CITY OF KERRVILLE

Annual Budget

Fiscal Year 2016

Kerrville City Council

Mayor	Jack Pratt
Place 1	Stephen Fine
Place 2	Bonnie White
Place 3 / Mayor Pro Tem	Gary Stork
Place 4	Gene Allen

City of Kerrville Staff

City Manager	Todd Parton
Deputy City Manager	Kristine Day
Director of Finance	Sandra Yarbrough
Assistant Finance Director	Amy Dozier

OUR VISION

Kerrville is a community that provides for prosperity and opportunity in an environment that offers a high quality of life.

OUR MISSION

The City of Kerrville's mission is to create an environment that fosters prosperity and opportunity.

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Kerrville

Texas

For the Fiscal Year Beginning

October 1, 2014

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, 2014.

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.

Required Disclosure

This budget will raise more revenue from property taxes than last year's budget by an amount of $266,821 which is a 3.59 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 $103,081.

The record vote for each member of the governing body by name voting on the adoption of the Fiscal Year 2015 budget is as follows:

	September 8	September 22
Jack Pratt, Mayor –	for	for
Stephen Fine, Place 1 –	for	for
Bonnie White, Place 2 –	against	against
Gary Stork, Place 3 –	for	for
Gene Allen, Place 4 –	for	absent

Property Tax Comparison

	2015-2016	**2014-2015**
Property Tax Rate:	$0.562500/100	$0.562500/100
Effective Tax Rate:	$0.550369/100	$0.539658/100
Effective Maintenance and Operations Tax Rate:	$0.478522/100	$0.469256/100
Rollback Tax Rate:	$0.590384/100	$0.580360/100
Debt Rate:	$0.073500/100	$0.073500/100

The total amount of outstanding municipal debt obligations secured by property taxes is $13,047,128.80 (including principal and interest). Total amount of outstanding debt obligations considered self-supporting is $20,799,781.77 (including principal and interest). Self-supporting is currently secured by 4B sales tax revenues. In the event such amounts are insufficient to pay debt service, the City will be required to assess an ad valorem tax to pay such obligations.

Fiscal year 2015-2016 Principal and Interest Requirements for Debt Service are:

Property Tax Supported Debt: $ 1,172,216

Self-Supporting Debt: $1,115,630

TABLE OF CONTENTS

THIS PAGE INTENTIONALLY LEFT BLANK.

TABLE OF CONTENTS

City Manager's Message....5

City Profile....11
- Geographic information....13
- Education, Churches, Culture and Recreation....14
- Demographic and Economic Information....15
- History....16
- City Organizational Chart....17

Budget Summary....19
- Consolidated Budget....21
- Revenue Sources....23
- Revenue Forecasting....24
- Consolidated Expenditures....26
- Fiscal Sustainability....27

Five Year Fiscal Forecast....29

Building the Budget....35
- Budget Philosophy....37
- Purpose and Process....38
- City Council Goals....40
- Budget Calendar....41
- Budget Basis....42
- Fund Structure....43
- Guide to Department Pages....45
- Budget Ordinance....48
- Tax Ordinance....51

General Fund....55
- Budget Summary....57
- General Fund Revenues....61
- General Fund Expenditures....69
  - City Council....72
  - City Secretary....74
  - City Attorney....77
  - City Administration....80
  - Human Resources....83
  - Finance....86
  - Information Technology....89
  - Municipal Court....92
  - Police....95

Table of Contents

Fire....100
Fire Division....103
Fire Marshal Division....107
EMS Division....110
Solid Waste....114
Planning....118
Building Services....121
Code Compliance....124
Tennis Center....127
Parks and Recreation....128
Kerrville-Schreiner Park....131
Aquatics....134
Parks Maintenance....137
Recreation....141
Engineering....144
Streets....147
Butt-Holdsworth Memorial Library....151
General Operations....154
Non-Departmental....157

Water and Sewer Fund....159
Budget Summary....161
Water and Sewer Fund Revenues....165
Water and Sewer Fund Expenditures....169
Water Records....172
Utility Administration....175
Water Production....178
Utility Construction....182
Water Reclamation....186
Utilities Laboratory....190
General Operations....193
Non-Departmental....195

Debt Service Funds....197
Overview....199
General Fund Debt Service....201
Water and Sewer Fund Debt Service....206

Capital Improvement Funds....211
Summary....213
Current Projects....214
Five Year Plan....215
Operating Budget Impact....216

Table of Contents

Golf Course Fund....217

Other Funds....225
- Garage Fund....227
- Employee Benefit Trust Fund....232
- Police Special Programs Fund....234
- Parkland Dedication Fund....237
- Police Special Revenue....239
- Library Memorial Fund....241
- HOT Reserve Fund....243
- General Asset Replacement Fund....245
- Water and Sewer Asset Replacement Fund....247
- Hotel Occupancy Tax....249
- PEG Special Revenue....251
- Municipal Court Special Revenue....253
- Landfill Closure....255
- Landfill Post Closure....257
- Remschel-Deering History Center Fund....259
- Insurance Reserve Fund....262
- Main Street Program Fund....264

Component Unit Funds....267
- Economic Improvement Corporation....269
- EIC Projects Fund....271

Appendix....273
- Personnel Schedules....275
  - Full Time Personnel by Department....276
  - General Government Pay Plan....277
  - Fire Pay Plan....281
  - Police Pay Plan....282
- Financial Management Policy....283
- Investment Policy....295
- Purchasing Policy....309
- Vehicle and Equipment Replacement Policy....337
- Account Descriptions....343
- Glossary of Terms....361
- Fee Schedule....373

THIS PAGE INTENTIONALLY LEFT BLANK.

CITY MANAGER'S MESSAGE

Return to Table of Contents

THIS PAGE INTENTIONALLY LEFT BLANK.

To: Honorable Mayor and City Council

From: Todd Parton, City Manager

Date: August 11, 2015

It is my privilege to submit this proposed budget for City of Kerrville to fund operations for Fiscal Year 2016 (FY2016). This budget is balanced, meets the City Council's goals and objectives, and is built to be sustainable over time.

Over the past several years Kerrville has experienced moderate and sustained economic growth. A revenue forecasting methodology has been implemented to project the City's major revenue sources through 2021. The forecast was built on a review of local, regional, state and national economic trends in addition to an analysis of historical data from 2000 through 2014 and estimated end-of-year data from 2015. Regression analyses for each revenue source were used to validate the multi-year projections. These forecasts were extremely critical to the budgetary process since they helped to ensure the City's ability to sustain operations and meet community needs over time. These forecasts show that Kerrville could continue to enjoy moderate and sustained economic growth over the next several years and that it could meet operational and capital needs at a sustained $0.5625 total property tax rate and with moderate adjustments to its water and wastewater utility rates.

Overall, General Fund expenses budgeted for FY2016 total $24,587,523 which is an increase of $324,294 (1.3%) from the $24,263,229 budgeted for FY2015. Budgeted increases in personnel related expenses for FY2016 are $235,777. This increase is due to unfreezing a patrol officer and investigator position in the Kerrville Police Department, adding a crew leader to the Parks Department, and a merit increase program. The two Police positions were originally frozen in the FY2010 as Kerrville experienced the full effect of the recession and the Parks' position is needed to address increased maintenance responsibilities due to the recent completion of improvements to Louise Hays Park, Lehmann and Monroe Park, and the River Trail. The proposed budget also increases materials for road repair from $778,099 in FY2015 to approximately $1.1 million allowing for a significant increase in the mileage of roads addressed in the next paving season. FY2016 expenses also provide for the second and final installment amount of $600,000 to a Kerrville Fire Department reserve for Fire Department operations.

Water and Sewer Fund expenditures of $11,742,161 are also recommended for FY2016. This is an increase of $1,875,188 (19%) from FY2015. Approximately $1.6 million of the increase is due to the allocation of additional cash for capital projects. The remaining increase proposed is to fund operational expenses, which include a merit increase program for personnel.

Budget Philosophy

The proposed budget anticipates modest economic growth through FY2016 and beyond. It continues to be built on the following set of budget principles:

1. Sustainability – a budget that does not use one-time revenues to meet expenditures and plans for the future.
2. Balanced – expenditures do not exceed revenues (General Fund and Water and Sewer Fund revenues meet or exceed expenditures).

Return to Table of Contents

3. Maintains Current Tax Rate – the total property tax rate remains at $0.5625.
4. Prioritize Programs – identify core services and programs that must be maintained over at least a 5-year planning horizon.
5. Fund Priorities – allocate funds to meet priorities.
6. No Use of Fund Balance – General Fund and Water and Sewer Fund do not use fund balance to meet regular, recurring expenditures.

General Fund

By keeping the total property tax rate at $0.5625 per $100 of valuation the City of Kerrville has held its tax rate for a seventh consecutive year (since FY2010). This rate has been held during the severe economic conditions through significant cost cutting measures and tightened controls on spending levels. As a result of the financial policies put into place and implemented since FY2010, the City of Kerrville has seen its unobligated reserves grow from a low of 5% of recurring annual operating expenses to 25% of annual operating expenses estimated at the end of FY2015. Kerrville has been able to complete major capital projects without increasing the property tax rate and while maintaining an impressive AA bond rating issued by Standard and Poor's.

Proposed FY2016 allocations represent a budget that is balanced, meaning recurring revenues meet or exceed recurring expenditures. Of primary consideration is maintaining comparable levels of service while meeting the City Council's goals for the coming year. The proposed budget achieves these goals by including:

- Planning for future budgets;
- Unfreezing two positions in the Kerrville Police Department;
- Adding a position to the Parks Department;
- Funding the second installment for the Fire Department Reserve Fund; and
- Significantly increasing funds allocated for major street maintenance and repair.

Kerrville has seen modest increases to its General Fund revenues and staff's multi-year forecast indicate that modest increases could be anticipated for the next several years. The City's ability to grow service levels to meet increasing demands and expectations will be tied directly to the increase of sustainable sources of revenues. Accordingly, it is expected that the current levels of services will be unchanged with relatively minor adjustments made during each annual budget.

This budget reflects the City's modest economic growth and is built to sustain current operations into the future. It reflects City Council's stated policy to achieve financial sustainability.

During the FY2010 budget process, City Council established a policy that no new property tax supported debt would be issued that would require an increase in taxes. According to this policy, there will be no new property tax supported debt until the city sees significant increases in its tax base and reductions in the current level of outstanding debt. For FY2016, Kerrville's property tax supported debt service payment is $1,172,216. These payments will remain between $1.1 million to $1.2 million through FY2021. In FY2023, tax supported debt payments drop to $515,383 (a reduction of 56%). With modest growth in the tax base and debt laddering off in FY2021, it is anticipated that the city would not contemplate the issuance of new, tax supported debt earlier than FY2019 or FY2020. That being said, the city should initiate a process to establish a prioritized list of capital projects to fund after FY2019.

Return to Table of Contents

Kerrville's existing debt service burden is very low. Kerrville's debt ratio is roughly half of that for cities that are of similar size and financial stability as determined through comparable bond ratings.

Water and Sewer Fund

The Water and Sewer Fund budget proposal for FY2016 has been built using the same philosophies and consistent economic factors as those of the General Fund. It requires no change to the existing utility rate structure, provides for sustained levels of service, allocates significant cash for major infrastructure projects, and slightly increases the unobligated reserve funds.

FY2016 allocations total $11,742,161; an increase of approximately $1.8 million (19% increase) in spending from the amount originally budgeted for FY2015. This increase is due primarily to the allocation of an additional $1.6 million toward capital improvements. Kerrville's water and sewer rates have been set in order to generate adequate cash to be utilized each year for major pay-as-you go system repairs and upgrades. An amount of $2.1 million has been allocated in the Capital Improvements Plan for the design of reuse distribution lines and toward the construction of Phase 1 of the reuse pond project.

It is anticipated that two bond issues will be sold in 2016 and 2017 to provide a total of $20 million to fund the construction of the first phase of an reuse pond project. This first phase would capture effluent leaving the City's wastewater plant and distribute it for irrigation uses. A total of 105 million gallons of effluent would be captured and used, which would greatly reduce the demand on potable supplies and secure the viability of the local economy. Debt service for these issues has been factored into the City's multi-year sustainability models and it is projected that no rate increases will be required to meet the debt service for this initial phase. Ultimately, Phase 1 may be expanded to utilize another 265 million gallons of treated effluent to supplement Kerrville's supply of drinking water.

This budget proposal achieves City Council's goals by including:

- Planning for future budgets;
- Providing significant cash to meet major capital needs without issuing any additional debt;
- Creating significant increases in future water supplies to keep up with demand; and
- Maintaining an undesignated cash reserve of at least 25% of the recurring operational expenditures.

Water and Sewer Fund projections anticipate that a modest rate of growth will be sustained over the next five years. This projection calculates that water and sewer sales will increase annually by 1.7% for FY2016 through FY2021.

Under the current rate structure, the Water and Sewer Fund is projected to generate up to $15 million in revenues to be used for pay-as-you-go capital projects through FY2021. The fund is also projected to maintain a minimum reserve equal to at least 25% of normal and recurring operational expenses during this time period.

Kerrville remains on schedule to complete the $20 million in ongoing water and wastewater projects that are currently underway and are already funded. These projects are scheduled to be completed by the end of FY2019 and will address major system repairs and add capacity to meet the city's long-term needs.

Conclusion

The FY2016 budget proposal reflects the City's efforts to meet desired levels of services while maintaining financial stability and sustainability. This budget does not require any changes in property taxes, water rates, or sewer rates. It is also based on the City's multi-year financial models that help to calculate the financial resources needed to maintain or expand the services and programs proposed for FY2016. Furthermore, each departmental page is written to show the human and capital resources required for each of its programs. Each program is an actual budget unit that may be prioritized and evaluated should financial conditions erode or community priorities change.

It is recognized that global and regional economic conditions may have a significant impact on Kerrville's financial position. For that reason, a multi-year forecast has been developed and implemented. This forecast is reviewed and updated annually and is an effective tool to identify and anticipate any negative or positive impacts. It is also effective in determining the degree and calculating the timeline by which Kerrville may experience those impacts. Understanding this greater economic context is also important in setting budgetary objectives and establishing the city's financial plan for the coming year.

Overall, Kerrville's economic outlook remains positive with sustained and modest economic growth anticipated.

Return to Table of Contents

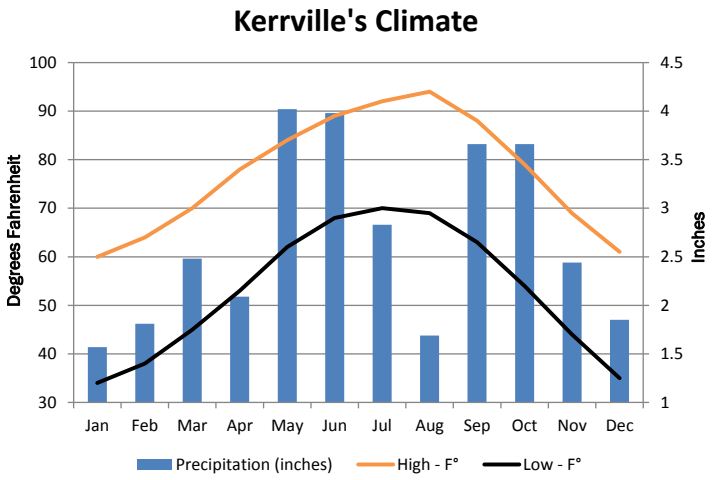
CITY PROFILE

Return to Table of Contents

THIS PAGE INTENTIONALLY LEFT BLANK.

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 country seat for Kerr County and easily accessible from Interstate Highway 10 or State Highways 16, 27 and 173.



CLIMATE

At an elevation of 1,645 above sea level, Kerrville has a semi-arid climate, averaging just over 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. Construction on a 4 mile long River Trail in addition to an extensive renovation at our riverfront park, Louise Hays Park, was completed in 2015. These projects will enable our community to find even more ways to enjoy our most important natural resource.

Guadalupe River running through Kerrville-Schreiner Park.

EDUCATION AND CHURCHES

Kerrville Independent School District has four elementary schools, one 6th grade school, one junior high, one high school and a total enrollment over 5,000. In addition, Kerrville has numerous private schools and one university. With an enrollment of over 1,100 students, Schreiner University continues to expand. In January 2015, the university opened an $11 million, 35,000 square foot Athletic and Event Center. Schreiner competes in the NCAA Division III Southern Collegiate Athletic Conference and is home to the 2014 national champion men's golf team. The Kerrville area is also home to more than 90 churches and religious organizations.

The campus at Schreiner University

CULTURE AND RECREATION

Cultural and recreational opportunities abound in Kerrville. Kerrville offers festivals, parks, pools, golf courses, river activities, a triathlon, museums, galleries, performing arts and more.

Events & Festivals
Mardi Gras on Main
Kerrfest
Kerrville Folk Festival
4th on the River
Texas Heritage Music Day
Holiday Lighted Parade

Recreation
Kerrville Triathlon
River Activities
Area Parks & River Trail
3 Golf Courses
Easter Bicycle Tour
Riverside Nature Center

Arts & Museums
Cailloux Center for Performing Arts
Playhouse 2000
Symphony of the Hills
Museum of Western Art
Kerr Arts & Cultural Center
Schreiner Mansion

Fireworks display at 4th on the River

Kathleen C. Cailloux City Center for the Performing Arts

Return to Table of Contents

DEMOGRAPHIC AND ECONOMIC INFORMATION

POPULATION	
2014 Estimate	23,558
2010 Census	22,347
2013 MEDIAN AGE	45.7
POPULATION BY AGE	
under 20	22.6%
20 to 34	17.4%
35 to 44	9.2%
45 to 64	23.8%
65 and over	26.9%

EDUCATION (AGE 25+)	
No High School Diploma	15.1%
High School Diploma	27.3%
College, No Diploma	26.2%
Associate's Degree	5.0%
Bachelor's Degree	17.9%
Graduate/Professional Degree	8.5%
AVERAGE HOUSEHOLD SIZE	2.2
AVERAGE HOUSEHOLD INCOME	$70,188
PER CAPITA INCOME	$25,171
JUNE 2015 UNEMPLOYMENT RATE	3.7%

MAJOR EMPLOYERS IN KERR COUNTY	EMPLOYEES
Peterson Regional Medical Center	894
Kerrville Independent School District	705
Kerrville State Hospital	565
Kerrville Veterans Administration Hospital	400
H-E-B	353
James Avery Craftsman	346
City of Kerrville	304
Kerr County	299
Walmart	250
Lowe's	130
	4,246
All Others	17,396
TOTAL EMPLOYED	21,642

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.

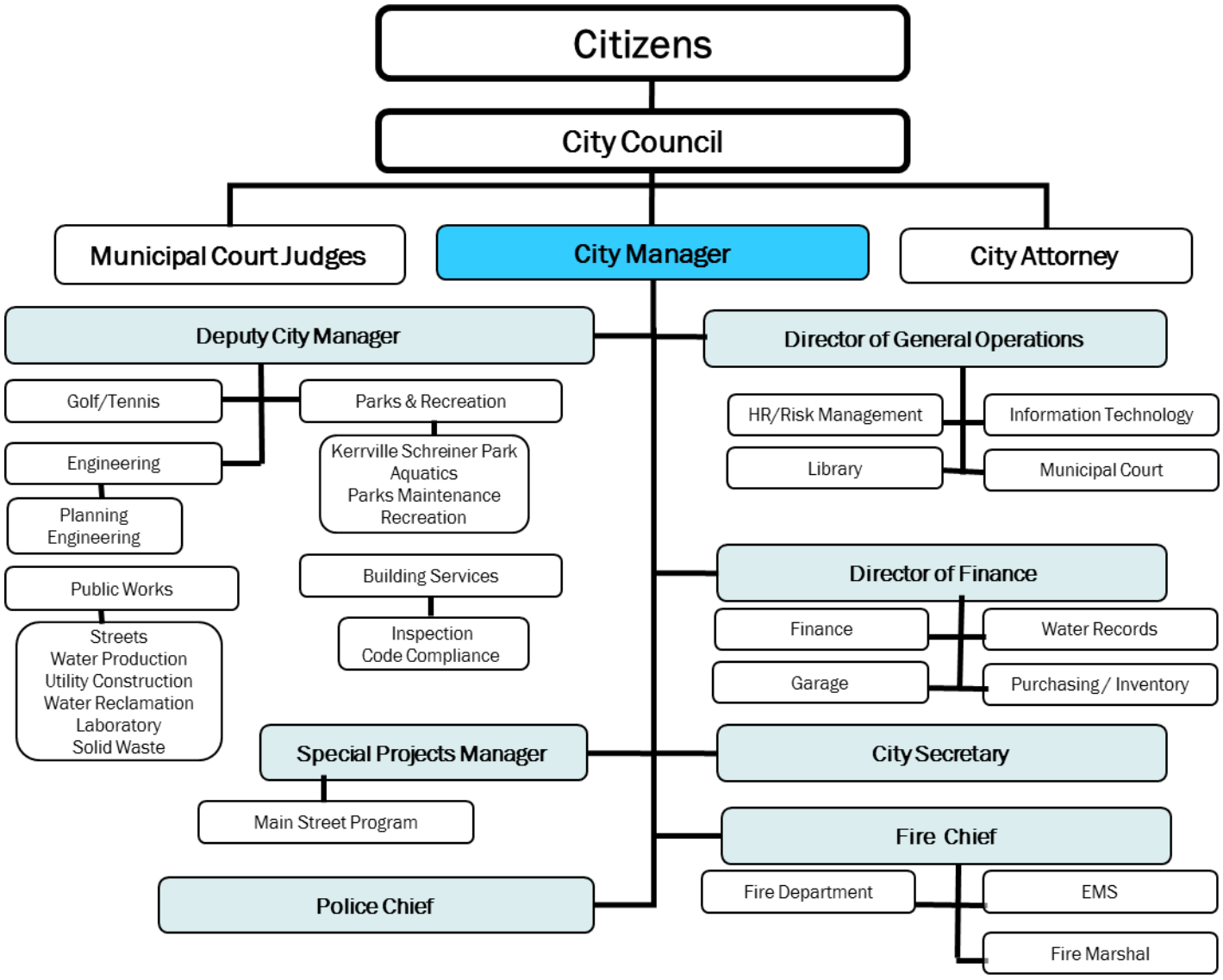
Early settlers were typically merchants or ranchers of German origin. The opening of the cattle trails to Kansas in the 1870's contributed to the early growth of Kerrville, drawing new settlers to the area and fostering business expansion. As a result of this growth, the citizens voted to establish Kerrville 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 22,000 residents.

