943	9,660
Fuel	15,742	12,560	12,560	14,521	14,245
Wearing Apparel	3,783	4,370	6,367	6,975	7,506
Postage and Shipping	176	475	475	105	300
Other Supplies	7,906	6,602	6,602	5,937	7,425
Total Supplies and Materials	41,600	67,712	67,712	63,790	46,692
Building, Structure, Land Maintenance	7,620	14,100	14,100	10,452	10,200
Vehicle	10,544	15,100	19,950	19,035	7,673
Equipment	650	8,295	8,295	8,294	6,125
Street	-	-	-	-	9,600
Wastewater System Maintenance	77,880	100,000	88,650	52,919	85,152
Total Maintenance and Repairs	96,694	137,495	130,995	90,700	118,750
Utilities	86,337	101,656	101,656	87,890	91,864
Lease / Rent	2,074	3,650	3,650	2,601	3,000
Total Services	88,410	105,306	105,306	90,491	94,864
Other	1,800	2,325	4,325	4,415	444
Total Other Expenses	1,800	2,325	4,325	4,415	444
Total Expenditures	\$ 577,377	\$ 675,532	\$ 681,127	\$ 619,152	\$ 637,147

Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
-------------------------	-------------	-------------	-------------	-------------	-------------



WATER FUND - WASTEWATER COLLECTIONS

Performance Measures





WATER FUND - GENERAL OPERATIONS

General Operations

This department is used to account for expenditures that benefit the entire Water Fund, but can not be easily identified as relating to an individual department. Accordingly, the department only has budgeted expenditures with no responsibilities, accomplishments, objectives, or performance measures.

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Revenues					
General Resources	\$ 6,974,350	\$ 7,020,932	\$ 7,145,680	\$ 6,889,209	\$ 7,524,567
Total Revenues	6,974,350	7,020,932	7,145,680	6,889,209	7,524,567
Expenditures					
Benefits	26,567	30,000	30,000	27,293	29,000
Total Personnel Services	26,567	30,000	30,000	27,293	29,000
Postage	-	2,760	2,760	2,208	2,760
Total Supplies and Materials	-	2,760	2,760	2,208	2,760
Vehicle - City Garage Contract	134,040	141,904	141,904	141,904	141,736
Total Maintenance and Repairs	134,040	141,904	141,904	141,904	141,736
Professional Services	5,437	25,000	55,776	55,682	6,500
Credit Card Fees	121,690	126,000	111,000	107,620	123,600
Insurance	110,962	115,000	124,000	123,865	130,058
Total Services	238,089	266,000	290,776	287,167	260,158
Other	-	253,760	256,432	4,129	243,680
Total Other Expenses	-	253,760	256,432	4,129	243,680
Transfer Out - General Fund	2,152,089	2,079,093	2,079,093	2,079,093	2,231,116
Transfer Out - Water Asset Replacement	180,000	150,000	250,000	250,000	300,000
Transfer Out - Development Services	11,871	13,613	13,613	13,613	7,895
Transfer Out - Water Debt Service	4,231,693	4,083,802	4,083,802	4,083,802	4,308,222
Total Transfers Out	6,575,653	6,326,508	6,426,508	6,426,508	6,847,233
Total Expenditures	\$ 6,974,350	\$ 7,020,932	\$ 7,145,680	\$ 6,889,209	\$ 7,524,567
Net Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -

DEBT SERVICE FUNDS





DEBT SERVICE OVERVIEW

OVERVIEW

The City uses separate funds called Debt Service Funds in order to budget for annual principal and interest payments on outstanding debt. The General Debt Service Fund uses the modified accrual accounting method, like the General Fund. The Water Debt Service Fund is combined with other Water Funds for annual financial reporting and uses the full accrual method of accounting, like other enterprise funds.

The City has an AA rating from Standard & Poor's rating service for its general obligation debt. This rating indicates a high credit quality and investment grade status.

DEBT LIMITS

There are no dollar amount limits for tax supported debt under state law or the City's home rule charter. However, there are property tax limits that impact the amount of debt a city can issue. The Texas Constitution limits property tax for a home rule city of over 5,000 in population to not more \$2.50 per \$100 of assessed value. Kerrville's \$0.5093 total tax rate is well below the \$2.50 constitutional limit.

The Texas Attorney General's Administrative Code limits the debt service portion of the levy to no more than \$1.50 per \$100 of assessed value. The City's Financial Management Policy directs that debt service obligations for the General Fund should not cause the debt portion of the tax rate to exceed 25% of the total tax rate. Kerrville debt rate for FY2022 is \$0.0735 or 14.4% of the total \$0.5093 tax rate and much less than the \$1.50 Administrative Code limit.

During the FY2010 budget process, City Council established a policy that no new property tax supported debt requiring a tax rate increase would be issued without voter approval. This means that in order to issue new debt, the City must pay off existing debt or there must be growth in the tax base.

Debt for the Water Fund is limited by City's Financial Management Policy that is adopted by the City Council. The Council has directed that annual Water Fund debt service not exceed 35% of the Water Fund annual revenue. For the FY2022 budget, this limit means that debt service should be less than \$4.7 million. Actual debt service in FY2022 is 31.5% of revenue at \$4.3 million.

DEBT CHANGES

In late September 2021, the City issued debt in the form of a Tax Note for a principal amount of \$865,000. The tax note issuance is for the purpose of purchasing emergency operation equipment, including electric power generation equipment for unfunded mandates related to Senate Bill 3, and paying costs of issuance. The note includes two principal installment payments with a maturity in February 2023.

The City is currently working through a funding strategy for the development of a multi-departmental Public Safety complex, which has been contemplated since at least 2015, and could house the Kerrville Police Department, Kerrville Fire Department, and Municipal Court. All of these operations are currently located in aging facilities that are functionally lacking. A citizen committee has been formed to evaluate the overall need and tasked with making recommendations to council regarding next steps toward funding Public Safety Infrastructure.

GENERAL DEBT SERVICE FUND





GENERAL DEBT SERVICE FUND

Debt service is funded from property tax revenue and 4B sales tax revenue contributed by the Economic Improvement Corporation to pay for the River Trail, Kerrville Sports Complex and economic incentive related debt.

Expenditures represent both principal and interest payments for debt service.

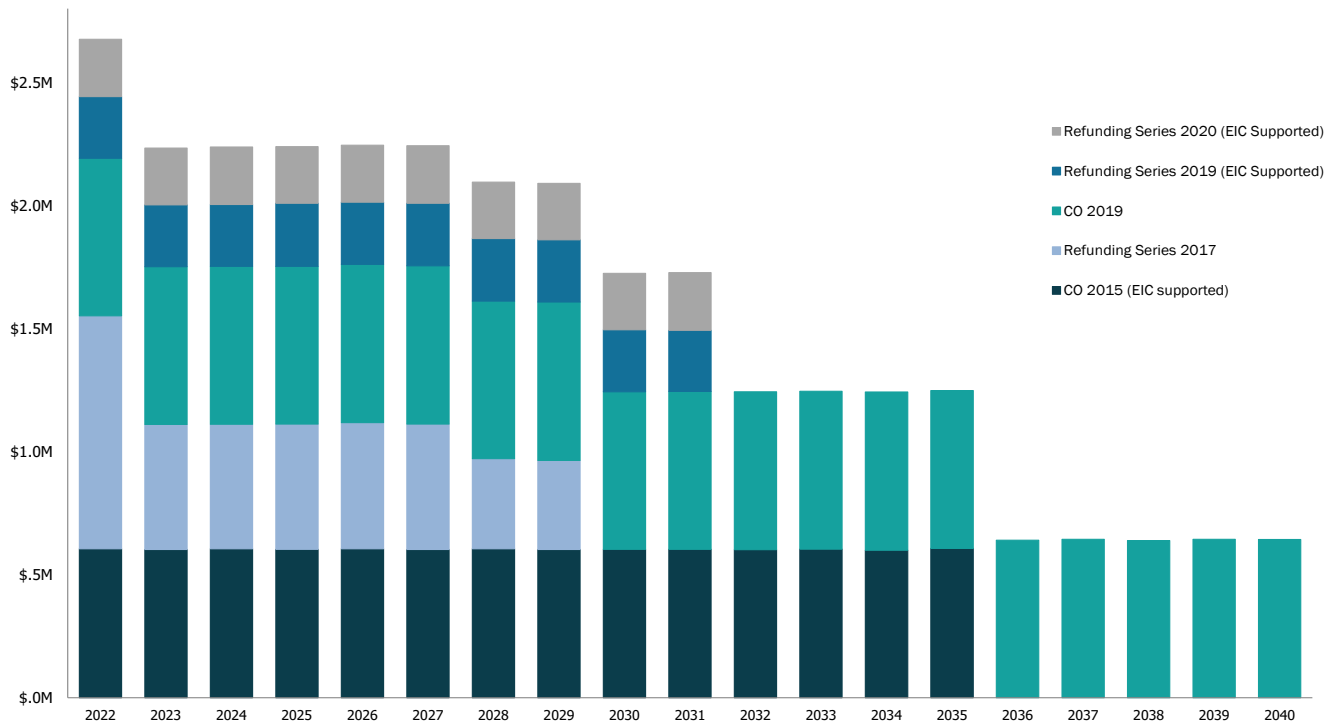
	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Beginning Restricted Fund Balance	\$ 1,243,043	\$ 1,176,034	\$ 1,176,034	\$ 1,176,034	\$ 1,267,807
Revenues					
Property Tax - Current	1,553,445	1,691,854	1,691,854	1,691,795	1,779,378
Property Tax - Prior Year	12,273	12,000	12,000	18,254	12,000
Property Tax - Penalty & Interest	13,496	11,000	11,000	16,776	11,000
Total Taxes	1,579,214	1,714,854	1,714,854	1,726,825	1,802,378
EIC - Debt Funding	1,111,400	1,102,324	2,102,324	2,107,831	1,089,369
Total Intergovernmental	1,111,400	1,102,324	2,102,324	2,107,831	1,089,369
Interest Revenue	24,624	11,250	11,250	3,781	6,000
Total Interest and Miscellaneous	24,624	11,250	11,250	3,781	6,000
Total Revenues	2,715,238	2,828,428	3,828,428	3,838,436	2,897,747
Expenditures					
Professional Services	700	1,000	1,000	700	1,613
Total Services	700	1,000	1,000	700	1,613
Debt Principal	1,915,000	1,690,000	2,690,000	2,855,000	2,020,000
Debt Interest	822,314	758,394	758,394	846,731	885,094
Total Other Expenses	2,737,314	2,448,394	3,448,394	3,701,731	2,905,094
Transfer Out - Landfill Post Closure	44,233	44,233	44,233	44,233	-
Total Transfer Out	44,233	44,233	44,233	44,233	-
Total Expenditures	2,782,246	2,493,626	3,493,626	3,746,663	2,906,707
Net Revenue (Expenditures)	(67,008)	334,800	334,801	91,773	(8,960)
Ending Restricted Fund Balance	\$ 1,176,034	\$ 1,510,835	\$ 1,510,836	\$ 1,267,808	\$ 1,258,847



GENERAL DEBT SERVICE FUND

The chart below shows annual debt service through FY2040.

General Fund Debt Service





GENERAL DEBT SERVICE FUND

The table below shows annual debt service through FY2040.

General Fund Debt Schedule

	CO 2015 (EIC supported)	Refunding Series 2017	CO 2019	Refunding Series 2019 (EIC Supported)	Refunding Series 2020 (EIC Supported)	Total Payments
2022	605,350	946,475	639,875	251,019	233,000	2,675,719
2023	602,350	508,325	640,975	250,891	230,750	2,233,291
2024	605,200	506,325	641,475	251,206	233,250	2,237,456
2025	602,600	509,625	640,275	256,700	230,250	2,239,450
2026	604,700	512,750	643,575	252,200	232,000	2,245,225
2027	602,463	509,750	642,475	254,700	233,250	2,242,638
2028	604,950	366,100	640,775	253,950	229,000	2,094,775
2029	602,025	362,100	643,375	252,700	229,500	2,089,700
2030	602,625		640,275	252,150	229,500	1,724,550
2031	602,775		641,475	248,675	234,000	1,726,925
2032	601,200		641,875			1,243,075
2033	603,481		641,475			1,244,956
2034	599,406		642,975			1,242,381
2035	606,206		641,550			1,247,756
2036			639,675			639,675
2037			643,750			643,750
2038			638,875			638,875
2039			643,625			643,625
2040			642,938			642,938

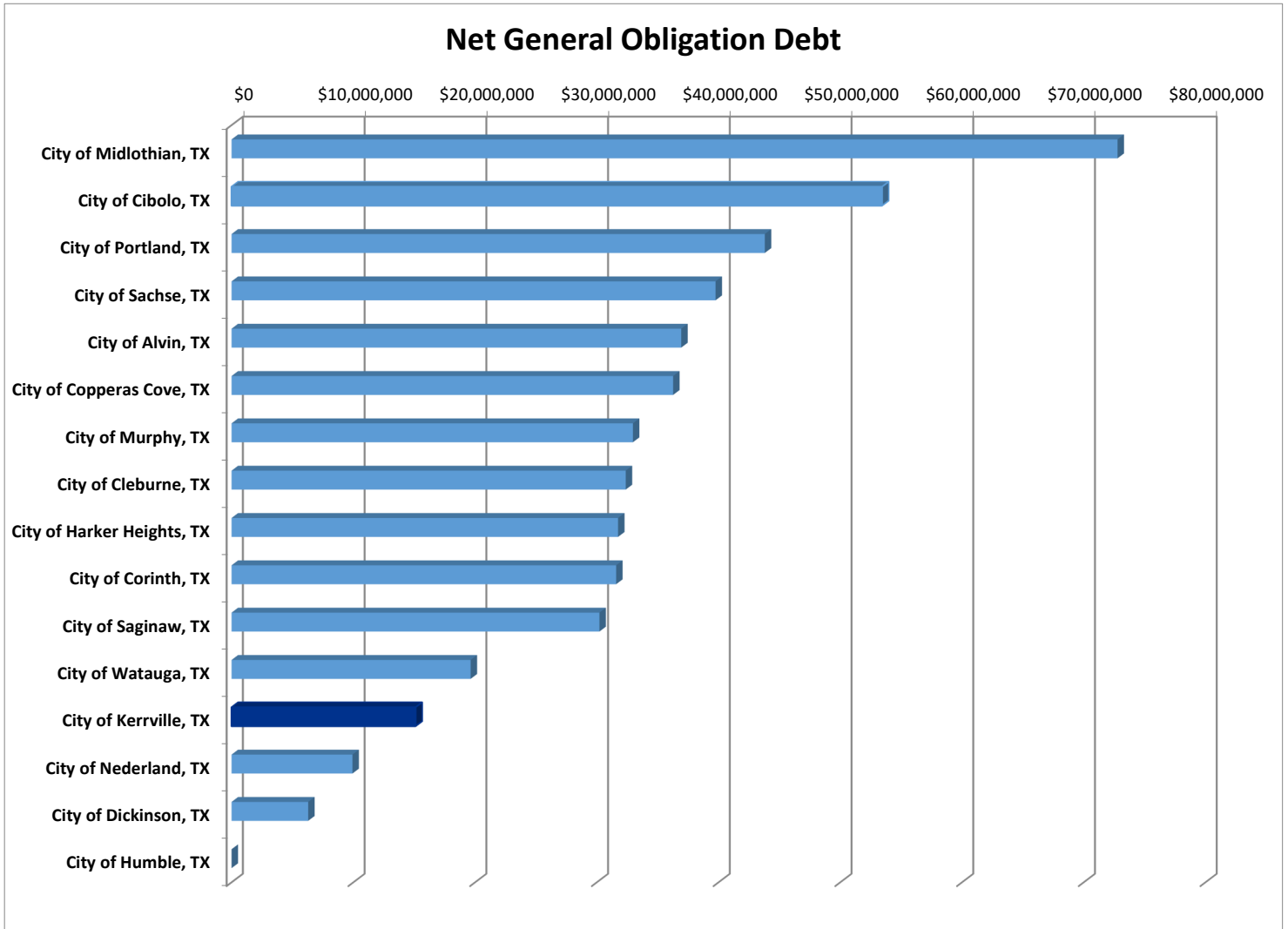




GENERAL DEBT SERVICE FUND

DEBT PAID BY PROPERTY TAX

The chart below was prepared by the City's Financial Advisor, Hilltop Securities, and looks at debt paid by property taxes only. The comparison is to other Texas cities of similar size with a AA bond rating. Kerrville's debt paid by property taxes ranks near the bottom in comparison to these cities.



Source: Hilltop Securities



WATER DEBT SERVICE FUND





WATER DEBT SERVICE FUND

The City uses Water Fund debt to finance significant public infrastructure projects such as wells, lift stations, pump stations, transmission lines and water lines. Revenue in this fund is transferred in from the Water Fund. Budgeted expenditures represent both principal and interest payments for debt service.

Debt for the Water Fund is limited by City Council policy. The Council has directed that annual Water Fund debt service not exceed 35% of the Water Fund annual revenue. For the FY2022 budget, this limit means that debt service should be less than \$4.7 million. Actual debt service in FY2022 is 31.5% of revenue at \$4.3 million.

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Beginning Restricted Fund Balance	\$ 1,743,521	\$ 1,780,764	\$ 1,780,764	\$ 1,780,764	\$ 1,764,408
Revenues					
Interest Revenue	29,373	15,750	15,750	4,436	7,500
Total Interest and Miscellaneous	29,373	15,750	15,750	4,436	7,500
Transfer In - Water Fund	4,231,693	4,083,802	4,083,802	4,083,802	4,308,222
Total Transfer In	4,231,693	4,083,802	4,083,802	4,083,802	4,308,222
Total Revenues	4,261,067	4,099,552	4,099,552	4,088,238	4,315,722
Expenditures					
Professional Services	1,925	2,550	2,550	2,425	2,663
Total Services	1,925	2,550	2,550	2,425	2,663
Debt Principal	2,930,000	2,865,000	2,865,000	2,834,511	2,990,000
Debt Interest	1,291,897	1,232,002	1,232,002	1,267,658	1,323,060
Total Other Expenses	4,221,897	4,097,002	4,097,002	4,102,169	4,313,060
Total Expenditures	4,223,822	4,099,552	4,099,552	4,104,594	4,315,722
Net Revenue (Expenditures)	37,244	-	-	(16,356)	-
Ending Restricted Fund Balance	\$ 1,780,764	\$ 1,780,764	\$ 1,780,764	\$ 1,764,407	\$ 1,764,408

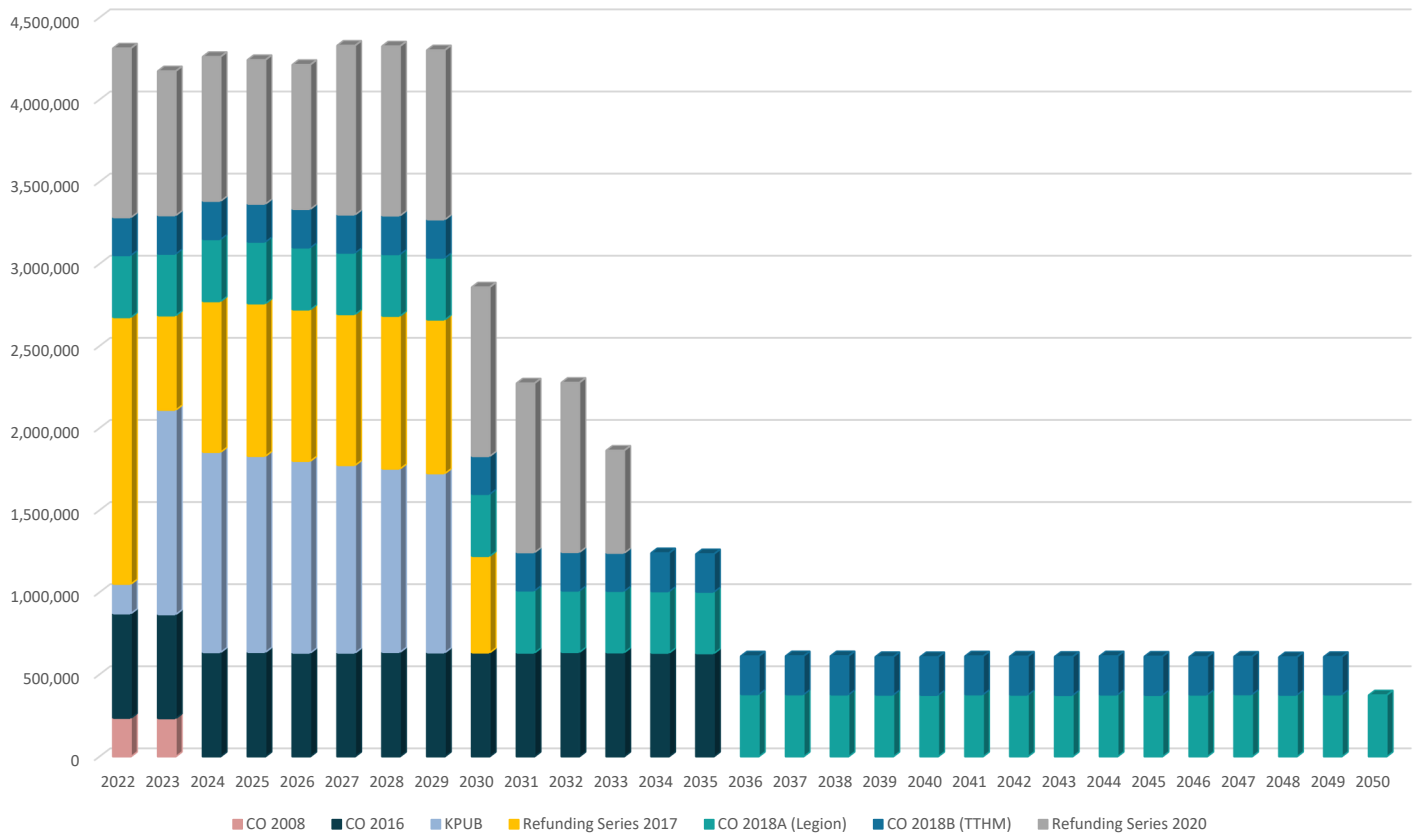


WATER DEBT SERVICE FUND

The chart below shows annual debt service through FY2050.

Water Fund debt is supported by revenues generated in the Water Fund. This graphic representation shows when debt ladders off, indicating capacity to issue additional debt, if needed, for capital projects at that time.

Water Fund Debt Service





WATER DEBT SERVICE FUND

The table below shows detail for annual debt service by issuance through 2050.

Water Fund Debt Schedule

	CO 2008	CO 2016	KPUB	Refunding Series 2017	CO 2018A (Legion)	CO 2018B (TTHM)	Refunding Series 2020	Total Payments
2022	234,819	636,150	180,000	1,623,800	377,696	230,596	1,030,000	4,313,060
2023	232,493	633,100	1,245,000	574,850	375,503	234,286	878,750	4,173,981
2024		634,750	1,219,286	917,925	378,116	232,802	878,500	4,261,379
2025		635,950	1,193,571	929,050	375,454	231,178	877,000	4,242,203
2026		631,450	1,167,857	922,175	377,572	234,414	879,250	4,212,718
2027		631,850	1,142,143	918,925	374,377	232,428	1,030,000	4,329,722
2028		635,825	1,116,429	930,300	375,912	235,267	1,031,750	4,325,483
2029		633,200	1,090,714	936,200	377,140	232,882	1,031,500	4,301,636
2030		632,750		587,600	378,028	230,332	1,029,250	2,857,960
2031		631,850			378,636	232,662	1,030,000	2,273,148
2032		635,500			374,030	234,826	1,032,800	2,277,155
2033		633,550			374,326	231,834	624,000	1,863,709
2034		631,150			374,401	233,762		1,239,312
2035		628,300			374,250	230,511		1,233,061
2036					378,868	232,178		611,046
2037					378,144	233,659		611,803
2038					377,176	234,949		612,125
2039					375,988	231,061		607,049
2040					374,604	232,119		606,723
2041					377,992	232,994		610,986
2042					376,092	233,719		609,811
2043					374,016	234,292		608,308
2044					376,793	234,732		611,525
2045					374,305	235,038		609,343
2046					376,668	230,208		606,875
2047					378,762	230,357		609,118
2048					375,585	230,369		605,954
2049					377,255	230,243		607,498
2050					373,687			373,687

COMMUNITY INVESTMENT PLAN





COMMUNITY INVESTMENT PLAN

WHAT IS THE COMMUNITY INVESTMENT PLAN?

The Community Investment Plan is a 10 year capital project plan that focuses on priorities identified in the Kerrville 2050 Comprehensive Plan and other master plan efforts. Due to the multi-year nature of most projects, the budget focuses on the project budget, rather than a fiscal year budget. Budgeting for a project takes a lot of time before plans are proposed and later completed and bids are received. In addition, priorities over a ten year period are subject to change. Therefore, the Community Investment Plan is reviewed and updated annually to incorporate new information.

WHAT IS A CAPITAL IMPROVEMENT PROJECT?

Capital improvement project funds may be used for:

- A single project that spans more than one fiscal year
- Projects costing more than \$25,000
- Improvement projects that are capitalized as a City owned asset
- A large maintenance project that does not result in a new asset
- Expenditures such as professional services that do not create a capital asset, for example master plans or feasibility studies

HOW ARE PROJECTS PAID FOR?

Capital projects are paid for in a variety of ways including:

- Cash transfers from General Fund or Water Fund
- Debt (General or Water)
- Grants and donations
- 4B funds from the Economic Improvement Corporation







GENERAL CAPITAL PROJECTS FUND

CITY OF KERRVILLE

General Capital Projects Fund

		GENERAL FUND PROJECTS						
		ACTUAL		ESTIMATED	PREDESIGN ESTIMATE			
PROJECT FUNDING	TOTAL	Previous Years	FY2020	FY2021	FY2022	FY2023	FY2024	
1 Beginning Fund Balance			\$14,089,717	\$ 13,162,612	\$ 9,631,404	\$ 1,533,520	\$ 1,328,520	
2 Certificates of Obligation - General Fund	10,608,958	10,608,958						
3 Certificates of Obligation - EIC supported	7,259,745	7,259,745						
4 General Obligation Bonds - General Fund	7,230		7,230			TBD		
5 Tax Notes - General Fund	865,000			865,000				
6 Pay As You Go - transfer from General operating	3,798,322	1,640,357	2,099,695	58,270	TBD	TBD	TBD	
7 Pay As You Go - transfer from EIC	6,273,948	4,804,223	1,319,725	150,000				
8 Pay As You Go - transfer from Water Fund	93,586	93,586						
9 Pay As You Go - transfer from other funds	556,572	637,612	(81,040)					
10 Pay As You Go - interest income	609,904	249,713	200,639	24,553	10,000	10,000	10,000	
11 Grant / Donation / Outside Funding	4,619,862	2,224,763	1,797,599	300,000	297,500			
TOTAL FUNDING AVAILABLE	34,693,127	27,518,957	19,433,565	14,560,434	9,938,904	1,543,520	1,338,520	

PROJECT EXPENDITURES

1 Public Safety Complex	TBD	101,014			TBD			
2 Public Safety Radio	TBD				TBD			
3 Take It Easy Drainage	2,001,446		116,413	36,751	1,848,282			
4 Street Reconstruction	8,505,784		1,140,444	3,130,004	4,235,336			
5 Sidewalk Improvements	322,887		5,800	67,087	25,000	25,000	25,000	
6 KSC Grant Funded Improvements	500,000		287,661	187,444	24,895			
7 Westminster/Streets Improvement Carryover	1,250,000			485	1,249,515			
8 GIS Base Map	75,000				75,000			
9 Parks/Facilities Master Plan Update	20,000			12,740	7,260			
10 TxDOT TA Grant Application	78,000			78,000				
11 River Trail - Downtown Feasibility Study	50,000			37,471	12,529			
12 River Trail to Schreiner University	1,550,000	142,194	1,234,494	121,182	52,130			
13 Tranquility Island Electrical Infrastructure	200,000			13,341	186,659			
14 KSP Waterline Looping/Replacement	300,000				200,000	100,000		
15 Wayfinding Signs	162,000	133,000		2,330	26,670			
16 Development Services Software	79,200	38,993	663		39,544			
17 Olympic Drive Extension	2,437,461	93,741	1,629,628	553,900	160,193			
18 Downtown CDBG Improvements	350,000					TBD		
19 Kerrville 2050 Projects	125,000			50,000	75,000	TBD	TBD	
20 Area Development Plan	50,000				50,000			
21 Airport T Hangar Project (TxDOT)	144,825			7,455	137,370			
22 Airport Land Use Plan	TBD				TBD			
23 Airport Crosswind Runway Improvements	* 175,000				*			
24 Airport Main Runway Improvements (TxDOT)	90,000					90,000		
COMPLETED PROJECTS:								
1 Downtown Clock Tower Elevator	519,478	13,566	28,246	477,666				
2 Tennis Center Renovation	1,797,490	644,026	1,135,780	17,684				
3 Aquatics Center Feasibility Study	99,725	93,725	6,000					
4 Landfill Permitting	757,597	697,114	21,170	39,313				
5 Body Cameras (Purchase and Replace)	175,727	144,623	31,104					
6 Subdivision Code	43,309			43,309				
7 Drainage Utility Study	42,529		42,529					
8 Street Improvement Carryover FY2019	350,000		297,130	52,870				
9 Olympic Pool replaster	178,288	62,517	115,771					
10 Kerrville Sports Complex	10,745,435	10,720,126	25,309					
11 Zoning Code Rewrite	332,677	232,848	99,829					
12 Drainage Master Plan	210,974	182,847	28,127					
13 Pavement Master Plan	107,750	91,060	16,690					
14 Rainwater Harvesting	46,013	37,848	8,165					
TOTAL PROJECTS	33,523,593	13,429,240	6,270,953	4,929,030	8,405,384	215,000	25,000	
REMAINING BALANCE	\$ 1,169,534	\$ 14,089,717	\$ 13,162,612	\$ 9,631,404	\$ 1,533,520	\$ 1,328,520	\$ 1,313,520	

*** THE COMMUNITY INVESTMENT PLAN IS REVIEWED AND ADJUSTED ANNUALLY ***



GENERAL CAPITAL PROJECTS FUND

CITY OF KERRVILLE

COMMUNITY INVESTMENT PLAN

General Capital Projects Fund

		GENERAL FUND PROJECTS						
		PREDESIGN ESTIMATE						
PROJECT FUNDING		FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
1	Beginning Fund Balance	\$ 1,313,520	\$ 1,303,520	\$ 1,293,520	\$ 1,283,520	\$ 1,273,520	\$ 1,263,520	\$ 1,253,520
2	Certificates of Obligation - General Fund							
3	Certificates of Obligation - EIC supported							
4	General Obligation Bonds - General Fund							
5	Tax Notes - General Fund							
6	Pay As You Go - transfer from General operating	TBD	TBD	TBD	TBD	TBD	TBD	TBD
7	Pay As You Go - transfer from EIC							
8	Pay As You Go - transfer from Water Fund							
9	Pay As You Go - transfer from other funds							
10	Pay As You Go - interest income	15,000	15,000	15,000	15,000	15,000	15,000	15,000
11	Grant / Donation / Outside Funding							
TOTAL FUNDING AVAILABLE		1,328,520	1,318,520	1,308,520	1,298,520	1,288,520	1,278,520	1,268,520

PROJECT EXPENDITURES								
1	Public Safety Complex							
2	Public Safety Radio							
3	Take It Easy Drainage							
4	Street Reconstruction							
5	Sidewalk Improvements	25,000	25,000	25,000	25,000	25,000	25,000	25,000
6	KSC Grant Funded Improvements							
7	Westminster/Streets Improvement Carryover							
8	GIS Base Map							
9	Parks/Facilities Master Plan Update							
10	TxDOT TA Grant Application							
11	River Trail - Downtown Feasibility Study							
12	River Trail to Schreiner University							
13	Tranquility Island Electrical Infrastructure							
14	KSP Waterline Looping/Replacement							
15	Wayfinding Signs							
16	Development Services Software							
17	Olympic Drive Extension							
18	Downtown CDBG Improvements							
19	Kerrville 2050 Projects	TBD	TBD	TBD	TBD	TBD	TBD	TBD
20	Area Development Plan							
21	Airport T Hangar Project (TxDOT)							
22	Airport Land Use Plan							
23	Airport Crosswind Runway Improvements							
24	Airport Main Runway Improvements (TxDOT)							
COMPLETED PROJECTS:								
1	Downtown Clock Tower Elevator							
2	Tennis Center Renovation							
3	Aquatics Center Feasibility Study							
4	Landfill Permitting							
5	Body Cameras (Purchase and Replace)							
6	Subdivision Code							
7	Drainage Utility Study							
8	Street Improvement Carryover FY2019							
9	Olympic Pool replaster							
10	Kerrville Sports Complex							
11	Zoning Code Rewrite							
12	Drainage Master Plan							
13	Pavement Master Plan							
14	Rainwater Harvesting							
TOTAL PROJECTS		25,000	25,000	25,000	25,000	25,000	25,000	25,000
REMAINING BALANCE		\$ 1,303,520	\$ 1,293,520	\$ 1,283,520	\$ 1,273,520	\$ 1,263,520	\$ 1,253,520	\$ 1,243,520

*** THE COMMUNITY INVESTMENT PLAN IS REVIEWED AND ADJUSTED ANNUALLY ***



GENERAL CAPITAL PROJECTS FUND

CITY OF KERRVILLE

COMMUNITY INVESTMENT PLAN

General Capital Projects Fund

GENERAL FUND PROJECTS

POTENTIAL FUTURE PROJECTS:

Parks Improvements:		2,815,000
KSP Playground Replacement	75,000	
KSP Wi-Fi	TBD	
Loop 534 Sports Fields Lighting Update	25,000	
Carver Park Playground Awning	70,000	
Carver Park Field Lighting Improvements	20,000	
Olympic Pool Mechanical Room Updates	2,500,000	
Guadalupe Park Playground Replacement	50,000	
KSC Additional Soccer Parking	50,000	
Singing Wind Disc Golf Course	25,000	
Fiber Infrastructure		150,000
Louise Hays Park Dam Repairs		741,501
Fire Station 3 Remodel		500,000
Simulcast FD Primary Radio Channel		375,000
TOTAL UNFUNDED PROJECTS		4,581,501 + TBD Projects

* In Kind:

Airport Crosswind Runway Improvements 175,000
This is not reflected in the total projects balance.