Return to Table of Contents

City Profile - Organization Chart



THIS PAGE INTENTIONALLY LEFT BLANK.

BUDGET SUMMARY

Return to Table of Contents

THIS PAGE INTENTIONALLY LEFT BLANK.

CITY OF KERRVILLE
CONSOLIDATED BUDGET SUMMARY
FISCAL YEAR 2016

	GOVERNMENTAL FUND TYPES			PROPRIETARY FUND TYPES				
	General Fund	Debt Service	Other Gov't	Water and Sewer	Other Water and Sewer	Golf	Internal Service	COMBINED TOTAL
UNRESTRICTED								
BEGINNING FUND BALANCE	$ 6,065,531	$ -	$ -	$ 5,892,700	$ -	$ 33,719	$ 653,381	$ 12,645,331
REVENUES								
Property Tax	9,037,622	1,303,125	-	-	-	-	-	10,340,747
Sales Tax	6,254,534	-	-	-	-	-	-	6,254,534
Other Taxes	1,855,100	13,000	1,068,330	-	-	-	-	2,936,430
Permits and Fees	421,870	-	12,900	-	-	-	-	434,770
Intergovernmental Revenue	1,350,895	-	-	-	-	-	3,200,400	4,551,295
Service Revenues	3,038,399	-	420	11,542,286	-	-	-	14,581,105
Grant Revenue	26,800	-	25,000	-	-	-	-	51,800
Fines and Forfeitures	437,200	-	13,000	-	-	-	-	450,200
Interest and Miscellaneous	244,200	1,112,382	173,220	199,875	9,500	965,500	-	2,704,677
Operating Transfer In	1,920,903	-	882,135	-	4,049,746	-	268,258	7,121,042
TOTAL REVENUES	**24,587,523**	**2,428,507**	**2,175,005**	**11,742,161**	**4,059,246**	**965,500**	**3,468,658**	**49,426,600**
EXPENDITURES								
FOR COMPARITIVE PURPOSES THE SAME EXPENDITURES ARE SHOWN GROUPED BY CATEGORY (VIEW #1) AND BY FUNCTION (VIEW #2)								
VIEW #1 - EXPENDITURES by CATEGORY								
Personnel	17,834,951	-	-	2,964,265	-	604,596	242,846	21,646,658
Supplies	1,174,271	-	64,874	699,449	-	81,850	10,883	2,031,327
Maintenance	2,009,921	-	53,745	595,953	-	28,000	6,344	2,693,963
Services	1,921,985	500	892,437	834,399	2,000	204,951	3,208,585	7,064,857
Other Expenses	248,861	2,537,844	153,492	471,969	3,239,194	13,000	-	6,664,360
Capital Outlay	401,705	-	242,750	166,150	198,754	-	-	1,009,359
Operating Transfers Out	995,829	82,135	-	6,009,976	-	33,103	-	7,121,043
TOTAL EXPENDITURES	24,587,523	2,620,479	1,407,298	11,742,161	3,439,948	965,500	3,468,658	48,231,567
VIEW #2 - EXPENDITURES by FUNCTION								
Public Safety	12,863,515		-					12,863,515
Parks and Recreation	1,881,351		25,000			965,500		2,871,851
Streets	2,631,248							2,631,248
General Government	7,211,409		1,382,298				3,468,658	12,062,365
Water and Sewer				11,742,161	198,754			11,940,915
Debt Service		2,620,479			3,241,194			5,861,673
TOTAL EXPENDITURES	24,587,523	2,620,479	1,407,298	11,742,161	3,439,948	965,500	3,468,658	48,231,567
TOTAL EXPENDITURES	**24,587,523**	**2,620,479**	**1,407,298**	**11,742,161**	**3,439,948**	**965,500**	**3,468,658**	**48,231,567**
CHANGE IN NET POSITION	-	(191,972)	767,707	-	619,298	-	-	1,195,033
UNRESTRICTED								
ENDING FUND BALANCE	$ 6,065,531	$ -	$ -	$ 5,892,700	$ -	$ 33,719	$ 653,381	$ 13,840,364

CONSOLIDATED CITY BUDGET

The FY2016 budget for all funds totals $49,426,600 in revenues and $48,231,567 in expenditures, including transfers between funds. In accordance with City Council guidelines, the budget is fiscally sustainable. Our 2 largest funds, the General Fund and Water and Sewer Fund, show balanced FY2016 budgets. The 22 other funds included in the consolidated City total show revenues exceeding expenses by $1,195,033.

Please note that the consolidated budget does not include component unit funds related to the Economic Improvement Corporation. In accordance with financial reporting guidelines, these funds are presented separately. In addition, capital improvement projects ("CIP") budgeted expenditures are not part of the consolidated total. These expenditures are budgeted on a by project rather than fiscal year basis. Please see the Capital Improvement Funds section and the City's separate CIP book for detailed information on project budgets.

CONSOLIDATED REVENUE

FY2016 budgeted revenues total $49,426,600, which is $3,209,691 or 6.9% more than the FY2015 budget. The increase is primarily due to an accounting change related to transfers between funds. In FY2015, a portion of water and sewer service revenue was recorded directly to the Water and Sewer Debt Service Fund. This made it difficult to easily see a complete picture of total water and sewer revenue. In FY2016, all water and sewer revenue will be recorded in the Water and Sewer Fund. An operating transfer out of the Water and Sewer Fund will move the annual debt service amount to the Debt Service Fund. The Debt Service Fund shows this as an operating transfer in revenue type. The transfers in and out exactly offset each other, but they make both revenues and expenses look higher in FY2016 when analyzed individually. Excluding the effect of the accounting change, projected revenues are increasing in FY16 by $1,336,377 or 2.9% compared to FY2015.

	FY15 Budget	FY16 Budget	% Change
Consolidated City Revenue	46,216,909	49,426,600	6.9%
Impact of Accounting Change		(1,873,314)	
Adjusted Consolidated City Revenue	46,216,909	47,553,286	2.9%

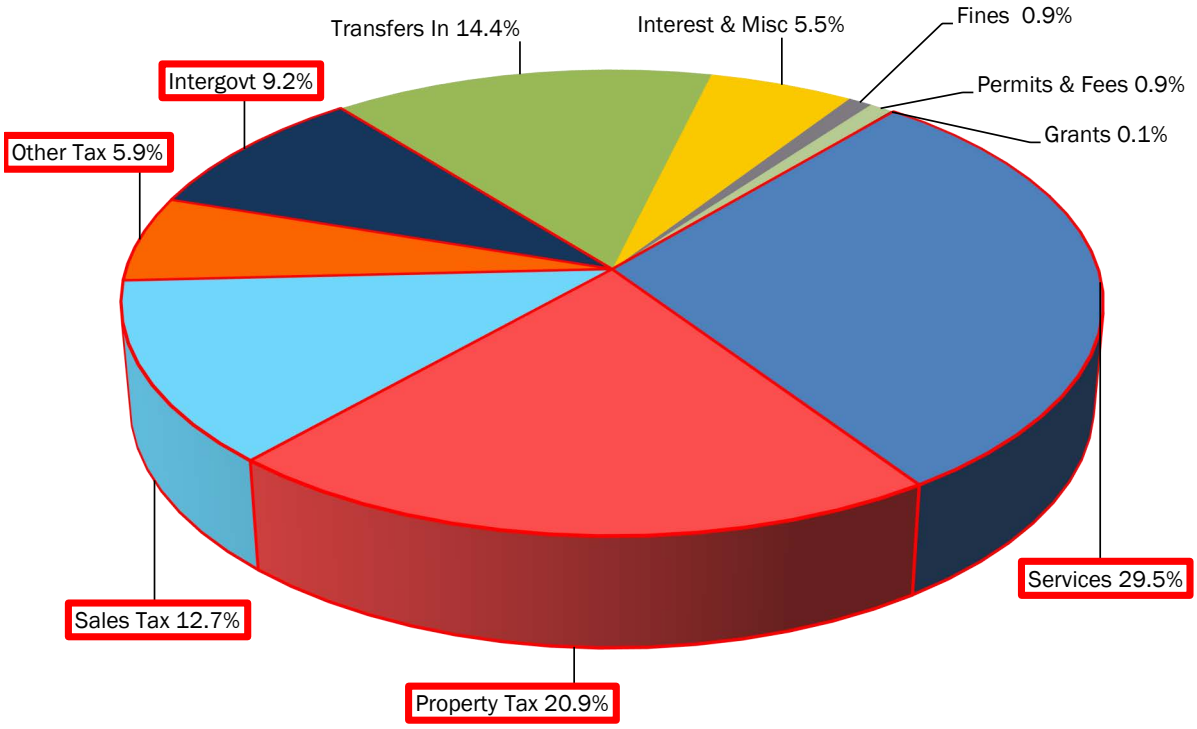
After adjusting for the accounting change, it is important to consider the City's revenue sources and forecasting methodology. Please see the following three pages for a detailed discussion of these topics.

Return to Table of Contents

REVENUE SOURCES

Primary revenue sources for the City are charges for services, taxes (property, sales and other), and intergovernmental revenues. Together, these categories make up 78.2% of total budgeted revenues.

Citywide - Revenue Sources



Revenue Type	FY16 Budget	%
Services	14,581,105	29.5%
Property Tax	10,353,747	20.9%
Sales Tax	6,254,534	12.7%
Other Tax	2,923,430	5.9%
Intergovernmental	4,551,295	9.2%
All Others	10,762,490	21.8%
TOTAL	49,426,601	100.0%

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

PROPERTY TAX is a $0.5625 tax levied on each $100 of assessed real property value. This rate has not changed since FY2010.

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

OTHER TAXES include franchise tax, telephone right of way fees and mixed beverage tax.

The **INTERGOVERNMENTAL** category includes a contractual fee paid by Kerr County for Fire/EMS services and employee payments for health care coverage.

REVENUE FORECASTING

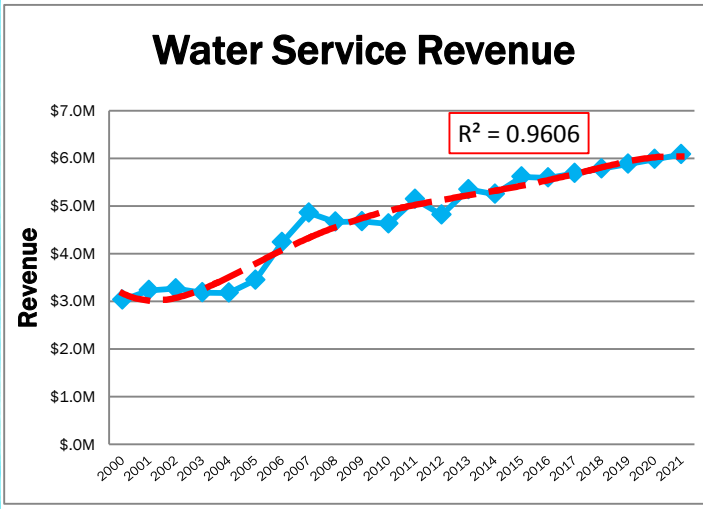
The City of Kerrville uses a two step revenue forecast methodology:

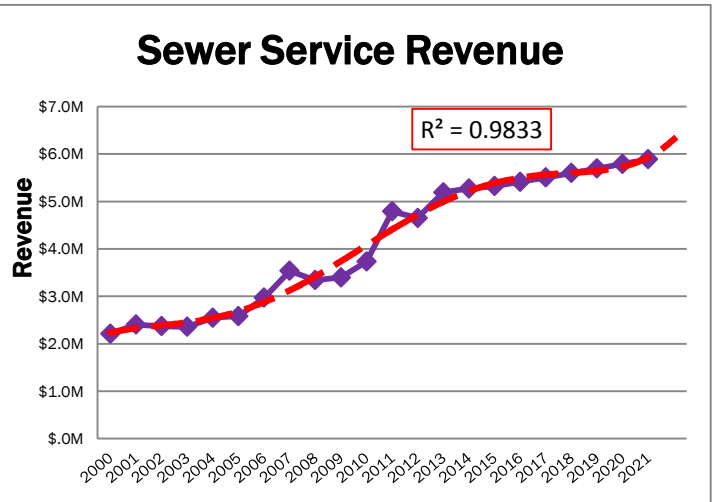
1. Regression analysis
2. External factor unique impact analysis

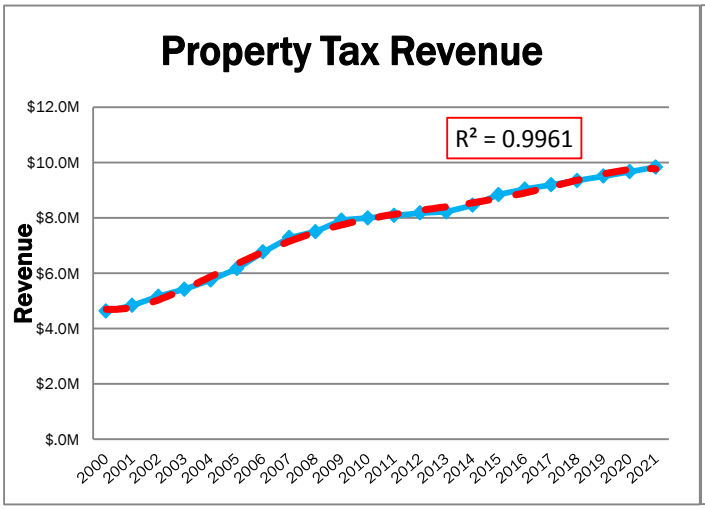
Regression analysis

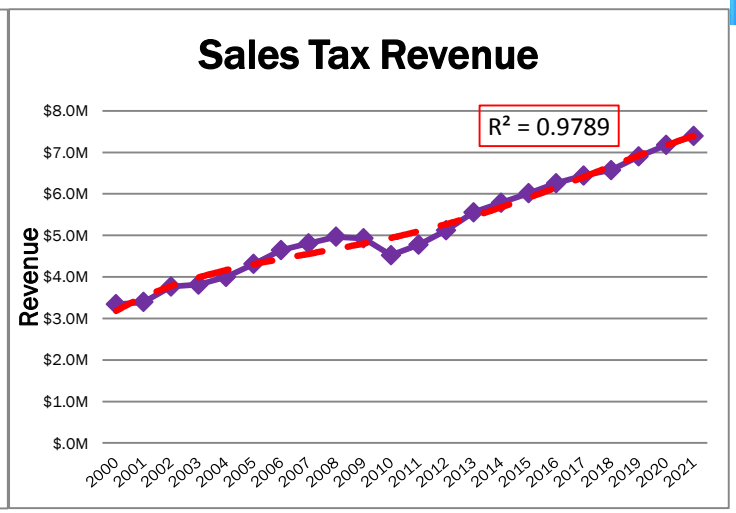
We begin our forecast process by performing regression analysis on historical data to develop a predictive model. Due to the curved path seen historically in all of our major revenue streams, we found that using a polynomial regression model results in the best goodness of fit (R^2 value closest to 1).

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









Return to Table of Contents

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 FY2016, these factors include:

1. Water and sewer service revenue -
   a. Rates - we do not anticipate raising rates in FY2015. No forecast adjustment required.
   b. Climate - Texas saw record drought from 2011 through June 2015. During this time, the City used varying stages of water restrictions in order to maintain adequate water supply. The restrictions worked well for water supply maintenance, but lowered water revenues. Thankfully, due to above average rainfall in 2015, the City is no longer experiencing drought conditions. However, this climate phenomenon also results in reduced water usage. For these reasons we are budgeting a 0.4% decrease in water revenue.
2. Property tax revenue -
   a. Rate - the property tax rate has remained steady at $0.5625 per $100 of assessed value since FY2010. Our budget is based on the rate remaining at that level for FY2016.
   b. Property appraisals - in accordance with State law, property values are determined by an independent property appraisal district. In recent years, home prices and their corresponding appraisals have seen growth. 2014 saw changes in appraisal methodology result in large swings in assessed value for many commercial properties. Many appraisals were challenged and the final property tax roll was lower than originally estimated. These same appraisal changes will be applied to additional properties in 2015. After adjusting preliminary tax rolls for anticipated challenges, we are estimating a 2.25% growth rate in property tax due to both new properties and higher appraisals.
   c. New properties - We consider the addition of major new properties, especially commercial properties, to determine if we should budget an increase in property tax revenue due to a specific property. In the last year, the major commercial improvements have been to Kerrville ISD and Schreiner University, which are both tax exempt. There are no other large commercial projects that will affect FY2016 property taxes.
3. Sales tax revenue -
   a. Overall economy - Sales tax is heavily dependent on the health of the overall economy. We closely monitor unemployment figures, oil prices, statewide sales tax trends, the consumer price index and consumer confidence, then adjust our trend analysis accordingly. Kerrville is on the fringe of oil producing areas in Texas and is home to an oil tank manufacturer. The decline in oil prices has the potential to negatively impact our economy. Additionally, we are continuing to see sales tax growth weaken across the state.
   b. Tourism - Tourism is a primary industry driving sales tax in Kerrville. Continuing climate issues including drought and flood negatively impact tourism. Additionally, downturns in the oil industry significantly impact tourism as many of our tourists are employed in that industry. For these reasons, we are estimating sales tax to grow at 4.0% above the FY2015 forecast, rather than the slightly higher historical average.

CONSOLIDATED EXPENDITURES

Consolidated City expenditures for FY2016 are budgeted at $48,231,567, including internal transfers. As previously mentioned, these numbers do not include the CIP expenditures that are budgeted by project rather than by fiscal year and expenditures for the Economic Improvement Corporation, which are presented as a separate component unit.

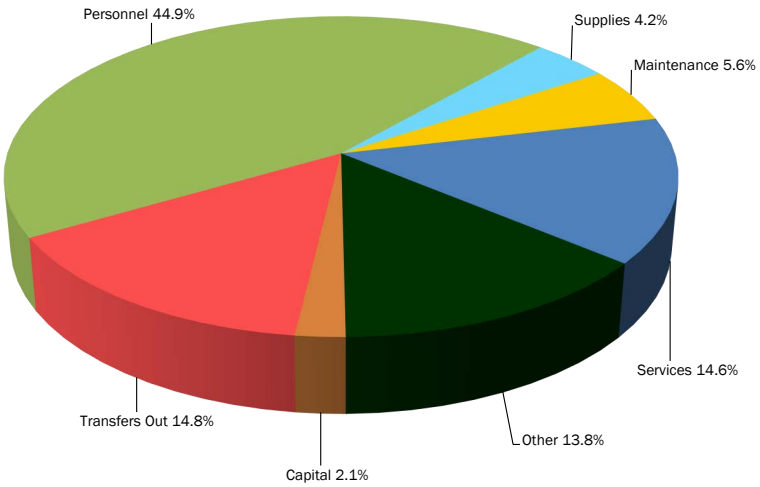
The same accounting change discussed in the Consolidated Revenue section regarding internal transfers affects expenditures as well. Excluding the effect of the accounting change, projected expenditures are increasing in FY2016 by $977,237 or 2.2% compared to FY2015.

	FY15 Budget	FY16 Budget	% Change
Consolidated City Expenditure	45,381,016	48,231,567	6.3%
Impact of Accounting Change		(1,873,314)	
Adjusted Consolidated City Expenditure	45,381,016	46,358,253	2.2%

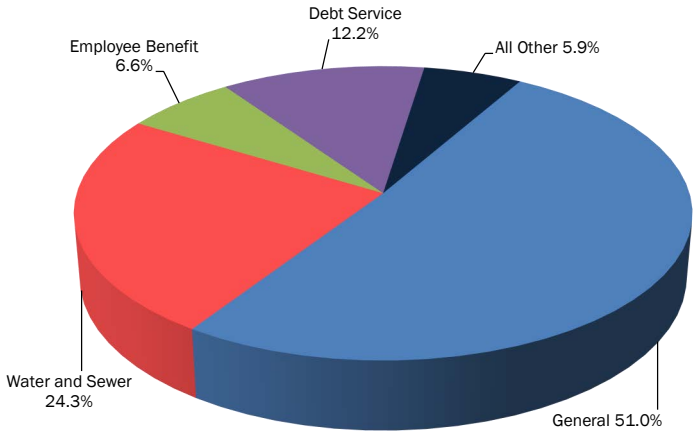
BY CATEGORY

Personnel is the largest category of expenditure, representing 44.9% of the total. This is down slightly from the FY2015 budget when personnel represented 47.0% of the total. Public safety employees are receiving raises in accordance with their step salary plans, while general government employees will receive merit based increases. Other significant expenditures include $1.1 million for street maintenance and $600,000 toward a reserve fund for Fire Department operations.