Detail for project spending over \$200,000 in FY2022 is provided on the following pages.



CITY OF KERRVILLE

COMMUNITY INVESTMENT PLAN

PROJECT NAME:
Street Reconstruction

DEPARTMENT:
Streets

**DESCRIPTION:**

This project will focus on full depth reconstruction of streets identified in the Pavement Master Plan.

FUNDING SOURCE	PRIOR YRS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	TOTAL
Certificates of Obligation - General Fund supported	8,505,784											8,505,784
Other												-
TOTAL FUNDING	8,505,784	-	-	-	-	-	-	-	-	-	-	8,505,784

PROJECT COST	PRIOR YRS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	TOTAL
Street Reconstruction	1,140,444	3,130,004	4,235,336									8,505,784
TOTAL PROJECT COST	1,140,444	3,130,004	4,235,336	-	-	-	-	-	-	-	-	8,505,784

OPERATING BUDGET IMPACT	PRIOR YRS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	TOTAL
-------------------------	-----------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	-------

Streets must be continually maintained. These larger reconstruction projects should reduce maintenance expense for the first 10 years after reconstruction.

*** THE COMMUNITY INVESTMENT PLAN IS REVIEWED AND ADJUSTED ANNUALLY ***



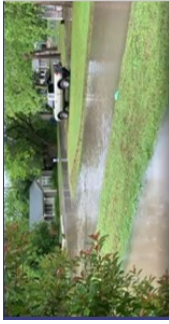
CIP - STREET RECONSTRUCTION

CITY OF KERRVILLE

COMMUNITY INVESTMENT PLAN

PROJECT NAME:
Take It Easy Drainage

DEPARTMENT:
Streets



DESCRIPTION:

This project will focus on drainage improvements around Take It Easy RV Park.

FUNDING SOURCE	PRIOR YRS	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	TOTAL
Certificates of Obligation - General Fund supported												2,001,446
Other												-
TOTAL FUNDING		-	-	-	-	-	-	-	-	-	-	2,001,446

PROJECT COST	PRIOR YRS	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	TOTAL
Drainage Improvements	116,413	36,751	1,848,282									2,001,446
TOTAL PROJECT COST	116,413	36,751	1,848,282	-	-	-	-	-	-	-	-	2,001,446

OPERATING BUDGET IMPACT	PRIOR YRS	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	TOTAL
Drainage must be continually maintained, but this project should reduce overall maintenance in the area as frequent flooding will be eliminated.												

*** THE COMMUNITY INVESTMENT PLAN IS REVIEWED AND ADJUSTED ANNUALLY ***



CIP - TAKE IT EASY DRAINAGE

CITY OF KERRVILLE

COMMUNITY INVESTMENT PLAN

PROJECT NAME:


River Trail Schreiner University Extension

DEPARTMENT:

Parks

DESCRIPTION:

This project will extend approximately one-mile of river trail from G Street to the Schreiner University campus.



FUNDING SOURCE	PRIOR YRS	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	TOTAL
Pay As You Go - transfer from EIC	1,500,000											1,500,000
Outside Funding - Schreiner University	50,000											50,000
TOTAL FUNDING	1,550,000	-	-	-	-	-	-	-	-	-	-	1,550,000

PROJECT COST	PRIOR YRS	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	TOTAL
River Trail Schreiner University Extension	1,376,688	121,182	52,130									1,550,000
TOTAL PROJECT COST	1,376,688	121,182	52,130	-	-	-	-	-	-	-	-	1,550,000

OPERATING BUDGET IMPACT	PRIOR YRS	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	TOTAL
Operations & Maintenance			1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	9,000

*** THE COMMUNITY INVESTMENT PLAN IS REVIEWED AND ADJUSTED ANNUALLY ***



WATER CAPITAL PROJECTS FUND

CITY OF KERRVILLE

Water Capital Projects Fund

			WATER FUND PROJECTS					
			ACTUAL		ESTIMATED	PREDESIGN ESTIMATES		
PROJECT FUNDING		TOTAL	Previous Years	FY2020	FY2021	FY2022	FY2023	FY2024
1	Beginning Fund Balance			\$2,805,602	\$ 2,972,936	\$2,840,801	\$1,457,301	\$658,090
2	Certificates of Obligation	2,845,116	2,845,116					
4	TWDB - Legion Lift & Knapp	8,000,000	789,165	3,207,990	350,267	2,652,578	1,000,000	
5	TWDB - TTHM Mitigation & Well Site Improvements	5,465,000	501,849	3,058,281	380,118	1,524,753		
6	TWDB - Disaster Recovery Grant	1,500,000	285,900		84,104	1,129,996		
7	Pay As You Go - EIC Funding	2,000,000	1,000,000	1,000,000				
8	Pay As You Go - Transfer from Water Fund	4,548,994	3,106,468		42,526			
9	Pay As You Go - Other funds	245,292	245,292					
10	Pay As You Go - Interest income	675,445	488,038	59,203	7,555	20,000	10,000	5,000
11	Grant / Donation / Outside Funding	244,912		106,140	138,772	TBD		
TOTAL FUNDING AVAILABLE		25,524,760	9,261,828	10,237,216	3,976,276	8,168,128	2,467,301	663,090

PROJECT EXPENDITURES

1 Guadalupe River Utility Crossing	1,500,000	286,934	74,334	11,372	1,127,360		
2 Water/Wastewater Master Plan Update	400,000		7,464	124,459	268,077		
3 Knapp Wastewater Collection Projects	3,644,802			54,759	2,330,000	1,260,043	
4 Lois Tank & Pump Replacement	1,000,000		6,300		993,700		
5 Advanced metering infrastructure	735,000			210,831	275,000	249,169	
6 TTHM Mitigation (Filtration System)	5,465,000	1,004,263	3,348,451	229,879	882,407		
7 Loop 534 Well	1,250,000		434,914	296,887	518,199		
8 Airport Commerce Parkway System Looping	50,000			33,917	16,083		
9 Water Street Water Main Enhancements	50,000			31,500	TBD		
10 Westminster Water Utilities	55,000			17,092	TBD		
11 Well Site Improvements	TBD				TBD	TBD	
12 Generators	TBD				TBD	TBD	
13 21" Interceptor downstream Jefferson LS*	TBD						
14 12" /18" Interceptor upstream of Knapp LS*	TBD						
15 System Looping	250,000			50,000	100,000	100,000	
16 Capital Contingency for oversizing, etc.	2,000,000				200,000	200,000	200,000
COMPLETED PROJECTS:							
1 Legion Lift Station	6,355,199	3,640,045	2,703,498	11,656			
2 Bluebell Waterline Replacement	345,266		293,275	51,991			
3 Olympic Drive Utilities	306,140		306,140				
4 Rehabilitate Conventional Plant Clarifier at WTP	1,493,361	1,454,608	38,753				
5 GIS technology updates	50,000		38,866	11,134			
6 Long Range Water Supply Plan	82,660	70,376	12,284				
TOTAL PROJECTS	25,032,428	6,456,226	7,264,280	1,135,476	6,710,827	1,809,212	200,000
REMAINING BALANCE	\$ 492,332	\$ 2,805,602	\$ 2,972,936	\$ 2,840,801	\$ 1,457,301	\$ 658,090	\$ 463,090

*** THE COMMUNITY INVESTMENT PLAN IS REVIEWED AND ADJUSTED ANNUALLY ***



WATER CAPITAL PROJECTS FUND

CITY OF KERRVILLE

COMMUNITY INVESTMENT PLAN

Water Capital Projects Fund

WATER FUND PROJECTS								
		PREDESIGN ESTIMATES						
PROJECT FUNDING	TOTAL	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
1 Beginning Fund Balance		\$463,090	\$469,090	\$514,090	\$544,090	\$547,840	\$548,140	\$548,440
2 Certificates of Obligation	2,845,116							
4 TWDB - Legion Lift & Knapp	8,000,000							
5 TWDB - TTHM Mitigation & Well Site Improvements	5,465,000							
6 TWDB - Disaster Recovery Grant	1,500,000							
7 Pay As You Go - EIC Funding	2,000,000							
8 Pay As You Go - Transfer from Water Fund	4,548,994	200,000	200,000	200,000	200,000	200,000	200,000	200,000
9 Pay As You Go - Other funds	245,292							
10 Pay As You Go - Interest income	675,445	6,000	45,000	30,000	3,750	300	300	300
11 Grant / Donation / Outside Funding	244,912							
TOTAL FUNDING AVAILABLE	25,524,760	669,090	714,090	744,090	747,840	748,140	748,440	748,740
PROJECT EXPENDITURES								
1 Guadalupe River Utility Crossing	1,500,000							
2 Water/Wastewater Master Plan Update	400,000							
3 Knapp Wastewater Collection Projects	3,644,802							
4 Lois Tank & Pump Replacement	1,000,000							
5 Advanced metering infrastructure	735,000							
6 TTHM Mitigation (Filtration System)	5,465,000							
7 Loop 534 Well	1,250,000							
8 Airport Commerce Parkway System Looping	50,000							
9 Water Street Water Main Enhancements	50,000							
10 Westminster Water Utilities	55,000							
11 Well Site Improvements	TBD							
12 Generators	TBD							
13 21" Interceptor downstream Jefferson LS*	TBD		TBD					
14 12" /18" Interceptor upstream of Knapp LS*	TBD			TBD				
15 System Looping	250,000							
16 Capital Contingency for oversizing, etc.	2,000,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
COMPLETED PROJECTS:								
1 Legion Lift Station	6,355,199							
2 Bluebell Waterline Replacement	345,266							
3 Olympic Drive Utilities	306,140							
4 Rehabilitate Conventional Plant Clarifier at WTP	1,493,361							
5 GIS technology updates	50,000							
6 Long Range Water Supply Plan	82,660							
TOTAL PROJECTS	25,032,428	200,000	200,000	200,000	200,000	200,000	200,000	200,000
REMAINING BALANCE	\$ 492,332	\$ 469,090	\$ 514,090	\$ 544,090	\$ 547,840	\$ 548,140	\$ 548,440	\$ 548,740

*** THE COMMUNITY INVESTMENT PLAN IS REVIEWED AND ADJUSTED ANNUALLY ***

Detail for the largest FY2022 projects is provided on the following pages.



CIP - KNAPP WASTEWATER COLLECTION PROJECTS

CITY OF KERRVILLE

COMMUNITY INVESTMENT PLAN

PROJECT NAME:

Knapp Wastewater Collection Projects



DESCRIPTION:

This project expands wastewater system capacity within the Knapp Road basin and downstream of the basin by installing new lines and interceptors. The Legion Lift Station project was completed in FY2020 for less than the amount borrowed from the Texas Water Development Board (TWDB) for that project. The remaining funds are being reallocated to this wastewater project that meets the same criteria for a TWDB subsidized loan.

FUNDING SOURCE	PRIOR YRS	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	TOTAL
TWDB Certificates of Obligation - Water Fund supported	3,644,802											3,644,802
Other												-
TOTAL FUNDING	3,644,802	-	-	-	-	-	-	-	-	-	-	3,644,802
PROJECT COST	PRIOR YRS	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	TOTAL
Knapp Wastewater Collection Projects		54,759	2,330,000	1,260,043								3,644,802
TOTAL PROJECT COST	-	54,759	2,330,000	1,260,043	-	-	-	-	-	-	-	3,644,802
OPERATING BUDGET IMPACT	PRIOR YRS	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	TOTAL
Operations & Maintenance				10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	80,000

*** THE COMMUNITY INVESTMENT PLAN IS REVIEWED AND ADJUSTED ANNUALLY ***

The project consists of new interceptors downstream of the Knapp Lift Station force main in the Jefferson Basin. A 15" gravity line will be constructed between Bob White and Harper Rd. along Lois St. An 18" line will be constructed between Harper Rd. and Water St. along Lois St. and Junction Hwy. A 21" line will be constructed from Water St. to the Jefferson Lift Station. Knapp Lift Station is located on Knapp Rd., near the boat ramp off Junction Highway by Child's. Jefferson Lift Station is located at Jefferson St. and Paschal Ave.

CITY OF KERRVILLE

COMMUNITY INVESTMENT PLAN

PROJECT NAME:
Advanced Metering Infrastructure

**DESCRIPTION:**

This project involves installing data collectors and replacing registers and antennas on existing water meters. The registers and antennas are at the end of their useful life and need to be replaced. Adding the data collectors will allow Utility Billing to read meters from the office resulting in the ability to quickly identify leaks, provide customers better information and reduce water loss. The additional operating costs relate to annual maintenance on new software that will be required.

FUNDING SOURCE	PRIOR YRS	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	TOTAL
Pay as You Go - transfer from Water Fund	465,000											465,000
Other - Interest Income	270,000											270,000
TOTAL FUNDING	735,000	-	-	-	-	-	-	-	-	-	-	735,000

PROJECT COST	PRIOR YRS	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	TOTAL
Advanced Metering Infrastructure		210,831	275,000	249,169								735,000
TOTAL PROJECT COST	-	210,831	275,000	249,169	-	-	-	-	-	-	-	735,000

OPERATING BUDGET IMPACT	PRIOR YRS	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	TOTAL
Operations & Maintenance			20,043	19,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000	193,043

*** THE COMMUNITY INVESTMENT PLAN IS REVIEWED AND ADJUSTED ANNUALLY ***



CIP - GUADALUPE RIVER UTILITY CROSSING

CITY OF KERRVILLE

COMMUNITY INVESTMENT PLAN

PROJECT NAME:
Guadalupe River Utility Crossing

DEPARTMENT:
Public Works



DESCRIPTION:

In October 2018, flooding on the Guadalupe River washed away water and reuse lines that crossed the river near Loop 534 along a footbridge. This project replaces and elevates the lines by moving them under the Loop 534 bridge.

FUNDING SOURCE	PRIOR YRS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	TOTAL
TWDB Disaster Recovery Assistance	285,900	84,104	1,129,996									1,500,000
Other												-
TOTAL FUNDING	285,900	84,104	1,129,996	-	-	-	-	-	-	-	-	1,500,000

PROJECT COST	PRIOR YRS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	TOTAL
Flood Damage Repair	361,268	11,372	1,127,360									1,500,000
TOTAL PROJECT COST	361,268	11,372	1,127,360	-	-	-	-	-	-	-	-	1,500,000

OPERATING BUDGET IMPACT	PRIOR YRS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	TOTAL
No operating budget impact is anticipated.												

*** THE COMMUNITY INVESTMENT PLAN IS REVIEWED AND ADJUSTED ANNUALLY ***

OTHER FUNDS





Golf Course Fund

Scott Schreiner Golf Course is a division of the Parks and Recreation Department. The course provides citizens and guests of Kerrville with an exceptional golfing experience including excellent customer service and immaculate course conditions at a reasonable price. The Golf Course Fund is an enterprise fund for financial reporting purposes.

DEPARTMENT RESPONSIBILITIES

- **Course Operation and Administration:** responsible for daily operation and administration of the golf course including scheduling, tournament administration, capital improvements, lease management, marketing, and financial management
- **Pro Shop:** responsible for operating a well stocked pro-shop with knowledgeable employees that provides desired inventory at a competitive price
- **Course Maintenance:** responsible for maintaining excellent course conditions that meet the United States Golf Association specifications using sustainable and recommended turf management techniques

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Reshaped tees, fairways and green surrounds to give the course a fresh look
- Over-seeded greens
- Implemented intensive winter tree trimming program
- Adopted a new logo
- Added new branded merchandise to the shop
- Restructured golf maintenance under the Sports Facilities manager

FY2022 OBJECTIVES

Key Priority Area: Parks, Open Space & The River Corridor

- Elevate instruction by utilizing staff members to teach, coach, and lead clinics
- Improve marketing efforts and increase customer base
- Upgrade irrigation system and capital equipment
- Grow relationship with Texas UIL since we host the Region IV 3A boys and girls region tournaments
- Continue to grow our customer base with our online reservation system



Did you know?

The Scott Schreiner Golf Course is irrigated with effluent water, which conserves approximately 52.5 millions gallons of potable water each year.

Revenues by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Beginning Fund Balance	\$ (213,768)	\$ (239,655)	\$ (239,655)	\$ (239,655)	\$ (19,199)
Revenues					
Green Fees	374,777	377,303	377,303	448,410	406,583
Cart Rentals	239,009	217,132	217,132	277,362	250,000
Membership Dues	58,252	75,970	75,970	59,245	58,000
Private Cart Revenue	6,515	3,000	3,000	4,683	4,500
Driving Range Revenue	25,626	26,800	26,800	36,837	32,000
Golf Merchandise	78,019	80,000	80,000	109,766	80,000
Merchandise - Tax Exempt	4,133	7,000	7,000	412	4,000
Food Sales	21,000	20,000	20,000	23,857	20,000
Beer Sales	49,680	49,500	49,500	60,713	57,000
Trade Rounds	5,418	10,000	10,000	17,687	12,000
Handicap Membership - Dues	50	-	-	2,765	4,500
Total Recreation	862,479	866,705	866,705	1,041,736	928,583
Miscellaneous Donation	-	-	-	20,000	-
Asset Disposal Proceeds	-	-	-	(2,448)	-
Interest Revenue	77	-	-	167	-
Miscellaneous Revenue	6,338	1,000	1,000	2,184	1,500
Total Interest and Miscellaneous	6,415	1,000	1,000	19,903	1,500
Transfer In - General Fund	70,000	70,000	70,000	70,000	70,000
Transfer In - Insurance Reserve	-	-	-	46,500	-
Transfer In - HOT	10,000	10,000	10,000	10,000	15,000
Total Transfer In	80,000	80,000	80,000	126,500	85,000
Total Revenues	948,894	947,705	947,705	1,188,139	1,015,083

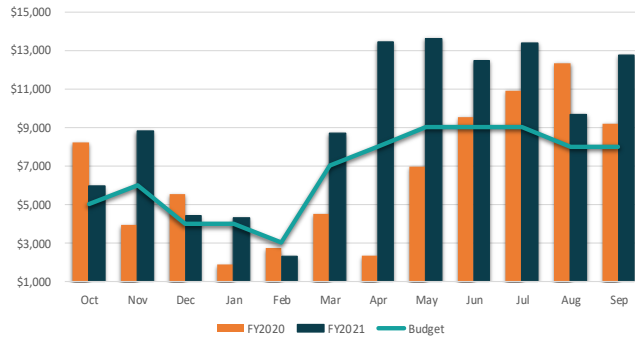


Expenditures by Line Item

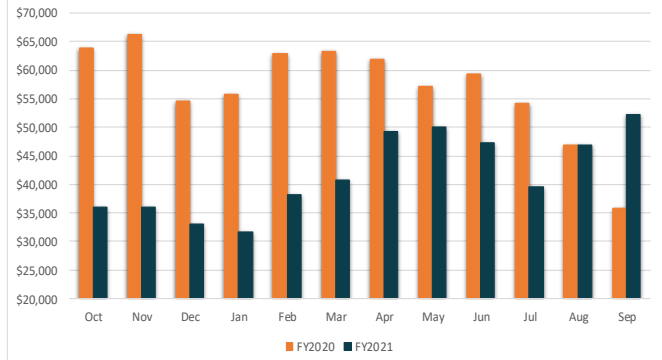
	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Expenditures					
Salaries	375,305	381,541	310,052	296,310	356,376
Benefits	117,329	123,143	115,328	93,324	109,833
Travel and Training	845	7,404	1,454	460	2,622
Total Personnel Services	493,480	512,088	426,835	390,094	468,831
Office Supplies	2,220	2,721	2,721	2,766	3,337
Tools and Equipment	7,065	7,233	13,624	14,597	9,643
Chemical and Medical	27,955	30,415	26,140	25,969	36,090
Fuel	4,305	6,642	8,042	8,005	8,050
Wearing Apparel	847	2,372	1,922	2,281	3,847
Postage and Shipping	192	250	250	25	250
Cost of Goods Sold	105,597	88,200	88,200	113,138	95,500
Other Supplies	18,355	23,571	27,271	26,742	32,316
Total Supplies and Materials	166,536	161,404	168,170	193,523	189,032
Building, Structure, Land Maintenance	4,090	3,140	40,454	60,169	6,320
Vehicle	145	-	-	189	100
Equipment	55,369	46,458	41,558	40,091	53,821
Technology	5,418	10,000	17,687	17,687	12,000
Total Maintenance and Repairs	65,022	59,598	99,699	118,137	72,241
Utilities	67,755	69,591	69,565	66,617	73,815
Professional Services	40,166	14,400	27,076	27,675	19,500
Insurance	9,077	9,300	9,300	9,628	10,400
Advertising	-	500	500	-	500
Equipment Lease	95,307	111,765	116,265	108,583	152,346
Total Services	212,305	205,556	222,705	212,503	256,561
Community Support	10	920	920	-	-
Other	6,691	8,139	6,170	5,616	11,573
Total Other Expenses	6,701	9,059	7,090	5,616	11,573
Buildings and Structures	-	-	-	-	16,845
Machinery, Tools, & Equipment	-	-	28,360	81,620	-
Other	-	-	-	-	-
Total Capital Outlay	-	-	28,360	81,620	16,845
Total Expenditures	944,043	947,705	952,859	1,001,493	1,015,083
Net Revenue (Expenditures)	4,851	-	(5,154)	186,646	-
Non-Cash Adjustments	(30,738)	-	-	33,810	-
Ending Fund Balance	(239,655)	(239,655)	(244,809)	(19,199)	(19,199)

Performance Measures

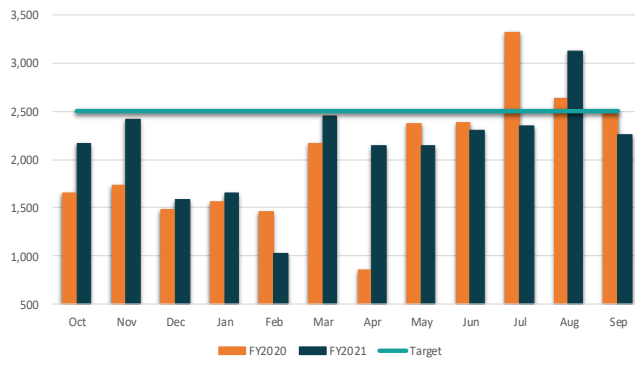
Merchandise Sales



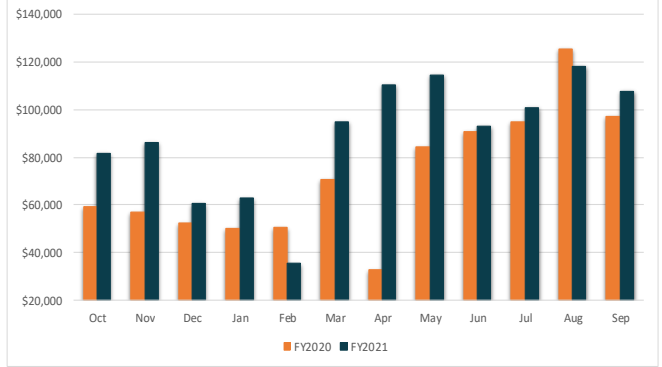
Inventory



Rounds Played



Total Revenue





GENERAL ASSET REPLACEMENT FUND

The General Asset Replacement Fund is a governmental fund type that is consolidated with the General Fund for financial reporting purposes. The fund is dedicated for the replacement of General Fund capital items such as fleet vehicles, heavy equipment, and IT purchases.

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Beginning Committed Fund Balance	\$ 1,920,045	\$ 2,054,836	\$ 2,054,836	\$ 2,054,836	\$ 1,090,185
Revenues					
Asset Disposal Proceeds	8,303	10,000	10,000	31,183	32,000
Interest Revenue	17,615	3,750	3,750	3,465	2,500
Total Interest and Miscellaneous	25,918	13,750	13,750	34,648	34,500
Transfer In - General Fund	1,451,030	-	-	-	440,000
Transfer In - Insurance Reserve	3,678	-	-	11,521	-
Total Transfer In	1,454,708	-	-	11,521	440,000
Total Revenues	1,480,626	13,750	13,750	46,169	474,500
Expenditures					
Tools and Equipment	39,954	-	-	46,023	-
Total Supplies and Materials	39,954	-	-	46,023	-
Vehicle Lease	9,055	15,167	30,482	33,322	96,630
Total Services	9,055	15,167	30,482	33,322	96,630
Vehicles	1,081,537	455,542	805,105	801,845	840,000
Machinery-Tools-Equipment	215,289	116,400	131,937	129,631	217,400
Total Capital Outlay	1,296,826	571,942	937,042	931,476	1,057,400
Total Expenditures	1,345,835	587,109	967,524	1,010,821	1,154,030
Net Revenue (Expenditures)	134,791	(573,359)	(953,774)	(964,651)	(679,530)
Ending Committed Fund Balance	\$ 2,054,836	\$ 1,481,477	\$ 1,101,062	\$ 1,090,185	\$ 410,655



GENERAL ASSET REPLACEMENT FUND

The General Asset Replacement Fund is a governmental fund type that is consolidated with the General Fund for financial reporting purposes. The fund is dedicated for the replacement of General Fund capital items such as fleet vehicles, heavy equipment, and IT purchases.

Note: The City began utilizing Enterprise Fleet Management Lease Services in FY2020 as part of the vehicle replacement program for some City vehicles. This is not only a money-saving option, but allows the City to replace vehicles more frequently than if vehicles were owned by the City. Having the ability to replace vehicles more frequently increases the safety of City drivers by ensuring that vehicles are equipped with up-to-date safety features. This program does not include heavy use vehicles.

FY2022 expenditures include:

- New Ambulance - \$250,000
- Paver for Streets Department -\$425,000
- 3 Patrol Vehicles - \$165,000
- IT Servers—\$117,500
- Streets Generator—\$40,000
- Terra Spike for Sports Complex—\$38,900
- 3 Vehicle Leases - \$15,167
- Lucas Device for EMS—\$21,000
- Security Gate for KSP—\$22,000
- Vehicle Lease
 - Existing Lease Payments—\$58,019
 - 6 New Leases—\$38,611



Street Paver



Lucas Chest Compression Device



Wiedenmann Terra Spike





WATER ASSET REPLACEMENT FUND

The Water Asset Replacement Fund is an enterprise fund for financial reporting purposes dedicated for the replacement of Water Fund capital items such as fleet vehicles and heavy equipment.

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Beginning Fund Balance	\$ 330,751	\$ 318,946	\$ 318,946	\$ 318,946	\$ 182,641

Revenues					
Asset Disposal Proceeds	-	25,000	25,000	16,275	-
Interest Revenue	3,657	1,500	1,500	539	500
Total Interest and Miscellaneous	3,657	26,500	26,500	16,814	500
Transfer In - Water Fund	180,000	150,000	150,000	250,000	300,000
Transfer In - Insurance Reserve	-	-	-	31,581	-
Total Transfer In	180,000	150,000	150,000	281,581	300,000
Total Revenues	183,657	176,500	176,500	298,395	300,500

Expenditures					
Vehicle Lease	912	20,092	20,092	13,398	28,643
Total Services	912	20,092	20,092	13,398	28,643
Vehicles	-	395,000	395,000	377,736	-
Machinery-Tools-Equipment	194,550	30,000	30,000	43,567	32,000
Total Capital Outlay	194,550	425,000	425,000	421,303	32,000
Total Expenditures	195,462	445,092	445,092	434,700	60,643

Net Revenue (Expenditures)	(11,805)	(268,592)	(268,592)	(136,305)	239,857
-----------------------------------	-----------------	------------------	------------------	------------------	----------------

Ending Committed Fund Balance	\$ 318,946	\$ 50,354	\$ 50,354	\$ 182,641	\$ 422,498
--------------------------------------	-------------------	------------------	------------------	-------------------	-------------------

FY2022 expenditures include:

- Bobcat for Water Distribution—\$32,000
- Vehicle Lease
 - Existing Lease Payments—\$19,866
 - 1 New Lease—\$8,777



Walk-behind Bobcat



HOTEL OCCUPANCY TAX FUND

The Hotel Occupancy Tax Fund is a special revenue fund in the governmental funds category for financial reporting purposes that accounts for revenues and expenditures related to the hotel/motel occupancy tax received by the City. Revenue in this fund must be used to promote the convention and tourism industry in Kerrville.

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Beginning Restricted Fund Balance	\$ 1,327,410	\$ 1,347,046	\$ 1,347,046	\$ 1,347,046	\$ 1,710,936
Revenues					
Occupancy Tax	1,173,973	1,274,185	1,274,185	1,598,504	1,550,258
Total Tax Revenue	1,173,973	1,274,185	1,274,185	1,598,504	1,550,258
Interest Revenue	17,808	7,500	7,500	3,124	5,000
Total Interest and Miscellaneous	17,808	7,500	7,500	3,124	5,000
Transfer In - Hot Reserve	3,340	-	-	-	-
Total Transfer In	3,340	-	-	-	-
Total Revenues	1,195,121	1,281,685	1,281,685	1,601,628	1,555,258
Expenditures					
Professional Services	40,475	4,800	10,688	10,865	20,100
Advertising	841,500	891,000	897,000	897,000	1,007,400
Total Services	881,975	895,800	907,688	907,865	1,027,500
Community Support	112,269	195,885	183,997	139,874	180,000
Other	141,241	150,000	150,000	150,000	229,000
Contingency	-	-	-	-	58,758
Total Other Expenses	253,510	345,885	333,997	289,874	467,758
Transfer Out - General Fund	30,000	30,000	30,000	30,000	45,000
Transfer Out - Golf	10,000	10,000	10,000	10,000	15,000
Total Transfer Out	40,000	40,000	40,000	40,000	60,000
Total Expenditures	1,175,485	1,281,685	1,281,685	1,237,738	1,555,258
Net Revenue (Expenditures)	19,636	-	-	363,890	-
Ending Restricted Fund Balance	\$ 1,347,046	\$ 1,347,046	\$ 1,347,046	\$ 1,710,936	\$ 1,710,936

FY2022 funding includes:

CVB Funding: 990,000 , Arts Coop (administered by CVB): \$60,000, Kerrville River Festival: \$80,000
 4th on the River, Festival of the Arts, MOWA Exhibits and Triathlon: \$25,000 for each event,
 Playhouse 2000: \$50,000 for operations, \$50,000 grant matching, Golf Support: \$15,000
 Tourism-related staffing support in General Fund: \$45,000

Garage

The Garage Fund is an internal service fund established to account for the costs of operating a maintenance facility for City owned vehicles and equipment. All funds with vehicles are assessed a charge for the garage.

DEPARTMENT RESPONSIBILITIES

- **Preventative Maintenance:** responsible for providing routine and preventative maintenance to vehicles and equipment
- **Response Maintenance:** responsible for repairing vehicles and equipment in a timely and cost effective manner
- **Predictive Maintenance:** responsible for analyzing repairs and developing a predictive model to anticipate break downs before they occur to reduce unscheduled repairs and costs
- **Emergency Response:** responsible for responding to roadside emergencies of the City owned fleet
- **Inventory, Purchasing, and Fleet Management:** responsible for citywide ordering of supplies and inventory as well as overall fleet management services

DEPARTMENT ACCOMPLISHMENTS

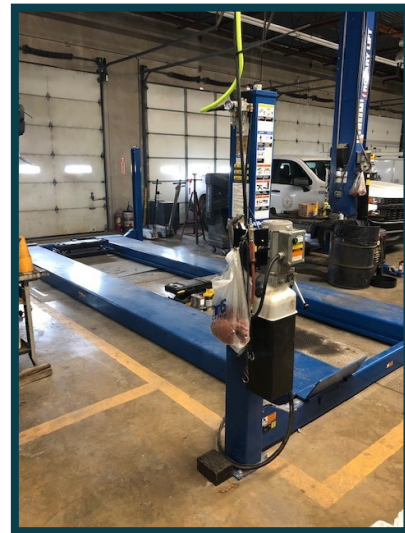
In the last year, we:

- Installed a new drive-on lift to maintain heavy equipment
- Purchased and installed a new tire balancer for increased capacity
- Closed 868 work orders
- Decreased average maintenance costs from \$125 to \$101 per piece of equipment

FY2022 OBJECTIVES

Key Priority Area: Mobility & Transportation

- Ensure fiscal responsibility of assigned budget
- Control and reduce vehicle operating costs
- Ensure procurement, replacement, and reassignment of quality vehicles that meet operational demands
- Provide exceptional customer service to City departments
- Ensure effective inventory management
- Staff the garage with highly qualified employees
- Maintain a highly satisfied workforce



Did you know?

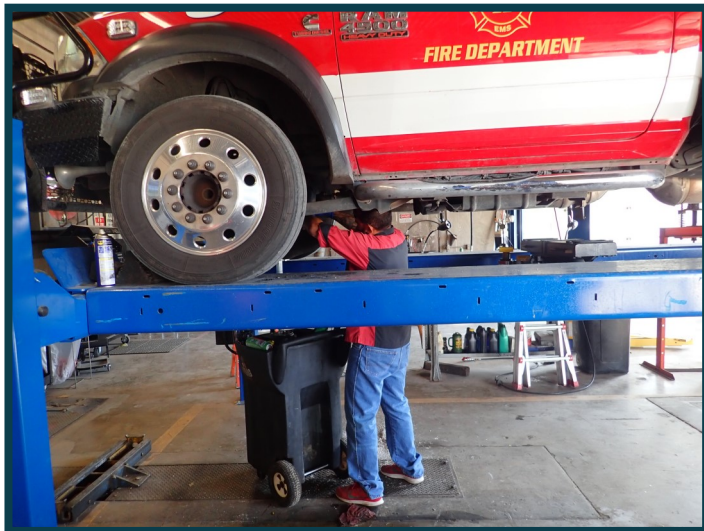
Benefits of regular oil changes include engine efficiency, fuel efficiency, and longer engine life.