Citywide - Expenditure by Category



Citywide - Expenditure by Fund



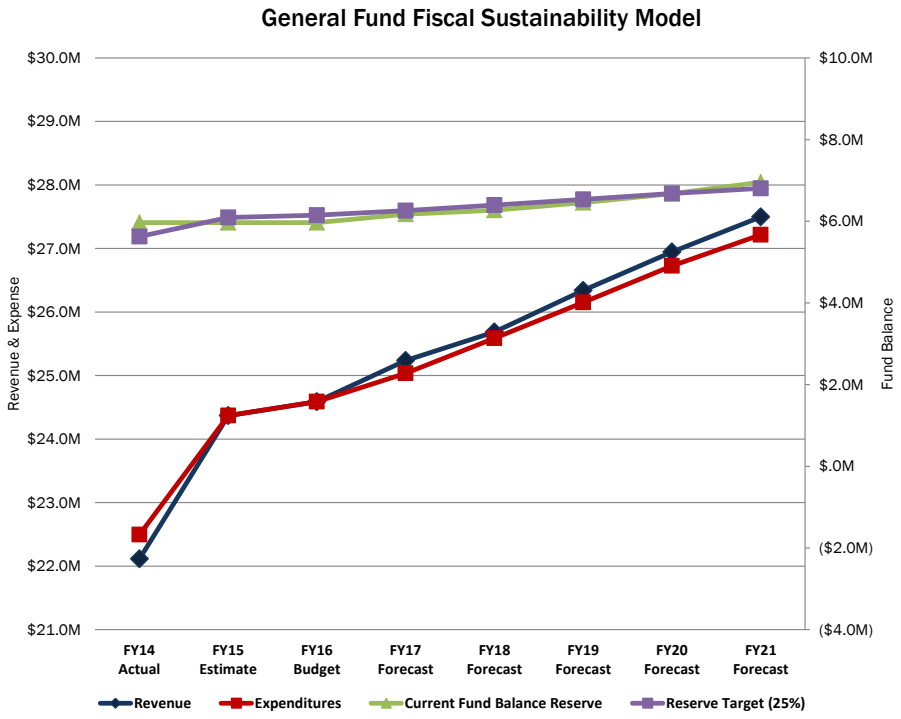
BY FUND

The General Fund accounts for 51.0% of the City's expenditures. Police, Fire, Parks and Streets are the major departments included in this fund. The Water and Sewer Fund with its Water Production, Water Reclamation, Utility Construction and Water Records departments represents 24.3% of the expense. Debt service accounts for 12.2% and smaller funds make up the remaining amount.

Return to Table of Contents

FISCAL SUSTAINABILITY

Our FY2016 budget meets the City's fiscal sustainability goal by maintaining or enhancing core services with current operational revenue and maintaining a fund balance reserve at 25% or more of operational expenditures. One time revenues are not used to fund regular operational expenditures. Excess fund balance reserve can be used to pay for one time expenses or capital projects.

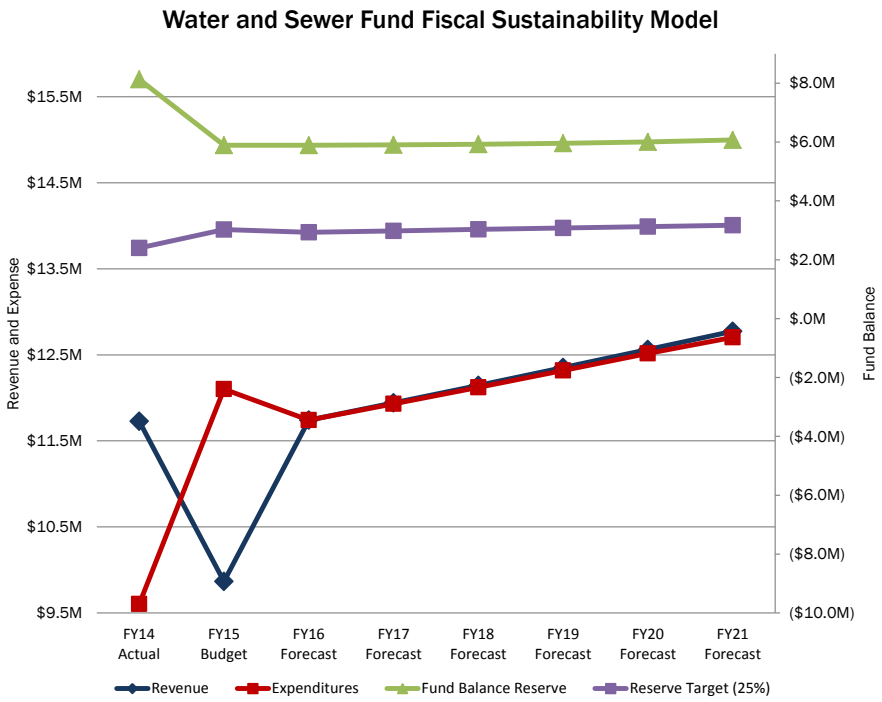


GENERAL FUND

The General Fund continues to improve services by expanding our street paving program and the City's recreational opportunities in FY2016. These enhancements will be funded by existing revenue streams with no increase to tax rates, while still maintaining the City's self imposed 25% of operating expense fund balance reserve.

WATER AND SEWER FUND

The Water and Sewer Fund continues to maintain a reserve well above 25% of operational expenditures. As the graph to the right shows, in FY2015 the City used $2.2 million of excess reserve fund balance to pay cash for capital projects. Current projections show reserve fund balance remaining at almost $3 million over the 25% target through FY2021.



THIS PAGE INTENTIONALLY LEFT BLANK.

FIVE YEAR FISCAL FORECAST

Return to Table of Contents

Five Year Fiscal Forecast - General Fund

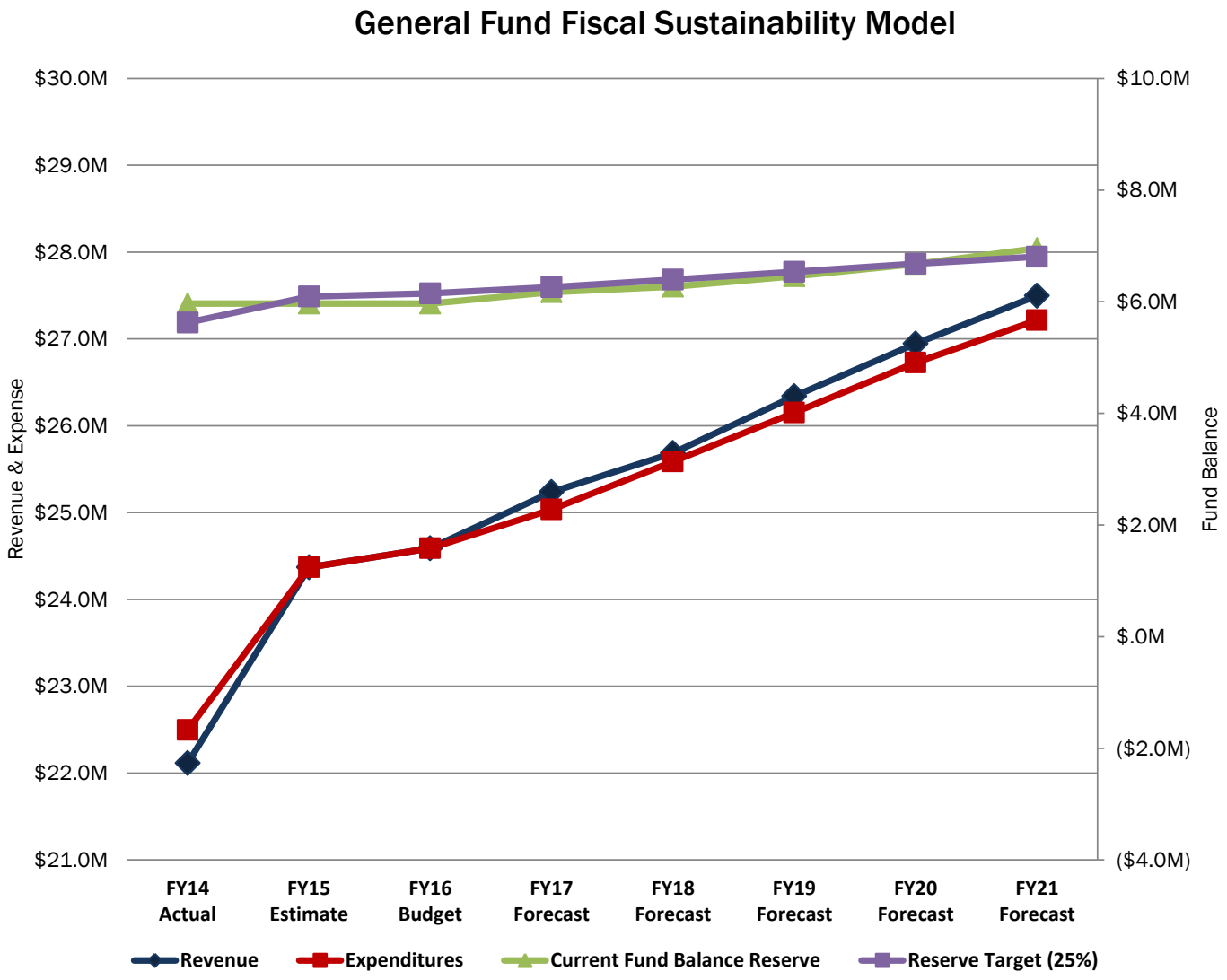
GENERAL FUND - FIVE YEAR FISCAL FORECAST

	FY15 Estimated	FY16 Budget	FY17 Forecast	FY18 Forecast	FY19 Forecast	FY20 Forecast	FY21 Forecast
BEGINNING FUND BALANCE	$ 5,969,071	$ 6,065,531	$ 6,065,531	$ 6,267,021	$ 6,364,794	$ 6,552,393	$ 6,769,671
REVENUES							
Property Tax	8,838,750	9,037,622	9,191,262	9,347,513	9,506,421	9,668,030	9,832,386
Sales Tax	6,013,975	6,254,534	6,442,170	6,571,013	6,899,564	7,175,547	7,390,813
Other Taxes	1,908,100	1,855,100	1,886,637	1,918,710	1,951,328	1,984,500	2,018,237
Permits and Fees	402,210	421,870	429,042	436,336	443,753	451,297	458,969
Intergovernmental Revenue	1,348,655	1,350,895	1,373,860	1,397,216	1,420,969	1,445,125	1,469,692
Service Revenues	3,125,615	3,038,399	3,240,052	3,295,133	3,351,150	3,408,119	3,466,057
Grant Revenue	117,944	26,800	27,256	27,719	28,190	28,669	29,157
Fines and Forfeitures	441,464	437,200	444,632	452,191	459,878	467,696	475,647
Interest and Miscellaneous	371,926	244,200	248,351	252,573	256,867	261,234	265,675
Operating Transfer In	1,802,560	1,920,903	1,953,558	1,986,769	2,020,544	2,054,893	2,089,826
TOTAL REVENUES	24,371,198	24,587,523	25,236,820	25,685,172	26,338,664	26,945,111	27,496,460
EXPENDITURES							
Personnel	17,546,849	17,834,951	18,675,825	19,252,420	19,733,731	20,227,074	20,631,616
Supplies	1,113,531	1,174,271	1,246,487	1,223,400	1,239,305	1,255,416	1,271,736
Maintenance	1,619,342	2,009,921	2,036,050	2,065,519	2,092,370	2,119,571	2,147,126
Services	2,134,933	1,921,985	1,946,971	1,972,281	1,997,921	2,023,894	2,050,205
Other Expenses	226,102	248,861	(355,704)	(360,328)	(365,012)	(369,757)	(374,564)
Capital Outlay	480,092	401,705	476,927	412,217	417,576	423,005	428,504
Operating Transfers Out	1,153,889	995,829	1,008,775	1,021,889	1,035,173	1,048,631	1,062,263
TOTAL EXPENDITURES	24,274,738	24,587,523	25,035,330	25,587,399	26,151,064	26,727,833	27,216,884
CHANGE IN NET POSITION	96,460	-	201,490	97,773	187,599	217,278	279,576
ENDING FUND BALANCE	$ 6,065,531	$ 6,065,531	$ 6,267,021	$ 6,364,794	$ 6,552,393	$ 6,769,671	$ 7,049,247
Reserve Target (25%)	6,068,685	6,146,881	6,258,833	6,396,850	6,537,766	6,681,958	6,804,221
Over (Under) Reserve	(3,154)	(81,350)	8,188	(32,056)	14,627	87,713	245,026
Actual Reserve %	25.0%	24.7%	25.0%	24.9%	25.1%	25.3%	25.9%

FUND BALANCE indicates only UNRESTRICTED fund balance.

Return to Table of Contents

Five Year Fiscal Forecast - General Fund



Five Year Fiscal Forecast - Water and Sewer Fund

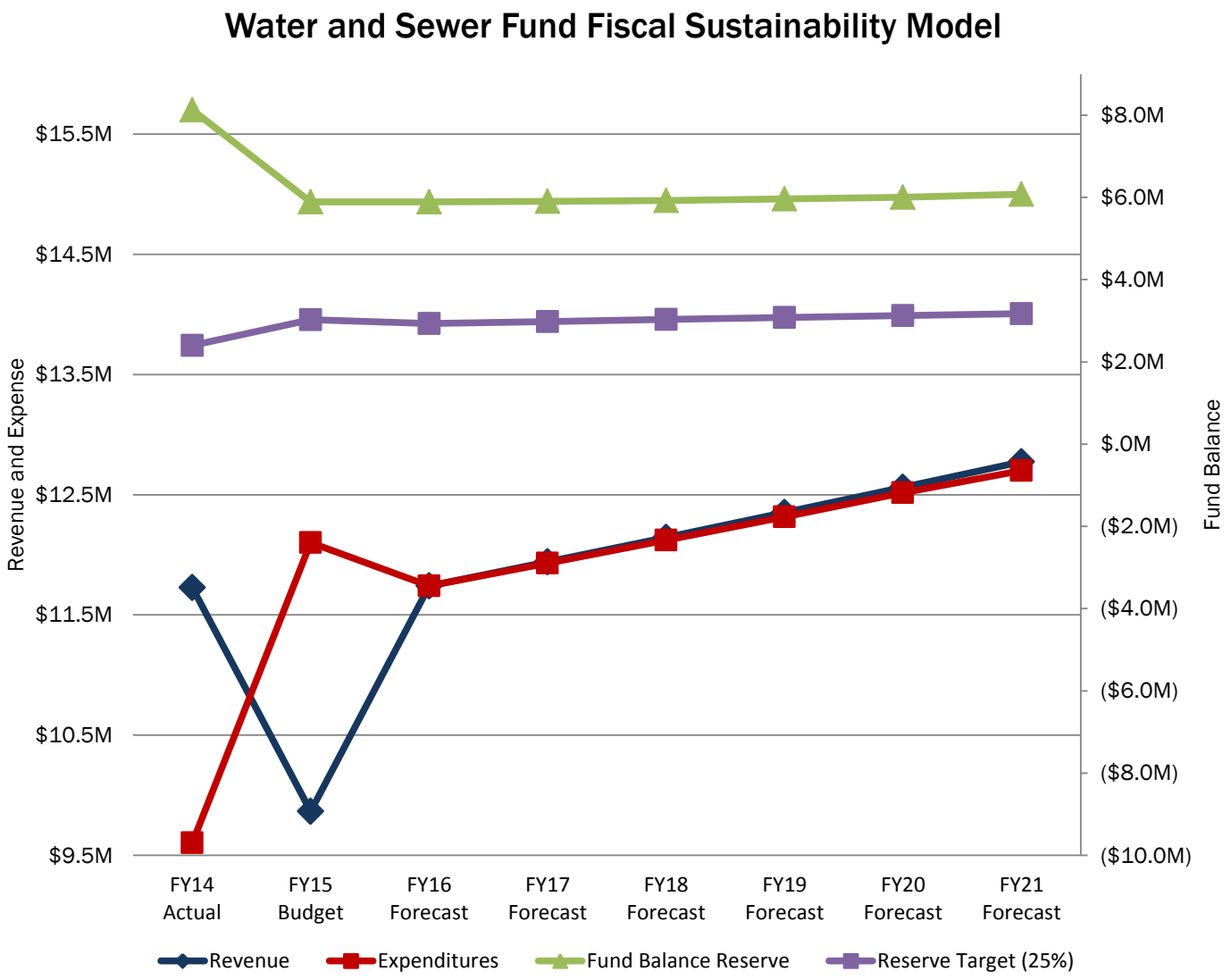
WATER AND SEWER FUND - FIVE YEAR FISCAL FORECAST

	FY15 Estimated	FY16 Budget	FY17 Forecast	FY18 Forecast	FY19 Forecast	FY20 Forecast	FY21 Forecast
BEGINNING FUND BALANCE	$ 8,127,701	$ 5,892,700	$ 5,892,700	$5,904,097	$ 5,926,950	$ 5,961,306	$ 6,007,208
REVENUES							
Service Revenues	9,660,773	11,542,286	11,738,505	11,938,059	12,141,006	12,347,404	12,557,309
Interest and Miscellaneous	206,079	199,875	203,273	206,729	210,243	213,817	217,452
Transfer In	-	-	-	-	-	-	-
TOTAL REVENUES	9,866,852	11,742,161	11,941,778	12,144,788	12,351,249	12,561,221	12,774,761
EXPENDITURES							
Personnel	2,913,779	2,964,265	3,038,372	3,114,331	3,192,189	3,271,994	3,337,434
Supplies	703,489	699,449	708,542	717,753	727,084	736,536	746,111
Maintenance	765,240	595,953	603,700	611,548	619,499	627,552	635,710
Services	879,386	834,399	845,246	856,234	867,365	878,641	890,064
Other Expenses	416,913	471,969	478,105	484,320	490,616	496,994	503,455
Capital Outlay	227,300	166,150	168,310	170,498	172,714	174,960	177,234
Operating Transfers Out	6,195,746	6,009,976	6,088,106	6,167,251	6,247,425	6,328,642	6,410,914
TOTAL EXPENDITURES	12,101,853	11,742,161	11,930,380	12,121,936	12,316,893	12,515,319	12,700,922
CHANGE IN NET POSITION	(2,235,001)	-	11,397	22,852	34,357	45,902	73,840
ENDING FUND BALANCE	$ 5,892,700	$ 5,892,700	$ 5,904,097	$ 5,926,950	$ 5,961,306	$ 6,007,208	$ 6,081,048
Reserve Target (25%)	3,025,463	2,935,540	2,982,595	3,030,484	3,079,223	3,128,830	3,175,230
Over (Under) Reserve	2,867,237	2,957,160	2,921,502	2,896,466	2,882,083	2,878,379	2,905,817
Actual Reserve %	48.7%	50.2%	49.5%	48.9%	48.4%	48.0%	47.9%

FUND BALANCE indicates only UNRESTRICTED fund balance.

Return to Table of Contents

Five Year Fiscal Forecast - Water and Sewer Fund



THIS PAGE INTENTIONALLY LEFT BLANK.

BUILDING THE BUDGET

Return to Table of Contents

THIS PAGE INTENTIONALLY LEFT BLANK.

BUDGET PHILOSOPHY

The City of Kerrville's budget philosophy includes these principles:

- The budget should be fiscally balanced. That is, expenditures should be less than or equal to revenues.
- The development, presentation, and management of the City budget are the City Manager's most important responsibilities. These duties are defined and established in the City Charter as an essential element of the Council-Manager form of local government.
- Department directors are responsible for their budgets. That means they must know what is in their budgets, stay within their budgets, and accurately project year end estimates. Accuracy of projections is of higher value than "savings" (lower than budgeted expenses).
- The primary function of the Finance department during budget development is to assist the departments through the process. The Finance department must respond quickly to departmental requests and have a robust understanding of department issues and operational requirements.
- The budget development process and calendar follow the City's strategic planning calendar. This means that the budget development thinking starts at a broad and conceptual level (Council goals), works through affordability assumptions and projections (five year fiscal and capital plan forecasting), and finally becomes specific and measurable through an evaluation of service levels. This process ensures that citizens and policy makers will have comfort and confidence with the outcome.
- The City projects capital project spending on a five year planning horizon, and appropriates annually. Capital project recommendations should be based upon appropriate elements of the CIP. Citizen input on capital projects is emphasized and encouraged.
- Internal budget review begins with the base budget. The base budget is defined as the budget necessary to maintain existing service levels. Service levels are defined in the department service plans.
- Enhancements are budget requests that will improve service levels. The base budget will be established before enhancements are considered.

Building the Budget - Purpose and Process

PURPOSE

The City of Kerrville's budget will serve 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, 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:

Council workshop - A city council workshop starts the budget process and is held 8 to 9 months prior to the beginning of the fiscal year. The purpose of this workshop is to discuss goals and set priorities for the upcoming budget. The Council provides direction to staff regarding strategic priorities based on City Council goals, long term strategic planning and input from citizens.

Department Budgets - Using Council's strategic direction from the workshop, departments are asked to develop department budgets that specifically address departmental needs and service levels. In addition to preparing a department budget, department directors are asked to provide performance measures and set goals for the budget year. Finance staff and the City Manager meet with each department director to discuss details of their respective department budget and any capital needs for the budget year. The Finance staff prepares revenue projections. The overall budget then goes through an iterative process to ensure that revenues equal or exceed expenditures.

PROCESS (CONTINUED)

Preliminary Budget - A preliminary budget is assembled and presented to Council by the City Manager in June. The preliminary budget summarizes expected revenue collections, department budgets, and performance measures. The City Council reviews the budget and has the option of holding workshops to discuss details of the preliminary budget.

Proposed Budget –Following any changes to the preliminary budget, the City Manager formally presents a proposed budget to City Council at the end of July. This budget includes all funds and departments.

Public Hearings and Adoption – Ad valorem (property) tax rate public hearings are held in August and September. By statute, tax rate hearings must be performed after a proposed budget is made. In addition, two public hearings are held to approve the proposed budget in September. After two successful hearings and approval of the budget in September, the budget is adopted and made effective on October 1.

MONITORING AND AMENDMENT

Monitoring - During the fiscal year, actual revenues and expenses are closely monitored against the budget. Weekly and monthly reports are provided by Finance staff to the City's core management team. Financial updates are given to Council monthly during regular city council meetings. In addition, all departments have access to the City's general ledger software to facilitate continual 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 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 change in net position to a particular fund.

Building the Budget - City Council Goals

The City Council's goals cascade logically from the City's vision and mission statements. These statements are presented on page ii and again below.

VISION

Kerrville is a community that provides for prosperity and opportunity in an environment that offers a high quality of life.

MISSION

The City of Kerrville's mission is to create an environment that fosters prosperity and opportunity.

CITY COUNCIL GOALS

1. Understand the citizens' wants and needs.

2. Deliver quality municipal and public safety services in a cost effective manner.

3. Be good stewards of public resources and assets through strategic planning and sound financial policies and practices that ensure fiscal sustainability.

4. Plan, maintain, and upgrade public infrastructure and facilities.

5. Create an economically balanced community that provides for sustainable growth and protects cultural, recreational, and natural resources.

6. Engage in mutually beneficial relations with other governmental agencies.

Every function performed by the City ties directly back to one of these goals. City Council goals govern the preparation of the budget as well as the operation of each department. Accordingly, this budget book presents FY2016 objectives for each department along with the City Council goal to which the objective relates on the departmental information pages found within the funds sections.

2016 BUDGET CALENDAR

January

January 21 – Budget workshop with Executive Team

February

February 3 – City Council budget workshop to discuss goals and direct staff

February 4 – February 20 – Departments prepare line item budgets

February 23 - Department budget proposals and fee schedule changes due

March

March 2 – March 31 – Departmental budget reviews with department directors, City Manager and Finance staff

April

April 6 – April 10 – Departmental budget revisions following budget reviews

April 13 – April 30 – Revised budgets sent back to departments for additional review

May

May 5 – Preliminary tax roll due from Kerr Central Appraisal District

May 1 – May 31 – Finance staff prepare draft budget book

June

June 8 – First draft of proposed budget to City Council

July

July 14 – City Manager budget submission at City Council meeting

July 27 – Chief Appraiser certifies rolls for taxing units

July 31 – Proposed budget filed with City Secretary

August

August 3 - City Council budget workshop

August 11 – Authorization of Publication of Effective tax rate and schedule public hearing

August 25 – First public hearing on FY2016 Proposed Budget

September

September 8 – First public hearing of 2015 tax rate; first reading of FY2016 Budget ordinance; first reading of 2015 Tax Rate ordinance

September 22 – Second public hearing of 2015 tax rate; second reading of FY2016 Budget ordinance; second reading of 2015 tax rate ordinance; adopt FY2016 Budget; adopt 2015 tax rate

October

October 1 – FY2016 Budget goes into effect

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 and Sewer 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 (CAFR), 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 CAFR.

Debt Service - The City budgets for all debt service payments, both principal and interest, as an expenditure in the debt service fund. In the CAFR, principal payments reduce the balance sheet liability for the debt.

Amortization– Similar to the policy for depreciation, amortization is not budgeted, but it is recorded in the CAFR according to GAAP.

Return to Table of Contents

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 and saving account. Revenues are deposited into the checking account throughout the fiscal year and are used to fund operations and services. At the end of the fiscal year, any excess of revenues over expenditures is "deposited" into the savings account known as fund balance. The fund balance can be reserved or designated to be spent for future projects, including capital needs, or be used for events that are unforeseen or unusual in nature.

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. Within each GASB grouping are fund types: 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
- General Fund (01)
- Police Special Programs (07)
- General Asset Replacement (18)
- Landfill Closure (26)
- Landfill Post Closure (28)
- Insurance Reserve (90)
- Main Street Program (94)

Capital Projects
- General CIP (70)
- Parkland Dedication (08)

Special Revenue
- 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)
- History Center (68)

Debt Service
- General Debt Service (50)

Proprietary Funds Category

Major Enterprise
- Water and Sewer Fund (02)
- Water and Sewer Asset Replacement (19)
- Water and Sewer Debt Service (53)
- Water and Sewer Capital Projects (71)

Non Major Enterprise
- Golf Course Fund (14)

Internal Service
- Garage (03)
- Employee Benefit Fund (05)

Component Unit Funds Category

Economic Improvement Corporation
- Economic Improvement Corporation (40)
- Economic Improvement Projects (75)

FUND STRUCTURE (CONTINUED)

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, Inspection, Code Compliance, Parks and Recreation, Engineering, Streets and Library. The following funds are included in the General category:

1. General Fund
2. Police Special Programs
3. General Asset Replacement
4. Landfill Closure
5. Landfill Post Closure
6. Insurance Reserve
7. Main Street Program

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
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
2. Library Memorial
3. Hotel Occupancy Tax Reserve
4. Hotel Occupancy Tax
5. PEG Special Revenue
6. Municipal Court Special Revenue
7. Remschel-Deering History Center

Debt Service Fund - The following fund is a governmental fund type also known as an interest and sinking fund and 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

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 and Sewer Fund
2. Water and Sewer Asset Replacement
3. Water and Sewer Debt Service
4. Water and Sewer Capital Projects
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 Benefits Fund

Component Units Funds - 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 CAFR. The City's Component Unit Funds presented in this book include:

1. Economic Improvement Corporation
2. Economic Improvement Projects Fund

Return to Table of Contents

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

Description of department responsibilities

Fund name

Department name

Department mission

General Fund - Information Technology

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 enabling communication between departments and with citizens through the use of email, voice and messaging website, and broadcast media systems
- **Data management** - responsible for managing storing, backing up and recovering data for the entire City
- **Network management** - responsible for configuring, supporting managing, designing and upgrading network equipment
- **Technology support services** - responsible for providing help desk support for various technologies across all City departments, including public safety
- **Multimedia design and desktop publishing** - responsible for creating graphical design aspects for web, print and video productions

DEPARTMENT ACCOMPLISHMENTS

In FY2014, we:

- Implemented email encryption citywide
- Implemented Tyler Public Safety as records management system at Kerrville Police Department
- Maintained Federal Criminal Justice Information System (CJIS) compliance by upgrading obsolete network equipment
- Implemented A list Scheduler for rebroadcasting public meetings on public access channel
- Implemented physical security controls at Municipal Court, Peterson Plaza, and City Hall parking garage

FY2016 OBJECTIVES

Deliver quality municipal and public safety services by:

- Upgrading Public Safety in-vehicle technology to enhance service capability
- Implementing electronic plan review process to assist City departments in providing timely and excellent customer service

Plan, maintain and upgrade public infrastructure by:

- Planning and implement a resilient, scalable, and secure network infrastructure
- Continuing with a compressive citywide computer replacement plan

Did You Know?

Our City servers currently store 13.8 terabytes worth of data. That is equivalent to 5,016,576 floppy disks (3.5inch - 2.88MB). Times have definitely changed!

Department accomplishments primarily from FY2014 and may include significant accomplishments completed during the first part of FY2015

City Council goal (presented in bold) to which department objectives relate

Specific department objectives to be completed in FY16

An interesting or little known fun fact that relates to this department

Fund name

Department name

General Fund - Information Technology

Information Technology- Performance Measures

Responsibility	Measures	2015 Benchmark	Quarter 1 2015	Quarter 2 2015	YTD 2015 (or AVG)
Communication systems	Monthly expense to broadcast public meetings	$1,290	$1,290	$1,290	$ 2,580
	Unified communication system availability %	99.90%	97.90%	99.83%	98.9%
	Email system availability %	99.90%	97.83%	99.77%	98.8%
	Average monthly hits to City website	80,000	41,788	37,872	39,880
Data management	Percentage of successful backup	99.5%	99.5%	99.3%	99.4%
	Amount of data stored on city servers	15.0	13.1	13.8	13.5
Network management	Percentage of time network infrastructure is available	99.5%	98.1%	99.1%	98.6%
	Percentage of time Tier 2 and above systems are available	99.5%	97.8%	98.9%	98.4%
	Number of viruses quarantined and removed	200	111	98	209
Support services	Total number of IT support request responded to successfully	N/A	820	1,057	1,877
	Critical - reponses within 1 hr., resolution within 2 hrs.	98%	95%	89%	92%
	High - response within 2 hrs., resolution within 4 hrs.	95%	93%	92%	93%
	Normal - response within 4 hrs., resolution within 2 days	90%	83%	95%	89%

Information Technology - Personnel Count

Position Title	Commun-ication systems	Data & Network Mgmt	Support Services	2016 Total
Director of Information Technology	0.34	0.33	0.33	1.00
Systems Administrator	0.33	0.34	0.33	1.00
Technical Support Analyst	0.30	0.30	1.40	2.00
Multimedia Technician	0.10	0.20	0.70	1.00
Total FTEs	1.07	1.17	2.76	5.00

Performance measures for each department that focus on outputs and tie directly to departmental responsibilities on previous page

Personnel count for each department that is broken out by position as well as time spent on each area of responsibility. Charts are presented in full time equivalent (FTE) units of measure.

Return to Table of Contents

The next pages of the department section present budget line item detail as shown below:

Fund name

Department name

General ledger account number

General Fund - Finance

Finance
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$232,590	$276,765	$289,390
002	Overtime	$13	$0	$0
004	Longevity	$1,862	$1,920	$1,820
005	Social Security	$17,742	$21,434	$21,750
006	Retirement	$20,646	$24,572	$25,750
007	Group Insurance	$33,750	$37,500	$35,000
010	Travel and Training	$3,624	$4,700	$5,111
011	Local Meeting Expenses	$0	$100	$0
012	Certification Pay	$503	$1,500	$2,400
Total Personnel Services		**$310,730**	**$368,491**	**$381,221**
101	Office Supplies	$2,979	$2,380	$3,125
102	Small Tools and Equipment	$0	$100	$1,050
110	Postage	$0	$50	$0
Total Supplies and Materials		**$2,979**	**$2,530**	**$4,175**
301	Telephone Service	$637	$624	$564
307	Insurance	$1,050	$650	$650
316	Advertising	$30	$0	$0
Total Services		**$1,717**	**$1,274**	**$1,214**
402	Dues and Subscriptions	$1,455	$1,880	$1,420
Total Other Expenses		**$1,455**	**$1,880**	**$1,420**
Department Total		**$316,880**	**$374,175**	**$388,030**

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

2015 Budget numbers reflect the current budget. Current budget is the original budget plus or minus any budget amendments that have been approved by City Council or intra-fund budget line item transfers approved by the City Manager.

CITY OF KERRVILLE, TEXAS
ORDINANCE NO. 2015-20

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF KERRVILLE, TEXAS, FISCAL YEAR 2016; PROVIDING APPROPRIATIONS FOR EACH CITY DEPARTMENT AND FUND; CONTAINING A CUMULATIVE CLAUSE; AND CONTAINING A SAVINGS AND SEVERABILITY CLAUSE

WHEREAS, in accordance with Section 8.01 of the City Charter and Section 102.005 of the Texas Local Government Code, the City Manager of the City of Kerrville prepared and filed with the City Secretary on July 31, 2015, a proposed budget for the City of Kerrville, Texas, for the fiscal year beginning October 1, 2015, and ending September 30, 2016; and

WHEREAS, in accordance with Section 8.04 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 two weeks prior to the date of the public hearing, a public hearing was duly held on August 25, 2015, at the time and place set forth in the public notice, said date being more than thirty 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, and after making such amendments to the budget proposed by the City Manager that the City Council has determined are (1) warranted by law or (2) in the best interest of the taxpayers of the City, the City Council is of the opinion that the Official Budget for the Fiscal Year 2016, with the amendments described and discussed, should be approved and adopted, in accordance with Section 8.06 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 Section 8.06 of the City Charter and Chapter 102 of the Texas Local Government Code.

SECTION TWO. The budgets for each department of the City are hereby deemed to provide a complete financial plan of City funds and activities for the Fiscal Year 2016, in accordance with Section 8.05 of the City Charter and Chapter 102 of the Texas Local Government Code.

SECTION THREE. 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.

Return to Table of Contents

Ord. No. 2015-20

SECTION FOUR. 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:

- **A RATIFICATION VOTE TO ADOPT THE BUDGET THAT WILL REQUIRE RAISING MORE REVENUE FROM PROPERTY TAXES THAN THE PREVIOUS FISCAL YEAR.**

- **TO APPROVE THE BUDGET ON 1ST READING OF THE ORDINANCE AS FOLLOWS:**

	YES	NO
Jack Pratt, Mayor	X	
Stephen P. Fine, Place 1	X	
Bonnie White, Place 2		X
Gary Stork, Place 3	X	
Gene Allen, Place 4	X	
(record vote)		

PASSED AND APPROVED ON FIRST READING, this the 8th **day of** September**, A.D., 2015.**

Ord. No. 2015-20

SECOND READING:

- **A RATIFICATION VOTE TO ADOPT THE BUDGET THAT WILL REQUIRE RAISING MORE REVENUE FROM PROPERTY TAXES THAN THE PREVIOUS FISCAL YEAR.**

- **TO APPROVE THE BUDGET ON 2ND READING OF THE ORDINANCE AS FOLLOWS:**

	YES	NO	
Jack Pratt, Mayor	X		
Stephen P. Fine, Place 1	X		
Bonnie White, Place 2		X	
Gary Stork, Place 3	X		
Gene Allen, Place 4 (*record vote*)			absent

PASSED AND APPROVED ON SECOND AND FINAL READING, this the 22nd **day of** September**, A.D., 2015.**

Jack Pratt, Jr., Mayor

ATTEST:

for Cheryl L Brown, Deputy City Secretary
Brenda G. Craig, City Secretary

APPROVED AS TO FORM:

Michael C. Hayes, City Attorney

Return to Table of Contents

CITY OF KERRVILLE, TEXAS
ORDINANCE NO. 2015-21

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 2016; 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, the City Council finds that an ad valorem tax must be levied to provide for current expenses and improvements for the City of Kerrville, Texas, during the fiscal year 2016; and

WHEREAS, the 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 the fiscal year 2016; and

WHEREAS, after due deliberation, study, and consideration of the proposed tax rate for the fiscal year 2016, the 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 2016, a tax of **$0.5625** 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 2016 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 $0.489 on each one hundred dollars ($100.00) valuation of such property. 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 2.20% PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A $100,000 HOME BY APPROXIMATELY $0.00.

(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 2016 on all property situated

within the corporate limits of the City and not exempt 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, 2015, and may be paid up to and including January 31, 2016, without penalty, but if not paid, such taxes are delinquent on February 1, 2016, 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, 2015, and the remaining one-half is paid before July 1, 2016.

SECTION THREE. No discounts are authorized on property tax payments made prior to January 31, 2016.

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 of Kerrville, 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.

THE MEMBERS OF CITY COUNCIL, PURSUANT TO THE SPECIFIC MOTION REQUIRED BY STATE LAW, VOTED TO APPROVE THIS ORDINANCE ON 1ST READING TO CONSIDER THE TAX INCREASE AS FOLLOWS:

	YES	NO
Jack Pratt, Mayor	X	
Stephen P. Fine, Place 1	X	
Bonnie White, Place 2	X	
Gary Stork, Place 3		X
Gene Allen, Place 4	X	
(record vote)		

PASSED AND APPROVED ON FIRST READING, this the 8th **day of** September **A.D., 2015.**

Return to Table of Contents

Ord. No. 2015-21

THE MEMBERS OF CITY COUNCIL, PURSUANT TO THE SPECIFIC MOTION REQUIRED BY STATE LAW, VOTED TO APPROVE THIS ORDINANCE ON 2ND READING TO CONSIDER THE TAX INCREASE AS FOLLOWS:

	YES	NO	
Jack Pratt, Mayor	X		
Stephen P. Fine, Place 1	X		
Bonnie White, Place 2	X		
Gary Stork, Place 3		X	
Gene Allen, Place 4 (*record vote*)			absent

PASSED AND APPROVED ON SECOND AND FINAL READING, this the 22nd **day of** September**, A.D., 2015.**

Jack Pratt, Jr., Mayor

ATTEST:

for Cheryl L Brown, Deputy City Secretary
Brenda G. Craig, City Secretary

APPROVED AS TO FORM:

Michael C. Hayes, City Attorney

THIS PAGE INTENTIONALLY LEFT BLANK.

GENERAL FUND

Return to Table of Contents

THIS PAGE INTENTIONALLY LEFT BLANK.

GENERAL FUND - BUDGET SUMMARY

	FY14 Actual	FY 15 Adopted	FY15 Estimated	FY16 Budget	FY15 to FY16 % Change
BEGINNING FUND BALANCE	$ 6,294,046	$ 5,969,071	$ 5,969,071	$ 6,065,531	
REVENUES					
Property Tax	8,456,464	8,878,750	8,838,750	9,037,622	2.3%
Sales Tax	5,786,629	5,913,975	6,013,975	6,254,534	4.0%
Other Taxes	1,943,865	1,908,100	1,908,100	1,855,100	-2.8%
Permits and Fees	482,313	402,210	402,210	421,870	4.9%
Intergovernmental Revenue	989,191	1,348,655	1,348,655	1,350,895	0.2%
Service Revenues	2,222,176	2,775,615	3,125,615	3,038,399	-2.8%
Grant Revenue	83,724	57,975	117,944	26,800	-77.3%
Fines and Forfeitures	367,094	441,464	441,464	437,200	-1.0%
Interest and Miscellaneous	432,635	733,925	371,925	244,200	-34.3%
Operating Transfer In	1,351,429	1,802,560	1,802,560	1,920,903	6.6%
TOTAL REVENUES	22,115,520	24,263,229	24,371,198	24,587,523	0.9%
EXPENDITURES					
Personnel	15,939,229	17,599,174	17,546,849	17,834,951	1.6%
Supplies	1,091,362	1,100,493	1,113,531	1,174,271	5.5%
Maintenance	1,479,426	1,655,408	1,619,342	2,009,921	24.1%
Services	1,652,336	2,073,236	2,134,933	1,921,985	-10.0%
Other Expenses	355,314	1,046,483	226,102	248,861	10.1%
Capital Outlay	680,690	339,546	480,092	401,705	-16.3%
Operating Transfers Out	1,297,825	448,889	1,153,889	995,829	-13.7%
TOTAL EXPENDITURES	22,496,182	24,263,229	24,274,738	24,587,523	1.3%
CHANGE IN NET POSITION	(380,662)	-	-	-	
ENDING FUND BALANCE	$ 5,969,071	$ 5,969,071	$ 6,065,531	$ 6,065,531	
Reserve Target (25%)	5,624,046	6,065,807	6,068,685	6,146,881	
Over (Under) Reserve	345,025	(96,736)	(3,154)	(81,350)	
Actual Reserve %	26.5%	24.6%	25.0%	24.7%	

FUND BALANCE indicates only UNRESTRICTED fund balance.