Revenues by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Beginning Fund Balance	\$ 17,140	\$ 9,099	\$ 9,099	\$ 9,098	\$ 9,846

Revenues					
Maintenance Contracts	360,631	394,627	394,627	394,627	409,980
Total Service Revenue	360,631	394,627	394,627	394,627	409,980
Asset Disposal Revenue	-	-	-	2,925	-
Interest Revenue	708	375	375	150	-
Miscellaneous Revenue	-	-	-	410	-
Total Interest and Miscellaneous	708	375	375	3,485	-
Total Revenues	361,339	395,002	395,002	398,112	409,980

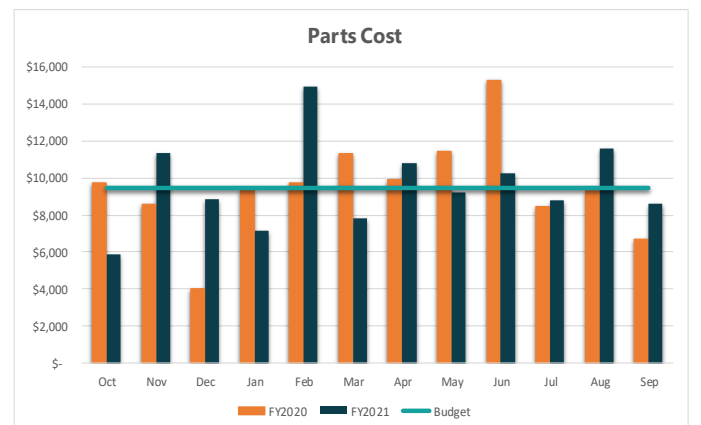
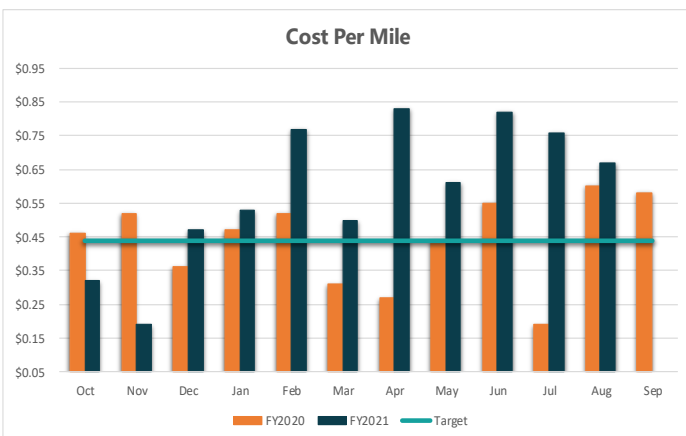
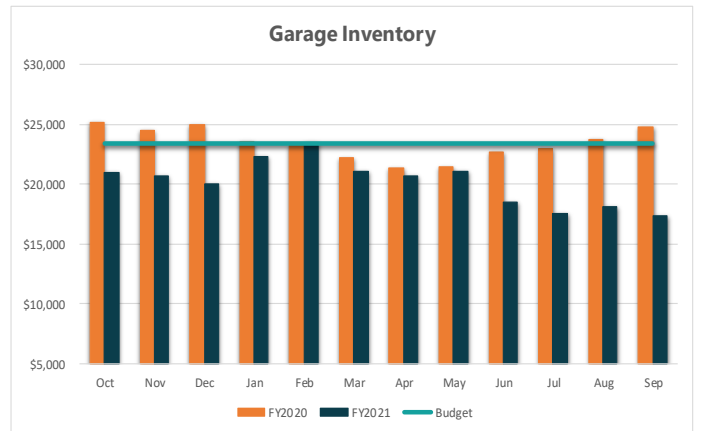
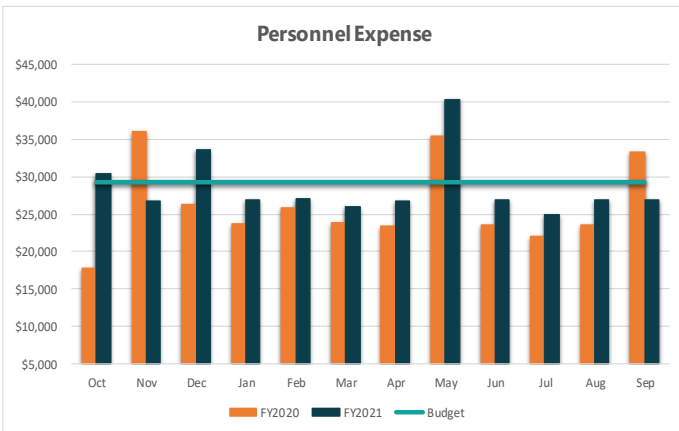
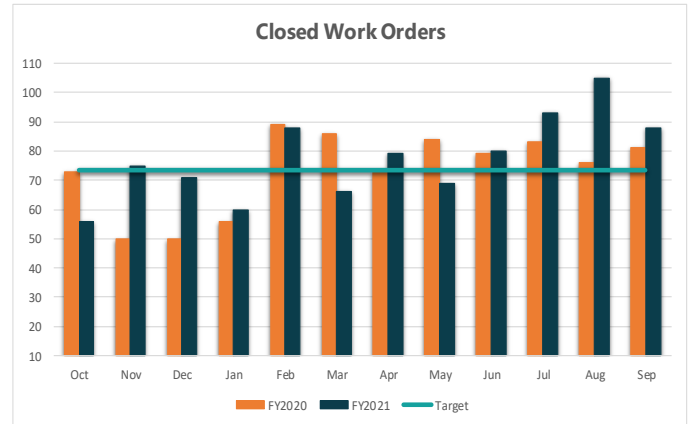
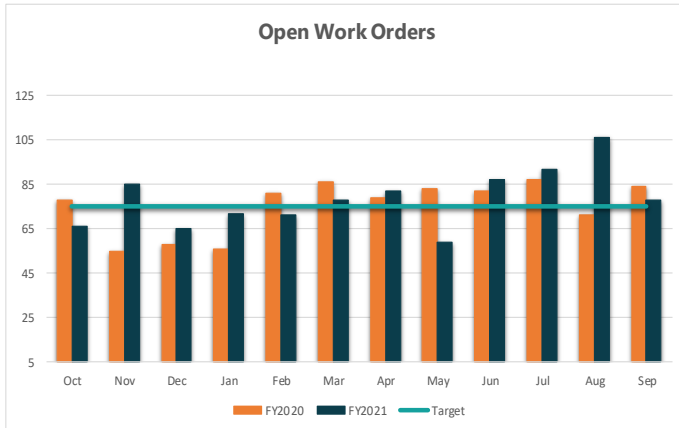




Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Expenditures					
Salaries	234,487	259,415	264,310	264,291	267,114
Benefits	79,332	90,038	93,542	87,655	96,132
Travel and Training	5,211	2,233	2,233	1,508	2,574
Total Personnel Services	319,030	351,686	360,086	353,453	365,819
Office Supplies	453	652	652	417	652
Tools and Equipment	14,098	11,375	11,375	11,926	5,875
Chemical and Medical	613	300	300	330	324
Fuel	1,587	1,500	1,500	1,596	2,410
Wearing Apparel	3,191	3,245	3,245	3,403	3,135
Other Supplies	782	1,180	1,180	947	1,180
Total Supplies and Materials	20,724	18,252	18,252	18,619	13,577
Building, Structure, Land Maintenance	794	3,900	3,900	3,978	3,900
Vehicle	636	1,729	1,729	664	529
Equipment	2,450	4,310	1,910	1,908	4,310
Technology Maintenance	-	-	-	-	5,500
Total Maintenance and Repairs	3,881	9,939	7,539	6,550	14,239
Utilities	3,972	4,972	4,972	4,301	5,064
Professional Services	615	550	550	615	550
Insurance	4,438	4,000	4,000	4,764	5,000
Vehicle Lease	3,132	5,603	5,603	5,405	5,688
Other	-	-	-	43	44
Total Services	12,157	15,125	15,125	15,128	16,345
Machinery, Tools and Equipment	16,276	-	-	-	-
Total Capital Outlay	16,276	-	-	-	-
Total Expenditures	372,067	395,002	401,002	393,750	409,980
Net Revenue (Expenditures)	(10,728)	-	(6,000)	4,361	-
Non-Cash Adjustments	2,687	-	-	(3,614)	-
Ending Fund Balance	\$ 9,099	\$ 9,099	\$ 3,099	\$ 9,846	\$ 9,846

Performance Measures





EMPLOYEE BENEFIT TRUST FUND

The Employee Benefit Trust Fund is an internal service fund in the proprietary funds financial reporting category used to account for insurance payments for employee health care. Expenditures from this fund are made in accordance with Texas Insurance Code, Chapter 222, which establishes trusts for the payment of employee benefit premiums. Fund balance may be used to absorb the cost of increased premiums so that employee contributions can remain unchanged or increase at a lower rate.

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Beginning Fund Balance	\$ 255,819	\$ 320,321	\$ 320,321	\$ 320,320	\$ 350,090
Revenues					
City and Employee Premiums	3,196,215	3,498,000	3,498,000	3,454,292	3,480,000
Refunded Claims	36	-	-	-	-
Total Revenues	3,196,251	3,498,000	3,498,000	3,454,292	3,480,000
Expenditures					
Professional Services	30,181	30,000	30,000	30,000	30,000
Insurance	3,101,570	3,468,000	3,468,000	3,394,522	3,500,000
Total Services	3,131,750	3,498,000	3,498,000	3,424,522	3,530,000
Total Expenditures	3,131,750	3,498,000	3,498,000	3,424,522	3,530,000
Net Revenue (Expenditures)	64,501	-	-	29,771	(50,000)
Ending Fund Balance	\$ 320,321	\$ 320,321	\$ 320,321	\$ 350,090	\$ 300,090

Significant changes for FY2022 include:

- The City renegotiated its contract for employee medical insurance with Blue Cross Blue Shield of Texas for FY2021. Rates will increase by 5% in the new contract. Per City Council direction, the City will cover the entire increase. Employee's premiums will remain unchanged in FY2022.
- The City negotiated long-term disability coverage for all employees at no cost to employees.



PARKLAND DEDICATION FUND

The Parkland Dedication Fund is a capital projects fund for financial reporting purposes that allocates a portion of new construction permit revenue for the purchase and development of future parkland. Funds are reserved by location, according to whether the new construction is located east or west of Sidney Baker Street.

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Beginning Committed Fund Balance	\$ 112,396	\$ 129,218	\$ 129,218	\$ 129,218	\$ 128,717

Revenues					
Parkland Fee - East	8,475	15,000	15,000	12,625	15,000
Parkland Fee - West	6,650	9,500	9,500	6,225	7,000
Total Fees	15,125	24,500	24,500	18,850	22,000
Interest Revenue	1,696	563	563	275	300
Total Interest and Miscellaneous	1,696	563	563	275	300
Total Revenues	16,821	25,063	25,063	19,125	22,300

Expenditures					
Tools and Equipment	-	-	-	4,200	-
Total Supplies	-	-	-	4,200	-
Building and Structures	-	25,063	25,063	15,426	75,000
Total Capital Outlay	-	25,063	25,063	15,426	75,000
Total Expenditures	-	25,063	25,063	19,626	75,000

Net Revenue (Expenditures)	16,821	-	-	(501)	(52,700)
-----------------------------------	---------------	----------	----------	--------------	-----------------

Ending Committed Fund Balance	\$ 129,218	\$ 129,218	\$ 129,218	\$ 128,717	\$ 76,017
--------------------------------------	-------------------	-------------------	-------------------	-------------------	------------------



New Ornamental Fencing at Louise Hays Park



POLICE SPECIAL REVENUE FUND

The Police Special Revenue Fund is a special revenue fund in the governmental funds category for financial reporting purposes that accounts for revenue restricted for Police related expenditures. Revenue includes distributions from the State of Texas for law enforcement officer standards and education (LEOSE). This funding must be used for law enforcement training. In addition, funds awarded to the City through a judgement of forfeiture that arises from seized cash or proceeds from the sale of seized items are recorded in this fund and must be used for law enforcement related expenditures.

Revenues & Expenditures by Line Item

		FY2020	FY2021	FY2021	FY2021	FY2022
		Actual	Original Budget	Current Budget	Estimated	Budget
Beginning Restricted Fund Balance	\$	79,841	\$ 112,142	\$ 112,142	\$ 112,142	\$ 127,527

Revenues					
State - LEOSE - PD	4,299	4,200	4,200	3,895	4,000
State - LEOSE - Fire Marshal	741	740	740	692	700
Police - Grants/Donations	-	-	-	27,365	-
Proceeds - Seized Items sold	39,886	4,000	4,000	5,462	4,500
Restitution	494	450	450	210	500
Cash Seizures Awarded	8,842	20,000	20,000	7,939	15,000
Interest Revenue	1,517	563	563	243	375
Miscellaneous Revenue	1,481	1,000	1,000	2,023	-
Total Interest and Miscellaneous	57,259	30,953	30,953	47,828	25,075
Total Revenues	57,259	30,953	30,953	47,828	25,075

Expenditures					
Travel and Training	-	4,700	4,700	-	-
Total Personnel Services	-	4,700	4,700	-	-
Tools and Equipment	-	41,560	41,560	31,358	27,300
Wearing Apparel	19,542	-	-	-	8,000
Other Supplies	-	500	500	-	-
Total Supplies and Materials	19,542	42,060	42,060	31,358	35,300
Other	5,416	5,000	5,000	1,085	-
Total Other Expenses	5,416	5,000	5,000	1,085	-
Vehicles	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-
Total Expenditures	24,958	51,760	51,760	32,443	35,300

Net Revenue (Expenditures)	32,301	(20,808)	(20,808)	15,384	(10,225)
-----------------------------------	---------------	-----------------	-----------------	---------------	-----------------

Ending Restricted Fund Balance	\$ 112,142	\$ 91,335	\$ 91,335	\$ 127,527	\$ 117,302
---------------------------------------	-------------------	------------------	------------------	-------------------	-------------------

FY2022 funding includes:

Special Operations Unit Rifles & Equipment, Evidence Technology & Camera Equipment



LIBRARY MEMORIAL FUND

The Library Memorial Fund is a special revenue fund in the governmental funds category for financial reporting purposes that accounts for contributions from private sources that must be used for special programs or other expenses at the Butt-Holdsworth Memorial Library. An organization called Friends of the Library (FOTL) is the primary source of recurring annual contributions.

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Beginning Committed Fund Balance	\$ 2,632,745	\$ 2,740,309	\$ 2,740,309	\$ 2,740,309	\$ 3,702,019
Revenues					
Friends of the Library Contribution	25,168	25,000	25,000	62,070	34,000
Donations	140,776	10,000	10,000	1,033,917	10,000
Total Grants and Donations	165,943	35,000	35,000	1,095,988	44,000
Oil and Gas Revenue	621	720	720	448	600
Interest Revenue	34,821	7,500	7,500	6,937	7,376
Miscellaneous Revenue	-	-	-	3,137	
Total Interest and Miscellaneous	35,442	8,220	8,220	10,522	7,976
Transfer In - Gen Capital Projects	76,690	-	-	-	-
Total Transfer In	76,690	-	-	-	-
Total Revenues	278,076	43,220	43,220	1,106,510	51,976
Expenditures					
Tools and Equipment	44,441	-	-	1,343	8,000
Other Supplies	904	3,800	3,800	1,298	4,000
Total Supplies and Materials	45,345	3,800	3,800	2,641	12,000
Professional Services	200	4,500	4,500	9,754	4,800
Advertising	-	500	500	142	500
Total Services	200	5,000	5,000	9,896	5,300
Dues / Licenses / Subscriptions	3,111	9,050	9,050	8,192	21,200
	-	100	100	37	
Total Other Expenses	3,111	9,150	9,150	8,229	21,200
Buildings and Structures	-	300,000	300,000	60,514	500,000
Vehicles	-	77,000	77,000	-	-
Technology Equipment	77,806	-	-	19,500	-
Books and Records	44,049	61,674	61,674	44,019	61,680
Total Capital Outlay	121,855	438,674	438,674	124,033	561,680
Total Expenditures	170,512	456,624	456,624	144,799	600,180
Net Revenue (Expenditures)	107,564	(413,404)	(413,404)	961,710	(548,204)
Ending Committed Fund Balance	\$ 2,740,309	\$ 2,326,905	\$ 2,326,905	\$ 3,702,018	\$ 3,153,815



LIBRARY MEMORIAL FUND

The library has been fortunate to have received a few large bequests as well as a substantial grant that will help fund these larger projects to maintain the library campus.

FY2022 funding includes:

- \$62,000 for books
- \$5,000 for youth & adult program presenters
- \$21,000 for Mango Languages, ebooks, online magazines, and streaming subscriptions
- \$8,000 for new window shades for the library
- HVAC & lighting projects (TBD)
- Library ramp to Tranquility Island (TBD)
- Hill Country Heritage Center Support (TBD)



Youth Activity



Library Staff



Kerr Regional History Center



PEG SPECIAL REVENUE FUND

PEG is an acronym for Public, Educational, and Governmental access television channels. PEG Special Revenue Fund is a special revenue fund in the governmental funds category for financial reporting purposes that accounts for franchise fee revenue received from cable providers that is restricted for use on expenditures which directly support PEG access channel facilities.

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Beginning Restricted Fund Balance	\$ 51,242	\$ 66,426	\$ 66,426	\$ 66,426	\$ 73,790
Revenues					
Franchise Fee - PEG	61,046	60,000	60,000	60,163	60,000
Total Franchise Fee Revenue	61,046	60,000	60,000	60,163	60,000
Interest Revenue	518	225	225	96	250
Total Interest and Miscellaneous	518	225	225	96	250
Total Revenues	61,563	60,225	60,225	60,258	60,250
Expenditures					
Tools and Equipment	19,687	22,225	22,225	15,190	25,000
Total Supplies and Materials	19,687	22,225	22,225	15,190	25,000
Equipment Maintenance	-	6,000	6,000	-	-
Technology	24,006	32,000	32,000	37,704	31,000
Total Maintenance and Repairs	24,006	38,000	38,000	37,704	31,000
Professional Services	2,685	-	-	-	-
Total Services	2,685	-	-	-	-
Total Expenditures	46,378	60,225	60,225	52,894	56,000
Net Revenue (Expenditures)	15,185	-	-	7,364	4,250
Ending Restricted Fund Balance	\$ 66,426	\$ 66,426	\$ 66,426	\$ 73,790	\$ 78,040



MUNICIPAL COURT SPECIAL REVENUE FUND

The Municipal Court Special Revenue Fund is a special revenue fund in the governmental funds category for financial reporting purposes that accounts for fees received by the court that are restricted for court technology, court security, and child safety or truancy related expenditures.

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Beginning Restricted Fund Balance	\$ 99,575	\$ 107,134	\$ 107,134	\$ 107,134	\$ 99,527
Revenues					
MC - Child Safety Fine	1,387	3,000	3,000	5,900	6,000
Vehicle Registration - Child Safety Fee	-	13,000	13,000	17,181	26,000
MC - Technology Fee	7,554	10,500	10,500	11,644	10,500
MC - Security Fee	7,210	10,500	10,500	13,916	10,500
MC - Truancy Fee	4,158	1,000	1,000	13,986	7,000
Total Fines and Forfeitures	20,309	38,000	38,000	62,627	60,000
Interest Revenue	1,399	600	600	224	375
Total Interest and Miscellaneous	1,399	600	600	224	375
Total Revenues	21,708	38,600	38,600	62,851	60,375
Expenditures					
Salaries	-	30,000	30,000	30,000	30,000
Total Personnel Services	-	30,000	30,000	30,000	30,000
Tools and Equipment	-	4,500	-	593	4,500
Technology Equipment	3,139	-	6,665	6,665	-
Total Supplies and Materials	3,139	4,500	6,665	7,258	4,500
Equipment Maintenance	4,874	7,625	6,086	6,086	8,480
Technology Maintenance	5,366	12,050	1,705	2,459	3,742
Street Maintenance	-	13,000	10,835	10,479	-
Total Maintenance and Repairs	10,240	32,675	18,626	19,024	12,222
Technology Equipment	772	-	11,884	14,175	-
Street Improvement	-	-	-	-	26,000
Total Capital Outlay	772	-	11,884	14,175	26,000
Total Expenditures	14,150	67,175	67,175	70,457	72,722
Net Revenue (Expenditures)	7,558	(28,575)	(28,575)	(7,606)	(12,347)
Ending Restricted Fund Balance	\$ 107,134	\$ 78,559	\$ 78,559	\$ 99,527	\$ 87,180

FY2022 funding includes:

- School zone pedestrian improvements and Bailiff salary: \$30,000

The Landfill Fund is a governmental fund type that is consolidated with the General Fund for financial reporting purposes. The fund is used to account for funds that are restricted for uses related to purchasing, developing, extending, closing, or otherwise pursuing additional capacity for the City's landfill or any other method of solid waste disposal.

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Beginning Restricted Fund Balance	\$ 724,846	\$ 773,895	\$ 773,895	\$ 773,895	\$ 814,870
Revenues					
Environment Fee	38,743	38,400	38,400	39,273	39,000
Total Tax Revenue	38,743	38,400	38,400	39,273	39,000
Interest Revenue	10,307	5,250	5,250	1,701	4,000
Total Interest and Miscellaneous	10,307	5,250	5,250	1,701	4,000
Total Revenues	49,050	43,650	43,650	40,974	43,000
Expenditures					
Recycling Services	-	-	-	-	56,600
Total Expenditures	-	-	-	-	56,600
Net Revenue (Expenditures)	49,050	43,650	43,650	40,974	(13,600)
Ending Restricted Fund Balance	\$ 773,895	\$ 817,545	\$ 817,545	\$ 814,870	\$ 801,270





LANDFILL POST CLOSURE FUND

The Landfill Post Closure Fund is a governmental fund type that is consolidated with the General Fund for financial reporting purposes. The fund is used to account for funds that are restricted for post closure expenses of the Subtitle D permitted landfill that is currently accepting waste, and to provide financial assurance required by the TCEQ for the 30 year period after the landfill no longer accepts waste.

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Beginning Restricted Fund Balance	\$ 2,286,517	\$ 2,363,264	\$ 2,363,264	\$ 2,363,264	\$ 2,412,687
Revenues					
Interest Revenue	32,514	17,625	17,625	5,190	12,000
Total Interest and Miscellaneous	32,514	17,625	17,625	5,190	12,000
Transfer In - General Debt Service	44,233	44,233	44,233	44,233	-
Total Transfer In	44,233	44,233	44,233	44,233	-
Total Revenues	76,747	61,858	61,858	49,423	12,000
Expenditures					
Total Expenditures	-	-	-	-	-
Net Revenue (Expenditures)	76,747	61,858	61,858	49,423	12,000
Ending Restricted Fund Balance	\$ 2,363,264	\$ 2,425,121	\$ 2,425,121	\$ 2,412,687	\$ 2,424,687





REMSCHEL-DEERING HISTORY CENTER FUND

The Remschel-Deering History Center Fund is a special revenue fund in the governmental funds category for financial reporting purposes that accounts for the History Center's operating revenues and expenditures.

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Beginning Committed Fund Balance	\$ 209,972	\$ 219,905	\$ 219,905	\$ 219,905	\$ 226,296

Revenues					
Library - Copies	2	-	-	1	-
Library - Internet Printing	5	75	75	14	75
Total Service Revenue	6	75	75	16	75
Deering Trust Income	13,200	13,200	13,200	13,200	13,200
Donation	800	-	-	1,505	-
Total Grants and Donations	14,000	13,200	13,200	14,705	13,200
Interest Revenue	2,972	1,575	1,575	485	875
Total Interest and Miscellaneous	2,972	1,575	1,575	485	875
Total Revenues	16,978	14,850	14,850	15,205	14,150

Expenditures					
Travel and Training	67	350	350	-	350
Total Personnel Services	67	350	350	-	350
Office Supplies	14	800	800	87	800
Tools and Equipment	100	300	300	-	2,020
Chemical and Medical	-	10	10	-	20
Postage and Shipping	-	250	250	-	300
Other Supplies	97	2,335	2,335	-	300
Total Supplies and Materials	211	3,695	3,695	87	3,440
Building, Structure, Land Maintenance	1,109	2,100	2,100	1,699	2,100
Equipment	-	1,800	1,800	1,849	2,200
Technology Maintenance	249	-	-	-	1,500
Total Maintenance and Repairs	1,358	3,900	3,900	3,548	5,800
Utilities	4,558	5,712	5,712	4,770	5,724
Professional Services	150	2,900	2,900	250	4,000
Advertising	-	-	-	-	250
Total Services	4,708	8,612	8,612	5,020	9,974
Library Collection	701	1,500	1,500	159	1,500
Total Capital Outlay	701	1,500	1,500	159	1,500
Total Expenditures	7,046	18,057	18,057	8,814	21,064

Net Revenue (Expenditures)	9,932	(3,207)	(3,207)	6,391	(6,914)
-----------------------------------	--------------	----------------	----------------	--------------	----------------

Ending Committed Fund Balance	\$ 219,905	\$ 216,698	\$ 216,698	\$ 226,296	\$ 219,382
--------------------------------------	-------------------	-------------------	-------------------	-------------------	-------------------



LIBRARY ENDOWMENT FUND

The Library Endowment Fund is a governmental fund type that is consolidated with the General Fund for financial reporting purposes. The fund is used to account for funds that are restricted for use by the Library in accordance with the Butt-Holdsworth Memorial Library Endowment Fund Trust document that created the fund in 1989. The City became the trustee for these funds in FY2020.

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Beginning Restricted Fund Balance	\$ 1,248,489	\$ 1,287,593	\$ 1,287,593	\$ 1,287,593	\$ 1,411,778
Revenues					
Interest Revenue	48,245	25,500	25,500	131,035	130,000
Total Revenues	48,245	25,500	25,500	131,035	130,000
Expenditures					
Tools and Equipment	-	-	-	-	1,200
Technology Equipment	-	-	-	-	3,896
Total Supplies and Materials	-	-	-	-	5,096
Technology Maintenance	-	-	-	-	1,000
Total Maintenance and Repairs	-	-	-	-	1,000
Professional Services	9,140	7,000	7,000	6,850	12,500
Total Services	9,140	7,000	7,000	6,850	12,500
Other Expenses	-	-	-	-	900
Total Other Expenses	-	-	-	-	900
Total Expenditures	9,140	7,000	7,000	6,850	19,496
Net Revenue (Expenditures)	39,105	18,500	18,500	124,185	110,504
Ending Restricted Fund Balance	\$ 1,287,593	\$ 1,306,093	\$ 1,306,093	\$ 1,411,778	\$ 1,522,282

Significant changes for FY2022 include:

- In FY2020, City Council amended the City's investment policy to allow for additional investment types within the endowment fund. Patterson and Associates serves as the Investment Advisor. In FY2022 some budgeted expenses include:
 - Window Cleaning (inside & out) at the library—\$6,500
 - Customer printer replacements -- \$4,000
 - Window coverings for meeting rooms—\$1,200
 - Survey software subscription—\$1,000



CAILLOUX THEATER ENDOWMENT FUND

The Cailloux Theater Endowment Fund is consolidated with the General Fund in the governmental funds category for financial reporting purposes. The endowment agreement specifies that fund revenue can be used to maintain the Kathleen C. Cailloux City Center for the Performing Arts. No more than 5% of the corpus may be used annually. Maintenance expenses at the Kit Werlein Annex are not eligible for reimbursement from this fund.

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Beginning Restricted Fund Balance	\$ 670,138	\$ 662,707	\$ 662,707	\$ 662,707	\$ 674,145
Revenues					
Cailloux Foundation Donation	10,000	-	-	10,000	-
Interest Revenue	9,180	4,875	4,875	1,437	3,250
Total Interest and Miscellaneous	19,180	4,875	4,875	11,437	3,250
Total Revenues	19,180	4,875	4,875	11,437	3,250
Expenditures					
Building, Structure, Land Maintenance	8,565	37,375	37,375	-	-
Total Maintenance and Repairs	8,565	37,375	37,375	-	-
Building, Structure, Land Maintenance	18,046	-	-	-	-
Total Capital Outlay	18,046	-	-	-	-
Total Expenditures	26,611	37,375	37,375	-	-
Net Revenue (Expenditures)	(7,430)	(32,500)	(32,500)	11,437	3,250
Ending Restricted Fund Balance	\$ 662,707	\$ 630,207	\$ 630,207	\$ 674,145	\$ 677,395

FY2022 considerations:

The theatre has some significant maintenance and repair needs that include roofing and HVAC that will likely need to be addressed in FY2022.



The Grant Fund is a special revenue fund reported in the governmental funds category for financial reporting purposes. It is used to account for grant money received and spent. Revenues and expenditures are not budgeted until grants have been awarded.

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Beginning Restricted Fund Balance	\$ 3,116	\$ 3,116	\$ 3,116	\$ 3,116	\$ 2,949,289
Revenues					
Police Grants	55,712	-	25,131	25,131	-
COVID-19 Grants	1,399,180	-	369,220	3,312,174	-
Recycle Grants	25,000	-	-	-	-
EMS - Grant/Donation			32,064	32,064	
Total Grants and Donations	1,479,892	-	426,415	3,369,369	-
Total Revenues	1,479,892	-	426,415	3,369,369	-
Expenditures					
Salaries	1,021,128	-	-	-	-
Benefits	311,247	-	-	-	-
Total Personnel Services	1,332,375	-	-	-	-
Tools and Equipment	6,187	-	59,727	32,105	
Total Supplies and Materials	6,187	-	59,727	32,105	-
Professional Services	25,000	-			
Total Services	25,000	-	-	-	-
Machinery, Tools and Equipment	49,525	-	115,308	112,826	-
Total Capital Outlay	49,525	-	115,308	112,826	-
Transfer Out - General Fund	66,805	-	278,264	278,264	-
Total Transfer Out	66,805	-	278,264	278,264	-
Total Expenditures	1,479,892	-	453,299	423,195	-
Net Revenue (Expenditures)	-	-	(26,884)	2,946,173	-
Ending Restricted Fund Balance	\$ 3,116	\$ 3,116	\$ (23,768)	\$ 2,949,289	\$ 2,949,289

FY2021 Purchases included:

- First Responder Sterilizers - \$16,000
- Decontamination System - \$60,750
- Temperature Detection System - \$12,500
- Throwbot System for Police - \$39,000



INSURANCE RESERVE FUND

The Insurance Reserve Fund is a governmental fund type that is consolidated with the General Fund for financial reporting purposes. The fund accounts for losses incurred by the City for physical damages to fleet, equipment, and buildings.

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Beginning Committed Fund Balance	\$ 162,363	\$ 160,974	\$ 160,974	\$ 160,974	\$ 231,694
Revenues					
Reimbursement - Vehicle/Equipment	55,516	40,000	40,000	72,337	40,000
Reimbursement - Building/Structure	108,850	60,000	156,402	253,807	60,000
Interest Revenue	2,140	938	938	514	500
Total Interest and Miscellaneous	166,506	100,938	197,340	326,658	100,500
Total Revenues	166,506	100,938	197,340	326,658	100,500
Expenditures					
Tools and Equipment	-	-	-	9,977	-
Total Supplies and Materials	-	-	-	9,977	-
Building, Structure, Land Maintenance	70,410	60,000	60,000	102,503	60,000
Vehicle	34,593	40,938	40,938	37,525	40,500
Total Maintenance and Repairs	105,003	100,938	100,938	140,027	100,500
Other	53,419	-	-	9,532	-
Buildings and Structures	322	-	53,300	53,300	-
Total Services	53,740	-	53,300	62,832	-
Transfer to Asset Replacement	3,678	-	43,102	43,102	-
Total Transfers Out	3,678	-	43,102	43,102	-
Machinery, Tools and Equipment	5,474	-	-	-	-
Total Capital Outlay	5,474	-	-	-	-
Total Expenditures	167,895	100,938	197,340	255,938	100,500
Net Revenue (Expenditures)	(1,389)	-	-	70,720	-
Ending Committed Fund Balance	\$ 160,974	\$ 160,974	\$ 160,974	\$ 231,694	\$ 231,694



TIRZ #1 FUND

TIRZ #1 was established by ordinance in 2018. The ordinance created a tax increment reinvestment zone (TIRZ) in the downtown area. Incremental property tax are collected in excess of the original property tax and collected in FY2019 for this geographic area for the 2018 base tax year. These proceeds must be used for allowable projects in the TIRZ #1 zone. TIRZ spending is governed by a separate TIRZ Board that meets at least annually. The TIRZ #1 Fund is a special revenue fund in the governmental funds category for financial reporting purposes.

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Beginning Restricted Fund Balance	\$ -	\$ 22,914	\$ 22,914	\$ 22,914	\$ 58,605
Revenues					
Property Tax	22,899	49,461	49,461	35,641	65,254
Total Tax Revenue	22,899	49,461	49,461	35,641	65,254
Interest Revenue	15	150	150	50	250
Total Interest and Miscellaneous	15	150	150	50	250
Total Revenues	22,915	49,611	49,611	35,691	65,504
Expenditures					
	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Net Revenue (Expenditures)	22,915	49,611	49,611	35,691	65,504
Ending Restricted Fund Balance	\$ 22,914	\$ 72,525	\$ 72,524	\$ 58,604	\$ 124,110



ECONOMIC IMPROVEMENT CORPORATION



GASB Statement No. 14 defines component units as legally separate organizations for which the elected officials of the primary government are financial accountable. They may be a governmental organization, a nonprofit corporation or a for profit corporation.

The Economic Improvement Corporation is a component unit fund and is NOT part of the citywide budget totals presented in this book.



ECONOMIC IMPROVEMENT CORPORATION

The Economic Improvement Corporation (EIC) Fund is a fiduciary fund that is a component unit of the City. This fund accounts for the collection and disbursement of funds received through a half cent 4B sales tax. The fund is governed by the EIC Board. The Board proposes the budget before it is approved and adopted by the City Council. The EIC Board contracts with the City to provide administrative services such as accounting, legal and secretarial.

The Texas Local Government Code governs type B expenditures. Allowable expenditures include spending to develop primary jobs or cultivate communities through quality of life improvements.