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 services such as Information Technology, Human Resources, Finance, and Engineering 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 FY2016 budget for the General Fund includes $24,472,393 in revenues and expenses, resulting in a balanced budget that is 0.4% higher than estimated FY2015 revenues and expenses. Variance analysis on significant changes is as follows:

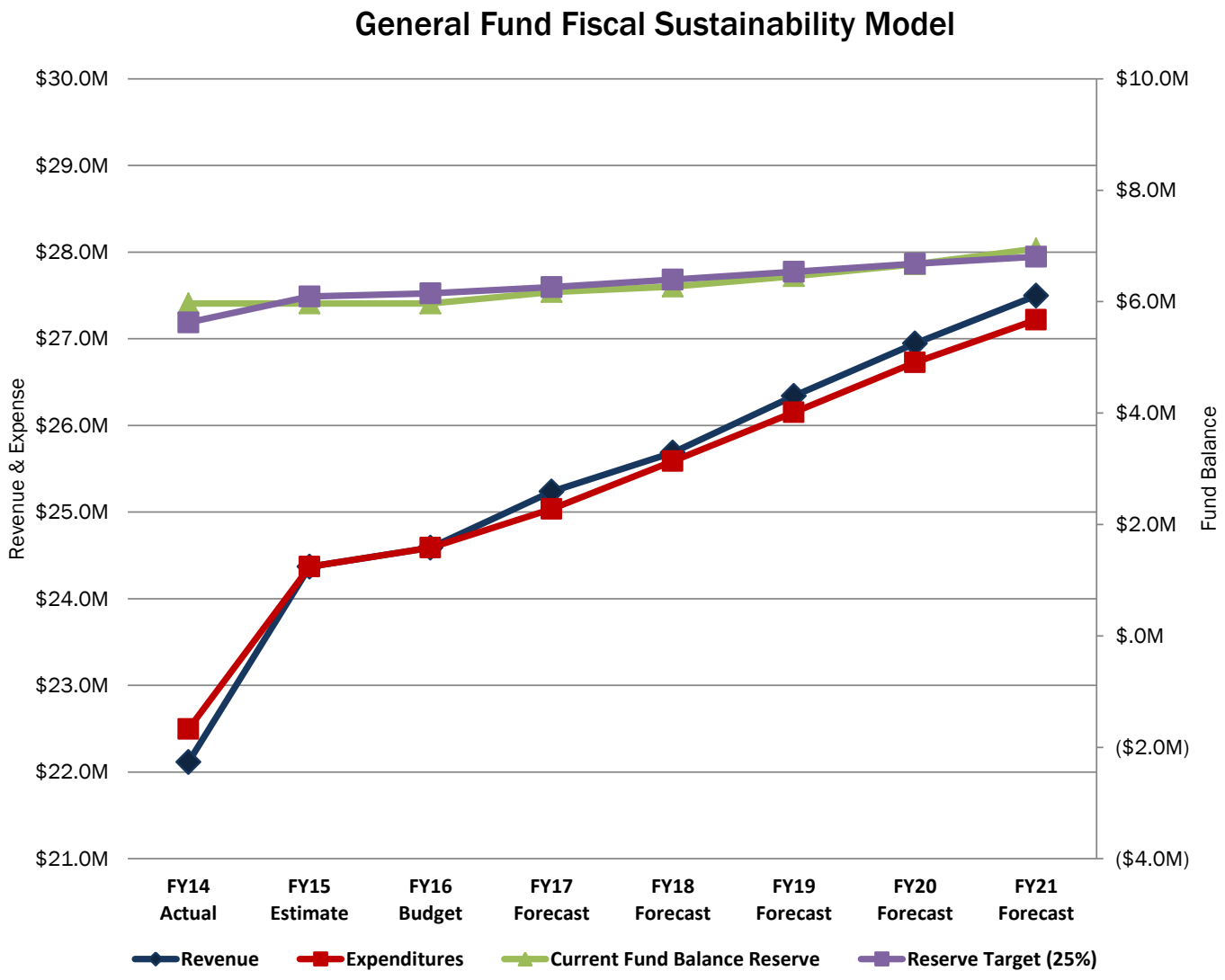
1. **Property tax** - up 2.3% - Budget was created using regression analysis to forecast a trend line. The estimate was further adjusted to account for potential changes in assessed valuation methodology.
2. **Sales tax** - up 4.0% - Budget was created using regression analysis to forecast a trend line. The estimate was adjusted downward due to economic indicators showing slowing growth in Texas.
3. **Grant revenue** - down 77.3% - FY2015 includes a $25,000 grant from the Alamo Area Council of Governments for a household hazardous waste event. That grant is not available to the City in FY2016.
4. **Interest and Miscellaneous** - down 34.3% - FY2015 budget included miscellaneous income related to the Landfill Closure and Landfill Post Closure funds. This income will be recorded in those funds instead of the General Fund to ensure proper restriction.
5. **Operating Transfer In -** up 6.6% - This represents an increase in the management fee charged to the Water and Sewer Fund. The increase reflects personnel salary increases, the addition of administrative personnel (such as an Assistant City Attorney) and further consolidation of citywide expense (insurance) that was previously allocated to the Water and Sewer Fund when paid rather than through the management fee.
6. **Maintenance** - up 24.1% - Streets maintenance expense has been increased in FY2016 to include more miles of paving.
7. **Services** - down 10.0% - FY2015 included charges for a streets survey, an environmental and engineering survey and engineering work on a specifications book. In addition, legal services were contracted in FY2015, but FY2016 includes salary for an Assistant City Attorney instead.
8. **Capital Outlay** - down 16.3% - FY2015 included security camera purchases for Peterson Plaza and a new ambulance instead of the less expensive ambulance remount budgeted for FY2016.
9. **Operating Transfer Out** - down 13.7% - FY2015 included an additional $105,000 for transfers out to fund capital projects and an additional $55,000 to fund vehicle replacement purchases.

Return to Table of Contents

FISCAL SUSTAINABILITY

At a basic level, fiscal sustainability is maintaining or enhancing core services with current operational revenue. One time revenues are not used to fund regular operational expenditures. In addition, our fiscal sustainability goals include building a fund balance reserve equal to at least 25% of annual expenditures. Excess fund balance reserve can be used to pay for one time expenses or capital projects. Fiscal sustainability also involves planning for at least five years in the future and anticipating capital needs for City infrastructure.

The chart below graphically illustrates healthy and sustainable trends. With modest growth estimates for revenue and expenditure, we anticipate that revenues will meet or exceed expenditures in the years FY2016 to FY2021. Our current projections show the City ending FY2015 with a 24.5% fund balance reserve. We anticipate the reserve hovering around our 25% goal for the next 5 years as revenues and expenses grow slowly in tandem.



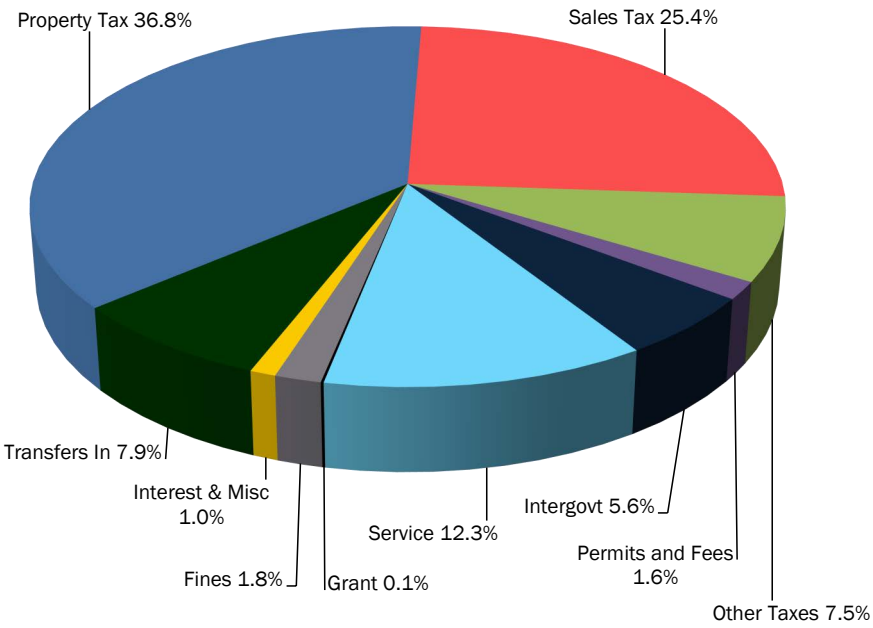
THIS PAGE INTENTIONALLY LEFT BLANK.

GENERAL FUND REVENUES

GENERAL FUND REVENUES

Total FY2016 budgeted revenues total $24,587,523 which is $216,325 or 0.9% more than estimated FY2015 revenue. The graph below illustrates the revenue sources for the General Fund.

General Fund - Revenue Sources



PROPERTY TAX REVENUE

The largest source of revenue for the General Fund is property taxes which are budgeted to be 36.8% of revenues. Since FY2010, the tax rate has remained at $0.5625 per $100 of assessed value. The FY2016 budget estimates a 2.3% increase in property tax revenue due primarily to residential and commercial growth.

SALES TAX REVENUE

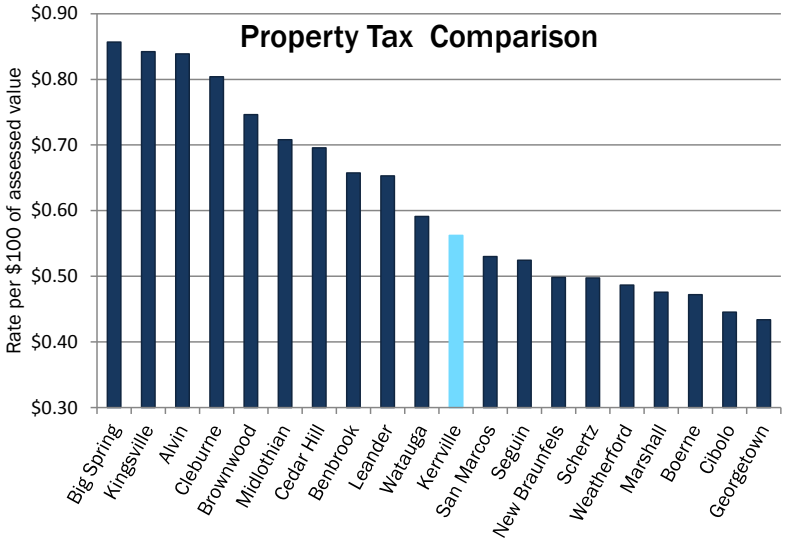
The second largest source of revenue for the General Fund is sales tax. In FY2016, sales tax is projected to increase by 4.0% over projected FY2015 revenue to $6,254,534, representing 25.4% of revenues. Sales tax is heavily dependent on the health of the overall economy. We closely monitor unemployment figures, oil prices, statewide sales tax trends, the consumer price index and consumer confidence, then adjust our trend analysis accordingly. Kerrville is on the fringe of oil producing areas in Texas and is home to an oil tank manufacturer. The decline in oil prices has the potential to negatively impact our economy. Additionally, we are continuing to see sales tax growth weaken across the state. For these reasons, we are conservatively estimating sales tax to grow at 4.0% above the FY2015 forecast.

Return to Table of Contents

GENERAL FUND REVENUES

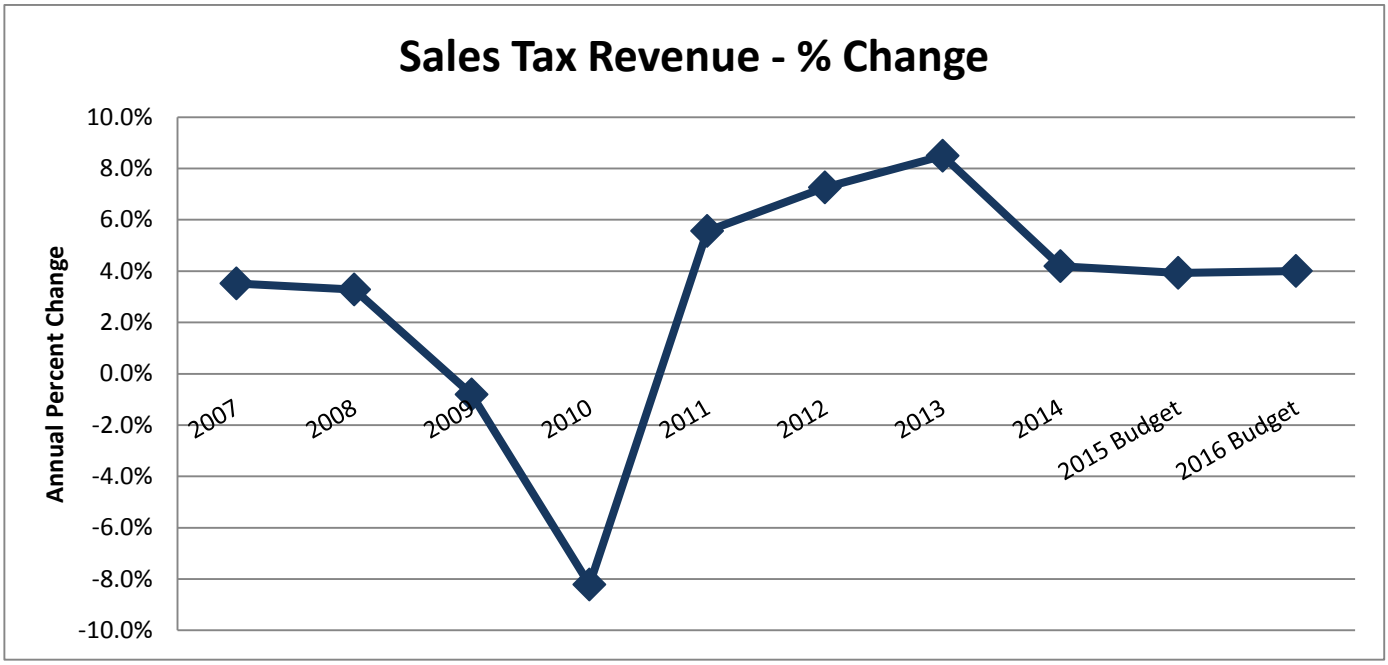
PROPERTY TAX

Our property tax rate has remained stable at $0.5625 per $100 of assessed value since FY2010. Keeping the rate at this level is a priority for our City Council even though a property tax freeze for senior citizens went into effect in FY2007. In addition, as the graph shows, Kerrville's rate is in the mid range compared to other cities in our area or cities of comparable size in Texas. Despite these constraints, we are forecasting property tax to be up 2.3% over the FY2015 estimate.



SALES TAX

After a downturn in FY2009 and FY2010, sales tax revenue has grown, although the rate of growth began to decline statewide in FY2014. Continued slow growth appears sustainable as it is due to the addition of new businesses as well as increased sales at existing retailers. For FY2016, we are budgeting sales tax revenues to grow 4.0% over our current FY2015 estimate.



General Fund
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6111	Current Tax Levy	$8,299,381	$8,688,750	$8,884,247
6112	Prior Year Tax Levy	$157,083	$150,000	$153,375
6113	Sales and Use Tax	$5,786,538	$6,013,975	$6,254,534
6114	Mixed Beverage Tax	$68,661	$53,000	$65,000
6115	Penalty and Interest on Taxes	$99,774	$90,000	$95,000
6121	Franchise Tax - KPUB	$1,247,475	$1,285,000	$1,250,000
6122	Franchise Tax - Natural Gas	$156,007	$105,000	$130,000
6123	Telephone R.O.W. Use Fee	$61,473	$60,000	$60,000
6124	Franchise Tax - Taxicabs	$150	$100	$100
6125	Franchise Tax - Cable	$255,415	$260,000	$255,000
6126	PEG Franchise Fees	$55,000	$0	$0
Total Taxes		$16,186,959	$16,705,825	$17,147,256
6213	KPD - Parade Permits	$50	$50	$50
6215	KPD - Alarm Permit Fee	$1,800	$3,500	$2,000
6230	Professional and Occupational	$29,100	$30,000	$30,000
6231	Building and Construction	$185,525	$150,000	$160,000
6232	Electrical Permits	$22,457	$22,000	$25,000
6233	Plumbing and Gas Permits	$28,173	$25,000	$25,000
6234	Backflow Inspection Fee	$4,381	$2,700	$3,500
6235	Tear Down Permit	$280	$500	$500
6236	Zoning and Subdivision Fees	$9,585	$10,000	$10,000
6237	Mechanical Permits	$21,873	$20,000	$20,000
6238	Alcoholic Beverage License	$14,075	$12,500	$12,500
6239	Moving Permit	$120	$0	$0
6240	Sign Permits	$0	$100	$0
6241	Sidewalk Fee	$200	$500	$500
6244	Irrigation Permit	$1,196	$1,500	$1,200
6245	Specs and Plans	$25	$50	$50
6246	Control Burn Permits	$0	$100	$0
6247	LP Gas Permits	$1,500	$700	$1,000
6248	Tent Permit	$520	$400	$400
6249	Fire Sprinkler - No Bldg. Permit	$650	$1,000	$750
6250	Fire Sprinkler - Repair/Remodel	$0	$100	$0
6251	Fire Alarm - Commercial	$400	$700	$500

Return to Table of Contents

General Fund
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6252	Fire Alarm - Repair/Remodel	$300	$700	$500
6256	Waterflow Test Fee	$450	$800	$500
6257	Plan Check Fee	$100,346	$70,000	$70,000
6258	Flood Plain Permit Fee	$125	$100	$100
6259	Underground Storage Removal	$75	$0	$0
6262	Manifest Books	$0	$50	$0
6270	Health Permit - Sanitation	$3,125	$3,200	$3,200
6271	Health Permit - Mobile	$210	$100	$200
6272	Health Permit - Seasonal	$1,465	$750	$1,200
6273	Health Permit - Fixed	$26,539	$20,000	$25,000
6274	Hotel - Annual Permit	$2,900	$0	$1,000
6280	Vendor/Solicitor Permit	$0	$0	$2,500
6285	Group Home Annual Permit	$20,000	$20,000	$20,000
6286	Group Home Re-Inspection Fee	$450	$150	$300
6290	Banner Fee	$3,120	$3,720	$3,120
6291	Banner Admin. Fee	$1,300	$1,240	$1,300
Total Permits and Fees		**$482,313**	**$402,210**	**$421,870**
6311	State - Emergency Mgmt.	$29,461	$29,500	$35,332
6320	Kerr County - Emergency Mgmt.	$3,280	$3,500	$4,500
6321	Kerr County - Fire/EMS Contract	$475,996	$1,200,000	$1,194,000
6324	Kerr County - EMS Operations	$381,590	$0	$0
6352	KISD - School Resource Officer	$98,864	$115,655	$117,063
Total Intergovernmental		**$989,191**	**$1,348,655**	**$1,350,895**
6402	Garbage Surcharge Fee	$19,567	$20,500	$0
6404	Admin. Fee - Child Support	$1,048	$1,000	$1,000
6405	Cobra - Admin Fee	$565	$500	$500
6409	Library - Kerr County Resident	$15,859	$14,000	$16,000
6410	Library - Non-Resident Fees	$4,653	$3,500	$4,000
6413	Library - Meeting Room Rental	$300	$150	$300
6414	Library - Copies	$1,051	$1,500	$1,000
6416	Library - Internet Printing	$5,130	$6,000	$5,000
6417	Library - Inter-Library Mailing	$3	$1,200	$100
6420	Fire Reports	$15	$0	$0
6421	KPD - Accident Reports	$3,524	$3,100	$3,300
6422	KPD - Funeral Procession Fees	$10,003	$16,000	$13,920
6423	KPD - Finger Printing	$1,010	$900	$900
6424	KPD - Offense Reports	$745	$500	$500

General Fund
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6425	KPD - Brady Law	$5	$10	$0
6427	KPD - Letters of Clearance	$110	$300	$150
6430	Aquatics - Admission	$12,574	$9,000	$12,000
6431	Aquatics - Programs	$6,822	$8,362	$7,000
6432	Aquatics - Rentals	$3,194	$2,830	$3,000
6433	Parks and Recreation Programs	$26,213	$22,313	$10,000
6434	Parks and Recreation Rentals	$3,410	$8,000	$9,000
6435	Sale of Maps/Publications	$170	$0	$0
6440	Tennis - Admission Daily	$3,187	$2,500	$0
6441	Tennis - Annual	$6,723	$8,000	$0
6442	Tennis - Concessions	$50	$500	$0
6443	Tennis - Contract Fee	$5,822	$8,500	$0
6450	KSP - Annual Permit	$29,937	$26,000	$26,000
6451	KSP - Day Pass	$15,560	$11,000	$15,000
6452	KSP - Excess Vehicle Fee	$2,538	$4,000	$2,500
6453	KSP - Premium W/S/E Site	$31,253	$34,000	$33,982
6454	KSP - RV Site - Deer Field - All Utilities	$58,611	$63,000	$62,998
6455	KSP - Reg Site 50Amp	$40,214	$37,000	$39,200
6456	KSP - Regular Site/Water	$21,770	$21,000	$21,000
6457	KSP - Reg Site - Elect/Water	$21,544	$25,000	$23,000
6458	KSP - Mini Cabins	$79,230	$70,000	$75,000
6459	KSP - Cabin - Premium	$10,774	$11,000	$10,010
6460	KSP - Ranch House	$12,835	$12,000	$13,000
6461	KSP - Group Recreation Hall	$13,265	$11,000	$12,000
6462	KSP - Group Dining Hall	$3,299	$4,000	$3,625
6463	KSP - Equipment Rental	$446	$100	$200
6464	KSP - Dump Station	$456	$500	$500
6470	EMS - Medical Records	$975	$1,000	$1,000
6471	EMS - Base Rate	$2,967,036	$2,900,000	$2,980,035
6472	EMS - Mileage	$1,360,578	$1,300,000	$1,288,561
6473	EMS - Supplies Used	$1,400	$0	$0
6474	EMS - Transfer Agreement	$9,794	$12,000	$9,549
6475	EMS - On-Side Standby	$10,000	$8,000	$10,267
6476	EMS - Aid Only	$5,700	$8,000	$7,511
6477	EMS - Response Fee	$40,350	$36,000	$35,033
6480	EMS - Charges Disallowed	($1,565,178)	($1,475,000)	($1,508,104)
6481	EMS - Bad Debt Write-Off	($1,160,837)	($610,000)	($762,440)