Revenues & Expenditures by Line Item

	FY2020 Actual	FY2021 Original Budget	FY2021 Current Budget	FY2021 Estimated	FY2022 Budget
Beginning Fund Balance	\$ 4,516,054	\$ 3,085,638	\$ 3,085,638	\$ 3,085,638	\$ 3,524,647
Revenues					
Sales Tax	3,912,345	3,511,307	3,511,307	4,459,694	4,223,000
Total Tax Revenue	3,912,345	3,511,307	3,511,307	4,459,694	4,223,000
Bond Proceeds	1,000,000	-	-	-	-
Interest Revenue	33,402	9,000	9,000	2,619	9,665
Total Interest and Miscellaneous	1,033,402	9,000	9,000	2,619	9,665
Total Revenues	4,945,748	3,520,307	3,520,307	4,462,313	4,232,665
Expenditures					
Office Supplies	60	500	500	-	500
Total Supplies and Materials	60	500	500	-	500
Professional Services	185,000	195,000	195,000	185,000	205,000
Kerr Economic Development Corp	220,000	197,500	197,500	197,500	312,500
Total Services	405,000	392,500	392,500	382,500	517,500
Debt Service	1,111,400	1,122,324	1,122,324	2,107,831	1,089,369
Project Contribution	4,859,705	1,008,333	1,008,333	1,532,974	-
Total Other Expenses	5,971,104	2,130,657	2,130,657	3,640,804	1,089,369
Total Expenditures	6,376,164	2,523,657	2,523,657	4,023,304	1,607,369
Net Revenue (Expenditures)	(1,430,417)	996,650	996,650	439,009	2,625,296
Ending Fund Balance	\$ 3,085,638	\$ 4,082,287	\$ 4,082,287	\$ 3,524,646	\$ 6,149,943
Ending Cash Balance	\$ 3,921,213	\$ 4,917,863	\$ 4,917,863	\$ 2,397,178	\$ 5,022,474

APPENDIX



PERSONNEL SCHEDULES





FULL TIME EMPLOYEES (FTE) BY DEPARTMENT

Department	FY2019	FY2020	FY2021	FY2022
General Fund Personnel Count				
City Secretary	2	3	3	3
City Attorney	1	1	1.50	2
City Administration	5	5	4.25	4.25
Human Resources	4	4	4	4
Finance	5	5	4	4
Information Technology	6	7	5.25	6
Public Information Office	0	0	2	2
Municipal Court	6	6	5	5
Police	72	72	72	72
Fire	48	48	48	48
Emergency Management	1	1	1	1
Fire Marshal	2	2	2	2
EMS	26	26	26	27
Kerrville-Schreiner Park	8	8	8	8
Parks Maintenance	20	21	19.25	21
Sports Complex	6	6	6	6
Recreation	2	2	2	2
Community Events	1	1	1	1
Engineering	5	6	5.25	6
Streets	19	18	17.50	18.5
Solid Waste	1	1	1	1
Library	9	9	9	9
General Operations	1	1	0	0
Total General Fund	250	253	247.00	252.75
Development Services Fund Personnel Count				
Planning	2	2	3	3
Building Services	6	6	5.00	5.50
Code Compliance	2	2	2	2
Total Development Services Fund	10	10	10.00	10.50
Water Fund Personnel Count				
Utility Billing	7	8	8	8
Water Production	13	13	13	13
Water Distribution	10	10	10	10
Water Reclamation	15	15	9	9
Wastewater Collection	0	0	6	6
Utility Lab	4	4	4	4
Total Water Fund	49	50	50	50
Garage Fund Personnel Count				
Garage	5	5	5.25	5.25
Golf Fund Personnel Count				
Golf Course Maintenance	7	5	5	5
Golf Pro Shop	3	2	2	2
Total Golf Fund	10	7	7	7
Total City FTEs	324	325	319.25	325.50



GENERAL GOVERNMENT PAY PLAN

FY2021 General Government Pay Plan						
Pay Grade	Position Title	FLSA	Min	Mid	Max	Hourly Min
12	N/A	NE	\$19,602	\$23,513	\$27,425	9.42
13	Duty Desk Clerk (PT)	NE	\$20,563	\$24,671	\$28,780	9.89
13	Pro Shop Attendant (PT/15)	NE	\$20,563	\$24,671	\$28,780	9.89
13	Pro Shop Attendant (PT/20)	NE	\$20,563	\$24,671	\$28,780	9.89
14	N/A	NE	\$21,590	\$25,903	\$30,217	10.38
15	N/A	NE	\$22,661	\$27,184	\$31,708	10.89
16	Building Maintenance Worker/Custodian	NE	\$23,775	\$28,517	\$33,281	11.43
16	Groundskeeper - Golf	NE	\$23,775	\$28,517	\$33,281	11.43
17	Facility Coordinator - (PT) - Grant Funded	NE	\$24,956	\$29,938	\$34,920	12.00
17	Library Clerk	NE	\$24,956	\$29,938	\$34,920	12.00
17	Library Clerk (PT/19)	NE	\$24,956	\$29,938	\$34,920	12.00
17	Maintenance Specialist	NE	\$24,956	\$29,938	\$34,920	12.00
17	Receptionist/Administrative Assistant	NE	\$24,956	\$29,938	\$34,920	12.00
18	Maintenance Worker - Kerrville Schreiner Park	NE	\$26,201	\$31,424	\$36,668	12.60
18	Maintenance Worker - Parks	NE	\$26,201	\$31,424	\$36,668	12.60
18	Maintenance Worker - Sports Complex	NE	\$26,201	\$31,424	\$36,668	12.60
18	Office Clerk - Kerrville Schreiner Park	NE	\$26,201	\$31,424	\$36,668	12.60
19	Utility Clerk	NE	\$27,490	\$32,975	\$38,482	13.22
20	Municipal Court Deputy Clerk	NE	\$28,845	\$34,614	\$40,383	13.87
21	EMS Billing Coordinator	NE	\$30,288	\$36,341	\$42,394	14.56
21	Laboratory Assistant	NE	\$30,288	\$36,341	\$42,394	14.56
21	Library Assistant	NE	\$30,288	\$36,341	\$42,394	14.56
21	Light Equipment Operator - Streets	NE	\$30,288	\$36,341	\$42,394	14.56
21	Senior Utility Clerk	NE	\$30,288	\$36,341	\$42,394	14.56
21	Wastewater Collections Operator I	NE	\$30,288	\$36,341	\$42,394	14.56
21	Water Distribution Utility Worker I	NE	\$30,288	\$36,341	\$42,394	14.56
21	Water Production Operator I	NE	\$30,288	\$36,341	\$42,394	14.56
21	Water Reclamation Operator I	NE	\$30,288	\$36,341	\$42,394	14.56
22	Equipment Operator - Golf Maintenance	NE	\$31,795	\$38,296	\$44,797	15.29
22	Equipment Operator - Parks Maintenance	NE	\$31,795	\$38,296	\$44,797	15.29
22	Equipment Operator - ROW Mowing &	NE	\$31,795	\$38,296	\$44,797	15.29
22	Equipment Operator - Sports Complex	NE	\$31,795	\$38,296	\$44,797	15.29
22	Meter Technician	NE	\$31,795	\$38,296	\$44,797	15.29



GENERAL GOVERNMENT PAY PLAN

Pay Grade	Position Title	FLSA	Min	Mid	Max	Hourly Min
23	Administrative Assistant - Fire	NE	\$33,369	\$40,034	\$46,699	16.04
23	Administrative Assistant - Planning	NE	\$33,369	\$40,034	\$46,699	16.04
23	Administrative Assistant - Police	NE	\$33,369	\$40,034	\$46,699	16.04
23	Administrative Assistant - Public Works	NE	\$33,369	\$40,034	\$46,699	16.04
23	Heavy Equipment Operator - Streets	NE	\$33,369	\$40,034	\$46,699	16.04
23	Pretreatment Technician - LAB	NE	\$33,369	\$40,034	\$46,699	16.04
23	Recreation Coordinator	NE	\$33,369	\$40,034	\$46,699	16.04
23	Supervisor, Administrative Records - Police	NE	\$33,369	\$40,034	\$46,699	16.04
23	Tourism & Event Coordinator	NE	\$33,369	\$40,034	\$46,699	16.04
23	Traffic Controls Technician	NE	\$33,369	\$40,034	\$46,699	16.04
24	Crew Leader - Building Maintenance/Custodians	NE	\$35,030	\$42,022	\$49,037	16.84
24	Crew Leader - Downtown Parks	NE	\$35,030	\$42,022	\$49,037	16.84
24	Crew Leader - Kerrville Schreiner Park	NE	\$35,030	\$42,022	\$49,037	16.84
24	Crew Leader - Parks	NE	\$35,030	\$42,022	\$49,037	16.84
24	Crew Leader - ROW Mowing & Drainage	NE	\$35,030	\$42,022	\$49,037	16.84
24	Crew Leader - Streets	NE	\$35,030	\$42,022	\$49,037	16.84
24	Permit Technician	NE	\$35,030	\$42,022	\$49,037	16.84
24	Wastewater Collections Operator II	NE	\$35,030	\$42,022	\$49,037	16.84
24	Water Production Maintenance Technician	NE	\$35,030	\$42,022	\$49,037	16.84
24	Water Production Operator II	NE	\$35,030	\$42,022	\$49,037	16.84
24	Water Reclamation Maintenance Technician	NE	\$35,030	\$42,022	\$49,037	16.84
24	Water Reclamation Operator II	NE	\$35,030	\$42,022	\$49,037	16.84
25	Accounting Specialist	NE	\$36,778	\$44,120	\$51,484	17.68
25	Accounts Payable Specialist	NE	\$36,778	\$44,120	\$51,484	17.68
25	Billing Specialist	NE	\$36,778	\$44,120	\$51,484	17.68
25	City Marshal	NE	\$36,778	\$44,120	\$51,484	17.68
25	Crew Leader - Water Distribution	NE	\$36,778	\$44,120	\$51,484	17.68
25	Health Specialist	NE	\$36,778	\$44,120	\$51,484	17.68
25	Laboratory Analyst	NE	\$36,778	\$44,120	\$51,484	17.68
25	Property & Evidence Specialist	NE	\$36,778	\$44,120	\$51,484	17.68
25	Public Works Specialist	NE	\$36,778	\$44,120	\$51,484	17.68
26	Vehicle & Equipment Mechanic/Technician	NE	\$38,613	\$46,327	\$54,041	18.56
26	Water Production Specialist	NE	\$38,613	\$46,327	\$54,041	18.56
26	Water Reclamation Technician	NE	\$38,613	\$46,327	\$54,041	18.56
27	Asst Wastewater Collections Superintendent	NE	\$40,536	\$48,644	\$56,751	19.49
27	Asst Water Distribution Superintendent	NE	\$40,536	\$48,644	\$56,751	19.49
27	Executive Assistant	NE	\$40,536	\$48,644	\$56,751	19.49
27	Human Resources Assistant	NE	\$40,536	\$48,644	\$56,751	19.49
27	Human Resources/Risk Management Assistant	NE	\$40,536	\$48,644	\$56,751	19.49
27	Water Production Chief Operator	NE	\$40,536	\$48,644	\$56,751	19.49
27	Water Reclamation Chief Operator	NE	\$40,536	\$48,644	\$56,751	19.49



GENERAL GOVERNMENT PAY PLAN

Pay Grade	Position Title	FLSA	Min	Mid	Max	Hourly Min
28	Building Inspector	NE	\$42,547	\$51,047	\$59,548	20.46
28	Construction Inspector	NE	\$42,547	\$51,047	\$59,548	20.46
28	Construction Inspector					
28	Deputy City Secretary	NE	\$42,547	\$51,047	\$59,548	20.46
28	Sports Complex Supervisor	NE	\$42,547	\$51,047	\$59,548	20.46
28	Technical Support Analyst	NE	\$42,547	\$51,047	\$59,548	20.46
29	Human Resources Analyst	NE	\$46,895	\$56,270	\$65,645	22.55
29	Inventory Control Analyst	NE	\$46,895	\$56,270	\$65,645	22.55
29	Senior Building Inspector	NE	\$46,895	\$56,270	\$65,645	22.55
29	Senior Inspector	NE	\$46,895	\$56,270	\$65,645	22.55
30	Assistant Municipal Court Administrator*	E	\$47,476	\$56,561	\$65,645	22.83
30	Communications Manager - Police	E	\$47,476	\$56,561	\$65,645	22.83
30	Garage Supervisor	E	\$47,476	\$56,561	\$65,645	22.83
30	Garage/Purchasing Coordinator	E	\$47,476	\$56,561	\$65,645	22.83
30	GIS Coordinator	E	\$47,476	\$56,561	\$65,645	22.83
30	Golf Course Maintenance Superintendent	E	\$47,476	\$56,561	\$65,645	22.83
30	Laboratory Manager*	E	\$47,476	\$56,561	\$65,645	22.83
30	Lead Pro Shop Attendant	E	\$47,476	\$56,561	\$65,645	22.83
30	Librarian - Patron Services	E	\$47,476	\$56,561	\$65,645	22.83
30	Librarian - Youth Services	E	\$47,476	\$56,561	\$65,645	22.83
30	Meter Technician Supervisor	E	\$47,476	\$56,561	\$65,645	22.83
30	Multimedia Coordinator	E	\$47,476	\$56,561	\$65,645	22.83
30	Office Manager - Kerrville Schreiner Park	E	\$47,476	\$56,561	\$65,645	22.83
30	Parks & Recreation Specialist	E	\$47,476	\$56,561	\$65,645	22.83
30	Project Analyst	E	\$47,476	\$56,561	\$65,645	22.83
31	Assistant Street Division Manager*	E	\$49,234	\$59,067	\$69,923	23.67
31	Neighborhood Enhancement/Code Enforcement	E	\$49,234	\$59,067	\$69,923	23.67
31	Public Information Officer*	E	\$49,234	\$59,067	\$69,923	23.67
32	Engineering Project Manager	E	\$51,681	\$62,017	\$72,354	24.85
32	Senior Management Analyst	E	\$51,681	\$62,017	\$72,354	24.85
33	Assistant Library Director*	E	\$54,260	\$65,099	\$75,959	26.09
33	Planner II	E	\$54,260	\$65,099	\$75,959	26.09
33	Sports Facilities Manager*	E	\$54,260	\$65,099	\$75,959	26.09
33	Superintendent of Park Operations & Facilities*	E	\$54,260	\$65,099	\$75,959	26.09
34	Finance Administrator*	E	\$56,969	\$68,355	\$79,740	27.39
34	Street Division Manager*	E	\$56,969	\$68,355	\$79,740	27.39
34	Systems Administrator	E	\$56,969	\$68,355	\$79,740	27.39
34	Wastewater Collections Superintendent*	E	\$56,969	\$68,355	\$79,740	27.39
34	Water Distribution Superintendent*	E	\$56,969	\$68,355	\$79,740	27.39
34	Water Production Superintendent*	E	\$56,969	\$68,355	\$79,740	27.39
34	Water Reclamation Superintendent*	E	\$56,969	\$68,355	\$79,740	27.39



GENERAL GOVERNMENT PAY PLAN

Pay Grade	Position Title	FLSA	Min	Mid	Max	Hourly Min
35	Assistant Director of Development Services*	E	\$59,810	\$73,250	\$86,711	28.75
35	Assistant Director of Parks & Recreation*	E	\$59,810	\$73,250	\$86,711	28.75
35	Assistant Director of Public Works*	E	\$59,810	\$73,250	\$86,711	28.75
35	Chief Building Official*	E	\$59,810	\$73,250	\$86,711	28.75
35	Municipal Court Administrator*	E	\$59,810	\$73,250	\$86,711	28.75
36	N/A	E	\$62,801	\$76,913	\$91,047	30.19
37	Assistant Director of Finance*	E	\$65,907	\$80,723	\$95,561	31.69
37	City Secretary*	E	\$65,907	\$80,723	\$95,561	31.69
38	Library Director *	E	\$69,185	\$84,744	\$100,303	33.26
39	Director of Information Technology*	E	\$72,638	\$88,961	\$105,307	34.92
40	Assistant Chief of Police*	E	\$76,265	\$93,419	\$110,574	36.67
40	Deputy Fire Chief*	E	\$76,265	\$93,419	\$110,574	36.67
41	Assistant City Attorney*	E	\$82,422	\$100,958	\$119,495	39.63
42	Director of Engineering*	E	\$86,544	\$106,006	\$125,469	41.61
42	Director of Parks & Recreation*	E	\$86,544	\$106,006	\$125,469	41.61
42	Director of Public Works*	E	\$86,544	\$106,006	\$125,469	41.61
42	Planning Director*	E	\$86,544	\$106,006	\$125,469	41.61
44	Chief Financial Officer*	E	\$95,414	\$116,872	\$138,330	45.87
44	Chief of Police*	E	\$95,414	\$116,872	\$138,330	45.87
44	Executive Director for General Operations*	E	\$95,414	\$116,872	\$138,330	45.87
44	Executive Director for Innovation*	E	\$95,414	\$116,872	\$138,330	45.87
44	Fire Chief*	E	\$95,414	\$116,872	\$138,330	45.87
46	Deputy City Manager*	E	\$105,194	\$128,851	\$155,000	50.57
Per Contract	City Attorney*	E	N/A	N/A	N/A	N/A
Per Contract	City Manager*	E	N/A	N/A	N/A	N/A

*Denotes the head of a department or division for the purposes of City Charter paragraph 2.02e.



POLICE PAY PLAN

FY2022 POLICE STEP PLAN											
GRADE	POSITION		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
			2 Years	2 Years	2 Years	2 Years	2 Years	2 Years	2 Years	2 Years	2 Years
PD-A	Telecommunications Specialist-Police Dispatch	ANNUAL	41,329.82	42,983.01	44,702.33	46,490.42	48,350.04	50,284.04	52,295.40	54,387.22	56,562.71
		BIWEEKLY	1,589.61	1,653.19	1,719.32	1,788.09	1,859.62	1,934.00	2,011.36	2,091.82	2,175.49
		HOURLY	19.87	20.66	21.49	22.35	23.25	24.18	25.14	26.15	27.19
PD-1	Officer (Police & Evidence)	ANNUAL	54,208.26	56,376.59	58,631.65	60,976.92	63,416.00	65,952.64	68,590.74	71,334.37	74,187.75
		BIWEEKLY	2,084.93	2,168.33	2,255.06	2,345.27	2,439.08	2,536.64	2,638.11	2,743.63	2,853.37
		HOURLY	26.06	27.10	28.19	29.32	30.49	31.71	32.98	34.30	35.67
PD-2	Detective (former Investigator) School Resource Officer	ANNUAL	56,918.67	59,195.42	61,563.24	64,025.77	66,586.80	69,250.27	72,020.28	74,901.09	77,897.13
		BIWEEKLY	2,189.18	2,276.75	2,367.82	2,462.53	2,561.03	2,663.47	2,770.01	2,880.81	2,996.04
		HOURLY	27.36	28.46	29.60	30.78	32.01	33.29	34.63	36.01	37.45
PD-3	Sergeant (If Promotion from PD-1 = 10% Increase) (If Promotion from PD-2 = 5% Increase)	ANNUAL	65,966.75	4% Increase Every Two Years					83,468.32		
		BIWEEKLY	2,537.18						3,210.32		
		HOURLY	31.71						40.13		
PD-4	Police Lieutenant	ANNUAL	85,138.37	88,543.90	92,085.66	95,769.08					
		BIWEEKLY	3,274.55	3,405.53	3,541.76	3,683.43					
		HOURLY	40.93	42.57	44.27	46.04					

FY2022 - Police Step Plan - 092821





FIRE PAY PLAN

FY2022 FIRE STEP PLAN									
GRADE	POSITION		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
			2 Years	2 Years	2 Years	2 Years	2 Years	2 Years	2 Years
FD-1	EMS Crew (12 hr)	ANNUAL (1976 Annual Hrs / 76 Hrs/Pay Period)	33,426.49	34,763.55	36,154.09	37,600.25	39,104.26	40,668.43	42,295.17
		HOURLY	16.92	17.59	18.30	19.03	19.79	20.58	21.40
FD-2	Paramedic (Part Time)	ANNUAL	38,198.45						
		HOURLY	18.36						
FD-3	Firefighter (24 hr) Lead Paramedic	ANNUAL (2912 Annual Hrs / 112 Hrs/Pay Period)	48,084.10	50,007.46	52,007.76	54,088.07	56,251.59	58,501.66	
		HOURLY	16.51	17.17	17.86	18.57	19.32	20.09	
FD-3P	Paramedic ONLY (24 hr) (Not subject to 7K exemption)	ANNUAL (2912 Annual Hrs / 56 Hrs/Wk)	45,361.51	47,175.97	49,063.01	51,025.53	53,066.55	55,189.21	
		HOURLY	13.63	14.18	14.74	15.33	15.95	16.58	
FD-4	Fire Apparatus Driver (24 hr)	ANNUAL (2912 Annual Hrs / 112 Hrs/Pay Period)	60,846.78	63,280.65	65,811.88	68,444.35	71,182.13		
		HOURLY	20.90	21.73	22.60	23.50	24.44		
FD-5	Lieutenant (24 hr)	ANNUAL (2912 Annual Hrs / 112 Hrs/Pay Period)	71,909.83	74,786.22	77,777.67	80,888.78			
		HOURLY	24.69	25.68	26.71	27.78			
FD-5A	Deputy Fire Marshal (8 hr)	ANNUAL (2080 Annual Hrs / 80 Hrs / Pay Period)	71,909.83	74,786.22	77,777.67	80,888.78			
		BIWEEKLY	2,765.76	2,876.39	2,991.45	3,111.11			
		HOURLY	34.57	35.95	37.39	38.89			
FD-8	Battalion Chief (24 hr)	ANNUAL (2912 Annual Hrs / 112 Hrs/Pay Period)	81,365.96	84,620.60	88,005.42	91,525.64			
		HOURLY	27.94	29.06	30.22	31.43			
FD-8A	Division Chief - Fire Marshal (8 hr) Division Chief - Training/EMC (8 hr)	ANNUAL (2080 Annual Hrs / 80 Hrs / Pay Period)	81,365.96	84,620.60	88,005.42	91,525.64			
		BIWEEKLY	3,129.46	3,254.64	3,384.82	3,520.22			
		HOURLY	39.12	40.68	42.31	44.00			

FY2022 - Fire Step Plan - 092821





OFFICIAL BONDS

Section 14.03 of the City's Charter directs that certain City employees including the Chief Financial Officer and others shall be bonded in an amount and with surety approved by City Council. The premiums for these bonds are paid by the City and are part of the expenditures set forth in this budget document. Total expense for FY2021 is estimated at \$5,500.

Bond amounts range from \$10,000 to \$50,000. Bonds are required for certain executives as well as certain employees that handle cash, credit card, municipal court records, Police evidence, medical records, social security numbers, or other sensitive information.

By adopting this budget document through a budget ordinance, City Council is complying with section 14.03 of the Charter regarding official bonds.

The following employees will be bonded for FY2022:

City Manager	Deputy City Manager
Finance Director / CFO	Assistant Director of Finance
Executive Director for General Operations	Executive Director for Innovation
City Secretary	Deputy City Secretary
Human Resources Analysts	Payroll Analyst
Accounting Manager	Accounting Specialist
Accounts Payable Specialist	Main Street Manager
Municipal Court Administrator	Municipal Court Assistant Administrator
Municipal Court Clerks	Fire Department Administrative Assistant
EMS Billing Coordinator	
Police evidence officers, clerks and administrative assistants	
Parks and Recreation employees that handle cash or credit cards	
Utility Billing employees that handle cash or credit cards	
Development Services employees that handle cash or credit cards	
Golf employees that handle cash or credit cards	



FINANCIAL MANAGEMENT POLICY





FINANCIAL MANAGEMENT POLICY

I. Purpose

The City of Kerrville, Texas financial policies set forth the basic framework for the fiscal management of the City. These policies were developed within the parameters established by applicable provisions of the Texas Local Government Code and the City of Kerrville City Charter. The policies are intended to assist the City Council and City staff in evaluating current activities and proposals for future programs. The policies are to be reviewed on an annual basis and modified to accommodate changing circumstances or conditions. Debt and arbitrage compliance policies are included in the financial policies in lieu of having separate policies.

II. Annual Budget

The fiscal year of the City of Kerrville shall begin on October 1st of each calendar year and will end on September 30th of the following calendar year. The fiscal year will also be established as the accounting and budget year.

Each year, the City Manager shall prepare a budget to cover all proposed expenditures of the government of the City of Kerrville for the succeeding year. Such budget shall be carefully itemized so as to make as clear a comparison as practicable between expenditures included in the proposed budget and actual expenditures for the same or similar purposes for the preceding year. The budget shall also show, as definitely as possible, each of the various projects for which appropriations are set up in the budget, and the estimated amount of money carried in the budget for each of these projects. The budget shall also contain a complete financial statement of the City showing all outstanding obligations of the City, the cash on hand to the credit of each and every fund, the funds received from all sources during the previous year, the funds available from all sources during the ensuing year, the estimated revenue available to cover the proposed budget, and the estimated rate of tax which will be required.

On or before July 31st of each year, the City Manager shall submit to the City Council and City Secretary a budget for the ensuing fiscal year and an accompanying budget message. The full text of the proposed budget and message shall be made available for public review in the office of the City Secretary, at the City's library, and prominently linked on the City's website.

The City Manager's budget message shall explain the budget both in fiscal terms and in terms of the work programs, linking those programs to organizational goals and community priorities. It shall outline the proposed financial policies of the City for the ensuing fiscal year and the impact of those policies future years. It shall describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures, and revenues together with the reasons for such changes, summarize the City's debt position, including factors affecting the



FINANCIAL MANAGEMENT POLICY

ability to raise resources through debt issuances, and include such other material as the City Manager deems desirable.

III. City Council Action on Budget

A. Notice and Hearing

The City Council shall publish the general summary of the budget and a notice stating:

1. The times and places where copies of the message and budget are available for inspection by the public, and
2. The time and place, not less than two weeks after such publication, for a public hearing(s) on the budget.

B. Amendment Before Adoption: After the public hearing, the City Council may adopt the budget with or without amendment. In amending the budget, it may add or increase programs or amounts and may delete or decrease any programs or amounts, except expenditures required by law or for debt service or for an estimated cash deficit, provided that no amendment to the budget shall increase the authorized expenditures to an amount greater than total estimated income.

C. Adoption: The City Council shall adopt the budget on or before the 30th day of September of the fiscal year currently ending. If it fails to adopt the budget by this date, the budget proposed by the City Manager shall go into effect.

D. Publish: As used in this section, the term “publish” means to print in the contemporary means of information sharing, which includes, a newspaper of general circulation which is published in the City, and on the City’s website. In addition, the budget shall be made available in the office of the City Secretary and in the City’s library.

IV. Budget as a Financial Plan: The budget shall provide a complete financial plan of all City funds and activities for the ensuing fiscal year and, except as required by law or this Charter, shall be in such form as the City Manager deems desirable or the City Council may require for effective management and an understanding of the relationship between the budget and the City’s strategic goals. The budget shall begin with a clear general summary of its contents; shall show in detail all estimated income, indicating the proposed property tax levy; and all proposed expenditures, including the amount of salary or compensation of officers and employees and debt service for the ensuing fiscal year; and shall be so arranged as to show comparative figures for actual and estimated income and expenditures of the current fiscal year and actual income and expenditures of the preceding fiscal year. It shall indicate in separate sections:



FINANCIAL MANAGEMENT POLICY

- A. The proposed goals and expenditures for current operations during the ensuing fiscal year, detailed for each fund by department or by other organization unit, and program, purpose or activity, method of financing such expenditures, and methods to measure outcomes and performance related to the goals;
- B. Proposed longer-term goals and capital expenditures during the ensuing fiscal year, detailed for each fund by department or by other organization unit when practicable, the proposed method of financing each such capital expenditure, and methods to measure outcomes and performance related to the goals; and
- C. The proposed goals, anticipated income and expense, profit and loss for the ensuing year for each utility or other enterprise fund or internal service fund operated by the City, and methods to measure outcomes and performance related to the goals. For any fund, the total of proposed expenditures shall not exceed the total of estimated income plus carried forward fund balance exclusive of reserves.

V. Appropriation and Revenue Ordinances

To implement the adopted budget, the City Council shall adopt, prior to the beginning of the fiscal year:

- A. An appropriation ordinance making appropriations by department, fund, or other organizational unit and authorizing an allocation for each program or activity; and
- B. A tax levy ordinance authorizing the property tax levy or levies and setting the tax rate or rates.

VI. Amendments after Adoption

- A. Supplemental Appropriations: If during or before the fiscal year the City Manager certifies that there are available for appropriation revenues in excess of those estimated in the budget, the City Council by ordinance may make supplemental appropriations for the year up to the amount of such excess.
- B. Emergency Appropriations: To address a public emergency affecting life, health, property, or the public peace, the City Council may make emergency appropriations. Such appropriations may be made by emergency ordinance in accordance with the provisions of Section 3.06 of the City Charter. To the extent that there are no available unappropriated revenues or a sufficient fund balance to meet such appropriations, the Council may by such emergency ordinance authorize the issuance of emergency notes, which may be renewed from time to time, but the emergency notes and renewals of any fiscal year shall be paid or refinanced as long-term debt not later than the last day of the fiscal year next succeeding that in which the emergency appropriation was made.



FINANCIAL MANAGEMENT POLICY

- C. Reduction of Appropriations: If at any time during the fiscal year it appears probable to the City Manager that the revenues or fund balances available will be insufficient to finance the expenditures for which appropriations have been authorized, the manager shall report to the City Council without delay, indicating the estimated amount of the deficit, any remedial action taken by the manager, and recommendations as to any other steps to be taken. The Council shall then take such further action as it deems necessary to prevent or reduce any deficit and for that purpose it may, by ordinance, reduce or eliminate one or more appropriations.
 - D. Transfer of Appropriations: At any time during or before the fiscal year, the City Council may, by resolution, transfer part or all of the unencumbered appropriation balance from one department, fund, or organizational unit to the appropriation for other departments or organizational units or a new appropriation. The manager may transfer funds among programs within a department, fund, or organizational unit and shall report such transfers to the Council in writing in a timely manner.
 - E. Limitation Effective Date: No appropriation for debt service may be reduced or transferred, except to the extent that the debt is refinanced and less debt service is required, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the unencumbered balance thereof. The supplemental and emergency appropriations and reduction or transfer of appropriations authorized by this section may be made effective immediately upon adoption.
- VII. Independent Audit: As soon as practicable after the close of each fiscal year, an independent audit shall be made of all accounts of the City government by certified public accountants, to be selected by the Council, who have no personal interest directly or indirectly in the financial affairs of the City government. The results of this audit shall be published immediately upon its completion.

VIII. Basis of Accounting and Budgeting

The City's finances shall be accounted for in accordance with generally accepted accounting principles (GAAP) as established by the Governmental Accounting Standards Board (GASB).

- A. The accounts of the City are organized and operated based on funds and account groups. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements. Account groups are a reporting device to account for certain assets and liabilities of the governmental funds not recorded directly in those funds.



FINANCIAL MANAGEMENT POLICY

- B. Governmental funds are used to account for the government's general activities and include the General, Special Revenue, Debt Service, and Capital Project Funds. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they are "measurable and available"). "Measurable" means the amount of the transaction that can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Substantially all revenues are considered susceptible to accrual. Ad valorem, sales, hotel, franchise and tax revenues recorded in the General Fund and ad valorem tax revenues recorded in the Debt Service Fund are recognized under the susceptible to accrual concept. Licenses and permits, charges for services, fines and forfeitures, and miscellaneous revenues (except earnings on investments) are recorded as revenues when received in cash because they are generally not measurable until actually received. Investment earnings are recorded as earned since they are measurable and available. Expenditures are recognized when the related fund liability is incurred, if measurable, except for principal and interest on general long-term debt, which are recorded when due, and compensated absences, which are recorded when payable from currently available financial resources.
- C. The City utilizes encumbrance accounting for its governmental fund types, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation.
- D. The City's proprietary fund types are accounted for on a flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned, and expenses are recorded at the time liabilities are incurred.

The City's annual budgets shall be prepared and adopted on a basis consistent with generally accepted accounting principles for all governmental and proprietary funds except the capital projects funds, which adopt project-length budgets. Also, depreciation of fixed assets is not recognized in proprietary fund budgets. All annual appropriations lapse at fiscal year-end. Under the City's budgetary process, outstanding encumbrances are reported as restricted fund balances and do not constitute expenditures or liabilities since the commitments will be appropriated and honored the subsequent fiscal year.

The issuance of Statement 34 by GASB has influenced the creation and reporting of individual funds. GASB 34 essentially mandates dual accounting systems: one for government-wide (i.e. the government as a single entity) reporting and another for individual fund reporting. Under GASB 34 for individual funds, the City will continue utilizing the accounting and budgeting processes as described in paragraphs (1) and (2) of this section. However, because GASB 34 mandates the flow of economic



FINANCIAL MANAGEMENT POLICY

resources measurement focus and accrual basis of accounting for the government-wide reporting, extensive reconciliation must be performed to present aggregated fund information in the government-wide reporting model. Therefore, individual operating funds will be created with the objective of reducing fund to government-wide reconciliation as much as possible. When appropriate, individual funds will be examined as to whether it will be appropriate to account for them as proprietary fund types.

The Governmental Accounting Standards Board (GASB) issued Statement Number 54, *"Fund Balance Reporting and Governmental Fund Type Definitions"* effective for periods after June 15, 2010. The objective of this Statement was to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. This Statement establishes limitations on the purposes for which Fund Balance can be used.

1. Non-spendable Fund Balance: Some assets reported in governmental funds may be inherently non-spendable from the vantage point of the current period.
 - a. Assets that will never convert to cash such as prepaid items or inventories.
 - b. Assets that will not convert to cash soon enough to affect the current period such as non-financial assets held for resale or resources that must be maintained intact pursuant to legal or contractual requirements such as capital of a revolving loan fund.
2. Restricted Fund Balance: This represents the portion of fund balance that is subject to externally enforceable legal restrictions. Such restrictions are typically imposed by parties altogether outside the City such as creditors, grantors, contributors or other governments.
3. Restrictions can also arise when the authorization to raise revenues is conditioned upon the revenue being used for a particular purpose.
4. Committed Fund Balance – This represents the portion of fund balance whose use is constrained by limitations that the City imposes on itself by City Council (highest decision-making level) and remains binding unless removed in the same manner. The City does not use committed funds in its normal course of business.
 - a. Requires action by City Council to commit fund balance
 - b. Formal City Council action is necessary to impose, remove or modify a constraint reflected in the committed fund balance



FINANCIAL MANAGEMENT POLICY

5. Assigned Fund Balance: This describes the portion of fund balance that reflects the City's intended use of resources. This authority rests with City Manager and is delegated to staff through the use of encumbrances.
6. Unassigned Fund Balance: This describes total fund balance in the General Fund in excess of non-spendable, restricted, committed and assigned fund balance.

IX. Financial Reporting

Following the conclusion of the fiscal year, the Chief Financial Officer shall cause to be prepared a Comprehensive Annual Financial Report in accordance with generally accepted accounting and financial reporting principles established by GASB. The document shall also satisfy all criteria of the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program.

The Comprehensive Annual Financial Report shall show the status of the City's finances based on GAAP. The Comprehensive Annual Financial Report shall show fund revenues and expenditures on both a GAAP basis and budget basis for comparison purposes. In all but two cases, this reporting conforms to the way the City prepares its budget. Compensated absences (accrued but unused vacation leave) are not reflected in the budget but are accounted for in the Comprehensive Annual Financial Report's long-term debt account group. Depreciation expense is not shown in the budget's proprietary funds, although the full purchase price of equipment and capital improvements is reflected as uses of working capital.

Included as part of the Comprehensive Annual Financial Report shall be the results of the annual audit prepared by independent certified public accountants designated by the City Council. The Chief Financial Officer shall issue reports to the City Council reflecting the City's financial condition as requested, but not less than once a quarter. Financial reporting should reflect budget to actual comparisons.

X. Revenues

To protect the City's financial integrity, the City will maintain a diversified and stable revenue system to shelter it from fluctuations in any one revenue source. Recognizing that sales tax is a volatile, unpredictable source of revenue, the City will attempt to reduce its dependence on sales tax revenue.

For every annual budget, the City shall levy two property tax rates: (operation and maintenance) and (interest and sinking). The debt service levy shall be sufficient for meeting all principal and interest payments associated with the City's outstanding general obligation debt for that budget



FINANCIAL MANAGEMENT POLICY

year. The interest and sinking levy and related debt service expenditures shall be accounted for in the Debt Service Fund. The operation and maintenance levy shall be accounted for in the General Fund. The operation and maintenance levy will be established within the eight percent rollback rate as defined by the State of Texas Property Tax Code. City Council will consider exceeding the rollback rate only after options have been presented by staff to avoid the rollback by increasing revenue from other sources or reducing expenditures.

The City will maintain a policy of levying the lowest tax rate on the broadest tax base. The City may consider providing tax abatements or other incentives to encourage development. The City will establish user charges and fees at a level that attempts to recover the full cost of providing the service.

- A. User fees, particularly utility rates, should identify the relative costs of serving different classes of customers.
- B. Where possible, utility rates should be designed to reduce peak (hour and day) demands on the utility systems.
- C. The City will make every reasonable attempt to ensure accurate measurement of variables impacting taxes and fees (e.g. verification of business sales tax payments, verification of appraisal district property values, and accuracy of water meters).

The City will attempt to maximize the application of its financial resources by obtaining supplementary funding through agreements with other public and private agencies for the provision of public services or the construction of capital improvements. The City will consider market rates and charges levied by other public and private organizations for similar services in establishing tax rates, fees, and charges.

When developing the annual budget, the City Manager shall project revenues from every source based on actual collections from the preceding year and estimated collections of the current fiscal year, while taking into account known circumstances that will impact revenues for the new fiscal year. The revenue projections for each fund should be made conservatively, so that total actual fund revenues exceed budgeted projections.

One Time or unpredictable revenues are discouraged for use for ongoing expenditures. Funding will be used from the most restricted to least restricted when different funding sources are available.



FINANCIAL MANAGEMENT POLICY

XI. Operating Expenditures

Expenditures shall be accounted, reported, and budgeted for in the following major categories:

- A. Personnel
- B. Supplies
- C. Maintenance
- D. Services
- E. Other Expenses
- F. Capital Outlay

The annual budget shall appropriate sufficient funds for operating, recurring expenditures necessary to maintain established (i.e., status quo) quality and scope of City services.

The City will constantly examine the methods for providing public services in order to reduce operating, recurring expenditures and/or enhance quality and scope of public services with no increase to cost.

Personal service expenditures will reflect the minimum staffing needed to provide established quality and scope of City services. To attract and retain employees necessary for providing high-quality service, the City shall maintain a compensation and benefit package competitive with the public and, when quantifiable, private service industries.

Supply expenditures shall be sufficient for ensuring the optimal productivity of City employees. Maintenance expenditures shall be sufficient for addressing the deterioration of the City's capital assets to ensure the optimal productivity of the capital assets. Maintenance should be conducted to ensure a relatively stable level of maintenance expenditures for every budget year.

The City will utilize contracted labor for the provision of City services whenever private contractors can perform the established level of service at less expense to the City. The City will regularly evaluate its agreements with private contractors to ensure the established levels of service are performed at the least expense to the City.

Capital equipment is defined as equipment that exceeds \$5,000 and has a useful life of at least one year. Existing capital equipment shall be replaced when needed to ensure the optimal productivity of City employees.

Expenditures for additional capital equipment shall be made only to enhance employee productivity, improve quality of service, or expand scope of service. To assist in controlling the growth of operating expenditures, operating departments will submit their annual budgets to the City Manager within a



FINANCIAL MANAGEMENT POLICY

ceiling calculated by the City Manager. Projected expenditures that exceed the ceiling must be submitted as separate budget adjustment requests. The City Manager will recommend the adjustment requests to the City Council, which will vote on the requests.

XII. Fund Balance

The annual budget shall be presented to City Council with the General Fund reflecting an unassigned fund balance or unrestricted net position that is 15 to 25 percent of that fund's annual operating expenditures. The Water Fund's cash and current receivables should be 15 to 25 percent of the fund's annual operating expenditures. To satisfy the particular needs of individual funds, unassigned fund balances may be established which exceed the 25 percent minimum.

Fund balance that exceeds the minimum level established for each fund may be appropriated for non-recurring capital projects or debt.

The City will exercise diligence in avoiding the appropriation of fund balance for recurring operating expenditures. In the event fund balance is appropriated for recurring operating expenditures to meet the needs of the Kerrville community, the budget document shall include an explanation of the circumstances requiring the appropriation and the methods to be used to arrest the future use of fund balance for operating expenditures.

XIII. Fund Transfers

Transfer may occur when one fund provides goods or services to another fund. Fund transfers may occur when surplus fund balances are used to support nonrecurring capital expenses or when needed to satisfy debt service obligations. Transfers are permitted between funds to support economic development programs.

XIV. Debt Expenditures

The City will issue debt only to fund capital projects that cannot be supported by current, annual revenues.

To minimize interest payments on issued debt, the City will seek to maintain a rapid debt retirement policy by issuing debt with maximum maturities not exceeding twenty (20) years, except in instances when the capital improvements will significantly benefit the community beyond the twenty (20) year period. Retirement of debt principal will be structured to ensure consistent annual debt payments.

The City will attempt to maintain base bond ratings (prior to insurance) of AA- or better (Standard & Poor's) on its general obligation debt. When needed to minimize annual debt payments, the City will obtain insurance for new debt issues.



FINANCIAL MANAGEMENT POLICY

Debt service obligations for the General Fund shall not cause the I&S tax rate to exceed 25 percent of the total tax rate.

Debt Obligations in the Water Fund shall not exceed 35 percent of the annual revenues. The Chief Financial Officer shall include in the Comprehensive Annual Financial Report (Comprehensive Annual Financial Report) a report summarizing all debt outstanding by type (tax supported and revenue backed), remaining balance of bond proceeds, update of arbitrage liability, and update of pertinent legislative changes.

The City shall retain an independent financial advisor for advice on the structuring of new debt, financial analysis of various options, the rating review process, the marketing of debt issue, marketability of City obligations, sale and post-sale services, the review of the official statement, and other services, as necessary. The City will seek the advice of the financial advisor on an ongoing basis.

The City shall retain bond counsel for legal and procedural advice on all debt issues. Bond counsel shall advise the City Council in all matters pertaining to its bond ordinance(s) and/or resolutions(s). The City will also seek the advice of bond counsel on all other types of debt and on any other questions involving federal tax or arbitrage law.

The preparation of the Official statement is the responsibility of the financial advisor in concert with the Chief Financial Officer. Information for the Official statement is gathered from departments/divisions throughout the City.

The City will take all appropriate steps to comply with federal disclosure rules (i.e., Securities and Exchange Commission Rule 15c2-12). The City will provide annual and material event disclosure to information repositories throughout the term of securities for the benefit of the primary and secondary municipal markets as required by Rule 15c2-12. When feasible and economical, obligations shall be issued by competitive rather than negotiated sales.

The City will follow a policy of full compliance with all arbitrage rebate requirements of the federal tax code and Internal Revenue Service regulations, and will perform (internally or by contract consultants) arbitrage rebate calculations for each issue subject to rebate as necessary. Each year the City will evaluate the needs for arbitrage calculation for that year.

XV. Capital Project Expenditures

The City will develop a multi-year plan for capital projects, which identifies all projects likely to be constructed within a five-year horizon. The multi-year plan will reflect for each project the likely source of funding and attempt to quantify the project's impact to future operating expenditures.



FINANCIAL MANAGEMENT POLICY

Capital projects will be constructed to:

- A. Protect or improve the community's quality of life
- B. Protect or enhance the community's economic vitality
- C. Support and service new development

To minimize the issuance of debt, the City will attempt to support capital projects with appropriations from operating revenues or excess fund balances (i.e., "pay-as-you-go").

XVI. Utility Capital Expenditures

The City will design utility rates sufficient for both current and long term obligations.

XVII. Long-Term Financial Plans

The City will adopt every annual budget in context of a long-term financial plan for the General Fund and Water Fund. Financial plans for other funds may be developed as needed. The General Fund long-term plan will establish assumptions for revenues, expenditures and changes to fund balance over a five-year horizon. The assumptions will be evaluated each year as part of the budget development process.





INVESTMENT POLICY





I. General Policy Information

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 investments 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 ("Comprehensive Annual Financial Report "). This includes the financial assets of all City funds other than those of the Kerrville Public Utility Board and Kerrville Joint Airport Board, 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



INVESTMENT POLICY

City's investment risk constraints and the cash flow characteristics of the portfolio. The portfolio(s) risk shall be measured quarterly against a benchmark of the six-month Treasury Bill.

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. Strategy

The City maintains one (1) commingled portfolio for City funds and its investment strategy incorporates the specific investment strategy considerations 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.
- E. The investment strategy for each Trust Fund with a restricted corpus will have as its primary objective to grow the income used for specific purposes, as outlined in the individual trust document. The City acts as trustee for certain funds, the corpus of which is permanent and the income used for specific operating purposes. These are established as separate portfolios. Currently, the funds so structured include:

1. Butt-Holdsworth Memorial Library Endowment Fund Trust

The principal is not to be used for any ongoing expenditures. Therefore, these funds are to be managed within the parameters of the Policy, but the longer term needs of the funds



INVESTMENT POLICY

require a strategy focused on high-credit quality, intermediate term securities which will protect the corpus and generate a reasonable income stream on an annual basis. The portfolio of each trust will maintain a maximum weighted average maturity for the fixed income portion of two (2) years and the maximum stated maturity for any security will be three (3) years. The risk benchmark for the fund will be the two-year US Treasury Note for the comparable period.

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 Officers or Advisor 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 Chief Financial Officer, Assistant Finance Director, and Accounting Manager 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, through its direction to the City Manager, designate additional qualified employees or an SEC registered Investment Advisor as Investment Officer(s). 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 Chief Financial Officer. 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



INVESTMENT POLICY

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 the fiduciary responsibility for the investment of City funds is the responsibility of the City Council, which directs its Investment Officers through its adoption of this Policy.

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 (5) authorized brokers/dealers, adopted by the City Council, shall be maintained to assure a competitive process. The list is adopted by the Council annually with the Policy adoption. See Exhibit A for a list of approved brokers/dealers. Investment Officers will collectively establish the criteria, monitor the service, and evaluate the brokers/dealers for:
 - 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 bids/offers; and
 - 4. Understanding of the inherent fiduciary responsibility of public funds.



INVESTMENT POLICY

B. Information/Qualifications - All broker/dealers will be furnished with a copy of this Policy. Financial Institutions and brokers/dealers who desire to transact business with the City must supply the following documents to the Investment Officer(s) or Investment Advisor(s), 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. 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 pool in which the City participates with a current copy of the Policy and an authorized representative of the pool shall, in writing to the City, certify substantially to the effect that:

1. The pool has received and reviewed the Policy; and
2. The pool has implemented reasonable procedures and controls to preclude investments with the City not authorized by the Policy.

Note: If material changes are made to the Policy, an updated copy shall be provided to all authorized broker/dealers.

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.

X. Authorized Investments

Authorized investments under this Policy shall be limited to the instruments listed below as further described by the Act.

- A. Obligations of the United States Government, its agencies and instrumentalities, excluding mortgage backed securities, with a stated final maturity not to exceed three (3) years.
- B. Fully collateralized or Federal Deposit Insurance Corporation ("FDIC") insured depository certificates of deposit (CD) from banks doing business in Texas with a final stated maturity not to exceed twenty-four (24) months. Funds shall be collateralized in accordance with this Policy and governed by a written agreement that complies with federal and state regulations for



INVESTMENT POLICY

properly securing a pledged security interest.

- C. 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, an Investment Officer must verify the FDIC status of the bank to assure that the bank is FDIC insured.
- D. Fully insured share certificates from credit unions in Texas not to exceed twenty-four (24) months to stated maturity and insured by the National Credit Union Share Insurance Fund or its successor.
- E. Commercial paper rated A1/P1 or its equivalent by two (2) nationally recognized rating agencies and with a final stated maturity not to exceed two-hundred seventy (270) days from the date of issuance.
- F. AAA-rated SEC registered money market mutual funds which strive to maintain a \$1 net asset value and comply with SEC Rule 2a-7.
- G. Constant-dollar, AAA-rated (or equivalent) rated Texas Local Government Investment Pools, approved by resolution of the City Council which strive to maintain a \$1 net asset value and complies with the Act. The City investment in any investment pool shall not exceed 5 percent of the total assets of the pool.
- H. Fully insured or collateralized interest bearing accounts in any bank in Texas. Accounts requiring collateralization must be under the provisions of a written collateral/depository agreement.
- I. State and municipal obligations of any state rated not less than A by at least one (1) nationally recognized rating agency and with a stated maturity not to exceed three (3) years.
- J. 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.
- K. 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.

XI. 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.



XII. 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.

XIII. Monitoring Credit Ratings

An Investment Officer or Investment Advisor 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, an Investment Officer or Advisor shall notify the Chief Financial Officer immediately of the loss of rating and within (3) three days make a recommendation as to the conditions affecting the rating and possible loss of principal with available liquidation options.

XIV. Monitoring FDIC Status

An 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, an Investment Officer or Advisor shall immediately liquidate any brokered CD which places the City above the FDIC insurance level.

XV. Collateralization

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

XVI. Time and Demand Deposits- Pledged Collateral

Collateral pledged to the City must be maintained with a market value margin of at least 102 percent of the total time or demand amounts being collateralized including accrued interest. The banking institution shall be held responsible for monitoring and maintaining the required margins daily. 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 or on terms agree to by the City.

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



Financial institutions serving as City depositories are required to execute a depository/collateral agreement with the City outlining, among other conditions, collateral conditions and limitations. The agreement must 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 U.S. Government, its agencies and instrumentalities, including Mortgage Backed Securities and Collateralized Mortgage Obligation (CMO) which pass the Federal Reserve bank test
- B. Obligations of any state, its agencies and instrumentalities, and municipalities rated A or better by two (2) nationally recognized rating agencies

XVII. 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 at least 102 percent 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.

XVIII. 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 contracted 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.

XIX. Internal Control

The Chief Financial Officer 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. An 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 Chief Financial Officer 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 an 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, strategy, and broker/dealer list annually in conjunction with the adoption of the budget. Additional changes to the Policy may be adopted by City Council as needed. The adopting resolution shall reference any changes made to the Policy.

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 Sandler & Co.
3. FHN Financial
4. StoneX Group Inc. (name change from Intl F.C. Stone)
5. Mizuho Securities
6. Morgan Stanley
7. Mutual Securities
8. Raymond James
9. RBC Capital Markets
10. Robert W. Baird
11. Stifel Nicolaus
12. Siebert Williams Shank & Co LLC
13. Cantor Fitzgerald
14. BOK Financial
15. Oppenheimer & Co.,Inc.
16. UBS Financial Services



PURCHASING POLICY





I. 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 Department (“Finance”) and/or the City Attorney’s Office. State law supersedes the City’s policy in the event of a conflict.

A. Purchasing Goals

1. Ensure compliance with Federal, State, and local purchasing laws
2. Establish policies and procedures that maintain the integrity of the purchasing process, encourage competition, and achieve cost savings.
3. 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

B. General Purchasing Information

1. **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 with respect to the purchasing of goods and services to certain City positions including members of the Finance Department with purchasing certifications and training, as well as Department Directors and their designees. City Council authorizes the City Manager to sign contracts that are below thresholds for which explicit City Council approval is required, **unless the total cumulative financial support for a multi-year agreement is under \$50,000.**
2. **Public Funds Agreements:** In addition, the City Council authorizes the City Manager to enter into agreements to grant public funds to various organizations as appropriated by the budget. Such grants include proceeds from occupancy tax and funding related to community support. Such agreements are limited to one (1) year.

See table on following page for general purchasing guidelines.



PURCHASING POLICY

The following table provides general guidelines for purchases and the required quotes/bids.

CITY OF KERRVILLE			
PURCHASING COMPLIANCE QUICK REFERENCE			
Total			
Amount of Request	Compliance Requirement	Responsible Party	Approvals Required
Contracts Valued at \$50,000 or more	Competitive bids opened at a public meeting	Department or Project Manager	City Council and City Manager Finance
Goods Valued at \$50,000 or more	At least 3 competitive bids / quotes based on like products or proof of purchasing co-op pricing	Department, Project Manager, Purchasing Agent	City Council and City Manager Finance
\$25,000 to \$49,999.99	At least 3 competitive bids / quotes based on like products or proof of purchasing co-op pricing	Department, Project Manager, or Purchasing Agent	Department Director and Finance
\$5,000.00 to \$24,999.99	At least 3 competitive bids / quotes based on like products or proof of purchasing co-op pricing	Department purchasing staff	Department Purchasing Approver and/or Finance
up to \$4,999.99	Compare pricing and quality to obtain the best value for the City	Department purchasing staff	Department Purchasing Approver and/or Finance

- * All bids, quotes and/or purchasing co-op pricing must be obtained **PRIOR** to purchase.
- * All requisitions related to a Capital Improvement Project (CIP) require Finance approval.
- * The City Manager may approve contracts or purchases up to \$50,000 without prior Council Approval.
- * For purchasing compliance consideration, the amount is determined by the total amount of related purchases or total term value of a contract, not individual invoice.
- * Purchasers should refer to full policy for specific requirements related to the table above.
- * 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.



II. Purchasing Considerations

A. Tax Exempt Status

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

B. 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 but less than \$50,000. A HUB vendor list may be obtained at: 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.

C. Contractors and any sub-contractors employed by the City of Kerrville shall ensure compliance with TLGC section 2258 by using the prevailing wage rate as determined by the United States Department of Labor in accordance with the Davis-Bacon Act and subsequent amendments.

III. Competitive Bidding

A. Legal Requirements-Expenditures Over \$50,000

Pursuant to state law, before the City may enter into a contract that requires an expenditure greater than \$50,000 (including insurance and technology), the City must (Ch. 252, Subchapter. B, TX. Local Gov't Code):

1. comply with the procedure established by state law for competitive sealed bidding or competitive sealed proposals (where necessary);
2. use the reverse auction procedure as defined by Section 2155.062(d) of the Government Code for purchasing; or
3. comply with a method described by Chapter 2269 (Contracting and Delivery Procedures for Construction Projects) of the Government Code.

B. Alternate 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



PURCHASING POLICY

alternative delivery methods for any project involving an improvement to real property.

IV. Requirements for Purchases Under \$50,000

A. Purchases of Goods or Services Under \$5,000

1. Assigned purchaser should compare pricing and quality to obtain the best value for the City
2. All purchasing documentation must be attached to the requisition (invoice, quotes, special information, etc.)
3. Department purchasing approver must review all documentation **PRIOR** to approval
4. Accounts Payable Specialist may approve all purchases under \$500 prior to payment
5. Director of Finance, Assistant Director of Finance, or Finance Administrator **must** approve all payments over \$500 prior to payment

B. Requirements for Purchases \$5,000-\$49,999

1. At least (3) three written quotes for like items or services, proof of co-op pricing, or exemption information must be obtained **PRIOR** to placing order for, making purchase of, or entering into agreement for goods or services
2. Department purchasing approver, depending on the value of purchases, should review quotes prior to purchase
3. All quotes must be attached to requisition along with other purchasing documentation (invoice, agreement, special information, etc.)
4. Notes should be made to indicate why staff chose to purchase from a particular vendor, example, price, quality, availability, etc.
5. In the event that every effort has been made to obtain at least (3) three quotes but are unable to do so, adequate documentation must be attached to purchasing requisition proving staff efforts to obtain minimum number of quotes
6. Department purchasing approver must review all documentation prior to approving
7. Assistant Director of Finance, Accounting Manager, or CFO must approve prior to payment

C. Other Considerations

1. It is the responsibility of each staff member with purchasing authority to utilize all resources when expending funds belonging to the citizens of Kerrville. The best value method should be used, regardless of how small the purchase.



PURCHASING POLICY

2. All purchases are subject to review during the City's annual audit by an external auditing firm to determine compliance with the City's policies along with state and federal purchasing requirements.
3. Purchases over the amount of \$5,000 are subject to capitalization, as part of the City's fixed Asset Management process. Items purchased independently that are part of a project or product valued over \$5,000 should be reported to the Finance Department upon purchase.
4. Finance purchasing staff have the responsibility to ensure compliance with the City's Purchasing Policy, up to and including reporting employees who repeatedly fail to meet the requirements of the Policy, which may lead to revocation of purchasing privileges.
5. It is the responsibility of each department to obtain proper vendor information prior to doing business with vendor. Vendor information is located on the p: drive in the Finance Department "forms" folder. Vendor information can be submitted electronically to: accountspayable@kerrvilletx.gov.
6. All invoices should be directed to Accounts Payable staff electronically at: accountspayable@kerrvilletx.gov.
7. Requisitions should be entered and approved timely by deadlines set by the Finance Department. Any questions regarding purchasing compliance should be directed to the Finance Department, Purchasing Agent, or the City Attorney's Office PRIOR to purchase.

V. Exemptions from Competitive Bidding (see "Additional Information" section for specific details)

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 (sole source), including;
 1. items that are available from only one source because of patents, copyrights, secret



processes or natural monopolies;

2. films, manuscripts, or books;
 3. gas, water, and other utility services;
 4. captive replacement parts or components for equipment;
- H. a purchase of rare books, papers, and other library materials for a public library;
- I. paving drainage, street widening, and other public improvements, or related matters, if a least one-third of the cost is to be paid by or through special assessments levied on property that will benefit from improvements;
- J. 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, an 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
- K. Services performed by blind or severely disabled persons;
- L. Goods purchased by a municipality for subsequent retail sale by the municipality;
- M. Advertising, other than legal notices;
- N. Purchases made through an existing state contract (Chapter 271, Subchapter D), Cooperative purchasing program (Chapter 274, Subchapter F), or inter-local cooperation (Interlocal Cooperation Act, Chapter 791 Government Code).

VI. Bids, Proposals, and Contracts

- A. The City Manager has authority to approve any contract or the purchase of goods not valued at more than \$50,000. The total value is determined by the aggregate value over the term of the contract or individual purchase.
- B. Only City Council has the authority to approve and award bids, proposals, and contracts that exceed \$50,000. State law (§252.021, TLGC) provides that all purchases and contracts estimated at greater than \$50,000 require advertising which requests sealed bids or proposals. The Department or Project Manager, with assistance from the City Secretary's Office, when



PURCHASING POLICY

requested, is responsible for the advertisement and distribution of the requests for bids or proposals. The Department or Project Manager is responsible for the advertisement and distribution of the requests for bids or proposals. City Council is responsible for approving the bid or proposal, in accordance with state law. Criminal penalties may apply to those who fail to comply with competitive bidding requirements.

C. Bid Process

1. 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.
2. 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.
3. The City will accept bids in both paper and electronic formats. The City Secretary will accept all paper bids and maintain them in a secure confidential file until the date of the bid opening. Electronic bids will only be accepted via the City's current procurement software, which can be accessed via the City's website: www.kerrvilletx.gov. This software ensures the identification, security, and confidentiality of electronic bids or proposals and ensures that the electronic bids or proposals remain effectively unopened until the proper time in compliance with Texas Local Government Code. (§252.0415, TLGC)
4. At the time of the bid opening, the City Secretary or designee will present all bids to the Department or Project Manager for opening, review, and analysis. The City will reject 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. Specific rules regarding the security of electronic submissions can be found in the appendix section of this policy.
5. 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.
6. 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:
 - a. price
 - b. reputation of the bidder, including any safety record or financial capability



- c. reputation of the bidder's goods or services, including personnel
 - d. extent to which the goods and services meet the needs of the City
 - e. bidder's past relationship with the City
 - f. impact to the City's ability to comply with HUB requirements
 - g. total longer-term cost to the City of acquiring goods or services
 - h. any other relevant criteria that the City listed in specifications (§252.043, TLGC)
7. After reviewing the bids, the Department or Project Manager will prepare an agenda bill with staff recommendation for City Council consideration, approval, and award.
8. 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)

D. General Contract Requirements

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 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)

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:



PURCHASING POLICY

- a. Bid Bond: A bid bond, in the amount of 10 percent of the proposed contract price, is required where a contract is in excess of \$100,000.
- b. Performance Bond: A performance bond, in the total amount of the contract, is required if the contract is in excess of \$100,000.
- c. Payment Bond: A payment bond is required if the contract is in excess of \$50,000, 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 works projects for a minimum time period of one (1) year. (Chapter 2253, TX. Gov't Code)

3. Bonds for Non-Public Works Projects

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

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 percent and the change order is not being used to purchase new products or to create an entirely new project. Pursuant to this section, the City Manager has authority to approve such change orders that are less than \$50,000. Change orders over \$50,000 are subject to City Council approval.

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.



PURCHASING POLICY

b. Liability Insurance: The following insurance is required on all contracts over \$15,000:

1. Employer's Liability of \$100,000;
2. Comprehensive General Liability and Bodily Injury & Property Damage \$1,000,000, per occurrence and \$2,000,000 general 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.

6. Boycotting Israel

House Bill 793 provides that contracts for goods and services must have written verification from the company that it:

- a. Does not boycott Israel / will not boycott Israel during the term of the contract by providing that:
 1. The company does not include a sole proprietorship; and
 2. The law applies only to a contract that:
 - a. Is between a governmental entity and a company with more than 10 full-time employees, and;
 - b. Has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the government entity

VII. Other Purchasing Arrangements

A. 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.

B. Simple Leases (auto, office equipment, etc.)



PURCHASING POLICY

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.

C. 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.

VIII. Purchasing Methods

A. Purchase Requisition

Most purchases are made using a requisition that is processed through Incode. The requisitions prepared and approved by the department requesting the purchase or other necessary approver. The requisition is completed and submitted electronically along with all supporting documentation (invoice, receipt, bids or quotes, if necessary, sole source or emergency justification forms, if necessary). Appropriate staff must approve requisitions for payment. 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.

B. Purchasing Card (P-card)

1. 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
2. Responsibilities:
 - a. The Accounting Manager, Assistant Director of Finance, and the Chief Financial Officer are the administrators for the P-card program.
 - b. A Department Director, where appropriate, may authorize an employee(s) under their



PURCHASING POLICY

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.

- c. 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.
- d. 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.
- e. P-card holders who do not retain acceptable receipts for P-Card purchases may have their authority for using the P-card revoked. The Accounting Manager or Chief Financial Officer will notify a Department Director concerning any misuse of a P-card.
- f. 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 re- view 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.
- g. 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



PURCHASING POLICY

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.

- h. Termination or Transfer of an 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 Accounting Manager of the change immediately. The employee's P-card approver will be responsible for a final reconciliation of the employee's P-card account.
- i. 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.
- j. Travel Expenses: All travel expenses paid for using a P-card must be documented in accordance with the City's Travel Policy.

IX. Petty Cash

- A. Purpose: Petty cash funds are for the purpose of infrequent, small dollar, non-travel departmental purchases when an employee does not have access to a p-card, a p-card cannot be used for payment, or there is a reason, approved by Assistant Director of Finance or CFO, why the purchase cannot go through the accounts payable process.
- B. Requesting Petty Cash: Requests for petty cash or requests for reimbursement from petty cash should be submitted to the Utility Billing Office or the Department's Petty Cash Custodian, if the department maintains a petty cash fund.
 - 1. The request may not exceed \$50.00.
 - 2. All petty cash slips must be signed, approved by the Department Director, include the amount, reason for expenditure, date and the account number to be charged.
 - 3. Cash will only be reimbursed when accompanied by itemized receipts.
 - 4. In the event that petty cash is requested in order to make a purchase on the City's behalf, a petty cash voucher will be issued and a signature of the person given cash will be required. An itemized receipt and unspent cash must be returned the same day that the petty cash was given.
- C. Maintaining Petty Cash: Petty cash vouchers, receipts, and cash on hand should equal the total amount authorized for the petty cash fund. The itemized sales receipt must be attached to the



PURCHASING POLICY

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.

- D. Replenishing Petty Cash Fund: If a department maintains a departmental petty cash fund, the department should turn in petty cash vouchers with receipts to the Utility Billing Department to exchange for cash to reimburse the departmental petty cash. Petty cash should be replenished by departments monthly. It is CRITICAL that all petty cash vouchers are redeemed and petty cash is replenished no later than September 30th of each year.
- E. Performing Petty Cash Audits: The Finance Department will periodically audit petty cash funds at least twice each year to verify compliance with the petty cash policies and procedures.
- F. Travel advances, meals, mileage, or other travel-related expenditures will not be reimbursed using a petty cash fund under any circumstance. All travel expenses must be recorded on the appropriate travel form and be submitted through Accounts Payable.

X. 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 may submit a list of any surplus, obsolete, or unused supplies, materials, or equipment to the purchasing agent, including a description, make, model, and serial number, if applicable. Finance, in coordination with a department and the purchasing agent, may transfer items between departments based upon needs. Where equipment or durable goods are deemed to be surplus, obsolete, or unused, the City may attempt to sell the property using an online auction, competitive bid, or in any other legal way that provides value and a public benefit to the City. 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.

XI. Ethics Requirements

A. 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 shall comply with the following ethical standards:

1. 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



PURCHASING POLICY

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 performance of such a contract.

2. 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.
3. 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. Such purchases are subject to City Manager approval.
4. Purchases for personal, private use: Employees may not use the purchasing power of the City to make purchases for personal, private use.
5. 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.

B. State Requirements

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

1. Chapter 171, Texas Local Gov't Code: Chapter 171 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.
2. 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.
 - a. 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.
 - b. A local public official is required to abstain from participating in the matter.



PURCHASING POLICY

- c. 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.
- 3. Chapter 176, Texas Local Gov't Code: Chapter 176 is a related ethics law.
 - a. Chapter 176 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.
 - b. An officer is required to file a conflicts disclosure statement if:
 - 1. 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.
 - 2. the officer or officer's family member accepts one or more gifts from a vendor with an aggregate value of more than \$100 in the preceding 12 months.
 - 3. an officer has a family relationship with a vendor.
 - c. Anyone meeting this condition or circumstance should consult with the Finance Department and/or the Legal Department with respect to this law.
- 4. Chapter 252, Texas Local Government Code: Chapter 252 contains laws related to competitive bidding. If a person fails to comply with the competitive bidding or competitive proposal procedures required by Chapter 252 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.
- 5. Section 2252.908, Texas Local Government Code: Section 2252.908 relates to interested party disclosures and applies to contracts entered into after January 1, 2016. The law provides that:
 - a. The 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



PURCHASING POLICY

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;

- b. The disclosure must be on a form prescribed by the Texas Ethics Commission; and
- c. The City must, not later than 30 days after receiving a disclosure, submit a copy to the Texas Ethics Commission.

Additional Purchasing Information

I. Additional Exemption Information

A. Professional Services

1. 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.
2. 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.
3. 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 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.
4. The Professional Services Procurement Act does not specify the exact process by which a City may procure accounting, medical, optometrist, interior design, 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.

B. Emergency Purchases

1. 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:
 - a. Acts of God (e.g., flood damage, tornado)
 - b. Machinery that is critical to the operation of the City and rendered out of service
 - c. To preserve or protect the health and safety of the municipalities of residents
 - d. Procurement necessary because of unforeseen damage to public machinery, equipment, or other property (§252.022(a)(1-3) TLGC)
2. Where an emergency exists and a purchase estimated over \$5,000.00 is required, the following procedure will be used:
 - a. The Department should notify Finance of the purchase and attach an approved emergency justification form signed by the Department Director and the Assistant Director of Finance or Chief Financial Officer, and attach to the Purchase Requisition.
 - b. If the emergency purchase causes a department to exceed their annual budget, the Department Director will work with the Finance Department, City Manager and, if necessary, City Council, to secure funding needed for the purchase.

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; 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 should be attached to the purchase order.
- b. Sole source purchases greater than \$50,000. Sole source purchases greater than \$50,000 must be reviewed by the City Manager and approved by City Council. Documentation on vendor letterhead or on the sole source form should be attached to the requisition. Sole source documentation is valid for two years.