Return to Table of Contents

General Fund
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6490	Solid Waste - Recycling Proceeds	$0	$50,000	$10,000
6491	Solid Waste - Curbside Recycling	$0	$2,500	$0
6492	Solid Waste - Recycling Bins	$0	$500	$0
6493	Solid Waste - Hauler Fee	$0	$850	$500
6495	Solid Waste - Admin. Fee	$78,875	$73,000	$84,802
6496	Solid Waste - Tipping Fee	$0	$350,000	$456,000
Total Services		$2,222,176	$3,125,615	$3,038,399
6501	KSP - Public Deer Hunting	$4,800	$4,800	$4,800
6502	Cailloux Foundation	$19,300	$59,969	$10,000
6504	July 4th Fireworks Sponsor	$12,000	$12,000	$12,000
6525	AACOG Grant	$19,858	$25,000	$0
6530	EMS - Grants/Donations	$27,766	$10,000	$0
6565	Butt-Holdsworth Endowment	$0	$6,175	$0
Total Grants		$83,724	$117,944	$26,800
6601	KSP - Cancellation Fee	$5,100	$100	$5,000
6607	Municipal Court - City Omnibase	$1,218	$1,500	$1,500
6608	Municipal Court - Time Pymts/City	$4,142	$5,000	$5,000
6609	Municipal Court - Time Pymts/AOJ	$1,034	$1,300	$1,400
6611	Municipal Court - Municipal Court	$236,554	$320,000	$330,000
6612	Municipal Court - 10% Collection Fee	$12,568	$17,000	$15,000
6613	Municipal Court - Warrant Fees	$14,255	$17,000	$17,000
6614	Municipal Court - Arrest Fees	$8,885	$15,000	$14,000
6615	Municipal Court - Special Expense	$12,760	$20,000	$20,000
6616	Municipal Court - Jury Trial Fee	$9	$10	$0
6617	Municipal Court - Parking Court Cost	$50	$0	$0
6618	Municipal Court - Child Safety	$3,045	$5,000	$5,000
6619	Municipal Court - Traffic	$3,519	$5,500	$5,500
6622	Municipal Court - Contempt Fine	$1,350	$3,000	$2,500
6625	Municipal Court - Summons Fee	$0	$500	$0
6626	Municipal Court - Judicial Fee/City	$1,071	$1,500	$1,500
6628	Municipal Court - Court Tech Fee	$18,673	$3,000	$0
6629	Municipal Court - Court Security Fee	$30,581	$5,054	$0
6640	Library - Extended Use Fees	$7,706	$7,500	$7,500
6641	Library - Lost Books/Equipment	$1,300	$2,500	$1,300
6651	KPD - False Alarm Fees	$3,275	$11,000	$5,000
Total Fines and Forfeitures		$367,094	$441,464	$437,200

General Fund
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6701	Gain/Loss on Asset Disposal	$22,648	$0	$20,000
6909	Principal on Note	$0	$60,000	$0
6910	Returned Item Fee	$50	$175	$0
6911	Interest Revenue	$25,146	$25,300	$28,000
6912	Interest on Note Receivable	$0	$21,000	$0
6914	Demolition Lien Assessments	$3	$0	$0
6920	Timely Discount/Credit Memo	$556	$1,000	$0
6930	P-Card Rebate	$9,538	$9,500	$10,500
6932	ICT/DIR Rebate	$624	$750	$900
6935	AW Contribution/Promotion	$0	$5,000	$0
6940	EIC - Admin Service Fee	$100,000	$100,000	$100,000
6947	Radio Control Airplane Lease	$100	$100	$100
6951-26	Environmental Fee	$0	$75,000	$0
6951-28	Environmental Fee	$0	$6,500	$0
6954	Reimbursement - Soccer Maint	$312	$0	$0
6955	KSP - Leased Concessions	$3,621	$2,400	$3,000
6956	KSP - Ancillary Item Sales	$1,713	$1,200	$1,500
6961	EMS - Bad Debt Recovered	$21,405	$20,000	$25,000
6989	Miscellaneous Revenue	$225,500	$25,000	$30,000
6991	United Parcel Service - Lease	$15,420	$13,500	$15,000
6992	Building Lease	$0	$0	$4,200
6993	9-1-1 Revenue	$6,000	$5,500	$6,000
Total Interest and Miscellaneous		**$432,636**	**$371,925**	**$244,200**
7002	Transfer In - From W/S Fund	$1,250,000	$1,802,560	$1,920,903
7005	Transfer In - Employee Benefit	$93,000	$0	$0
7007	Transfer In - Police Spec Programs	$6,500	$0	$0
7008	Transfer In - Parkland Dedication	$50,000	$0	$0
7020	Transfer In - Hotel/Motel	($50,000)	$0	$0
7070	Transfer In - General CIP	$1,929	$0	$0
Total Transfers In		**$1,351,429**	**$1,802,560**	**$1,920,903**
TOTAL REVENUES		**$22,115,520**	**$24,316,198**	**$24,587,523**

Return to Table of Contents

GENERAL FUND EXPENDITURES

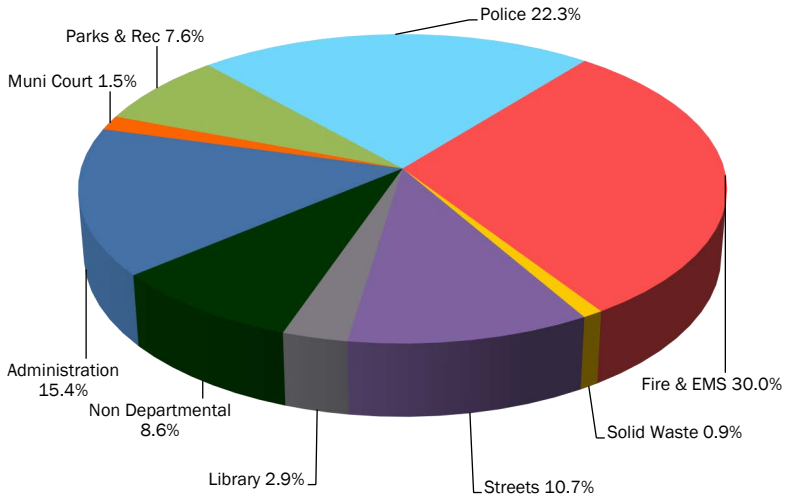
GENERAL FUND EXPENDITURES

FY2016 total General Fund expenditures are budgeted at $24,587,523, which is a 0.9% increase from estimated FY2015. It is helpful to view expense both by department and by category.

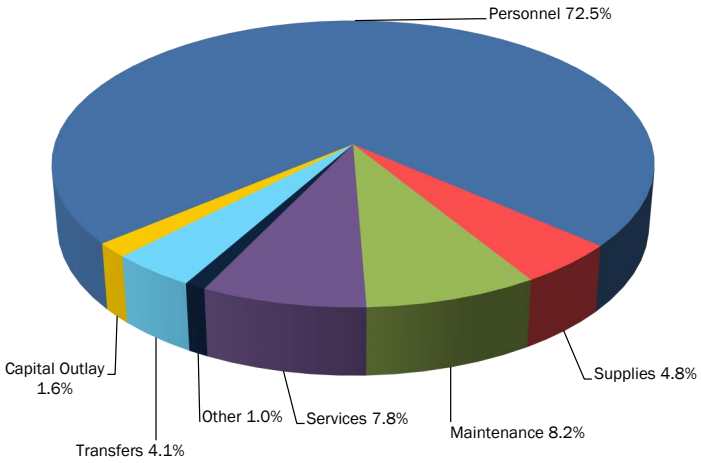
BY DEPARTMENT

Public safety including Police, Fire and EMS make up 52.3% of the expense. Personnel in these departments will receive raises in accordance with public safety step plans in FY2016. The next largest department is Streets, which is expanding its programs to include repaving more miles of road.

General Fund - Expenditure by Department



General Fund - Expenditure by Category



BY CATEGORY

At 72.5%, personnel is the largest spending category in the General Fund. General government employees will receive merit based raises in FY2016 and public safety employees will receive increases based on their step salary plan. Personnel expense also includes medical and retirement benefits. City employees participate in a retirement plan through Texas Municipal Retirement System. The City provides a 2 to 1 match for the employee's contribution.

Return to Table of Contents

THIS PAGE INTENTIONALLY LEFT BLANK.

City Council

The City Council provides leadership and policy direction to the City.

DEPARTMENT RESPONSIBILITIES

- City governance - responsible for the care, management and control of the City
- Policy setting - responsible for determining the needs of the community and setting intermediate and long range policies consistent with the needs

Did You Know?

Council members serve a 2 year term. Two council members are elected in odd numbered years. Two council members and the mayor are elected in even numbered years.

DEPARTMENT ACCOMPLISHMENTS

- Maintained the property tax rate at $0.5625
- Approved a balanced budget
- Completed extensive park renovations at centrally located Louise Hays Park
- Completed approximately 4 miles of River Trail
- Completed significant infrastructure improvements to our water and water reclamation system.

FY2016 OBJECTIVES

Be good stewards of public resources and assets by:

- Ensuring financial sustainability with a balanced budget and adequate reserves
- Ensuring long-term sustainability of the City's water resources with a reuse water project

Upgrade public facilities by:

- Completing a new athletic complex

Create an economically balanced community that provides for sustainable growth by:

- Expanding the local economy through proactive and sustainable development

Return to Table of Contents

City Council - Performance Measures

This department does not keep performance measures.

City Council - Personnel Count

The City has 1 Mayor and 4 City Council members that are elected officials, but not considered employees. Each official is eligible to receive $25 for each City Council meeting.

City Council - Budget Detail

City Council
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
003	Part-Time/Temporary Help	$2,046	$2,875	$2,550
005	Social Security	$163	$220	$195
010	Travel and Training	$1,224	$2,500	$2,500
011	Local Meeting Expenses	$20	$0	$100
Total Personnel Services		**$3,453**	**$5,595**	**$5,345**
101	Office Supplies	$260	$0	$300
107	Wearing Apparel	$0	$0	$125
108	Other Supplies	$0	$0	$0
Total Supplies		**$260**	**$0**	**$425**
401	Certificates, Awards, Etc	$169	$0	$50
Total Other Expenses		**$169**	**$0**	**$50**
Department Total		**$3,883**	**$5,595**	**$5,820**

City Secretary

The City Secretary's department is dedicated to providing accurate and efficient record keeping and election services for the City Council, staff and citizens of Kerrville.

DEPARTMENT RESPONSIBILITIES

- Document Management - responsible for maintaining official records of the City, including Charter, Code of Ordinances, resolutions, contracts, leases, studies, etc.
- Recording Secretary - responsible for preparing agendas, attending meetings, and preparing minutes for the City Council, Economic Improvement Corporation, Main Street Advisory Board and Golf Course Advisory Board
- Boards and Commissions - responsible for processing appointments to all City boards, providing board member training on open government, rules and procedures and posting agendas for all meetings
- 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 the law

DEPARTMENT ACCOMPLISHMENTS

In FY2014, we:

- Prepared meeting agendas and minutes for 71 meetings
- Processed 101 additional permanent documents
- Responded to 147 open records requests
- Held 2 elections - general and special (charter amendments)

FY2016 OBJECTIVES

Deliver quality municipal services by:

- Continuing to provide services to current standards and timelines
- Completing Texas Municipal Clerk's recertification process for City Secretary
- Continuing Texas Municipal Clerk's certification process for the Deputy City Secretary
- Completing organization of City studies in vault

Did You Know?

Since incorporation in 1889, the City has elected 53 mayors. Our City Secretary has served with 16 or 30% of those mayors.

Return to Table of Contents

City Secretary - Performance Measures

Responsibility	Measures	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Document Mgmt	Additional documents maintained	157	160	30	33	32	95
Recording Secretary	Agendas/meetings/minutes	107	110	21	23	21	65
	Legal notices processed	90	48	12	29	23	64
	Permit apps-vehicle for hire & liquor	24	21	5	5	5	15
Boards & commissions	Board memberships processed	63	48	12	14	13	39
Open Records	Open records requests processed	194	205	42	30	45	117

City Secretary - Personnel Count

Position Title	Record-keeping	Elections	Open Records	2016 Total
City Secretary	0.75	0.10	0.15	1.00
Deputy City Secretary	0.60	0.05	0.35	1.00
Total Full Time Equivalents (FTEs)	**1.35**	**0.15**	**0.50**	**2.00**

City Secretary
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$103,555	$106,683	$110,282
002	Overtime	$627	$721	$750
004	Longevity	$1,288	$1,336	$1,384
005	Social Security	$8,089	$8,319	$8,364
006	Retirement	$9,306	$9,537	$9,898
007	Group Insurance	$14,200	$15,000	$14,000
010	Travel and Training	$5,282	$4,525	$4,800
011	Local Meeting Expenses	$422	$0	$0
012	Certification Pay	$0	$0	$450
Total Personnel Services		**$142,767**	**$146,121**	**$149,928**
101	Office Supplies	$237	$250	$426
Total Supplies and Materials		**$237**	**$250**	**$426**
301	Telephone Service	$569	$624	$564
306	Special Services	$2,559	$4,450	$4,700
307	Insurance	$370	$275	$375
316	Advertising	$1,185	$1,300	$2,300
Total Services		**$4,683**	**$6,649**	**$7,939**
402	Dues and Subscriptions	$713	$835	$805
403	Election Costs	$10,960	$8,780	$7,500
405	Other Charges	$0	$100	$100
Total Other Expenses		**$11,673**	**$9,715**	**$8,405**
Department Total		**$159,360**	**$162,735**	**$166,698**

Return to Table of Contents

City Attorney

The City Attorney provides legal advice and acts as the attorney for the City Council and all departments and boards of the City. The City Attorney 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 proposed 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 of Class C misdemeanors

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Monitored outside litigation including contractual disputes and suits against police officers
- Advised staff as to acquisition and sale of property interest including the old City Hall site and capital projects

FY2016 OBJECTIVES

Deliver quality municipal services by:

- Improving response time and service levels
- Reviewing and offering guidance with respect to the City's rewrite of its zoning and other land use codes
- Strategizing ways of implementing Council's goals and priorities in a legally defensible and efficient manner

Did You Know?

Although commonly asked, the City Attorney cannot provide legal advice to City residents on personal legal matters.

City Attorney - Performance Measures

This department does not keep performance measures.

City Attorney - Personnel Count

Position Title	General Counsel	Prosecution	2016 Total
City Attorney	0.90	0.10	**1.00**
Assistant City Attorney	0.35	0.65	**1.00**
Total FTEs	**1.25**	**0.75**	**2.00**

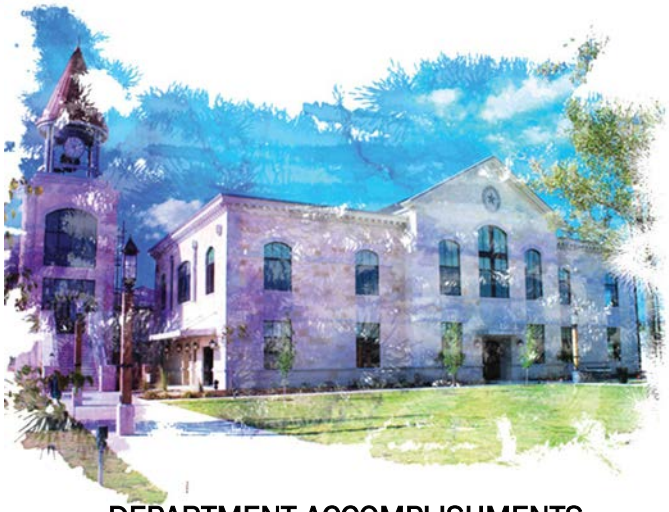
Return to Table of Contents

City Attorney
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$159,548	$137,800	$211,994
004	Longevity	$820	$636	$684
005	Social Security	$11,906	$10,590	$15,749
006	Retirement	$14,750	$12,141	$18,652
007	Group Insurance	$15,000	$7,500	$14,000
010	Travel and Training	$4,386	$4,200	$5,500
011	Local Meeting Expenses	$147	$200	$0
Total Personnel Services		**$206,557**	**$173,067**	**$266,579**
101	Office Supplies	$487	$1,000	$500
102	Small Tools and Equipment	$0	$0	$800
110	Postage	$25	$200	$200
Total Supplies and Materials		**$512**	**$1,200**	**$1,500**
301	Telephone Service	$880	$624	$1,128
305	Legal Services	$262	$35,000	$20,000
306	Special Services	$18,920	$46,500	$5,000
Total Services		**$20,061**	**$82,124**	**$26,128**
402	Dues and Subscriptions	$3,975	$2,130	$2,500
Total Other Expenses		**$3,975**	**$2,130**	**$2,500**
Department Total		**$231,105**	**$258,521**	**$296,707**

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 community; 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 in accordance with all legal requirements
- Intergovernmental Affairs - responsible for developing and maintaining relationships with other agencies and governments
- Public Information - responsible for communicating with citizens and media outlets as the single voice for City information
- Economic Development - responsible for business development activities through the Kerrville Main Street program, the Economic Improvement Corporation and a partnership with Kerrville Economic Development Corp.

Did You Know?

There are 6 taxing entities that collect property tax in Kerrville. The total 2014 tax rate was $2.2186. The City's $0.5625 tax rate represents 25% of the total.

DEPARTMENT ACCOMPLISHMENTS

- Opened Louise Hays Park in June 2015 following extensive renovations including the addition of a spray park feature
- Opened approximately 4 miles of River Trail connecting Riverside Nature Center to Kerrville -Schreiner Park
- Completed extensive water infrastructure improvements including improved lift stations, tank repainting and a water treatment clarifier
- Approved funding for the initial phase of a system to capture reuse water to be used for commercial irrigation

FY2016 OBJECTIVES

Be good stewards of public resources through:

- Creating a balanced budget that meets the 5 year sustainability objectives
- Operating the City without increases to property tax, water or sewer rates
- Maintaining Standard & Poor's AA bond rating
- Developing and implement strategies to secure additional long term water supplies

Create an economically balanced community that provides for sustainable growth by:

- Further integrating the City's economic development efforts with KEDC to diversify economy
- Implementing programs and events to enhance downtown economic sustainability and viability

Return to Table of Contents

City Administration - Performance Measures

Responsibility	Measures	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Administration	Total property tax rate	$ 0.5625	$ 0.5625	$ 0.5625	$ 0.5625	$ 0.5625	$ 0.5625
	Bond rating	AA	AA	AA	AA	AA	AA
Public Information	Web Inquiries	209	N/A	34	26	47	107
	Web Inquiries processed within 3 business days	208	N/A	34	26	45	105
	Number of Press Releases	159	N/A	51	43	45	139
Economic Development	Mardi Gras on Main Event Revenue	$ 24,903	$ 35,000	$ 2,700	$ 37,149	$ -	$ 39,849
	Holiday Lighted Parade Event Revenue	2,095	$ 1,300	$ 1,558	$ -	$ -	$ 1,558
	Number of Constant Contact E-Mails (Marketing/Advertising)	8	20	5	5	5	15
	Number of Newspaper Ads Purchased (Marketing/Advertising)	68	15	10	1	0	11
	Number of Social Media Posts (Marketing/Advertising)	70	300	90	90	90	270
	Downtown Business Openings (Business Growth Indicators)	4	1	3	2	1	6
	Downtown Business Closures (Business Growth Indicators)	1	0	0	1	0	1

City Administration - Personnel Count

Position Title	Administration	Intergovt Affairs	Economic Dev	2016 Total
City Manager	0.50	0.25	0.25	1.00
Deputy City Manager	0.50	0.10	0.40	1.00
Executive Secretary	0.65	0.20	0.15	1.00
Special Projects Manager	0.25	0.25	0.50	1.00
Main Street Manager	0.00	0.10	0.90	1.00
Receptionist	0.80	0.10	0.10	1.00
Total FTEs	**2.70**	**1.00**	**2.30**	**6.00**

City Administration
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$380,001	$448,645	$464,090
003	Temporary Help	$900	$0	$0
004	Longevity	$1,076	$1,212	$1,520
005	Social Security	$28,639	$35,791	$35,856
006	Retirement	$35,072	$41,031	$42,413
007	Group Insurance	$37,500	$45,000	$42,000
010	Travel and Training	$8,585	$8,500	$4,500
011	Local Meeting Expenses	$1,244	$1,500	$1,500
013	Vehicle Allowance	$18,107	$18,000	$18,000
Total Personnel Services		**$511,125**	**$599,679**	**$609,879**
101	Office Supplies	$4,026	$4,800	$3,500
102	Small Tools and Equipment	$518	$0	$0
110	Postage and Shipping	$36	$0	$100
112	Computer Software	$0	$2,000	$0
Total Supplies and Materials		**$4,580**	**$6,800**	**$3,600**
301	Telephone Service	$2,352	$2,496	$2,496
306	Special Services	$2,250	$12,000	$12,000
307	Insurance	$625	$400	$350
316	Advertising	$6,463	$7,500	$2,500
Total Services		**$11,690**	**$22,396**	**$17,346**
402	Dues and Subscriptions	$6,219	$5,851	$5,070
405	Other Charges	$8,490	$0	$0
Total Other Expenses		**$14,709**	**$5,851**	**$5,070**
Department Total		**$542,104**	**$634,726**	**$635,895**

Return to Table of Contents

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, we ensure 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 salary analysis and ensuring adequate and affordable benefits packages for employees
- Risk management - responsible for maintaining 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

Did You Know?

The City's longest serving employee started with the City in 1975 and now has over 40 years of service.