II. 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 a 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)

III. Purchasing Cooperatives

- A. The City works with many purchasing cooperatives whose sole purpose is to source vendors for purchasers with the goal of offering a variety of goods and/or services with competitive pricing
- B. A purchaser may use a vendor's co-op membership as purchasing compliance in lieu of obtaining quotes as long as:
 - 1. The vendor's membership with co-op is current
 - 2. The quote AND invoice clearly notates co-op pricing along with the vendor's co-op contract number
 - 3. The City has a current relationship with the co-op

REAL ESTATE POLICY





I. Purpose

It is the intent of the City to strategically utilize its inventory of real estate to further the City's goals while avoiding the unnecessary acquisition of additional real estate. The purpose of this policy helps ensure that decisions regarding the acquisition and/or disposition of real estate reflect effective and efficient use of the City's current real property assets, a long-term vision, and a balance of operational, financial, environmental, and other relevant factors. Decisions regarding the acquisition or disposition of real estate should also consider plans and policies adopted by the City Council that provide guidance for the use of property located within identified geographic areas.

II. Policy and Procedure

A. Preliminary Decision

Proper planning activities involve the appropriate balance of fact-finding, public input, and expertise under a defined scope to determine the needs of the City. Initially, a Department Director shall consult with the City Manager regarding the necessity to purchase real estate for a particular project or need. The City Manager will be responsible for consultant selection, if applicable, to assist with the preliminary decision making process. Consultants will be chosen in accordance with applicable state laws and related City policies and procedures. Special cases for acquisitions not included in specific projects, including when a property owner contacts the City, will be evaluated and handled individually as the situation dictates. Council will make both initial and final decisions concerning real estate acquisitions over \$50,000. Council will make its decisions based on information gathered from any combination of staff reports and/or outside consultant information.

B. Authorization

The City Manager is authorized to approve the City's acceptance of easements, rights-of-way, license agreements, use agreements, and similar property interests pursuant in part to the City's application of its subdivision regulations and the requirement of dedication of various property interests for public use. In addition, the City Manager is authorized to acquire a property interest whose value is less than \$50,000. However, City Council must make decisions regarding acquisitions for any property interest with a value of more than \$50,000.

C. Preliminary Evaluation

1. conduct a general analysis to determine the overall feasibility of a proposed acquisition; and
2. prepare an assessment reflecting as many relevant factors as deemed appropriate. These factors can be revisited or further expanded upon as the acquisition process continues.



D. Due Diligence

All real estate acquisitions will undergo the proper due diligence to protect the City's immediate and long-term interests. Inspections, including environmental and other studies, may be necessary to protect the City. This includes situations where an owner wants to donate real estate to the City, which the City may decide to accept. The City may hire a real estate consultant to assist with this process. Emphasis will be placed on confirmation of real estate decisions made.

E. Determination of Fair Market Value

When identified real estate is determined to be necessary and appropriate for completion of a project, an estimation of fair market value shall be obtained for each tract or property interest. If probable value of a tract is less than \$50,000, an estimate of fair market value may be obtained from tax appraisal records or from an informal analysis. The fair market value of any tract with a probable cost greater than \$50,000 or where acquisition involves the use of eminent domain shall be determined by an appraisal from a licensed independent real estate appraiser. In addition, the City, pursuant to Section 252.051, Tx. Local Gov't Code, may not purchase property wholly or partly with bond proceeds until it obtains an independent appraisal of the property's market value. The determination of fair market value shall be presented to the City Council or City Manager as appropriate when authorization to purchase real estate is granted.

F. Negotiation/Offers

The City Manager may enter into preliminary negotiations once City Council has given approval for a project or specific acquisition. The City Manager, however, has no authority to commit the City to a binding contract in excess of \$50,000. Except where an acquisition cost is less than \$50,000, City Council must make the decision regarding the acquisition of real estate. Any negotiations entered into by the City prior to final authorization by City Council, when needed, must clearly communicate that the final decision is to be made by City Council.

G. Title Insurance and Reports

Title reports and title insurance policy, when necessary, from a title insurance and abstract company shall be obtained for all real estate purchases, where appropriate. The report shall state an opinion of current record title ownership and the list of all liens or records filed against the property. Responsibility of the costs for these items will be negotiated between the buyer and seller.



H. Deeds and Contracts

Deeds, Contracts of Sale, and other documents needed to convey title or clear title may be prepared or reviewed by the City Attorney or other consultant attorney. All purchase contracts will be subject to satisfying all contingencies before closing. Where the City Attorney does not prepare the documents, the Department Director or City Manager shall ensure that the City Attorney is informed of the pending purchase and has an opportunity to review all of the documents prior to the actual sale and closing.

I. Taxes

All taxes that have accrued but which are not due should either be paid at closing or immediately thereafter. The Department Director or City Manager shall verify that the City ownership of the property is reflected on the current tax rolls.

J. Filing and Recording of Documents

The City Secretary is responsible for verifying the recording of all deeds and other documents requiring filing and/or recording in the County Clerk's Office. Documents recorded at the County Clerk's Office shall have a return address to the County Clerk's office and after filed and/or recorded, all documents shall be delivered to the City Secretary and maintained within that office.

K. Disposal of Real Property

When the City Manager and/or City Council has determined that any real estate (real property, easements, rights-of-way) owned by the City is no longer needed, the property may be sold or disposed of in accordance with state and/or federal law. The City Manager shall seek approval from City Council for each disposition of real property unless the property interest involves the vacation of an easement, other than right-of-way, that the City is not using and has no plans to use. The City may terminate the sale procedures used at any time and may reinstate the same or different procedures at a later date. When appropriate, appraisals will be conducted to ensure the City's interests are protected when disposing of real property.

L. Eminent Domain

Where it becomes necessary, the City Manager may consult with the City Attorney concerning recommendation to and/or advising City Council on the use of eminent domain proceedings and decisions to employ experts needed in the process.



M. Applicability

These policies and procedures are intended as guidelines for the City. No express or implied rights or responsibilities are intended to be created for any party by these policies and procedures. Failure to comply with these policies and procedures is not intended to give any party the right to change, rescind, or delay any decision or transaction or to provide any claim for damages or other relief. These policies and procedures apply to all City departments and to all acquisitions of real estate by the City, except as otherwise provided by ordinance, charter, or existing law.

N. Legal Consistency and Compliance

This policy shall be interpreted and applied in accordance with federal, state, and local law. In addition, any proposed real estate acquisition shall be consistent with the City's Comprehensive Plan and other applicable planning policies whenever possible. The City Attorney should be consulted as needed in proposed acquisitions and at minimum, on the following matters: (a) compliance of proposed acquisition actions with local, state, and federal ordinances, statutes, regulations, plans, and policies; (b) the need for specific analyses, including applicable environmental studies; and (c) the form and substance of any proposed transaction documents for Council adoption. This policy is not intended to supersede policies or procedures reflected in any ordinances or resolutions adopted by the City Council and that specifically authorize the acquisition of real estate. In cases of inconsistency or conflict, the specific policies adopted by the City Council for the property in question shall prevail.



MOVING FORWARD

TRAVEL POLICY



The City of Kerrville maintains an Accountable Plan under IRS guidelines (IRS Publication 463). This means that reimbursement for an employee's or official's business related travel expenses is NOT considered taxable income.

I. Authorization

An employee must estimate the cost of travel, check for available budget, and obtain approval from their supervisor prior to incurring any business travel expense. If the cost of the trip is expected to exceed \$1,000, the employee/official must complete the "Travel Authorization Form" located at P:/Forms/Finance and submit the signed form to the Finance Department for approval at least 2 weeks prior to the trip.

II. Eligible Expenses

Employees/officials are eligible to receive reimbursement for the following:

1. Registration for conferences, seminars, classes, etc.
2. Lodging
3. Per diem meal allowance (must involve an overnight stay)
4. Transportation – air travel, mileage, car rental, shuttle, taxi, tolls, parking, public transportation
 - Note-if a City vehicle is available, employees should utilize a City vehicle in lieu of mileage reimbursement. Budget is not always available for mileage reimbursement.
5. Miscellaneous – necessary expenses for items such as internet access, copies, etc.

III. Lodging

1. Room rate and tax will be reimbursed to an employee/official, however, employees are encouraged to utilize their purchasing card for room expenses.
2. Best efforts should be used to obtain a reasonable rate, including use of government rates when available. If the employee/official is staying at a conference/convention hotel, reimbursement is limited to the conference or convention rate.
3. Reimbursement is based on the single room rate unless the lodging is for more than one City employee/official.

IV. Per Diem Meal Allowance

1. Per Diem is a daily allowance paid to a traveler to cover the cost of meals. If the traveler does not use the entire per diem for meals, the traveler may keep the remainder and the difference is not taxable income. If the traveler's meal expense exceeds the per diem amount, the traveler will not be reimbursed for the additional amount.



2. Per the IRS, per diem meal allowance is allowed only for travel that includes an overnight stay. Day trip meals are not eligible for reimbursement.
3. Meals are reimbursed using a standard daily rate (per diem) set annually by the US General Services Administration (GSA). Determine the rate for a destination at gsa.gov/perdiem. The employee/official should attach a copy of the rate obtained at this site to the expense report. This rate covers the cost of meals, tax, and tip. No receipts are required.
4. Per diem on departure and return travel days is calculated at 75 percent of the daily rate.

V. Transportation

A. Air Travel

1. Employees/officials should book the lowest available airfare that reasonably meets travel needs.
2. Air travel should be coach class or lower and booked in advance to avoid premium last minute pricing.
3. Employees/officials should minimize luggage fees by checking as few bags as possible.

B. Mileage

1. Mileage is payable when an employee/official uses a personal vehicle for business travel.
2. Mileage is reimbursed at the IRS standard mileage rate.
3. Mileage should be calculated from the work place (not home) to the travel destination with mapquest.com mileage documentation attached to the expense report.
4. Employee/official must be properly insured to use their own vehicle and should attach a copy of their personal insurance ID card to the expense report.
5. Employees/officials receiving a vehicle allowance are eligible for mileage reimbursement ONLY for destinations more than 75 miles (each way) from their work place.
6. Mileage reimbursement represents reimbursement for all vehicle related expenses including gas, wear and tear, and personal auto insurance.

C. Car Rental

1. Employees/officials should choose the least expensive car rental company and car class that will meet the business needs of the trip.
2. Additional insurance coverage through the rental car agency is not necessary.
3. Rental cars should be returned with a full tank of gas to avoid more expensive fuel rates.

D. Gas

1. Gas is a valid travel expense only when using a City vehicle or rental car.
2. When using a City vehicle, it should be returned with a full tank of fuel.
3. Gas for personal vehicles is not a valid travel expense as it is included in mileage reimbursement.

VI. Payment Methods

- A. Purchase Card: A City issued purchase card (pcard) is the preferred method of payment for travel expenses such as registration, hotel, airfare, car rental and gas. Pcards should not be used for meals reimbursed by per diem or gas for personal vehicles.
- B. Gas Card: Gas cards are available for check out from Accounts Payable. These cards can be used if an employee/official is traveling in a City-owned vehicle and does not have a p-card.
- C. Travel Advance: A personal travel advance can be requested for meal per diems. Checks payable directly to a hotel, conference, etc. can also be requested in advance. Mileage reimbursement must be requested following the trip.
- D. Expense Report: An expense report should be submitted within 1 week following the trip that details the entire cost of the trip, including the amount of remaining reimbursement requested. Reimbursement will be paid through the requisition process either as a check or direct deposit. Please contact Accounts Payable to set up direct deposit for expense reimbursement.

VII. Documentation

Travel forms can be found under P:/Forms/Finance. The following items document travel expenses:

- A. Travel Authorization Form – required only for trips > \$1,000. Signed form must be turned in to Finance prior to trip.
- B. Travel Advance Form – submit this form with a PO only if requesting a travel advance. Personal travel advances should be submitted at least **2 weeks prior to departure**. Travel advances not approved in purchasing by deadline will not be processed until the next accounts payable date.
- C. Travel Expense Report – ****REQUIRED FOR ALL BUSINESS TRAVEL EVEN IF NO EMPLOYEE/OFFICIAL REIMBURSEMENT IS REQUESTED****

Submit the Travel Expense Report form with a requisition (if requesting employee/official reimbursement) within one (1) week of returning from a trip. If no reimbursement is being requested, expense reports should be submitted to Finance within (1) week of returning from a trip.



In order to meet IRS documentation requirements, a Travel Expense Report package must include:

1. Date, time, destination and business purpose of the trip
 2. Itemized receipts (original or copies) for registration, lodging, airfare, car rental, and other miscellaneous expenses, even if the expenses were paid with a pcard or another PO.
 3. NO receipts for meals reimbursed
 4. Mapquest.com showing mileage from the work place to the destination if requesting mileage reimbursement.
 5. Gsa.gov/perdiem showing per diem rate for travel destination.
 6. All travel expenses must be documented on this form even if they were paid for using a pcard, gas card, or travel advance. Attach duplicate copies of pcard, gas card, or travel advance receipts to the expense report in order to meet IRS recordkeeping requirements.
- D. Excess Reimbursement – any excess reimbursement received must be repaid to the City within (1) one week of returning from a trip. Note that excess reimbursement does not apply to unspent, but allowable per diem.

VIII. Traveling with Family Members

Traveling with family members is permitted, but the City will reimburse expense related to the employee/official only. Lodging is reimbursed at the single room rate. Any difference in rate in order to accommodate family members must be paid for by the employee/official. Rental cars are reimbursed at the lowest rate. Any difference in rate needed to accommodate family members must be paid for by the employee/official. This same methodology applies to any other applicable charges. Employees/officials are prohibited from using City-owned vehicles for family travel. Family members are fully responsible for their own travel expenses.

IX. Audit and Records Requirements

All travel expenses are subject to review, IRS audits, annual financial audits, and public records requests. Following the guidelines in this policy will ensure that travel reimbursements meet audit requirements and remain non-taxable.



VEHICLE AND EQUIPMENT REPLACEMENT POLICY





VEHICLE AND EQUIPMENT REPLACEMENT POLICY

Purpose

To provide a fiscally responsible vehicle and equipment replacement policy, which will enable the City of Kerrville to maximize asset utilization while maintaining a positive public image and being fiscally responsible in our budgeting and fleet replacement programs.

Summary

It is generally accepted that all types of mechanical devices have a finite life. The length of that life depends on many factors, including vehicle mileage and engine hours, quality of the preventative maintenance program, quality of driver training program, whether the mechanical device was used within the design parameters, was manufactured on a customer or commercial chassis, quality of workmanship by the original manufacture, quality of the components used, and availability of replacement parts, to name a few.

Additional Considerations

The following guidelines provide criteria for routine vehicle replacement based on their usage category. Each city vehicle and small equipment have been placed in a specific category (as listed below) in order to allow for uniformity in replacement standards.

1. Extreme Use – Consists of the front-line emergency response vehicles, which include marked patrol and traffic units, fire apparatus (such as engines, aerial apparatus or ladder trucks, brush trucks, rescue trucks), and ambulances, which are used as front-line emergency response vehicles.

	Police	Fire Pumpers	Ambulance	Ambulance Chassis
Years of service	3	15 +5 yrs. in reserve	4 +3yrs. Reserve	7 +7 after remount
Mileage	100,000			

2. Heavy Usage – Consists of heavy use vehicles, which are used to serve the public on a day-to-day basis and pull trailers and/or equipment.
3. Normal Usage – Consists of all other cars and pickups, which include pool vehicles. These vehicles are generally assigned to departments.
4. Moderate Usage – Consists of all other cars and pickups, which include pool vehicles. These vehicles are generally assigned to departments.
5. Light Usage – Consists of all other cars and pickups, which include pool vehicles and light equipment (weed-eaters, chain saws, pumps, generators, trailers, and other small hand-operated equipment) which are used to serve the public on an “as needed” basis.



VEHICLE AND EQUIPMENT REPLACEMENT POLICY

	Mileage Scale	Estimated Years	Hours
Extreme	>33,333	3	
Heavy	20,000-32,999	4	
Normal	10,000-19,999	7	
Moderate	5,000-9,999	13	
Light	<4,999	20	

Early Replacement

The point range system is used to determine replacement consideration. The Fleet Management Software includes a Fleet Replacement Rating that is to be used to calculate if a vehicle qualifies to be replaced. The Fleet Information report from the Fleet Management system will be used in the consideration for replacement. Each city vehicle and small equipment have been placed in a specific category (as listed below) in order to allow for uniformity in replacement standards.

Point Scale	Condition	Description
>30	Replace	Needs priority replacement
25-29.99	Poor	Qualifies to replace. Replacement if funds are budgeted
14.00-24.99	Good	Re-evaluate and include 5-year forecast.
7.00-13.99	Great	Do not replace
0.00-6.99	Excellent	Do not replace

Point Range Chart Note: The City may decide to retain a vehicle beyond the stated criteria after an evaluation of anticipated usage, repairs and operating costs.

The consideration of early replacement of a vehicle often arises when major expenditures are necessary to restore it to a safe operating condition (e.g. major component failure or incident damage). The economic effect of such repairs cannot be avoided because the cost is normally about the same whether the vehicle is sold in un-repaired condition or restored to repaired condition.

However, replacement prior to the normal criteria for vehicles will result in an acceleration of all future replacement cost cycles required to satisfy a continuing vehicle need. This acceleration of cost cycles causes a sizable increase in the total present value cost of all fixture cycles and should be avoided whenever possible. Major vehicle repairs should always be made, with two exceptions:

1. Major expenditures for repair should not be made when the cost of the repair plus the vehicle salvage in unrepaired condition exceeds its wholesale value in repaired condition.
2. Major deferrable expenditures should not be made when a vehicle is in the final six months of its retention cycle. During this period the penalty for replacement is small and, therefore, the vehicle should be replaced rather than repaired.



GLOSSARY OF TERMS





GLOSSARY OF TERMS

ACCOUNT NUMBER

An Account number is a line item code defining appropriation.

ACCRUAL ACCOUNTING

Accrual accounting is a basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the period in which they occur.

ACCRUAL BASIS

Accrual basis is a method of accounting that recognizes revenue when earned, rather than when collected and expenses are recognized when incurred rather than when paid.

ADMINISTRATIVE SUPPORT

Administrative Support is funding transferred to the General Fund from enterprise funds for specific central administrative functions that benefit those funds, such as the City Manager's Office, the Finance Department, or the Human Resources Department.

AD VALOREM TAX

Also known as the PROPERTY TAX, the ad valorem tax is payable at a rate per \$100 of taxable property value. The City Council sets the ad valorem tax rate every year as part of the budget process. A portion of the tax funds General Fund operations. The remaining portion funds General Obligation Debt Service.

ALLOT (ALLOTMENT)

To "allot" is to divide an appropriation into amounts that may be encumbered or expended during a time period.

AMENDED BUDGET

Amended budget, as used throughout the budget document, represents the original adopted budget plus any amendments passed by the City Council as of September 30 each year. This figure does not include prior year encumbrances or re-appropriations.

APPROPRIATION

Appropriation is the legal device by which the City Council authorizes the spending of City funds for specific purposes. Appropriations are usually limited in the amount and timeframe for expenditure.

APPROVED BUDGET

Approved budget, as used in fund summaries and department and program summaries within the budget document, represents the budget as originally adopted by the City Council.

ASSESSED VALUATION

A government sets a valuation upon real estate or other property as a basis for levying taxes. An assessed valuation represents the appraised valuation less any exemptions.



GLOSSARY OF TERMS

BAD DEBT

The U.S. Comptroller of the Currency, Administrator of National Banks defines a bad debt as an unsecured debt for which interest or payment is past due and unpaid for six months (and which is not in process of collection). Some businesses set aside a reserve on their books to offset losses from bad debts.

BALANCED BUDGET

A balanced budget is a budget in which planned expenditures can be met by current income from taxation and other central government receipts.

BASIS OF ACCOUNTING

Basis of Accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial records of the City, regardless of the measurement focus applied. Accounting records for governmental fund types are maintained on a modified accrual basis, with revenue being recorded when available and measurable, and expenditures being recorded when services or goods are received and the liabilities are incurred.

BASIS OF BUDGETING (See also MODIFIED ACCRUAL)

The City's basis for budgeting is the modified accrual basis for governmental funds, including the General Fund. Budgeting for proprietary funds, which includes enterprise and internal service funds, is essentially on the full accrual basis. Encumbrances are recognized by both governmental and proprietary funds since encumbrances represent a commitment of funding for goods and services.

BEGINNING BALANCE

The beginning balance is the residual non-restricted funds brought forward from the previous fiscal year (ending balance).

BONDS

Bonds are debt instruments that require repayment of a specified principal amount on a certain date (maturity date), together with interest at a stated rate or formula for determining the interest rate.

BOND DEBT

Bond debt is that portion of indebtedness represented by outstanding bonds.

BUDGET AMENDMENT

A Budget amendment is a revision of the adopted budget that, when approved, replaces the original provision and increases or decreases the budget appropriation.

BUDGET CALENDAR

The budget calendar is the schedule of key dates that a government follows in preparation and adoption of the budget.



GLOSSARY OF TERMS

BUDGET ORDINANCE

The budget ordinance refers to the schedule of key dates that a government follows in preparation and adoption of the budget.

BUDGET PERIOD

The period for which a budget is approved or a budget ordinance is adopted. It is known as the budget period, normally coincides with the fiscal year.

BUDGET TRANSFER

A budget transfer is a procedure utilized by City Departments to revise budget appropriations within the departmental operating budget accounts.

BUDGETARY CONTROL

Budgetary control is the management of a government or enterprise in accordance with an approved budget for the purpose of keeping spending within available appropriations and available revenues.

BUDGETARY EXPENDITURES

Budgetary expenditures are decreases in net assets. In contrast to conventional expenditures, budgetary expenditures do not include amounts represented by non-current liabilities.

BUDGET

A budget is a plan of financial operation embodying an estimate of proposed expenditures and the means of financing them.

CAPITAL BUDGET

The capital budget is a plan of proposed capital outlays and the means of financing them. The annual capital budget is the primary means by which most of the acquisition and construction activities for facilities and major improvements of a government are controlled.

CAPITAL EXPENDITURES

Capital expenditures are funds used to acquire or improve long-term assets.

CAPITAL OUTLAY

Capital outlay is an item costing more than \$5,000 and having a useful life of more than one year.

CERTIFICATES OF OBLIGATION

Certificates of obligation are used to obtain quick financing. The full faith and credit of the City secure them. Under the State Act, the intent to issue certificates must be published in the local newspaper fourteen (14) days in advance. Voter approval is not required unless 5 percent of the qualified voters sign a petition and file it with the City Clerk. Certificates can be used for real property purchase and construction.



GLOSSARY OF TERMS

COMMERCIAL PAPER

Commercial paper refers to short-term, unsecured promissory notes, usually due within 30-45 days. Generally, the notes are backed by a line of credit with a bank.

COMMODITIES

Commodities are consumable goods such as office supplies, small tools, and fuel, which are used by the City.

COMMUNITY INVESTMENT PLAN (CIP)

The Community Investment Plan is a comprehensive program that projects the capital needs of a community. Generally, it is a cyclical process that estimates the needs for ten years. The Community Investment Plan is essential for sound infrastructure and financial planning.

CONTRACTUAL OBLIGATION

A contractual obligation is a short-term debt instrument which does not require voter authorization, used to finance the purchase of items, such as equipment and vehicles.

COST

Cost is the amount of money or other consideration exchanged for property, services, or an expense.

CURRENT

The term "current" designates the present fiscal period, as opposed to past or future periods. It usually means items likely to be used up or converted into cash within one year.

DEBT SERVICE

Debt service is the amount of money required for interest and principal payments on an outstanding debt in any given year.

DEBT SERVICE FUND

The debt service fund—also called a SINKING FUND—is a fund established to account for the accumulation of resources for the payment of principal and interest on long term debt.

DEFICIT

A deficit is the excess of expenditures over revenues during an accounting period or, in the case of proprietary funds, the excess of expense over income during an accounting period.

ENCUMBRANCE

Encumbrances include obligations in the form of requisitions, purchase orders, contracts, or other commitments that are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or actual liability is set up, at which point they become expenditures.



GLOSSARY OF TERMS

ENDING BALANCE

The dollars remaining after current expenditures for operations and debt service are subtracted from the sum of the beginning fund balance and current resources. Portions of the fund balance may be reserved for various purposes, such as contingencies or encumbrances.

ENTERPRISE FUND

An enterprise fund is established to provide accountability for operations which: (a) finance and operate in a manner similar to private business enterprises whose governing body's intent is for the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges, or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, and accountability of other purposes. Examples of enterprise funds are those for the Water Fund and Golf Fund.

EXPENDITURES

Expenditures are decreases in net financial resources. They include current operating expenses that require the current or future use of net current assets, debt service, and capital outlay.

EXPENSE REFUND

An expense refund is a cost reimbursement from other departments. It is usually associated with some service provided by one department on behalf of another.

EXPENSES

Expenses are decreases in net total assets. They represent the total cost of operations during a period, regardless of the timing of related expenditures.

FEES

Fees are charges for services.

FIXED ASSETS

Fixed assets are of long-term character and are intended to continue to be held or used. Examples are land, buildings, and improvements such as machinery and equipment.

FIXED COST

A fixed cost, such as rent, does not change with increases or decreases in the amount of services provided.

FTE

An FTE is a full-time equivalent authorized position, filled or vacant.

FIDUCIARY FUND

A fiduciary fund is a trust and agency funds used to account for assets held by a local government in a trustee capacity or as an agent for individuals, private organizations, other governmental units, or other funds.



GLOSSARY OF TERMS

FISCAL YEAR

The accounting period for which an organization's budget is termed the fiscal year. The fiscal year for the City of Kerrville runs from October 1st to September 30th of the following year.

FUNCTIONAL CLASSIFICATION

Functional classification is the expenditure classification according to the principal purposes for which expenditures are made. Examples are public safety, human services, and recreation and culture.

FUND

A fund is a fiscal and accounting entity with a self-balancing set of accounts. It records cash and other financial resources, all related liabilities, residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE

Fund balance refers to the balance of net financial resources that are spendable or available. Portions of the fund balance may be reserved for various purposes, such as contingencies or encumbrances.

FUNDING SOURCE

A funding source is the specifically identified dollars allocated to meet budgeted requirements.

GENERAL FUND

The General Fund is used to account for all financial resources except those required to be accounted for in another fund. Examples of General Fund departments include Parks and Recreation Department, Fire Department, Emergency Medical Services, Library, Municipal Court, and Police Department.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)

GAAP are the uniform minimum standards of, and guidelines to, financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompass the conventions, rules, and procedures necessary to define the accepted accounting practices at a particular time. They include both broad guidelines of general application and detailed practices and procedures. GAAP provide a standard by which to measure financial presentations.

GENERAL OBLIGATION BONDS (GO BONDS)

General Obligation Bonds are bonds that are secured by the full faith and credit of the issuer. GO bonds issued by local units of government are secured by a pledge of the issuer's ad valorem taxing power. They are usually issued to pay for general capital improvements such as parks and streets.

GOVERNMENTAL ACCOUNTING

Governmental accounting is the composite activity of analyzing, recording, summarizing, reporting and interpreting the financial transactions of government.



GLOSSARY OF TERMS

GOVERNMENTAL ACCOUNTING STANDARD BOARD (GASB)

GASB is the governing body that sets accounting standards specifically for governmental entities at the State and Local level.

GOVERNMENTAL FINANCE OFFICERS ASSOCIATION (GFOA)

GFOA is a professional association of state/provincial and local finance officers in the United States and Canada dedicated to the sound management of government financial resources.

GOVERNMENTAL FUNDS

Governmental funds are generally used to account for tax-supported activities. There are five different types of governmental funds: the general funds, special revenue funds, debt service funds, capital projects funds, and permanent funds.

GRANT

A grant is a contribution by one government unit or funding source to another unit. The contribution is usually made to aid in a specified function (for example, education), but it is sometimes also for general purposes.

INTERDEPARTMENTAL SERVICES

Interdepartmental services are budgeted expenses for services provided by another department.

INTERNAL SERVICE FUND

An internal service fund is a proprietary fund type that may be used to report any activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis.

INVESTMENTS

Investments are securities and real estate held for production of revenue in the form of interest, dividend, rentals or lease payments. The term does not include fixed assets used in governmental operations.

LEVY

To levy means to impose taxes, special assessments of service charges for the support of governmental activities.

LINE-ITEM BUDGET

A line item budget refers to a budget format in which departmental outlays are grouped according to the items that will be purchased with one item or group of items on each line.

MISSION

The reason or purpose for the organizational unit's existence is called its mission.



GLOSSARY OF TERMS

MODIFIED ACCRUAL

City of Kerrville governmental funds are budgeted using the modified accrual basis, with revenues recognized when they become measurable. Revenue is "measurable" when the amount of the transaction can be reasonably determined. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred and is expected to be liquidated within sixty (60) days.

NO-NEW-REVENUE TAX RATE

The no-new-revenue property tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year, based on a property tax rate that would produce the same amount of tax revenue if applied to the same properties taxed in both years. The idea is that if property valuations increase, the tax rate must decrease to produce the same amount of revenue.

NON-RECURRING REVENUE

Non-recurring revenue is a one-time windfall that is budgeted only for one fiscal year.

NOTE

A note is a written, short-term promise of the issuer to repay a specified principal amount on a certain date, together with interest at a stated rate, or according to a stated formula, payable from a defined source of anticipated revenue. Notes usually mature in fewer than five years.

OBJECT CLASS/CATEGORY

Object class is the expenditure classification according to the types of items purchased or services obtained; for example, personnel service, materials, supplies and equipment.

ORDINANCE

An ordinance is a formal legislative enactment by the City Council. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the City.

OVERHEAD

Overhead is the element of cost necessary for the production of an article or the performance of a service which is of such a nature that the amount applicable to the product or service cannot be determined readily. Usually, overhead relates to those objects of expenditures that do not become an integral part of the finished product or service such as rent, heat, light, supplies, and management.

PERFORMANCE MEASURES

Performance measures are specific measures of work performed within an activity or program (such as, total number of dispatched calls). Performance measures also are specific quantitative measures of results obtained through a program or activity.



GLOSSARY OF TERMS

PROGRAM

A program is a plan outlining funding for personnel, supplies, services, and capital for taking action toward specific goals and objectives.

PROPRIETARY FUND

A proprietary fund is an account that shows actual financial position and operations, such as actual assets, liabilities, reserves, fund balances, revenues, and expenditures, as distinguished from budgetary accounts.

REFUNDING

Refunding is when an issuer refinances an outstanding bond issue by issuing new bonds. There are two major reasons for refunding: to reduce the issuer's interest costs, or to remove a burdensome or restrictive covenant imposed by the terms of the bonds being refinanced. The proceeds of the new bonds are either deposited in escrow to pay the debt service on the outstanding obligations when due, or they are used to immediately retire the outstanding obligations. The new obligations are referred to as the "refunding bonds" and the outstanding obligations being refinanced are referred to as the "refunded bonds" or the "prior issue."

REPLACEMENT COST

Replacement cost is the cost of a property, as of a certain date; which can render similar service (but which need not be of the same structural form) as the property to be replaced.

RESERVE

Reserve is an account in which a portion of the fund balance is segregated for a future use and which is, therefore, not available for further appropriation or expenditure. A reserve for inventories equal in amount to the inventory of supplies on the balance sheet of the general fund is an example of such a reserve.

RESOLUTION

A resolution is a special or temporary order of a legislative body requiring less legal formality than an ordinance or statute.

REVENUE BONDS

Revenue bonds are bonds payable from a specific source of revenue, which do not pledge the full faith and credit of the issuer. Revenue bonds are payable from identified sources of revenue and do not affect the ad valorem tax rate. Pledged revenues may be derived from operation of the financed project, grants, excise, or other specified non-ad valorem tax.

REVENUE

Revenue is (1) an increase in a governmental fund net current assets from other than expenditure refunds and residual equity or (2) an increase in a proprietary fund net total assets from other than expense refunds, capital contributions, and residual equity transfers.



GLOSSARY OF TERMS

SINKING FUND

A sinking fund is an account into which a debt issuer makes periodic deposits to ensure the timely availability of sufficient monies for the payment of debt service requirements. The revenue to be deposited into the sinking fund and payments from the fund are determined by the terms of the bond contract.

STRUCTURAL BALANCE

Structural balance is the state at which current revenue sufficiently supports current expenditures.

TAXES

Taxes are compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments, or charges for services rendered, such as sewer service.

TAX RATE

The tax rate is the amount of tax levied for each \$100 of assessed valuation.

TAX RATE LIMIT

The term "tax rate limit" refers to the maximum tax rate at which a governmental may levy tax. Overall tax rate limits usually restrict levies for all purposes and of all governments, state or local, having jurisdiction in a given area. The State of Texas has a maximum Ad Valorem limit of \$2.50 per \$100 of assess property value. Taxes are levied via a Tax Levy Ordinance.

TIMES COVERAGE

Times coverage, also known as debt service coverage, is an indicator of the financial strength of the project financed by revenue bonds. The times coverage calculation is net revenues divided by the debt service. Net revenues are total revenues less operating and maintenance expenses, and debt service is annual principal and interest payments on debt.

TRANSFERS

Transfers are the authorized exchanges of cash or other resources between funds.

VOTER-APPROVAL RATE

The voter-approval tax rate is a calculated maximum property tax rate allowed by law without voter approval. The calculation splits the voter-approval tax rate into two separate components - a no-new-revenue maintenance and operations (M&O) rate and a debt service rate. M&O includes such things as salaries, utilities and day-to-day operations. Debt service covers the interest and principal on bonds and other debt secured by property tax revenues. The voter-approval tax rate is the sum of no-new-revenue M&O and debt service rates, plus the unused increment rate (if applicable). In 2019, the Texas Legislature passed legislation requiring that the voter-approval rate be calculated at a 3.5% increase over the M&O no-new-revenue rate plus the debt service portion of the rate.



TAX RATE CALCULATION





TAX RATE CALCULATION

TNT-856 7-21/8

2021 Tax Rate Calculation Worksheet

CITY OF KERRVILLE

No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

1. 2020 total taxable value. Enter the amount of 2020 taxable value on the 2020 tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). ¹	\$2,433,943,052
2. 2020 tax ceilings. Counties, Cities and Junior College Districts. Enter 2020 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other units enter "0" If your taxing units adopted the tax ceiling provision in 2020 or prior year for homeowners age 65 or older or disabled, use this step. ²	\$718,368,944
3. Preliminary 2020 adjusted taxable value. Subtract line 2 from line 1.	\$1,715,574,108
4. 2020 total adopted tax rate.	\$0.511600/\$100
5. 2020 taxable value lost because court appeals of ARB decisions reduced 2020 appraised value. A. Original 2020 ARB values: \$18,228,231 B. 2020 values resulting from final court decisions: - \$17,135,207 C. 2020 value loss. Subtract B from A. ³	\$1,093,024
6. 2020 taxable value subject to an appeal under Chapter 42, as of July 25. A. 2020 ARB certified value: \$4,156,744 B. 2020 disputed value: - \$764,965 C. 2020 undisputed value. Subtract B from A. ⁴	\$3,391,779
7. 2020 Chapter 42 related adjusted values. Add Line 5C and Line 6C.	\$4,484,803
8. 2020 taxable value, adjusted for actual and potential court-ordered adjustments. Add line 3 and line 7.	\$1,720,058,911

1 Tex. Tax Code § 26.012(14)

2 Tex. Tax Code § 26.012(14)

3 Tex. Tax Code § 26.012(13)

4 Tex. Tax Code § 26.012(13)



TAX RATE CALCULATION

No-New-Revenue Tax Rate (continued)

9.	2020 taxable value of property in territory the taxing unit deannexed after January 1, 2020. Enter the 2020 value of property in deannexed territory. ⁵	\$0
10.	2020 taxable value lost because property first qualified for an exemption in 2021. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in 2021 does not create a new exemption or reduce taxable value. A. Absolute exemptions. Use 2020 market value: \$2,052,377 B. Partial exemptions. 2021 exemption amount or 2021 percentage exemption times 2020 value: + \$3,269,432 C. Value loss. Add A and B. ⁶	\$5,321,809
11.	2020 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2021. Use only those properties that first qualified in 2021; do not use properties that qualified in 2020. A. 2020 market value: \$15,660 B. 2021 productivity or special appraised value: - \$2,474 C. Value loss. Subtract B from A. ⁷	\$13,186
12.	Total adjustments for lost value. Add lines 9, 10C and 11C.	\$5,334,995
13.	2020 captured value of property in a TIF. Enter the total value of 2020 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which 2020 taxes were deposited into the tax increment fund. ⁸ If the taxing unit has no captured appraised value in line 18D, enter 0.	\$17,286,445
14.	Adjusted 2020 taxable value. Subtract line 12 and Line 13 from line 8.	\$1,697,437,471
15.	Adjusted 2020 total levy. Multiply line 4 by line 14 and divide by \$100.	\$8,684,090
16.	Taxes refunded for years preceding tax year 2020. Enter the amount of taxes refunded by the taxing unit for tax years preceding tax year 2020. Types of refunds include court decisions, Tax Code § 25.25(b) and (c) corrections and Tax Code § 31.11 payment errors. Do not include refunds for tax year 2020. This line applies only to tax years preceding tax year 2020. ⁹	\$10,645
17.	Adjusted 2020 levy with refunds and TIF adjustment. Add Lines 15 and 16. 10	\$8,694,735

5 Tex. Tax Code § 26.012(15)

6 Tex. Tax Code § 26.012(15)

7 Tex. Tax Code § 26.012(15)

8 Tex. Tax Code § 26.03(c)

9 Tex. Tax Code § 26.012(13)

10 Tex. Tax Code § 26.012(13)



TAX RATE CALCULATION

No-New-Revenue Tax Rate (continued)

18.	<p>Total 2021 taxable value on the 2021 certified appraisal roll today. This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in line 20). These homesteads includes homeowners age 65 or older or disabled.¹¹</p> <p>A. Certified values: \$2,530,481,950</p> <p>B. Counties: Include railroad rolling stock values certified by the Comptroller's office: + \$0</p> <p>C. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: - \$0</p> <p>D. Tax increment financing: Deduct the 2021 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2021 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in line 23 below.¹² - \$19,046,121</p> <p>E. Total 2021 value. Add A and B, then subtract C and D.</p>	\$2,511,435,829
19.	<p>Total value of properties under protest or not included on certified appraisal roll.¹³</p> <p>A. 2021 taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest.¹⁴ \$72,384,087</p> <p>B. 2021 value of properties not under protest or included on certified appraisal roll. The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included at appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll.¹⁵ + \$0</p>	

11 Tex. Tax Code § 26.12, 26.04(c-2)

12 Tex. Tax Code § 26.03(c)

13 Tex. Tax Code § 26.01(c) and (d)

14 Tex. Tax Code § 26.01(c)

15 Tex. Tax Code § 26.01(d)



TAX RATE CALCULATION

No-New-Revenue Tax Rate (concluded)

19. (cont.)	C. Total value under protest or not certified. Add A and B.	\$72,384,087
20.	2021 tax ceilings. Counties, cities and junior colleges enter 2021 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter "0". If your taxing units adopted the tax ceiling provision in 2020 or a prior year for homeowners age 65 or older or disabled, use this step. ¹⁶	\$768,798,521
21.	2021 total taxable value. Add lines 18E and 19C. Subtract line 20. ¹⁷	\$1,815,021,395
22.	Total 2021 taxable value of properties in territory annexed after January 1, 2020. Include both real and personal property. Enter the 2021 value of property in territory annexed. ¹⁸	\$0
23.	Total 2021 taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in 2020. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after January 1, 2020 and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for 2021. ¹⁹	\$28,949,672
24.	Total adjustments to the 2021 taxable value. Add lines 22 and 23.	\$28,949,672
25.	Adjusted 2021 taxable value. Subtract line 24 from line 21.	\$1,786,071,723
26.	2021 NNR tax rate. Divide line 17 by line 25 and multiply by \$100. ²⁰	\$0.4868/\$100
27.	COUNTIES ONLY. Add together the NNR tax rates for each type of tax the county levies. The total is the 2021 county NNR tax rate. ²¹	\$/ \$100

16 Tex. Tax Code § 26.012(6)(B)

17 Tex. Tax Code § 26.012(6)

18 Tex. Tax Code § 26.012(17)

19 Tex. Tax Code § 26.012(17)

20 Tex. Tax Code § 26.04(c)

21 Tex. Tax Code § 26.04(d)



TAX RATE CALCULATION

Voter-Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

1. **Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
2. **Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

28.	2020 M&O tax rate. Enter the 2020 M&O tax rate.	\$0.4381/\$100
29.	2020 taxable value, adjusted for actual and potential court-ordered adjustments. Enter the amount in line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$1,720,058,911
30.	Total 2020 M&O levy. Multiply line 28 by line 29 and divide by \$100.	\$7,535,578
31.	Adjusted 2020 levy for calculating NNR M&O taxes. A. M&O taxes refunded for years preceding tax year 2020: Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2020. This line applies only to tax years preceding tax year 2020.	+ \$9,213
	B. 2020 taxes in TIF: Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2021 captured appraised value in Line 18D, enter 0.	- \$22,899



TAX RATE CALCULATION

Voter-Approval Tax Rate (continued)

31. (cont.)	<p>C. 2020 transferred function.: If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in E below. The taxing unit receiving the function will add this amount in E below. Other taxing units enter 0. +/- \$0</p> <p>D. 2020 M&O levy adjustments.: Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function. \$-13,686</p> <p>E. Add line 30 to 31D. \$7,521,892</p>	
32.	<p>Adjusted 2021 taxable value. Enter the amount in line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i>.</p>	<p style="text-align: right;">\$1,786,071,723</p>
33.	<p>2021 NNR M&O rate. (unadjusted) Divide line 31E by line 32 and multiply by \$100.</p>	<p style="text-align: right;">\$0.4211/\$100</p>
34.	<p>Rate adjustment for state criminal justice mandate.²³</p> <p>A. 2021 state criminal justice mandate. Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. \$0</p> <p>B. 2020 criminal justice mandate. Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. \$0</p> <p>C. Subtract B from A and divide by line 32 and multiply by \$100. \$0/\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0. \$0/\$100</p>	<p style="text-align: right;">\$0/\$100</p>

²² [Reserved for expansion]

²³ Tex. Tax Code § 26.044



TAX RATE CALCULATION

Voter-Approval Tax Rate (continued)

<p>35. Rate adjustment for indigent health care expenditures.²⁴</p> <p>A. 2021 indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2020 and ending on June 30, 2021, less any state assistance received for the same purpose.</p> <p>B. 2020 indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2019 and ending on June 30, 2020, less any state assistance received for the same purpose.</p> <p>C. Subtract B from A and divide by line 32 and multiply by \$100.</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	<p style="text-align: right;">\$0</p> <p style="text-align: right;">\$0</p> <p style="text-align: right;">\$0/\$100</p>	<p style="text-align: right;">\$0/\$100</p>
<p>36. Rate adjustment for county indigent defense compensation.²⁵</p> <p>A. 2021 indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals for the period beginning on July 1, 2020 and ending on June 30, 2021, less any state grants received by the county for the same purpose.</p> <p>B. 2020 indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals for the period beginning on July 1, 2019 and ending on June 30, 2020, less any state grants received by the county for the same purpose.</p> <p>C. Subtract B from A and divide by line 32 and multiply by \$100.</p> <p>D. Multiply B by 0.05 and divide by line 32 and multiply by \$100.</p> <p>E. Enter the lessor of C and D. If not applicable, enter 0.</p>	<p style="text-align: right;">\$0</p> <p style="text-align: right;">\$0</p> <p style="text-align: right;">\$0/\$100</p> <p style="text-align: right;">\$0/\$100</p>	<p style="text-align: right;">\$0/\$100</p>

²⁴ Tex. Tax Code § 26.0442

²⁵ Tex. Tax Code § 26.0442



<p>37.</p>	<p>Rate adjustment for county hospital expenditures.²⁶</p> <p>A. 2021 eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2020 and ending on June 30, 2021</p> <p>B. 2020 eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2019 and ending on June 30, 2020.</p> <p>C. Subtract B from A and divide by line 32 and multiply by \$100.</p> <p>D. Multiply B by 0.08 and divide by line 32 and multiply by \$100.</p> <p>E. Enter the lessor of C and D, if applicable. If not applicable, enter 0.</p>	<p>\$0</p> <p>\$0</p> <p>\$0/\$100</p> <p>\$0/\$100</p> <p>\$0/\$100</p>
<p>38.</p>	<p>Rate adjustment for defunding municipality. This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code 26.0444 for more information.</p> <p>A. Amount appropriated for public safety in 2020. Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year.</p> <p>B. Expenditures for public safety in 2020. Enter the amount of money spent by the municipality for public safety during the preceding fiscal year.</p> <p>C. Subtract B from A and divide by line 32 and multiply by \$100.</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	<p>\$</p> <p>\$</p> <p>\$0/\$100</p> <p>\$0/\$100</p>
<p>39.</p>	<p>Adjusted 2021 NNR M&O rate. Add lines 33, 34D, 35D, 36E, and 37E. Subtract line 38D.</p>	<p>\$0.4211/\$100</p>

kerrvilletx.gov



TAX RATE CALCULATION

Voter-Approval Tax Rate (continued)

40.	<p>Adjustment for 2020 sales tax specifically to reduce property values. Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in 2020 should complete this line. These entities will deduct the sales tax gain rate for 2021 in Section 3. Other taxing units, enter zero.</p> <p>A. Enter the amount of additional sales tax collected and spent on M&O expenses in 2020, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent. \$0</p> <p>B. Divide line 40A by line 32 and multiply by \$100. \$0/\$100</p> <p>C. Add Line 40B to Line 39. \$0.4211/\$100</p>	
41.	<p>2021 voter-approval M&O rate. Enter the rate as calculated by the appropriate scenario below.</p> <p>Special Taxing Unit. If the taxing unit qualifies as a special taxing unit, multiply line 40C by 1.08.</p> <p>Other Taxing Unit. If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035</p>	<p style="text-align: right;">\$0.4358/\$100</p>
D41.	<p>Disaster Line 41 (D41): 2021 voter-approval M&O rate for taxing unit affected by disaster declaration. If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of</p> <p>1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or</p> <p>2) the third tax year after the tax year in which the disaster occurred</p> <p>If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08.²⁷ If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).</p>	<p style="text-align: right;">\$0/\$100</p>

27 Tex. Tax Code § 26.042(a)



TAX RATE CALCULATION

Voter-Approval Tax Rate (continued)

42.	<p>Total 2021 debt to be paid with property taxes and additional sales tax revenue. Debt means the interest and principal that will be paid on debts that:</p> <ul style="list-style-type: none"> (1) are paid by property taxes, (2) are secured by property taxes, (3) are scheduled for payment over a period longer than one year, and (4) are not classified in the taxing unit's budget as M&O expenses. <p>A: Debt also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here.²⁸</p> <p>Enter debt amount. \$2,906,707</p> <p>B: Subtract unencumbered fund amount used to reduce total debt. -\$64,484</p> <p>C: Subtract certified amount spent from sales tax to reduce debt (enter zero if none). -\$0</p> <p>D: Subtract amount paid from other resources. -\$1,089,369</p> <p>E: Adjusted debt. Subtract B, C and D from A. \$1,752,854</p>	
43.	<p>Certified 2020 excess debt collections. Enter the amount certified by the collector.²⁹</p>	\$418,813
44.	<p>Adjusted 2021 debt. Subtract line 43 from line 42E.</p>	\$1,334,041
45.	<p>2021 anticipated collection rate.</p> <p>A. Enter the 2021 anticipated collection rate certified by the collector.³⁰ 100.0000%</p> <p>B. Enter the 2020 actual collection rate. 99.6000%</p> <p>C. Enter the 2019 actual collection rate. 98.1000%</p> <p>D. Enter the 2018 actual collection rate. 100.0000%</p> <p>E. If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%.³¹</p>	100.0000%

28 Tex. Tax Code § 26.012(7)

29 Tex. Tax Code § 26.012(10) and 16.04(b)

30 Tex. Tax Code § 26.04(b)

31 Tex. Tax Code § 26.04(h),(h-1) and (h-2)



TAX RATE CALCULATION

Voter-Approval Tax Rate (concluded)

46.	2021 debt adjusted for collections. Divide line 44 by line 45E.	\$1,334,041
47.	2021 total taxable value. Enter the amount on line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$1,815,021,395
48.	2021 debt rate. Divide line 46 by line 47 and multiply by \$100.	\$0.0735/\$100
49.	2021 voter-approval tax rate. Add lines 41 and 48.	\$0.5093/\$100
D49.	Disaster Line 49 (D49): 2021 voter-approval tax rate for taxing unit affected by disaster declaration. Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.	\$0/\$100
50.	COUNTIES ONLY. Add together the voter-approval tax rates for each type of tax the county levies. The total is the 2021 county voter-approval tax rate.	\$/ \$100



TAX RATE CALCULATION

NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

51. Taxable Sales. For taxing units that adopted the sales tax in November 2020 or May 2021, enter the Comptroller's estimate of taxable sales for the previous four quarters. ³² Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November 2020, skip this line.	\$0
52. Estimated sales tax revenue. Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. ³³ Taxing units that adopted the sales tax in November 2020 or in May 2021. Multiply the amount on Line 51 by the sales tax rate (.01, .005, or .0025, as applicable) and multiply the result by .95. ³⁴ -OR- Taxing units that adopted the sales tax before November 2020. Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$0
53. 2021 total taxable value. Enter the amount from line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$1,815,021,395
54. Sales tax adjustment rate. Divide line 52 by line 53 and multiply by \$100.	\$0/\$100
55. 2021 NNR tax rate, unadjusted for sales tax. ³⁵ Enter the rate from line 26 or 27, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$0.4868/\$100
56. 2021 NNR tax rate, adjusted for sales tax. Taxing units that adopted the sales tax in November 2020 or in May 2021. Subtract line 54 from line 55. Skip to line 57 if you adopted the additional sales tax before November 2020.	\$0.4868/\$100
57. 2021 voter-approval tax rate, unadjusted for sales tax. ³⁶ Enter the rate from line 49, line D49 (disaster) or line 50 (counties), as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$0.5093/\$100
58. 2021 voter-approval tax rate, adjusted for sales tax. Subtract line 54 from line 57.	\$0.5093/\$100

32 Tex. Tax Code § 26.041(d)

33 Tex. Tax Code § 26.041(i)

34 Tex. Tax Code § 26.041(d)

35 Tex. Tax Code § 26.04(c)

36 Tex. Tax Code § 26.04(c)



TAX RATE CALCULATION

Voter-Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the difference between the adopted tax rate and voter-approval tax rate before the unused increment rate for the prior three years.³⁹ In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the unused increment rate for that year would be zero.

The difference between the adopted tax rate and voter-approval tax rate is considered zero in the following scenarios:

- a tax year before 2020;⁴⁰
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);⁴¹ or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.⁴²

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.⁴³

63. 2020 unused increment rate. Subtract the 2020 actual tax rate and the 2020 unused increment rate from the 2020 voter-approval tax rate. If the number is less than zero, enter zero.	\$0.0222/\$100
64. 2019 unused increment rate. Subtract the 2019 actual tax rate and the 2019 unused increment rate from the 2019 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2020, enter zero.	\$0/\$100
65. 2018 unused increment rate. Subtract the 2018 actual tax rate and the 2018 unused increment rate from the 2018 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2020, enter zero.	\$0/\$100
66. 2021 unused increment rate. Add lines 63, 64, and 65.	\$0.0222/\$100
67. 2021 voter-approval tax rate, adjusted for unused increment rate. Add line 66 to one of the following lines (as applicable): line 49, line D49 (disaster), line 50 (counties), line 58 (taxing units with the additional sales tax) or line 62 (taxing units with pollution control).	\$0.5315/\$100

39 Tex. Tax Code § 26.013(a)

40 Tex. Tax Code § 26.013(c)

41 Tex. Tax Code § 26.0501(a) and (c)

42 Tex. Local Gov't Code § 120.007(d), effective Jan. 1, 2022

43 Tex. Tax Code § 26.063(a)(1)



TAX RATE CALCULATION

De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit. ⁴⁴

This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit. ⁴⁵

68. Adjusted 2021 NNR M&O tax rate. Enter the rate from line 39 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$0.4211/\$100
69. 2021 total taxable value. Enter the amount from line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$1,815,021,395
70. Rate necessary to impose \$500,000 in taxes. Divide \$500,000 by line 69 and multiply by \$100.	\$0.0275/\$100
71. 2021 debt rate. Enter the rate from line 48 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$0.0735/\$100
72. De minimis rate. Add lines 68, 70, and 71.	\$0.5221/\$100

⁴⁴ Tex. Tax Code § 26.012(8-a)

⁴⁵ Tex. Tax Code § 26.063(a)(1)



TAX RATE CALCULATION

Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-New-Revenue tax rate. As applicable, enter the 2021 NNR tax rate from: line 26, line 27 (counties), or line 56 (adjusted for sales tax).

Indicate the line number used: 56

\$0.4868/\$100

Voter-approval tax rate. As applicable, enter the 2021 voter-approval tax rate from: line 49, line D49 (disaster), line 50 (counties), line 58 (adjusted for sales tax), line 62 (adjusted for pollution control), line 67 (adjusted for unused increment), or line 80 (adjusted for emergency revenue).

Indicate the line number used: 67

\$0.5315/\$100

De minimis rate. If applicable, enter the 2021 de minimis rate from line 72.

\$0.5221/\$100



TAX RATE CALCULATION

Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in Tax Code.⁵⁰

Print Here

Bob Reeves

Printed Name of Taxing Unit Representative

Sign Here

Taxing Unit Representative

Date

08/06/2021

50 Tex. Tax Code ?? 26.04(c-2) and (d-2)



FEE SCHEDULE





CITY OF KERRVILLE FY2022 ADOPTED FEE SCHEDULE

CITY SECRETARY	
PUBLIC INFORMATION REQUESTS	
Standard Size Copy (double sided copies count as 2 copies)	
Black and White	\$0.25 per page
Color	\$0.50 per page
Oversized Paper Copy	\$0.50 per page
Black and White	\$0.75 per page
Color	\$0.75 per page
Notary Fees	
Basic Notary Service	\$6.00 per document
Certified/Embossed Service	\$5.00 per embossment, plus \$1.00 per page \$20 per document max
Acknowledgement	\$5.00 per acknowledgement
Fax Transmissions	
Local	\$0.10 per page
Long distance	\$0.50 per page
Other	actual cost
Other	actual cost
Labor	\$15.00 per hour
Overhead charge (if applicable under state law)	20% of personnel charge
LAND RECORD FILING FEES	
First Page	\$26.00 per page
Additional Pages	\$4.00 per page
Records Management Fees	\$10.00 per document
Courthouse Security Fee	\$1.00 per document
Records Archive Fee	\$10.00 per document
Note: Fees subject to change based on Kerr County fee schedule.	
OTHER	
Vehicle for Hire Permit	\$25.00 per permit
Banners	
Permit Fee	\$60.00 per permit
Administrative Fee (non-refundable)	\$25.00 per permit
Alcoholic Beverage Certificate	50% of TABC
Exception: Brewery, Brewpub, or similar	on premise retailer fee
Sidewalk Café Permit	\$50.00 per table/year
Thumb Drive	\$5.00 each



FEE SCHEDULE

DEVELOPMENT SERVICES DEPARTMENT	
BUILDING SERVICES	
PROFESSIONAL & OCCUPATIONAL LICENSES	
General Contractor License	\$300.00 initial license
General Contractor License: Renewal	\$100.00 annual
General Contractor License Renewal: Late Fee	\$200.00 late fee
General Contractor License: Single Project	\$150.00 per project
BUILDING PERMITS: SINGLE & TWO FAMILY RESIDENTIAL	
Building Permit: Minimum Charge	\$25.00 per permit
New Construction	\$0.36 per sq. foot (all floor area under one roof)
Addition	\$0.36 per sq. foot (all floor area under one roof)
Alteration or Remodel	\$0.21 per sq. foot (all floor area under one roof)
Fire Repair	\$0.21 per sq. foot (all floor area under one roof)
Storage or Accessory Building (>200 square feet)	\$0.21 per sq. foot (all floor area under one roof)
Application Extension (minimum 90 Days)	50% of original plan review fee
Permit Extension (minimum 180 Days)	50% of original plan review fee
Plan Review Fee (due with permit application)	50% of building permit fee
Subsequent Plan Reviews (when major or substantial changes occur)	50% of building permit fee
Residential Flat Work	\$150 Flat fee
BUILDING PERMITS: COMMERCIAL BY VALUE	
Permit (value up to \$1,000) plus	\$25.00 per permit
Value: \$1,000 and above	\$5.00 per \$1,000 value
Note: Value of construction is the greater of the value quoted by contractor or the calculated value using ICC valuation tables.	
Temp Certificate of Occupancy (min 90 Days)	\$100.00 per certificate
Temp Certificate of Occupancy Extension (min 30 days)	\$100.00 per certificate
Application Extension (minimum 90 Days)	50% of original plan review fee
Permit Extension (minimum 180 Days)	50% of original plan review fee
Plan Review Fee (due with permit application)	50% of original permit fee
Subsequent Plan Reviews (when major or substantial changes occur)	50% of original permit fee
Commercial Flat Work (Concrete, etc.)	\$150 Flat fee
SIGN PERMITS: BY VALUE	
Sign Permit: Non-Electric	
Value: up to \$1,000	\$25.00 per permit
Value: \$1,001 and up	\$5.00 per \$1,000
Sign Permit: Electric	
Value: up to \$1,000	\$25.00 per permit
Value: \$1,001 and up	\$5.00 per \$1,000
BUILDING PERMIT: ELECTRIC	
Building Permit: Electric	\$40.00 per permit
Additional Fees	
Circuits	\$2.00 each
Fixtures	\$0.50 each
Motors (<1 HP)	\$2.00 each
Motors (1-10 HP)	\$2.50 each
Motors (11-25 HP)	\$3.00 each
Motors (>25 HP)	\$5.00 each
Services (per additional meter/panel)	\$7.50 each
Appliances	\$2.00 each
Equipment (welder)	\$3.00 each
Equipment (transformers)	\$5.00 each
Equipment (other)	\$3.00 each
Signs	\$5.75 each
Neon Signs for Transformer	\$1.00 each
Temporary Service (T-Pole)	\$50.00 each



FEE SCHEDULE

DEVELOPMENT SERVICES DEPARTMENT, CONTINUED	
BUILDING SERVICES, CONTINUED	
BUILDING PERMIT: MECHANICAL	
HVAC Permit Application Fee	
Permit	\$30.00 per permit
Value: Up to \$1,000	\$15.00 per permit
Value: Over \$1,000	\$3.00 per \$1,000 value
Inspection Fees	
Add or replace electrical wiring or panel	\$15.00 per unit
Replace equipment	\$15.00 per unit
New equipment	\$15.00 per unit
Alter existing equipment	\$15.00 per unit
BUILDING PERMIT: PLUMBING & GAS	
Permit	\$30.00 per permit
Fixtures	\$2.50 per unit
Building Drain	\$7.50 per unit
Water Heater and/or Vent	\$10.00 per unit
Gas Piping (1-5 outlets)	\$10.00 per unit
Piping for Water Treatment	\$7.50 per unit
Water/Sewer Yard Line	\$10.00 per unit
Gas Yard Line	\$7.50 per unit
Annual Gas Test	\$7.50 per unit
Pressure Regulator Valve	\$5.00 per unit
Back Flow Preventer	\$5.00 per unit
Grease Trap / Test Well	\$20.00 per unit
BUILDING PERMIT: POOLS (BY VALUE)	
Commercial Pool Building Permit (by value)	
Basic Permit (value up to \$1,000) plus	\$25.00 per permit
\$1,001 - \$49,999	\$5.00 per \$1,000 value
\$50,000 and up	\$5.00 per \$1,000 value
Residential Pool Building Permit (by value)	
Basic Permit (value up to \$50,000) plus	\$25.00 per permit
\$50,001 - \$99,999	\$4.00 per \$1,000 value
\$100,000 - \$499,999	\$3.00 per \$1,000 value
Note: Value of construction is the greater of the value quoted by contractor or the calculated value using ICC valuation tables.	
BUILDING PERMIT: IRRIGATION SYSTEM (BY VALUE)	
City Water Customer	
Permit plus	\$30.00 per permit
Value per \$1,000	\$3.00 per \$1,000 value
Plan Review	50% of permit fee
Non-City Water Customer	
Permit plus	\$45.00 per permit
2 inspection minimum	\$100.00 per inspection
Plan Review	50% of permit fee
DEMOLITION AND MOVING PERMITS	
Moving/Demolition Deposit	\$500.00 per permit
Demolition Permit	\$100.00 per permit
Moving Permit	\$100.00 per permit
INSPECTION FEES	
First Reinspection	\$0.00 same permit
Second Reinspection	\$100.00 same permit
Subsequent Reinspection	\$150.00 same permit
Special Inspection Fees	
During business hours: same day	\$50.00 per permit
After business hours: scheduled	\$50.00 per hr 2 hr min
After business hours: emergency	\$50.00 per hr 4 hr min



FEE SCHEDULE

DEVELOPMENT SERVICES DEPARTMENT, CONTINUED	
BUILDING SERVICES, CONTINUED	
OTHER FEES	
Change of Contractor on Active Project	\$100.00 per permit
Note: Regular permit fees & requirements apply to new contractor for changes to original plans.	
Change of Occupancy (existing structure)	\$50.00 per structure
Certificate of Occupancy (vacant structures)	\$150.00 per structure
Note: Includes full inspection for structures vacant for more than 1 year or for change of use.	
Issuance of Permit (after start of project first occurrence by contractor)	Greater of double the permit fee or \$75
Issuance of Permit (after start of project subsequent occurrences by contractor)	Greater of double the permit fee or \$250
Appeal to Building Board of Adjustments and Appeals Mechanical, Plumbing, Electrical	\$150.00 per appeal
Fence Permit Fee	\$80.00 per permit
Parkland Dedication Fee (Based on Ordinance #91-10)	
<1,000 square feet	\$250.00 per unit
1,000-1,500 square feet	\$300.00 per unit
1,501-2,000 square feet	\$400.00 per unit
>2,001 square feet	\$450.00 per unit



FEE SCHEDULE

DEVELOPMENT SERVICES DEPARTMENT, CONTINUED	
CODE COMPLIANCE	
PERMITS/LICENSE	
Group Boarding Homes Permit	\$1,000.00 per permit
Permit renewal	\$350.00 per year
Re-inspection Fee	\$75.00 per inspection
Variance Fee for Distance	\$150.00 per variance
Junkyard Operation License	\$5.00 per site
Peddler and Solicitor Fees	
Base Charge	\$600.00 per year
Each additional person	\$10.00 30 days
Each additional person	\$100.00 per year
Deposit (refundable)	\$750.00 each
Sexually Oriented Business	
Annual License	\$500.00 per business
Annual Fee per Employee	\$50.00 per employee
Traveling Show and Exhibition License	\$100.00 per 30 days
Exemptions	
<ul style="list-style-type: none"> * Temporary special events * Sales/Festivals/Carnivals sponsored by IRS recognized charitable organizations * Governmental subdivisions * School districts * Chamber of Commerce * Visitor's Bureau * Council approved events / city - sponsored events * Open-air markets (required information must be provided showing compliance with laws and zoning regulations) * Traveling salespeople or solicitors calling only on commercial businesses * Garage Sales * Organized sales shows/conventions organized by charitable organizations * Fresh produce sales (fruits, nuts, vegetables) * Firewood sales * A business with a separate location in the City (must furnish proof of payment of all ad valorem and personal property taxes) 	



FEE SCHEDULE

DEVELOPMENT SERVICES DEPARTMENT, CONTINUED	
HEALTH PERMITS	
Bars and Lounges: Free Standing <1,000 square feet	\$70.00 per year
1,000-1,999 square feet	\$85.00 per year
2,000-2,999 square feet	\$100.00 per year
3,000-3,999 square feet	\$125.00 per year
4,000-4,999 square feet	\$150.00 per year
5,000-10,000 square feet	\$200.00 per year
>10,000 square feet	\$350.00 per year
Catering License	\$70.00 per year
Health/Catering Permits <1,000 square feet	\$70.00 per year
1,000-1,999 square feet	\$85.00 per year
2,000-2,999 square feet	\$100.00 per year
3,000-3,999 square feet	\$125.00 per year
4,000-4,999 square feet	\$150.00 per year
5,000-10,000 square feet	\$200.00 per year
>10,000 square feet	\$350.00 per year
Hotel Permit	\$50.00 per year
Mobile Food Establishment Permits	\$225.00 per unit / year
Peddler and Solicitor Fees	
Base Charge	\$600.00 per year
Each additional person	\$10.00 30 days
Each additional person	\$100.00 per year
Deposit (refundable)	\$750.00 each
Non-Profit Organization Permit (14 Consecutive Days)	\$50.00 per event
Temporary Food Establishment Permit	
Single Event	\$45.00 per 14 days
Multi-temp Annual Permit	\$225.00 per year
Non-profit Health Permit	\$50.00 per year
INSPECTIONS	
After Hours Inspection Emergency (4 hr minimum)	\$50.00 per hour
Certificate of Occupancy Inspection	\$50.00 per site
Hotel Complaint Inspection	
First complaint	\$100.00 per inspection
Subsequent complaints	\$150.00 per inspection
Reinspection Fees (same violation)	
First reinspection	no charge
Second reinspection	\$100.00 each
Subsequent reinspections	\$150.00 each
Sanitation and Environmental Inspections Foster homes, daycare centers, pools	\$40.00 per site
Semi-Public Pools/Spas	
Single pool facilities	\$75.00 each
Additional pool/spa	\$25.00 each
OTHER FEES	
Health Permit Late Fee	\$50.00 per permit
Replacement Permit or Certificate	\$5.00 each



FEE SCHEDULE

DEVELOPMENT SERVICES DEPARTMENT, CONTINUED	
PLANNING	
FEES	
Preliminary Plats (plus)	\$300.00 each plus greater of \$20 per lot or \$10 per acre
Plats: Minor, vacating, final, amending, or replats	\$150.00 each plus \$10 per lot
Zoning Change (Planned development/special use)	\$300.00 per amendment
Sign/Zoning Variance	\$150.00 each
Appeals	
To City Council	\$15.00 each
To Planning & Zoning Commission	\$15.00 each
Alternative Screening	No fee
Annexation	\$300.00 each
Conditional Use Permit	\$300.00 each
Pre-development	No fee
Preliminary Site Plan Review	No fee
Administrative Appeal	\$150.00 each
Alcoholic Beverage Distance Variance Request	\$150.00 each
Note: In cases where legal notice of public hearing is required and applicant defers scheduled action, reapplication is required.	



FEE SCHEDULE

EMERGENCY MEDICAL SERVICES	
NON-EMERGENCY AMBULANCE LICENSE	
Annual License	\$400.00 per year
Annual Ambulance Permit	\$150.00 per year
Re-issue for Lost Permit	\$50.00 per unit
Inspection Reschedule Fee	\$50.00 per unit
NON-EMERGENCY TRANSFER AGREEMENT	
Local Transport	\$186.00 per person
Local Mileage	\$4.71 per loaded mile
RESPONSE/TRANSPORTATION	
Basic Life Support: Non-Emergency	\$453.06 per person
Basic Life Support: Emergency	\$724.90 per person
Advanced Life Support 1: Non-Emergency	\$543.68 per person
Advanced Life Support 1: Emergency	\$860.82 per person
Advanced Life Support 2: Emergency	\$1,245.92 per person
Specialty Care Transport	\$1,245.92 per person
Aid Only: No Transport	\$195.00 per person
Dedicated Standby	\$100.00 per hour
Response Fee	\$75.00 per person
Local Transport: No Supplies Used	\$150.00 per person
Mileage	\$22.86 per loaded mile



FEE SCHEDULE

ENGINEERING	
CAPACITY ANALYSIS	
Existing Water Capacity Analysis	\$500.00 per analysis
Existing Sewer Capacity Analysis	\$500.00 per analysis
Additional Capacity Analysis	TBD
FLOODPLAIN	
Floodplain Elevation Permit Determination Application	\$75.00 each
Floodplain Construction Permit	\$25.00 each
Letter of Map Amendment (LOMA)	\$500.00 each
Letter of Map Revision (LOMR)	\$1,100.00 each
Total Development	TBD
STORMWATER REVIEW	
Tier 1 (single lot development w/o detention)	No Cost
Tier 2 (multiple lot development w/o detention)	\$750.00 per review
Tier 3 (any development with detention)	TBD for each review
OTHER	
Construction Inspection Overtime (4 hr min on weekend)	\$50.00 per hour
Sidewalk Waiver Application	\$300.00 per waiver
Right-of-way (street) / Easement Abandonment Analysis	\$500.00 per occurrence
The City shall determine prevailing wages by using those rates determined by the United States Department of Labor in compliance with Texas Local Govt. Code section 2258.	