DEPARTMENT ACCOMPLISHMENTS

In FY2014, we:

- Implemented Phase 1 of the FY2013 Compensation Study
- Maintained compliance with federal, state and local laws
- Successfully negotiated an employee benefits package with minimal impact to the City and employees

FY2016 OBJECTIVES

Be good stewards of public assets by:

- Negotiating an employee benefits package with minimal impact to the City and its employees
- Updating the FY2013 Formal Compensation Study

Deliver quality municipal services by:

- Maintaining compliance with federal, state and local laws

Human Resources - Performance Measures

Responsibility	Measures	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
HR Management	Negotiated benefits program rate per employee per year	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500
	Competitive salaries at 50% of benchmark cities	50%	100%	100%	100%	100%	100%
	Average employee merit increase	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
	Average salary per employee (hourly)	19.25	$ 18.00	$ 18.59	$ 21.32	$ 21.46	$ 20.46
Risk Management	Number of property & liability claims processed	51	50	16	18	23	57
	Number of workers compensation claims processed	22	35	8	8	6	22
Support Services	Number of new employees processed (includes seasonal)	55	60	8	20	30	58
	Number of applications received	953	1,200	257	307	309	873
	Employees leaving employment (excludes season)	44	46	15	9	10	34
	Turnover rate (%)	14.43%	15.00%	4.55%	2.92%	3.26%	10.73%

Human Resources - Personnel Count

Position Title	HR Mgmt	Risk Mgmt	Support Services	2016 Total
Director of General Operations	0.45	0.15	0.40	1.00
Human Resources Analyst	0.25	0.00	0.75	1.00
Human Resources Assistant	1.13	0.34	0.53	2.00
Total FTEs	**1.83**	**0.49**	**1.68**	**4.00**

Return to Table of Contents

Human Resources
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$207,138	$212,451	$219,898
004	Longevity	$1,152	$1,344	$1,312
005	Social Security	$16,252	$17,044	$17,119
006	Retirement	$19,053	$19,539	$20,242
007	Group Insurance	$29,990	$30,000	$28,000
010	Travel and Training	$3,583	$2,275	$3,600
011	Local Meeting Expenses	$158	$360	$360
012	Certification Pay	$2,787	$3,000	$3,600
013	Vehicle Allowance	$6,036	$6,000	$6,000
Total Personnel Services		$286,148	$292,013	$300,131
101	Office Supplies	$6,380	$4,620	$4,950
102	Small Tools and Equipment	$0	$0	$0
107	Wearing Apparel	-$78	$0	$0
110	Postage	$177	$45	$60
Total Supplies		$6,480	$4,665	$5,010
301	Telephone Service	$569	$624	$684
307	Insurance	$485	$400	$800
316	Advertising	$1,416	$1,750	$1,750
317	Employment Physicals	$11,089	$15,970	$13,000
319	Drug and Alcohol Testing	$7,365	$9,800	$9,000
Total Services		$20,924	$28,544	$25,234
401	Certificates, Awards, Etc.	$2,575	$2,378	$2,648
402	Dues and Subscriptions	$3,320	$4,076	$2,910
Total Other Expenses		$5,896	$6,454	$5,558
Department Total		$319,447	$331,676	$335,933

Finance

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

DEPARTMENT RESPONSIBILITIES

- Accounting - responsible for preparing and presenting financial statements, recording all financial transactions in accordance with accounting standards, facilitating an annual financial audit, and maintaining the City's credit rating through timely processing of accounts payable
- 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
- Treasury - responsible for all banking, investing and financing functions for the City

Did You Know?

Looking for a bargain? In order to comply with State law, the City sells its surplus items through an online auction. Check out govdeals.com to see our latest offerings.

DEPARTMENT ACCOMPLISHMENTS

- Maintained a budget variance of less than 5% for both revenues and expenditures in FY2014
- Received awards for excellence from the Government Finance Officers Association for our FY2015 Budget and FY2013 Consolidated Annual Financial Report
- Completed the FY2014 Consolidated Annual Financial Report in February 2015
- Maintained excellent credit ratings from Dunn & Bradstreet and Experian
- Updated investment policy and enhanced cash flow projections to increase investment opportunities
- Managed over $48 million in investments

FY2016 OBJECTIVES

Be good stewards of public assets by:

- Preparing and submitting a balanced budget to City Council in accordance with sound financial policies that ensure fiscal sustainability
- Maintaining a budget variance of less than 5% for both revenues and expenditures through sound financial policies
- Completing the audited FY2015 Consolidated Annual Financial Report by March 31, 2016
- Carefully managing Accounts Payable in order to maintain high ratings from national credit rating agencies
- Safeguarding City assets by managing investments in compliance with the City's Investment Policy

Return to Table of Contents

Finance - Performance Measures

Responsibility	Measures	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Accounting	Complete audited CAFR by March 31	Y	Y	N/A	Y	Y	Y
	Continuing disclosure report by March 31	Y	Y	N/A	Y	Y	Y
	Purchase orders processed	7,421	N/A	1,520	1,607	1,995	5,122
	Total $ amount spent on POs	$18.3M	N/A	$5.0M	$6.2M	$7.3M	$18.5M
	Total purchase on purchase cards	$2.0M	$1.9M	$.4M	$.4M	$.4M	$1.3M
	Rebate received on purchase card purchases	$ 9,538	$ 9,500	$ -	$ -	$ -	$ -
Budgeting	Receive budget award from GFOA	Y	Y	Applied	Applied	Y	Y
	Submit fiscally sustainable budget to council	Y	Y	N/A	N/A	Y	Y
	Revenue budget variance (General Fund)	1.10%	+ or - 5%	2.10%	13.91%	6.86%	6.86%
	Actual revenue (General Fund)	$22.1M	$24.4M	$6.6M	$9.0M	$4.4M	$19.9M
	Expenditure budget variance (General Fund)	-3.17%	+ or - 5%	-3.40%	-4.77%	-6.94%	-6.94%
	Actual expenditure (General Fund)	$22.5M	$24.4M	$5.2M	$5.8M	$5.4M	$16.5M
Treasury	Total managed investment	$48.4M	N/A	$44.0M	$46.2M	$41.9M	$44.1M
	Compliance with Investment Policy (%)	100%	100%	100%	100%	100%	100%

Finance - Personnel Count

Position Title	Accounting	Budgeting	Treasury	2016 Total
Director of Finance	0.40	0.40	0.20	1.00
Assistant Director of Finance	0.40	0.40	0.20	1.00
Finance Coordinator	0.15	0.15	0.70	1.00
Finance Clerk	1.20	0.50	0.30	2.00
Total FTEs	**2.15**	**1.45**	**1.40**	**5.00**

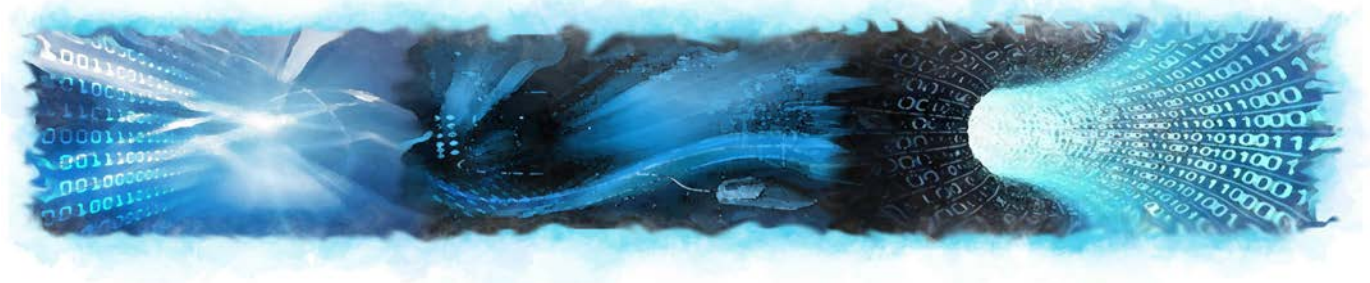
Finance
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$232,590	$276,765	$289,390
002	Overtime	$13	$0	$0
004	Longevity	$1,862	$1,920	$1,820
005	Social Security	$17,742	$21,434	$21,750
006	Retirement	$20,646	$24,572	$25,750
007	Group Insurance	$33,750	$37,500	$35,000
010	Travel and Training	$3,624	$4,700	$3,500
011	Local Meeting Expenses	$0	$100	$0
012	Certification Pay	$503	$1,500	$2,400
Total Personnel Services		**$310,730**	**$368,491**	**$379,610**
101	Office Supplies	$2,979	$2,380	$3,125
102	Small Tools and Equipment	$0	$100	$350
110	Postage	$0	$50	$0
Total Supplies and Materials		**$2,979**	**$2,530**	**$3,475**
301	Telephone Service	$637	$624	$564
307	Insurance	$1,050	$650	$650
316	Advertising	$30	$0	$0
Total Services		**$1,717**	**$1,274**	**$1,214**
402	Dues and Subscriptions	$1,455	$1,880	$1,420
Total Other Expenses		**$1,455**	**$1,880**	**$1,420**
Department Total		**$316,880**	**$374,175**	**$385,719**

Return to Table of Contents

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 enabling communication between departments and with citizens through the use of email, voice and messaging, website, and broadcast media systems
- Data management - responsible for managing, storing, backing up and recovering data for the entire City
- Network management - responsible for configuring, supporting managing, designing and upgrading network equipment
- Technology support services - responsible for providing help desk support for various technologies across all City departments, including public safety
- Multimedia design and desktop publishing - responsible for creating graphical design aspects for web, print and video productions

Did You Know?

Our City servers currently store 13.8 terabytes worth of data. That is equivalent to 5,016,576 floppy disks (3.5inch - 2.88MB). Times have definitely changed!

DEPARTMENT ACCOMPLISHMENTS

In FY2014, we:

- Implemented email encryption citywide
- Implemented Tyler Public Safety as records management system at Kerrville Police Department
- Maintained Federal Criminal Justice Information System (CJIS) compliance by upgrading obsolete network equipment
- Implemented A list Scheduler for rebroadcasting public meetings on public access channel
- Implemented physical security controls at Municipal Court, Peterson Plaza, and City Hall parking garage

FY2016 OBJECTIVES

Deliver quality municipal and public safety services by:

- Upgrading Public Safety in-vehicle technology to enhance service capability
- Implementing electronic plan review process to assist City departments in providing timely and excellent customer service

Plan, maintain and upgrade public infrastructure by:

- Planning and implement a resilient, scalable, and secure network infrastructure
- Continuing with a compressive citywide computer replacement plan

Information Technology- Performance Measures

Responsibility	Measures	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Communication systems	Monthly expense to broadcast public meetings	$5,160	$1,290	$1,290	$1,290	$1,290	$3,870
	Unified communication system availability %	99.7%	99.90%	97.90%	99.83%	99.93%	99.2%
	Email system availability %	99.6%	99.90%	97.83%	99.77%	99.93%	99.2%
	Average monthly hits to City website	48,563	60,000	41,788	37,972	46,953	42,238
Data management	Percentage of successful backup	99.4%	99.5%	99.5%	99.3%	99.0%	99.3%
	Amount of data stored on city servers	10.7	15.0	13.1	13.8	14.6	13.8
Network management	Percentage of time network infrastructure is available	99.5%	99.5%	98.1%	99.1%	99.6%	98.9%
	Percentage of time Tier 2 and above systems are available	99.5%	99.5%	97.8%	98.9%	99.9%	98.9%
	Number of viruses quarantined and removed	227	200	111	98	60	269
Support services	Total number of IT support request responded to successfully	3,961	N/A	920	1,057	1326	3,303
	Critical - responses within 1 hr., resolution within 2 hrs.	91%	98%	95%	89%	97%	94%
	High - response within 2 hrs., resolution within 4 hrs.	78%	95%	93%	92%	88%	91%
	Normal - response within 4 hrs., resolution within 2 days	81%	90%	83%	95%	81%	86%

Information Technology - Personnel Count

Position Title	Commun-ication systems	Data & Network Mgmt	Support Services	2016 Total
Director of Information Technology	0.34	0.33	0.33	1.00
Systems Administrator	0.33	0.34	0.33	1.00
Technical Support Analyst	0.30	0.30	1.40	2.00
Multimedia Technician	0.10	0.20	0.70	1.00
Total FTEs	**1.07**	**1.17**	**2.76**	**5.00**

Return to Table of Contents

Information Technology
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$254,102	$277,701	$285,750
002	Overtime	$0	$0	$0
004	Longevity	$984	$1,216	$1,480
005	Social Security	$19,135	$21,567	$21,963
006	Retirement	$22,489	$24,724	$25,979
007	Group Insurance	$37,500	$37,500	$35,000
010	Travel and Training	$4,551	$8,850	$6,300
011	Local Meeting Expense	$0	$0	$300
012	Certification Pay	$0	$2,400	$3,000
013	Vehicle Allowance	$0	$0	$6,000
Total Personnel Services		**$338,761**	**$373,958**	**$385,772**
101	Office Supplies	$1,639	$1,067	$866
102	Small Tools and Equipment	$11,699	$7,700	$10,640
103	Chemical and Medical Supplies	$0	$25	$25
104	Fuel and Oil Supplies	$167	$438	$344
106	Janitorial Supplies	$0	$0	$75
110	Postage	$175	$50	$50
111	Computer Upgrades	$6,802	$56,834	$56,834
112	Computer Software	$9,813	$7,100	$20,900
Total Supplies and Materials		**$30,295**	**$73,214**	**$89,734**
202	Buildings and Structures	$2,838	$1,682	$1,500
204	City Garage - Parts	$786	$200	$0
205	Office Equipment	$70,484	$79,300	$78,635
206	Instruments/Apparatus Maintenance	$263	$0	$750
212	Repairs - Not City Garage	$39	$50	$75
217	Software Maintenance	$195,265	$189,312	$188,542
Total Maintenance and Repairs		**$269,675**	**$270,544**	**$269,502**
301	Telephone Service	$6,677	$81,795	$81,723
306	Special Services	$14,587	$9,600	$10,500
310	PEG Operations	$0	$0	$4,860
311	Network Services	$47,027	$70,368	$71,920
Total Services		**$68,290**	**$161,763**	**$169,003**
402	Dues and Subscriptions	$1,166	$2,419	$2,909
Total Other Expenses		**$1,166**	**$2,419**	**$2,909**
505	Office Equipment	$9,506	$41,000	$75,600
Total Capital Outlay		**$9,506**	**$41,000**	**$75,600**
Department Total		**$717,692**	**$922,898**	**$992,520**

Return to Table of Contents

Municipal Court

The Municipal Court strives to ensure that all case processing within the Court is handled in an efficient, fair and timely manner.

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

DEPARTMENT ACCOMPLISHMENTS

In FY2014, we:

- Filed 2,946 cases, with 100% of the cases filed within 24 hours of the citation issuance
- Collected $442,343 in fines
- Increased collections of warrants utilizing an automated notification program

FY2016 OBJECTIVES

Deliver quality municipal services by:

- Adopting applicable changes stemming from the 2015 legislative session
- Implementing e-filing process as a tool to provide better customer service to the public
- Integrating a portal between our online payment system, Insite, and our court records system, Incode, to increase cash collections, facilitate the legal process and improve customer service related to driving safety course requests

Did You Know?

A jury panel in municipal court is comprised of 6 qualified persons. Any person charged with a criminal offense has the right to a jury trial.

Return to Table of Contents

Municipal Court - Performance Measures

Responsibility	Measures	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Case Management	Cases Filed within 24 hours of citation receipt	100%	100%	100%	100%	100%	100%
	Number of cases filed	2,943	3,200	755	1,100	819	2,674
	Warrants issued within 30 days of failure to appear	60%	80%	75%	64%	86%	75%
	Warrants served within 60 days of issuance	34%	40%	38%	48%	76%	54%
Collection Services	Total Fees Collected	$ 442,343	$445,000	$111,564	$144,058	$123,150	$378,772

Municipal Court - Personnel Count

Position Title	Court Admin	Case Mgmt	Collection Services	2016 Total
Municipal Court Administrator	0.34	0.33	0.33	1.00
Asst. Municipal Court Administrator	0.33	0.34	0.33	1.00
Municipal Court Deputy Clerk	0.00	0.80	1.20	2.00
City Marshal	0.10	0.25	0.65	1.00
Total FTEs	**0.77**	**1.72**	**2.51**	**5.00**

Municipal Court
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$198,784	$203,362	$210,101
003	Part-Time/Temporary Help	$54,650	$65,000	$60,000
004	Longevity	$1,848	$2,100	$2,340
005	Social Security	$19,025	$20,874	$20,512
006	Retirement	$17,503	$18,229	$18,842
007	Group Insurance	$37,500	$37,500	$35,000
010	Travel and Training	$2,614	$2,948	$2,974
012	Certification Pay	$903	$2,400	$2,400
Total Personnel Services		**$332,826**	**$352,413**	**$352,169**
101	Office Supplies	$2,933	$3,485	$3,839
102	Small Tools and Equipment	$63	$200	$200
103	Chemical and Medical Supplies	$1,572	$25	$25
104	Fuel and Oil Supplies	$0	$1,505	$1,485
106	Janitorial Supplies	$134	$183	$150
107	Wearing Apparel	$0	$1,410	$960
112	Computer Software	$340	$0	$0
Total Supplies and Materials		**$5,041**	**$6,808**	**$6,659**
202	Buildings and Structures	$676	$2,140	$2,140
203	Maint. Contracts - Garage	$1,435	$0	$0
204	Parts - City Garage	$160	$625	$625
205	Office Equipment Maintenance	$0	$2,754	$0
206	Instruments/Apparatus Maintenance	$0	$0	$2,500
212	Repairs - Not City Garage	$15	$429	$429
217	Software Maintenance	$0	$3,000	$2,087
Total Maintenance and Repairs		**$2,285**	**$8,948**	**$7,781**
301	Telephone Service	$1,051	$1,694	$2,364
302	Light and Power	$2,804	$3,600	$3,000
303	Natural Gas	$528	$480	$540
304	Water and Sewer	$765	$720	$780
306	Special Services	$1,507	$2,948	$1,500
307	Insurance	$575	$475	$475
314	Warrant Fees	$0	$200	$200
Total Services		**$7,229**	**$10,117**	**$8,859**
402	Dues and Subscriptions	$142	$150	$150
Total Other Expenses		**$142**	**$150**	**$150**
505	Office Equipment	$25,493	$0	$0
Total Capital Outlay		**$25,493**	**$0**	**$0**
Department Total		**$373,017**	**$378,436**	**$375,618**

Return to Table of Contents

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. We believe 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 accidents, 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 depts
- Community service - responsible for establishing partnerships with citizens in order to improve safety and quality of life

DEPARTMENT ACCOMPLISHMENTS

In FY2014, we:

- Handled over 27,300 calls for service with an average response time of less than 4 minutes for emergency calls
- Issued 2,623 citations, with 1,440 arrests
- Completed 735 criminal investigations
- Processed and stored 3,205 pieces of evidence
- Conducted 38 community outreach programs

FY2016 OBJECTIVES

- Respond to all crimes and emergencies in progress
- Suppress criminal activity and conduct preliminary investigations
- Conduct timely and thorough investigations of criminal activity and process criminal cases through the appropriate criminal justice system in a timely manner

Did You Know?

In 2014, we processed 168 Police Officer applicants and hired less than 6%, making our acceptance rate approximately the same as Harvard's.