FEE SCHEDULE

FIRE DEPARTMENT PERMITS	
Access-Controlled Egress Doors, etc.	\$20.00 per device
Amusement Building Permit	\$50.00 per site
Blasting Permit	\$150.00 per site
Bulk Storage and Dispensing of LP Gas	\$100.00 per year
Commercial Bar-B-Que Pit	\$20.00 per site
Cooking Hood Fire Suppression System	\$100.00 per system
Event Permit (carnivals/fairs)	\$100.00 per event
Exhibit or Trade Show	\$100.00 per site
Fire Alarm Installation New installation, repair, remodel, or addition	\$100.00 per permit / per floor
Fire Protection/Detection Systems Electronic security gates, delay egress locks, security grills	\$100.00 per system
Fire Pump Acceptance Test	\$100.00 per test
Fire Pump Equipment Installation/Modification	\$100.00 per system
Fire Sprinkler New installation, repair, remodel, or addition (above ground)	\$100.00 per system / per floor
New installation, repair, remodel, or addition (underground)	\$100.00 per system
Standpipe system	\$100.00 per permit / per floor
Flammable/Combustible Liquids Storage, handling, dispensing	\$75.00 per incident
Hazardous Material Permit	\$150.00 per permit
High Pile Storage Permit	\$50.00 per site
Hot Work Permit	\$20.00 per site
Industrial Oven Permit	\$20.00 per site
Investigation Fee If permit is issued after construction is started without approved permit	applicable permit fee amount
Liquid Propane Tank Installation	\$75.00 per permit
Misc. Combustible Storage	\$75.00 per site
Ceremonial Fire Permits (bonfires)	\$250.00 per site
Controlled Burns	\$150.00 per site
Professional Pyrotechnical Display Permit	\$250.00 per event
Public Notification	\$65.00 per event
Recreational Fire (less than 3ft. Diameter x 2ft height)	no charge for permit
Other Permit Designated by <i>International Fire Code</i>	\$20.00 per incident
Spray Room, Dip Tank or Booth used for combustible finishes	\$50.00 per space
Storage of Portable LP Gas Containers	\$20.00 per site
Storage or Handling of Compressed Gases In excess of amounts listed in table 105.6.9 of the e2006 <i>International Fire Code</i>	\$50.00 per site
Tent, Canopy, Membrane Structure	\$20.00 per structure
Underground Fuel Storage Tank Removal	\$100.00 per site
Under/Above Ground Fuel Storage Tank New installation	\$100.00 per tank
Repair/replace existing tank	\$100.00 per tank
Repair/replace existing product line	\$100.00 per site
FIRE ALARM FEES	
False Alarm Fee 3-5 times in preceding 12 month period	\$50.00 per violation
6-7 times in preceding 12 month period	\$78.00 per violation
8+ times in preceding 12 month period	\$100.00 per violation



FEE SCHEDULE

FIRE DEPARTMENT, CONTINUED	
INSPECTION/RE-INSPECTION FEES	
State Mandated Occupancy Inspections (outside city limits)	
Change of Occupancy	\$20.00 per site
Daycare/Foster/Adoption/Group Home	
7 Children or Less	\$50.00 per site
More than 7 Children	\$75.00 per site
Youth Camps and Day Camps	\$150.00 per site
Schools and Instructional Facilities	\$150.00 per site
Hospital, Nursing Home, and Assisted Living Facilities	\$150.00 per site
Fire Inspection Requested/Scheduled outside of business hours	
2 hr. min. - paid in advance	
Non-holiday	\$100.00 per hour
City recognized holiday	\$100.00 per hour
All Other	\$100.00 per site
Re-inspection for Requested/Scheduled Inspections (excludes annual fire inspection)	
First inspection list(s) not completed on first or subsequent requests not ready for inspection upon arrival	\$50.00 per inspection
Contractor fails to keep appointment	\$50.00 per inspection
No access to site or building	\$50.00 per inspection
PUBLIC SAFETY STAFFING	
Personnel	
Minimum 2 hours per Fire Department staff	\$40.00 per hour
Vehicle	
Minimum 2 hours per vehicle	\$25.00 per hour
OTHER FEES	
Plan Review Fee (Credited to permit cost when approved)	\$100 per review plus \$0.05 per/sq. ft. per review
Request for Public Information	see City Secretary
Water Flow Test	\$150.00 per hydrant
Appeal to Building Board of Adjustments	\$150.00 per appeal



FEE SCHEDULE

GOLF: SCOTT SCHREINER GOLF COURSE				
GREEN FEES				
Weekend Rates Apply Friday-Sunday (Except for Seniors)				
GUEST RATES		WALKING		WITH CART
<u>Regular</u>				
Weekday				
	9 Holes		\$18.00	\$26.00
	18 Holes		\$28.00	\$44.00
Weekend/Holiday				
	9 Holes		\$24.00	\$32.00
	18 Holes		\$35.00	\$51.00
<u>Twilight (after 2pm)</u>				
Weekday				
	9 Holes		\$17.00	\$25.00
	18 Holes		\$17.00	\$33.00
Weekend/Holiday				
	9 Holes		\$23.00	\$31.00
	18 Holes		\$23.00	\$39.00
SPECIAL RATES		WALKING		WITH CART
<u>Senior (age 65+)</u>				
Weekday (M-F)				
	18 Holes		\$16.00	\$32.00
<u>Military</u>				
Weekday				
	18 Holes		\$21.00	\$37.00
Weekend/Holiday				
	18 Holes		\$27.00	\$43.00
MEMBER RATES		WALKING		WITH CART
<u>Regular</u>				
Weekday				
	9 Holes		\$7.00	\$15.00
	18 Holes		\$9.00	\$25.00
Weekend/Holiday				
	9 Holes		\$8.00	\$16.00
	18 Holes		\$10.00	\$26.00
<u>Twilight (after 2pm)</u>				
Weekday				
	9 Holes		\$6.00	\$14.00
	18 Holes		\$6.00	\$22.00
Weekend/Holiday				
	9 Holes		\$7.00	\$15.00
	18 Holes		\$7.00	\$23.00



FEE SCHEDULE

GOLF: SCOTT SCHREINER GOLF COURSE, CONTINUED				
JUNIOR/STUDENT RATES			WALKING	WITH CART
<u>Grades K-12</u>				
Weekday				
		9 Holes	\$7.00	\$15.00
		18 Holes	\$11.00	\$27.00
Weekend/Holiday				
		9 Holes	\$10.00	\$18.00
		18 Holes	\$13.00	\$29.00
<u>College</u>				
		18 Holes	\$17.00	\$33.00
Weekend/Holiday				
		18 Holes	\$23.00	\$39.00
MEMBERSHIP FEES				
Annual Membership			\$575.00	Per Person
	Second Family Member		\$450.00	Per Person
Quarterly Membership			\$220.00	Per Person
	Second Family Member		\$200.00	Per Person
Annual Range Pass			\$300.00	Per Person
Quarterly Range Pass			\$100.00	Per Person
Family Membership			\$900.00	2 adults + all jrs.
UNLIMITED GOLF		WALKING		WITH CART
18 Holes			\$200/month	\$300/month
No course fees				
DRIVING RANGE FEES				
Small Bucket			\$5.00	Per Bucket
Large Bucket			\$10.00	Per Bucket
Range Memberships				
	Annual		\$300.00	Per Year
	Quarterly		\$100.00	Per Quarter
CART FEES				
			9 Holes	18 Holes
Cart Use Fees			\$8.00	\$16.00
Private Cart Membership				
	Annual members only		\$220.00	\$220.00
Trail Fee Private Cart				
	w/cart membership & green fees		\$5.00	\$8.00
Passenger or Private Cart				
	without green fees		\$8.00	\$16.00



FEE SCHEDULE

GOLF: SCOTT SCHREINER GOLF COURSE, CONTINUED					
CART STORAGE					
Annual				\$420.00	Per Year
Quarterly				\$140.00	Per Quarter
TOURNAMENT FEES					
Weekday/Weekend Afternoons				\$40.00	Per player
Weekend Mornings				\$50.00	Per player
Note: Contact Pro-Shop in order to schedule tournament play.					
RENTAL AND OTHER FEES					
				9 Holes	18 Holes
Club Rental				\$15.00	\$25.00
Pull Cart Rental				\$3.00	\$6.00
Notes: Fees will be prorated, as necessary, to ensure that all fees expire on the same					



FEE SCHEDULE

INFORMATION TECHNOLOGY	
GIS SERVICES	
Labor (locating, compiling, reproducing)	\$45.00 per hour
Overhead charge	20% of labor charge
Printouts	
8.5"x11"	\$5.00 per page
11"x17"	\$7.00 per page
24"x36"	\$10.00 per page
Shipping	\$15.00 per page
Map Tube	actual cost
USB Drive	actual cost
Custom Maps	quoted per job



FEE SCHEDULE

LIBRARY: BUTT HOLDSWORTH MEMORIAL LIBRARY	
RENTALS	
Conference Room	\$25.00 per hour (minimum of 4 hours)
Gazebo	\$50.00 per day
In-House A/V Equipment (Set up and Use)	\$25.00 per day
Repairs for damages to furniture, equipment, or facilities	actual cost
COPIES / PRINTING	
Photocopier	
Black & White	\$0.25 per page per side
Color	\$0.50 per page per side
Computer/Internet	
Black & White	\$0.25 per page per side
Color	\$0.50 per page per side
CIRCULATION CHARGES	
Resident Card	No Charge
Non-Resident (Outside Kerr County)	
Materials Checkout Only	\$35.00 per year
Computer Use Only	\$35.00 per year
Temporary Use	\$8.00 per month
Full Use	\$65.00 per year
Library Card Replacement	\$1.00 per card
OVERDUE FINES	
Books	
Adult Materials	\$0.10 per item, per day \$15 max
Child Materials	\$0.10 per item, per day \$15 max
Audiobooks & CDs	\$0.10 per item, per day \$15 max
DVDs and Blu-ray	\$1.00 per item, per day \$15 max
Story Time Kits	\$5.00 per item, per day \$15 max
Other Kits	\$1.00 per item, per day \$15 max
Collection Agency Submission Fee	\$10.00 per submission
Note: Fines of \$5.00 and above will result in suspension of borrowing privileges.	
INTERLIBRARY LOAN	
Any Overdue Item	\$1.00 per item, per day, \$15 max
Lost / Damaged Item (Cost assessed by lending library) plus	\$5.00 per item
Return Postage	\$3.00 per item
REPLACEMENT OF MISCELLANEOUS PARTS	
CD/DVD Case	
Single	\$1.00 per item
Multiple	\$4.00 per item
Book on CD Case (up to 12 CDs)	\$10.00 per item
Book on CD Case (up to 24 CDs)	\$15.00 per item
CD Jewel Case (2 disc)	\$3.00 per item
AV Storage Bags	\$1.00 per item
LOST / DAMAGED ITEM CHARGES	
CDs, Audiobook, Music, MP3	
Actual cost plus	\$5.00 per item
Individual CD in a set (Audiobook, Music, MP3, \$10.00 per disc) plus	\$5.00 per item
DVD-Includes Sets (actual cost plus)	\$5.00 per item
Kits (actual cost plus)	\$5.00 per item
Books	
Library (actual cost plus)	\$5.00 per item
History Center-Rare/Out of Print (lesser of appraised value plus)	\$100.00 per item
Personal Earbuds	\$2.00 per set



FEE SCHEDULE

MUNICIPAL COURT	
Online Transaction Fee	\$1.50 per transaction
Technology Fee	\$4.00 per conviction
Building Service Fee	\$4.90 per conviction
Kiosk Payment Fee	\$1.50 per transaction
Administrative Fee	\$10.00 per offense
For full schedule of fees and other costs, visit the Municipal Court page on the City's website: kerrvilletx.gov . Fees are prescribed by the state and subject to change. Judges assess fines within limits set by the state.	



FEE SCHEDULE

PARKS AND RECREATION	
KERRVILLE - SCHREINER PARK	
DAY USE FEES	
Adult (13 and over) \$15 per vehicle max	\$6.00 per person
Veterans and Active Duty Military (proof required)	No Charge
Child (12 and under)	\$2.00 per person
Senior (over 65)	\$2.00 per person
Commercial Vehicles	\$20.00 per vehicle
School Sponsored Trip (ages 13-18 not overnight)	\$0.50 per person
Annual Day Use Pass	
First Vehicle	\$50.00 per year
Second Vehicle (when registered with first)	\$25.00 per year
CAMPING FEES	
Tent Site with Water (max 2 week stay)	\$20.00 per night
Tepee (Riverside)	\$30.00 per night
RV SITE FEES	
Mountain View Loop (30 amp w/water)	\$25.00 per night
October-February	\$630.00 per month
Pecan Loop (Riverside) (30 amp w/water & sewer)	\$30.00 per night
October-February	\$750.00 per month
Deerfield Loop (30 amp w/water & sewer)	\$30.00 per night
October-February	\$750.00 per month
Sycamore Circle (Riverside) (30/50 amp w/water & sewer)	\$35.00 per night
October-February	\$900.00 per month
Note: Camping fees include entrance for up to 4 people per site. Campsites accommodate 8 people. Guests #5-8 subject to Excess Person Occupancy Fee.	
CABIN/HOUSE RENTAL FEES	
Mini Cabin	\$60.00 per night
Deposit	\$25.00 per stay
Park Cabin	\$120.00 per night
Deposit	\$50.00 per stay
Ranch House	\$200.00 per night
Deposit	\$150.00 per stay
Bunk House	\$55.00 per night
Deposit	\$50.00 per stay
Note: State and local hotel/motel tax will be added in addition to rental fee.	



FEE SCHEDULE

PARKS AND RECREATION, CONTINUED	
FACILITY RENTAL FEES	
HALLS, PARKS, & PAVILIONS	
KSP Dining Hall (screened, open air, no kitchen)	\$100.00 per day
Deposit	\$50.00 per use
KSP Recreation Hall (indoors with kitchen)	\$350.00 per day
Deposit	\$100.00 per use
KSP Amphitheater	\$100.00 per day
Deposit	\$50.00 per use
KSP Pollinator Garden	\$50.00 per event
Boardwalk Pavilion	\$100.00 per hour
Deposit	\$200.00 per use
Louise Hays Park Large Pavilion & Plaza Area	\$200.00 per day
Deposit	\$200.00 per use
Table Rental	\$5.00 each
Chair Rental	\$2.00 each
Deposit: tables/chairs	\$100.00 per use
Louise Hays Park Family Pavilion	\$100.00 per day
Deposit	\$100.00 per use
Louise Hays Park Fountain and Plaza	\$500.00 per 1/2 day
Deposit	\$300.00 per use
Tranquility Island	\$200.00 per day
Deposit	\$200.00 per use
Tranquility Island Lights	\$750.00 per use
Carver Park Pavilion and BBQ Area	\$100.00 per day
Deposit	\$100.00 per use
Small Park Pavilions (various locations)	\$40.00 per day
Deposit	\$25.00 per use
Picnic Areas (various locations)	\$15.00 per use
River Trail Trailheads	\$200.00 per trailhead/ per day
Deposit	total rental amount
Centennial Stage (with field)	
With electricity	\$200.00 per day
Without electricity	\$100.00 per day
Deposit	\$200.00 per use
OTHER FEES	
Cancellation Fee	
Applies to each site, facility, program	\$20.00 each
RV/Trailer Dump Fee	
If not camping in park - no entrance fee	\$25.00 per vehicle
Excess Vehicle Parking	\$5.00 per vehicle
Excess Person Occupancy Fee	\$6.00 per person
Commemorative Bench Program	\$2,500.00 per bench



FEE SCHEDULE

PARKS AND RECREATION, CONTINUED	
ATHLETIC FIELDS/COURTS/AQUATICS RENTAL FEES	
FEES	
Athletic Field/Court Rental	
With lights	\$30.00 per hour
Without lights	\$20.00 per hour
Singing Wind Softball Fields	
With lights	\$170.00 per day
Without lights	\$150.00 per day
Deposits	
Tournament	\$150.00 per tournament
Scoreboard equipment	\$100.00 per event
Tennis Court	
Non-member	Set by Tennis Pro
Tennis Tournament Fees	
Exemptions: KISD tournaments/practices / Schreiner University Tournaments	per agreement
Tennis Memberships	
Junior (under 21 years old)	Set by Tennis Pro
Adult (over 21 years old)	Set by Tennis Pro
Family	Set by Tennis Pro
KISD Joint Use	per agreement
Kerrville Sports Complex	
Soccer Fields	
Practice	
With lights	\$40.00 per field
Without lights	\$30.00 per field
Game (2 hour minimum)	
With lights	\$60.00 per field
Without lights	\$50.00 per field
Hill Country Youth Soccer Association use of Kerrville Sports Complex	\$0.00 per field
Hill Country United use of Kerrville Sports Complex	\$0.00 per field
OTHER FEES	
Soccer Tournament Fee	per agreement
Residents	\$250.00 per day
Non-residents	\$400.00 per day
Baseball/Softball Fields	dbatkerrville.com
Contact: D-BAT	830-955-8232
Kerrville Little League use of the Kerrville Sports Complex	\$0.00 per field
Olympic Pool Rental	\$250.00 per 2 hours
Deposit	\$100.00 per use
Olympic Pool Pavilion Rental	
Deposit	\$25.00 per use
2 hour rental	\$35.00 per 2 hours
Full day rental	\$95.00 per day
Olympic Pool Picnic Area	\$15.00 per day
Swim Lessons	
Group	\$45.00 per person
Private	\$100.00 per person
Semi-Private	\$150.00 per 2 people
Junior Lifeguard Camp	\$60.00 per person
Mermaid Class	TBD
EVENT FEES	
Special Event Permit	\$50.00 per event
Holiday Parade	\$30.00 per entry



FEE SCHEDULE

POLICE REPORTS	
Accident Reports	\$6.00 per report
Offense/Incident Reports	\$0.10 per page
Letters of Clearance	\$10.00 per person
ALARM FEES	
Alarm Service	\$25.00 per service
False Alarm Fee	
3-5 times in preceding 12 month period	\$50.00 per violation
6-7 times in preceding 12 month period	\$75.00 per violation
8 or more times in preceding 12 month period	\$100.00 per violation
Alarm Service Permit Fee	
Residential	\$50.00 per location
Commercial	\$100.00 per location
ESCORT FEES	
Oversized Load Escort (excludes mobile homes)	
Small	
10'-16' wide & under 110' long AND under 16'6" high	\$100.00 per load
Large	
EXCEEDS any of the small load criteria	\$350.00 per load
Funeral Escort	
Minimum of 2 officers for 2 hours each	\$160.00 per event
PARADE FEES	
Parade Deposit	
Class A	
Less than 50 entries	\$250.00 per event
Class B	
More than 50 entries	\$750.00 per event
Class C	
Motorcades, marches, etc.	\$100.00 per event
Parade Fees	
Class A	
Less than 50 entries	\$50.00 per event
Class B	
More than 50 entries	\$100.00 per event
Class C	
Motorcades, marches, etc.	\$25.00 per event
OTHER FEES	
Fingerprinting	\$10.00 per person
Public Safety Staffing	
Personnel	
Minimum of 2 hours per KPD staff member	\$40.00 per hour
Minimum of 2 hours per vehicle	\$5.00 per hour



FEE SCHEDULE

PUBLIC WORKS	
ALL PUBLIC WORKS DIVISIONS	
EQUIPMENT FEES	
Backhoe/Loader	\$55.00 per hour
Excavator	\$55.00 per hour
Dump Truck	\$45.00 per hour
Crane Truck	\$45.00 per hour
Vac-con Truck	\$120.00 per hour
Vac-Trailer	\$85.00 per hour
Street Sweeper	\$85.00 per hour
Air Compressor	\$12.50 per hour
Closed Circuit Television Sloping Service	\$170.00 per hour
Service Truck with tools	\$35.00 per hour
Backflow Prevention Test	
Reduced pressure zone device	\$100.00 per test
Double check device	\$70.00 per test
Scale Fee	\$1.00 each
Inspection Fee	
Privately installed taps	\$50.00 each
Emergency Repair Fee	2x regular rate (labor, equipment, supplies)



FEE SCHEDULE

PUBLIC WORKS, CONTINUED	
LABORATORY	
SERVICES/TESTS	
Alkalinity	\$20.00 per test
Ammonia Nitrogen	\$30.00 per test
Biochemical Oxygen Demand (BOD)	\$33.00 per test
Carbonaceous BOD (CBOD)	\$40.00 per test
Chemical Oxygen Demand (COD)	\$20.00 per test
Chloride	\$10.00 per test
Conductivity	\$5.00 per test
Iron	\$15.00 per test
Hardness, Total	\$15.00 per test
Nitrate	\$18.00 per test
Nitrite	\$18.00 per test
Oil and Grease	\$45.00 per test
Phosphorus, Total	\$20.00 per test
Solids, Total Dissolved (TDS)	\$35.00 per test
Solids, Total Suspended (TSS)	\$15.00 per test
Solids, Volatile Suspended (VSS)	\$15.00 per test
Sulfate	\$15.00 per test
Total Organic Carbon	\$50.00 per test
BACTERIOLOGICAL TESTS	
Total Coliform/E. Coli Presence/absence (P/A)	\$20.00 per test
Total Coliform/E. Coli Enumeration Quanti-tray	\$22.00 per test
SAMPLE COLLECTION FEE	
Water Sample Collection (Inside City Limits Only)	\$25.00 per test
STANDARD ANALYSIS PACKAGE: DRINKING WATER	
Includes: Alkalinity, Chloride, Conductivity, Total Hardness Iron, Nitrate, Sulfate, Total Dissolved Solids Total Coliform/E.coli	\$100.00 per test



FEE SCHEDULE

PUBLIC WORKS, CONTINUED	
MUNICIPAL SOLID WASTE	
COMMERCIAL HAULER RATES	
Compacted (plus surcharge)	\$64.95 per ton
Compacted minimal	\$64.95 per ton
Loose (plus surcharge)	\$64.95 per ton
Loose Minimal (plus surcharge)	\$23.51 less than 360lb
Special Waste - Liquids (plus surcharge)	\$0.29 per gallon
Commercial Hauler Surcharge	\$18.00 per ton
NON COMMERCIAL HAULER RATES	
Loose (plus surcharge)	\$64.95 per ton
Loose Minimal (plus surcharge)	\$23.51 less than 360lb
Small Animal (plus surcharge)	\$10.23 each
Large Animal (plus surcharge)	\$39.34 each
Non Commercial Hauler Surcharge	\$14.00 per ton
RESIDENTIAL GARBAGE COLLECTION	
Residential Garbage Collection: Curbside Fee Breakdown	
Garbage Collection	\$9.18 per month
Disposal Pass Through Fee	\$5.51 per month
Composting	\$2.50 per month
Recycling	\$4.10 per month
Total Garbage Collection: Curbside Service	\$21.29 per month
MOBILE HOME GARBAGE COLLECTION	
Mobile Home Garbage Collection: Curbside Fee Breakdown	
Garbage Collection	\$7.49 per month
Disposal Pass Through Fee	\$5.51 per month
Composting	\$2.50 per month
Recycling	\$4.10 per month
Total Garbage Collection: Curbside Service	\$19.60 per month
ADDITIONAL GARBAGE COLLECTION FEES	
Toter Exchange	\$25.00 per tote
Replacement Toter	
Lost/damaged by customer	\$50.00 per tote
Extra Toter	\$5.78 per month
Out of Cycle Brush or Bulk Waste Pick Up	
First 2 cubic yards	\$50.00 per 2 cu. yards
Additional pickup	\$25.00 per cu. yard
Animal Pickup (Greater than 10lb)	\$50.00 per animal
Note: Rates are set in July by Republic Services based on Consumer Price Index, per contract.	
OTHER FEES	
Weight/Scale	\$1.41 each
Ticket Copy	\$2.81 each
Loads Not Covered With Tarp	\$20.00 per occurrence



FEE SCHEDULE

PUBLIC WORKS, CONTINUED	
STREETS	
OTHER FEES	
Traffic Control Fee	\$29.00 per hr/person
Street Signs	\$250.00 per sign



FEE SCHEDULE

PUBLIC WORKS, CONTINUED	
WATER DISTRIBUTION	
WATER TAPS (INCLUDES METER & SET FEE)	
3/4" Tap	\$2,005.00 per tap
1" Tap	\$2,228.00 per tap
1.5" Tap	\$4,063.00 per tap
1" Water Service Split	\$780.00 per split
2" Water Service (Commercial & Residential)	\$5,138.00 per tap
2" Irrigation Water Service	\$3,919.00 per tap
2" and above	quoted by job
Tap in TXDOT Right of Way	quoted by job
WATER METER SET/INSTALL IF WATER TAP EXISTS	
5/8" Meter	\$334.00 per meter
3/4" Meter	\$334.00 per meter
1" Meter	\$504.00 per meter
1.5" Meter	\$727.00 per meter
2" Meter and Above	quoted by job
SEWER TAPS (INCLUDES METER & SET FEE)	
4" Tap - Off City Main	\$1,782.00 per tap
4" Tap - Internal Manhole Drop	\$1,448.00 per tap
6" Tap - Out of Manhole	\$1,894.00 per tap
6" Tap - With Manhole	\$4,456.00 per tap
Additional charge for manholes over 8' deep	\$200.00 per foot
Tap in TXDOT Right of Way	quoted by job
REQUESTED SERVICES	
Labor	
Business Hours	\$30.00 per hr/person
After Business Hours	\$44.00 per hr/person



FEE SCHEDULE

PUBLIC WORKS, CONTINUED	
WATER RECLAMATION	
SEPTAGE	
Septage Received at Plant	
Inside Kerr County Customers	\$0.09 per gallon
Outside Kerr County Customers	\$0.18 per gallon
Chemical Toilet Waste Received at Plant	
Inside Kerr County Customers	\$0.12 per gallon
Outside Kerr County Customers	\$0.21 per gallon
Septage/Chemical Toilet Waste Spill Surcharge	\$200.00 per incident
Manifest Books	\$9.00 per book



FEE SCHEDULE

UTILITY BILLING	
NEW ACCOUNT FEES	
Without E-Bill or Bank Draft	\$40.00 per account
With E-Bill	\$25.00 per account
With E-Bill & Bank Draft	\$20.00 per account
UTILITY CUSTOMER DEPOSIT POLICY	
Residential	
With Acceptable Score Via Utility System Soft Credit Check	\$0.00 per account
With Unacceptable Score	\$100.00 per account
Commercial	
Greater of double average bill (see notes) or flat fee	\$200.00 per account
Personal guarantor required on all commercial accounts	or 2X Avg Usage at Address
Notes:	
*Residential deposits are refundable as an account credit after 12 consecutive months with no late payments.	
*Commercial deposits are based either water usage at their current location or the usage of a similar business.	
*Commercial deposits are refundable after 24 consecutive months with no late payments.	
*Deposits for fire hydrants will be refunded upon discontinuation of services, less the final bill.	
SERVICE/OTHER CHARGES	
Lock or pull meter	\$30.00 per account
Turn on (after cutoff) after business hours	\$50.00 per account
Accounts not paid in full by 5pm on final due date	\$30.00 per account
Sewer Only--delinquent requiring disconnection of water services by Aqua Texas, Inc.	\$75.00 per account
Additional trips to meter locations	\$30.00 per account
Tampering with meter	\$50.00 per account
Late Payment Fees	
Accounts not paid by due date	10% of balance
Lien Filing Fee	actual cost + \$10.00 svc fee
Returned Item Handling Fees	
Checks	
Bank Drafts	\$30.00 per item
Collection Agency Submission Fee	\$10.00 per submission
Environmental Stormwater Drainage Fee	
Residential Utility Customer	\$1.00 per month
Commercial Utility Customer	\$2.00 per month
Multi-Unit Customer	
Group meter	\$2.00 per month
Residential	\$1.00 per month
Notes:	
*Damage to meters caused by tampering will be charged to customer at actual cost plus labor.	
*Tampering with a meter constitutes criminal mischief.	
*Drainage and Environmental fees are billed with the monthly utility bill.	



FEE SCHEDULE

UTILITY BILLING, CONTINUED	
WATER	
RESIDENTIAL WATER RATES INSIDE CITY LIMITS	
Monthly Account Fee (plus)	\$16.00 per account
0-1,000 gallons	\$0.00 per 1,000 gallons
1,001-6,000 gallons	\$3.41 per 1,000 gallons
6,001-15,000 gallons	\$4.51 per 1,000 gallons
15,001-25,000 gallons	\$5.64 per 1,000 gallons
25,001-50,000 gallons	\$7.05 per 1,000 gallons
50,000 gallons and up	\$8.80 per 1,000 gallons
COMMERCIAL WATER RATES INSIDE CITY LIMITS	
Monthly Account Fee (plus)	\$13.65 per account
0-25,000 gallons	\$3.78 per 1,000 gallons
25,001-50,000 gallons	\$4.53 per 1,000 gallons
50,001 gallons and up	\$5.43 per 1,000 gallons
IRRIGATION RATES INSIDE CITY LIMITS	
Monthly Account Fee (plus)	\$13.65 per account
0-15,000 gallons	\$4.83 per 1,000 gallons
15,001-25,000 gallons	\$6.28 per 1,000 gallons
25,001 gallons and up	\$8.45 per 1,000 gallons
FIRE HYDRANTS RATES INSIDE CITY LIMITS	
Monthly Account Fee (plus)	\$68.00 per account
Refundable Deposit	\$2750.00 per account
Meter Set-up/Move	\$0.00 per 1,000 gallons
0-15,000 gallons	\$4.83 per 1,000 gallons
15,001-25,000 gallons	\$6.28 per 1,000 gallons
25,001 gallons and up	\$8.45 per 1,000 gallons
RESIDENTIAL WATER RATES OUTSIDE CITY LIMITS	
Monthly Account Fee (plus)	\$24.00 per account
0-1,000 gallons	\$0.00 per 1,000 gallons
1,001-6,000 gallons	\$5.12 per 1,000 gallons
6,001-15,000 gallons	\$6.77 per 1,000 gallons
15,001-25,000 gallons	\$8.46 per 1,000 gallons
25,001-50,000 gallons	\$10.58 per 1,000 gallons
50,000 gallons and up	\$13.20 per 1,000 gallons
COMMERCIAL WATER RATES OUTSIDE CITY LIMITS	
Monthly Account Fee (plus)	\$21.00 per account
0-25,000 gallons	\$5.68 per 1,000 gallons
25,001-50,000 gallons	\$6.79 per 1,000 gallons
50,001 gallons and up	\$8.14 per 1,000 gallons



FEE SCHEDULE

UTILITY BILLING, CONTINUED	
WATER	
IRRIGATION WATER RATES OUTSIDE CITY LIMITS	
Monthly Account Fee (plus)	\$21.00 per account
0-15,000 gallons	\$7.25 per 1,000 gallons
15,001-25,000 gallons	\$9.42 per 1,000 gallons
25,001 gallons and up	\$12.67 per 1,000 gallons
FIRE HYDRANT RATES OUTSIDE CITY LIMITS	
Monthly Account Fee (plus)	\$102.00 per account
Refundable Deposit	\$2,750.00 per account
Meter Set-up/Move	\$0.00 per account
0-15,000 gallons	\$7.25 per 1,000 gallons
15,001-25,000 gallons	\$9.42 per 1,000 gallons
25,001 gallons and up	\$12.67 per 1,000 gallons
EFFLUENT/REUSE WATER RATES	
Monthly Account Fee (plus)	\$13.00 per account
Commercial	\$0.65 per 1,000 gallons
Commercial Contract	per contract
Municipal	\$0.50 per 1,000 gallons
WATER BY LOAD--CUSTOMER PICK UP	
Reuse/Effluent Water	
0-3,000 gallons	\$10.00 per load
3,001-8,000 gallons	\$17.50 per load
Potable Water	
0-3,000 gallons	\$15.00 per load
3,001-8,000 gallons	\$22.00 per load



FEE SCHEDULE

UTILITY BILLING, CONTINUED	
SEWER	
RESIDENTIAL SEWER RATES INSIDE CITY LIMITS	
Monthly Account Fee (plus) Includes 1,000 gallons	\$15.00 per account
Residential Sewer Average 0-1000 gal.	\$0.00 per 1,000 gallons
Residential Sewer Average	\$5.66 per 1,000 gallons > 1,001
Note: Accounts with no consumption history will be billed for 4,000 gal.	
Note: Residential Sewer Average is adjusted annually and is reflected in the April bill. Average is based on consumption during the months of Dec, Jan, & Feb (bill month of Jan, Feb, & Mar)	
COMMERCIAL SEWER RATES INSIDE CITY LIMITS	
Monthly Account Fee (plus)	\$15.34 per account
Per 1,000 of water usage	\$0.00 per 1,000 gallons
Per 1,000 of water usage	\$6.03 per 1,000 gallons > 1,001
RESIDENTIAL SEWER RATES OUTSIDE CITY LIMITS	
Monthly Account Fee (plus) Includes 1,000 gallons	\$22.50 per account
Per winter average (Dec-Feb consumption)	\$0.00 per 1,000 gallons
Per winter average (Dec-Feb consumption)	\$8.49 per 1,000 gallons > 1,001
Note: Accounts with no consumption history will be billed for 4,000 gal.	
COMMERCIAL SEWER RATES OUTSIDE CITY LIMITS	
Monthly Account Fee (plus)	\$23.01 per account
Per 1,000 of water usage	\$0.00 per 1,000 gallons
Per 1,000 of water usage	\$9.04 per 1,000 gallons > 1,001
WHOLESALE SEWER RATES	
Monthly Account Fee (plus)	\$17.71 per account
Per 1,000 of water usage	\$7.57 per 1,000 gallons
Excess capacity rate	\$1,000.00 per day