Police - Performance Measures

Responsibility	Measures	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Patrol	Total Priority 1&2 (P1/2) emergency calls responded to	8,693	9,100	2,380	2,165	2,573	7,118
	Average arrival time from dispatch to P1/2 calls (min)	5.66	5.49	5.45	5.21	5.32	5.33
	Total call for service responses	14,265	15,000	3,592	3,348	4,158	11,098
	Total in-custody arrest reports generated	1,440	1,500	354	374	365	1093
	Reports generated from crimes and emergency response	3,308	3,700	787	788	837	2,412
	Citations issued	2,623	3,000	688	1,007	768	2,463
	Accident investigations completed	469	475	132	111	133	376
Investigations & Property/Evidence	Reactive criminal investigations completed	735	750	119	167	181	467
	Caseload per reactive investigator	186.8	187.5	29.8	41.8	45.25	116.9
	Clearance rate for reactive investigations	54.9%	55.0%	53.8%	51.5%	56.4%	53.9%
	Proactive criminal investigations completed	72	75	37	16	40	93
	Case load per proactive investigator	24.0	25	12.3	5.3	13.3	30.9
	Number of evidence items processed and stored	3,205	3,200	686	835	748	2,269
Dispatch	Response time to dispatch emergency calls (min)	3.5	3.4	3.3	2.6	2.9	2.9
	Response time to dispatch all calls (min)	4.8	4.8	4.5	3.8	4.2	4.1
	All calls handled by dispatch (all KFD & KPD)	27,362	29,500	7,268	7,404	7,833	22,505
	911 Calls transferred to other agencies (%)	20%	20%	19%	21%	14%	18%
Administration	Major crimes per 1,000 population	5.43	N/A	8.07	4.98	7.01	6.69
Records	Number of Reports Processed	3,308	3,400	787	788	837	2,412
	Completed request for information	91	75	18	26	32	76
	Subpoenas and court orders processed	986	300	204	192	207	603
	Request made from RMS vendor support	32	50	3	2	3	8
Recruitment & Training	State mandated training files maintained and updated	242	63	63	63	63	63
	Training class conducted by KPD	19	20	8	7	4	19
	Number of officers trained by KPD	294	250	128	81	19	228
	Number of employee applications processed	168	60	12	21	22	55
Community Service	Community outreach programs conducted	38	38	17	1	1	19
	Hours expended in media relations	284	350	59	62	73	194
	Citizen Police Academy completed	4	3	0	0	2	2
	Citizen Police Academy graduates	74	60	12	0	31	43
School Resource Officer	Calls for service on KISD campuses	681	700	213	247	231	691
	Offense committed at KISD campuses	24	24	30	10	8	48
	Arrest made from investigations at KISD campuses	24	24	8	10	8	26

Return to Table of Contents

Police - Personnel Count

Position Title	Patrol and crime prevention	Investiga-tions and evidence	Communica-tions and community service	2016 Total
Chief of Police	0.34	0.33	0.33	1.00
Assistant Chief of Police	0.33	0.33	0.34	1.00
Administrative Clerk - Evidence	0.10	0.80	0.10	1.00
Administrative Assistant	0.68	0.66	0.66	2.00
Administrative Records Clerk	0.20	0.60	0.20	1.00
Superintendent of Records	0.20	0.60	0.20	1.00
Communications Manager	0.10	0.10	0.80	1.00
Lieutenant	0.99	1.02	0.99	3.00
Detective	0.10	0.80	0.10	1.00
Sergeant	3.06	2.97	2.97	9.00
Investigator	0.70	5.60	0.70	7.00
Evidence Officer	0.05	0.90	0.05	1.00
Community Service Officer	0.25	0.05	0.70	1.00
School Resource Officer	0.50	0.10	1.40	2.00
Patrol Officer	14.50	7.25	7.25	29.00
Telecommunication Specialist	0.50	0.50	9.00	10.00
Total FTEs	**22.60**	**22.61**	**25.79**	**71.00**

Police
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$3,095,148	$3,533,254	$3,583,253
002	Overtime	$127,001	$105,000	$115,000
003	Temporary Help	$5,622	$0	$0
004	Longevity	$25,180	$25,912	$27,732
005	Social Security	$247,027	$284,141	$284,455
006	Retirement	$172,083	$325,741	$336,162
007	Group Insurance	$510,000	$525,000	$497,000
010	Travel and Training	$23,366	$38,250	$30,000
011	Local Meeting	$0	$1,000	$500
012	Certification Pay	$42,909	$50,100	$46,500
013	Other Pay	$0	$0	$60,600
Total Personnel Services		**$4,248,336**	**$4,888,398**	**$4,981,202**
101	Office Supplies	$12,753	$15,325	$13,000
102	Small Tools and Equipment	$4,889	$6,842	$9,601
103	Chemical and Medical Supplies	$10,644	$15,150	$15,000
104	Fuel and Oil Supplies	$104,410	$154,865	$128,700
105	Food Supplies	$539	$905	$0
106	Janitorial Supplies	$0	$250	$1,330
107	Wearing Apparel	$28,733	$21,054	$21,139
108	Other Supplies	$5,188	$2,614	$43,054
110	Postage	$207	$400	$550
112	Computer Software	$49,011	$0	$13,638
Total Supplies and Materials		**$216,375**	**$217,405**	**$246,012**
202	Buildings and Structures	$15,345	$18,196	$16,272
203	Maint. Contract/Garage	$48,760	$0	$0
204	Parts - City Garage	$11,626	$19,150	$19,000
205	Office Equipment	$0	$500	$0
206	Instruments/Apparatus	$13,831	$15,445	$15,000
212	Repairs - Not Garage	$4,492	$3,500	$5,000
217	Software Maintenance	$14,636	$66,257	$71,301
Total Maintenance and Repairs		**$108,690**	**$123,048**	**$126,573**

Return to Table of Contents

Police
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
301	Telephone Service	$21,492	$19,561	$19,830
302	Light and Power	$30,735	$30,600	$30,000
303	Natural Gas	$1,915	$1,200	$1,800
304	Water and Sewer	$1,032	$1,250	$1,320
306	Special Services	$0	$4,500	$378
309	Prisoner Support	$52,078	$76,950	$54,000
311	Network Services	$3,378	$5,478	$4,028
313	Hire of Equipment	$336	$3,000	$1,500
317	Employment Physicals	$6,120	$3,850	$4,000
325	Tower Rental	$9,056	$9,300	$9,300
Total Services		$126,141	$155,689	$126,156
401	Certificates, Awards	$444	$350	$1,645
402	Dues and Subscriptions	$2,200	$3,666	$3,000
Total Other Expenses		$2,644	$4,016	$4,645
Department Total		$4,702,185	$5,388,556	$5,484,588

Fire Department

The primary mission of the Kerrville Fire Department is the preservation of life, property and the environment by providing the citizens of Kerrville and Kerr County twenty-four hour protection through fire suppression, rescue operations, emergency medical services and fire prevention efforts.

Section Organization

The Fire Department is divided into 3 separate divisions: Fire, Fire Marshal, 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:

1. Fire Department combined expenditure by line item
2. Fire Division
    A. Responsibilities, accomplishments and goals
    B. Performance measures
    C. Personnel count
    D. Expenditures by line item
3. Fire Marshal Division
    A. Responsibilities, accomplishments and goals
    B. Performance measures
    C. Personnel count
    D. Expenditures by line item
4. EMS Division
    A. Responsibilities, accomplishments and goals
    B. Performance measures
    C. Personnel count
    D. Expenditures by line item

Did You Know?

In 1891, the City's first fire equipment storage location was at the Grider and Grona Blacksmith Shop on Water Street.

Return to Table of Contents

Fire Department
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$3,869,114	$4,199,578	$4,181,150
002	Overtime	$488,070	$334,356	$401,551
003	Part-Time/Temporary Help	$4,745	$4,000	$2,000
004	Longevity	$41,814	$44,528	$42,260
005	Social Security	$358,835	$379,622	$371,309
006	Retirement	$416,179	$434,848	$437,041
007	Group Insurance	$595,427	$585,000	$546,000
010	Travel and Training	$47,280	$57,355	$59,000
011	Local Meeting Expenses	$0	$0	$250
012	Certification Pay	$350,589	$379,900	$328,500
013	Other Pay	$0	$0	$14,600
Total Personnel Services		**$6,172,053**	**$6,419,187**	**$6,383,661**
101	Office Supplies	$11,981	$7,151	$7,668
102	Small Tools and Equipment	$75,961	$41,441	$59,955
103	Chemical and Medical Supplies	$122,398	$103,425	$137,570
104	Fuel and Oil Supplies	$117,207	$152,650	$116,227
105	Food Supplies	$3,951	$3,967	$4,076
106	Janitorial Supplies	$11,150	$14,041	$12,000
107	Wearing Apparel	$49,698	$71,590	$89,789
108	Other Supplies	$690	$2,221	$1,000
110	Postage	$400	$460	$610
111	Computer Upgrades	$0	$31,750	$16,230
112	Computer Software	$8,641	$0	$0
Total Supplies and Materials		**$402,076**	**$428,696**	**$445,125**
202	Buildings and Structures	$26,467	$17,935	$12,000
203	Maint. Contracts - Garage	$43,762	$0	$0
204	Parts - City Garage	$39,081	$33,900	$40,243
205	Office Equipment Maintenance	$1,380	$0	$0
206	Instruments/Apparatus Maintenance	$40,710	$35,005	$33,838
212	Repairs - Not City Garage	$14,717	$18,488	$14,810
217	Software Maintenance	$14,098	$18,731	$24,897
Total Maintenance and Repairs		**$180,214**	**$124,059**	**$125,788**

Fire Department
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
301	Telephone Service	$12,665	$14,712	$16,020
302	Light and Power	$46,723	$42,348	$50,000
303	Natural Gas	$5,961	$6,120	$5,500
304	Water and Sewer	$5,576	$5,300	$5,600
306	Special Services	$7,128	$26,760	$30,742
307	Insurance	$854	$872	$200
313	Hire of Equipment	$546	$1,004	$0
316	Advertising	$0	$400	$0
317	Employment Physicals	$4,370	$4,710	$0
325	Tower Rental	$6,492	$6,534	$6,730
388	Leases	$38,400	$40,410	$39,642
Total Services		$128,715	$149,170	$154,434
401	Certificates, Awards, Etc.	$7,039	$6,759	$8,000
402	Dues and Subscriptions	$1,645	$3,640	$3,365
404	Finance Charges/Late Fees	$6	$0	$0
405	Other Charges	$25,008	$0	$0
406	Bad Debt Expense	$3,133	$0	$0
408	Emergency Management	$7,104	$9,500	$7,500
409	Collection Expense	$6,066	$7,000	$7,000
Total Other Expenses		$50,001	$26,899	$25,865
504	Machinery, Tools and Equipment	$15,477	$0	$0
503	Motor Vehicle Capital	$206,134	$183,593	$153,555
505	Office Equipment	$0	$0	$18,000
506	Instruments / Apparatus	$17,830	$36,013	$72,500
Total Capital Outlay		$239,440	$219,606	$244,055
Department Total		$7,172,500	$7,367,617	$7,378,928

Return to Table of Contents

Fire Division

The Fire Division provides twenty-four hour protection, 365 days of the year for the preservation of life and property through fire suppression, rescue, and as first responders with EMS.

DIVISION 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
- Emergency management/training - responsible for coordination of local planning, preparedness, training, and exercises of the emergency plan for the Kerrville, Ingram and Kerr County as well as training, monitoring, professional development and continuing education for all fire personnel
- 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

DIVISION ACCOMPLISHMENTS

- Conducted an EMS analysis
- Dedicated a unit to Emergency Management and Training
- Updated organizational structure so that division chiefs oversee daily operations
- Conducted quarterly meetings with all personnel

FY2016 OBJECTIVES

Deliver quality public safety services by:

- Continuing to maintain acceptable levels of response times in the city, county, and extra territorial jurisdictions
- Providing the highest level of customer service with available resources
- Enhancing skills, knowledge, and abilities of department personnel through continuing education and training
- Improving emergency management preparedness through quarterly training and exercises

Fire Division - Performance Measures

Responsibility	Measures	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Emergency Operations	Fire responses	463	550	125	114	128	367
	City response time (min)	4.2	<5.0	4.2	4.1	4.7	4.3
	County 1st response area time (min)	8.9	<8.0	8.6	6.5	9.2	8.1
	Other county area response time (min)	6.2	<13.0	8.3	13	10.1	10.5
	1st response medical	1,417	1,850	426	468	507	1,401
	City response time (min)	3.9	<5.0	4	4.2	4.2	4.1
	County 1st response area time (min)	6.8	<8.0	8.1	7.4	6.7	7.4
	Other county area response time (min)	1.7	<13.0	0	3	8.8	3.9
Administration	Continuing education/training (hours)	15,633	18,628	4,431	4,127	4,405	12,963
	Review/update Emergency Management annexes	5	7	0	2	0	2

Fire Division - Personnel Count

Position Title	Emergency Ops	Admin	Emergency Mgmt / Training	Community Service	2016 Total
Fire Chief	0.15	0.70	0.05	0.10	1.00
Administrative Assistant	0.00	0.50	0.00	0.50	1.00
Division Chief-Training/Emergency Mgmt	0.00	0.00	1.00	0.00	1.00
Battalion Chief	1.80	0.75	0.00	0.45	3.00
Lieutenant	9.60	1.20	0.00	1.20	12.00
Driver	13.50	0.75	0.00	0.75	15.00
Firefighter	15.20	0.00	0.00	0.80	16.00
Total FTEs	**40.25**	**3.90**	**1.05**	**3.80**	**49.00**

Return to Table of Contents

Fire Division
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$2,635,659	$2,825,790	$2,885,429
002	Overtime	$194,134	$142,641	$159,241
004	Longevity	$32,343	$33,707	$31,804
005	Social Security	$218,991	$232,464	$245,332
006	Retirement	$253,960	$266,497	$289,338
007	Group Insurance	$365,067	$360,750	$343,000
010	Travel and Training	$23,917	$26,460	$30,000
012	Certification Pay	$35,977	$36,600	$199,200
013	Other Pay	$0	$0	$8,200
Total Personnel Services		**$3,760,048**	**$3,924,909**	**$4,191,544**
101	Office Supplies	$3,021	$2,700	$2,700
102	Small Tools and Equipment	$47,384	$13,750	$40,000
103	Chemical and Medical Supplies	$9,046	$9,575	$11,000
104	Fuel and Oil Supplies	$32,027	$42,895	$32,362
105	Food Supplies	$2,771	$2,539	$3,626
106	Janitorial Supplies	$7,432	$6,510	$8,000
107	Wearing Apparel	$41,675	$61,356	$75,425
110	Postage	$190	$300	$300
111	Computer Upgrades	$0	$19,050	$0
112	Computer Software	$4,920	$0	$0
Total Supplies and Materials		**$148,467**	**$158,675**	**$173,413**
202	Buildings/Structures	$16,606	$12,344	$12,000
203	Maint. Contract - Garage	$24,962	$0	$0
204	Parts - City Garage	$21,673	$15,400	$17,681
206	Instruments/Apparatus	$21,099	$20,495	$17,245
212	Repairs-Not Garage	$7,649	$8,309	$7,000
217	Software Maintenance	$828	$1,403	$1,526
Total Maintenance and Repairs		**$92,817**	**$57,951**	**$55,452**

Fire Division
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
301	Telephone Service	$6,095	$7,392	$7,788
302	Light and Power	$32,716	$29,456	$50,000
303	Natural Gas	$4,173	$4,200	$5,500
304	Water and Sewer	$4,360	$3,710	$5,600
306	Special Services	$6,446	$0	$0
313	Hire of Equipment	$654	$672	$0
316	Advertising	$0	$500	$0
317	Employment Physicals	$3,115	$3,175	$0
325	Tower Rental	$1,960	$1,960	$0
388	Leases	$19,200	$20,250	$19,866
Total Services		$78,719	$71,315	$88,754
401	Certificates, Awards	$7,039	$6,759	$8,000
402	Dues/Subscriptions	$385	$900	$900
404	Finance Charge	$1	$0	$0
408	Emergency Management	$7,104	$9,500	$7,500
Total Other Expenses		$14,529	$17,159	$16,400
504	Machinery, Tools and Equipment	$15,477	$0	$0
505	Office Equipment	$0	$0	$18,000
506	Instruments/Apparatus	$17,830	$36,013	$72,500
Total Capital Outlay		$33,307	$36,013	$90,500
Department Total		$4,127,887	$4,266,022	$4,616,063

Return to Table of Contents

Fire Marshal Division

The Fire Marshal Division ensures that structures are built and maintained in accordance with the fire code and reduces hazards through diligent code enforcement and public fire education.

DIVISION 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

DIVISION ACCOMPLISHMENTS

In FY14, we:

- Hired and reinstated Deputy Fire Marshal position
- Completed 90 contacts for home smoke detectors, resulting in the installation of 32 detectors
- Distributed over 200 smoke detectors
- Completed 500 inspections and plan reviews
- Completed 32 fire/arson investigations
- Assisted in obtaining 2 grand jury indictments on 1st degree arson charges

FY2016 OBJECTIVES

Deliver quality public safety services by:

- Continuing to reduce potential fire hazards through inspections and plan reviews
- Reviewing and adopting the 2015 International Fire Code (IFC)
- Reviewing and updating Fire Code Permitting and Requirements Information Guide
- Continuing to promote life safety through the smoke detector program

Fire Marshal Division - Performance Measures

Responsibility	Measures	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Inspection & review	Inspections & plan review	393	640	60	136	84	280
Investigation	Investigations	18	30	5	11	2	18

Fire Marshal Division - Personnel Count

Position Title	Inspection / Plan review	Investiga-tion	Community Service	2016 Total
Fire Marshal	0.34	0.33	0.33	1.00
Deputy Fire Marshal	0.33	0.33	0.34	1.00
Total FTEs	**0.67**	**0.66**	**0.67**	**2.00**

Return to Table of Contents

Fire Marshal Division
Expenditures by Line Item

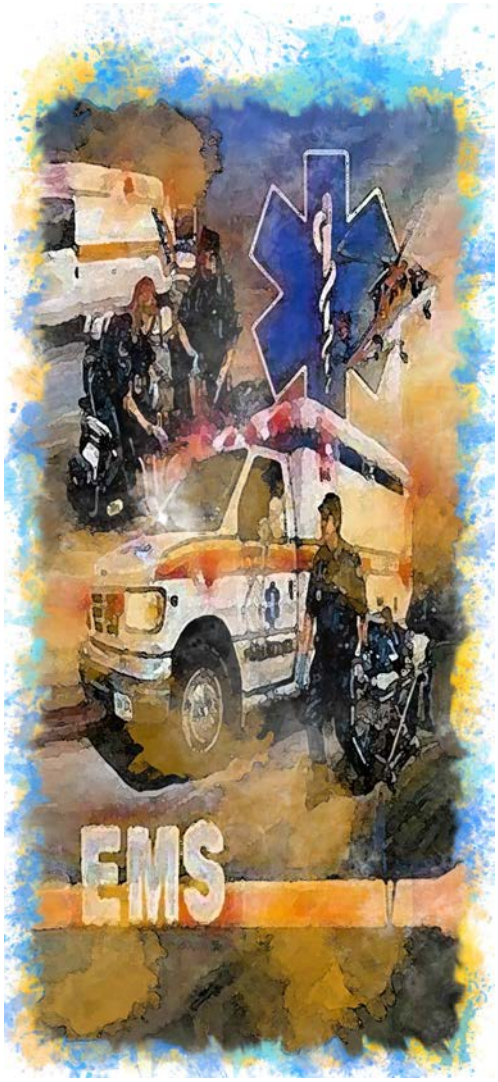
Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$66,771	$122,616	$127,088
002	Overtime	$12,553	$5,137	$7,407
004	Longevity	$445	$816	$916
005	Social Security	$6,790	$11,213	$10,988
006	Retirement	$7,213	$12,854	$12,954
007	Group Insurance	$15,000	$15,000	$14,000
010	Travel and Training	$3,504	$3,710	$4,000
011	Local Meeting Expense	$0	$0	$250
012	Certification Pay	$7,610	$18,000	$11,700
013	Other Pay	$0	$0	$600
Total Personnel Services		**$119,885**	**$189,346**	**$189,903**
101	Office Supplies	$1,315	$496	$600
102	Small Tools and Equipment	$1,556	$500	$500
103	Chemical and Medical Supplies	$0	$70	$70
104	Fuel and Oil Supplies	$2,223	$2,590	$2,065
107	Wearing Apparel	$2,843	$470	$810
108	Other Supplies	$690	$2,221	$1,000
110	Postage	$44	$70	$70
Total Supplies and Materials		**$8,670**	**$6,417**	**$5,115**
202	Buildings and Structures	$2,434	$0	$0
203	Maint. Contracts - Garage	$3,516	$0	$0
204	Parts - City Garage	$753	$1,250	$500
205	Office Equipment	$1,380	$0	$0
206	Instruments/Apparatus Maintenance	$14	$0	$0
212	Repairs - Not City Garage	$155	$519	$150
217	Software Maintenance	$0	$3,080	$2,999
Total Maintenance and Repairs		**$8,253**	**$4,849**	**$3,649**
301	Telephone Service	$529	$1,056	$1,308
316	Advertising	$0	$400	$0
Total Services		**$529**	**$1,456**	**$1,308**
402	Dues and Subscriptions	$145	$1,440	$1,440
Total Other Expenses		**$145**	**$1,440**	**$1,440**
Department Total		**$137,482**	**$203,508**	**$201,415**

EMS Division

The Fire Department's 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.

DIVISION RESPONSIBILITIES

- **Field operations** - responsible for providing continuous emergency medical response and inferfacility transfers for sick and injured citizens in Kerrville and Kerr County
- **Billing and collections** - responsible for timely and accurate billing and collections for over 6,300 customers each year



DIVISION ACCOMPLISHMENTS

In FY2014, we:

- Responded to over 5,000 calls for service with an average response time of just over 5 minutes within the City
- Billed over $4.3 million to 6,300 customers
- Redistributed EMS call load by dispatching Engines to lift assist in the City
- Completed a Fire and EMS analysis -
  - ⇒ Identified operational changes to improve response times, customer service, employee morale and system workload
  - ⇒ Restructured EMS shifts based on peak call times

FY2016 OBJECTIVES

Deliver quality public safety services by:

- Maintaining less than a 5 minute response time for calls within the City
- Continuing to improve patient care through continuing education, research and continuous quality improvement
- Maintaining a full compliment of DSHS certified paramedics by enrolling at least 3 EMTs in a paramedic class
- Initiating Emergency Medical Dispatching to improve response structure
- Improving customer service and internal operations for EMS Billing and Collection

Plan and maintain public infrastructure by:

- Maintaining the current vehicle replacement plan with the remount of a 2009 Type 1 ambulance

Return to Table of Contents

EMS Division - Performance Measures

Responsibility	Measures	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Field Operations	City response time for Priority 1 & 2	5.3	<5.0	5.1	4.9	5.0	5.0
	County response times for Priority 1 & 2	12.7	<13.0	12.8	12.8	13.1	12.9
	City responses	3,120	3,200	821	825	869	2,515
	County responses	1,578	1,500	425	413	462	1,300
	EMS transfers	1,077	1,060	257	268	320	845
Billing and Collections	Total number of billable patients	5,432	5,600	1,435	1,415	1,833	4,683
	Gross billable revenue	$4.5M	$4.3M	$1.2M	$1.0M	$1.6M	$3.7M
	Net billable revenue (net of disallowed)	$3.0M	$2.8M	$.9M	$.5M	$.9M	$2.3M
	Dollars collected	$1.5M	$2.2M	$.3M	$.3M	$.3M	$.9M
	Net collection rate (collections matched to service date)**	69%	78%	65%	64%	27%	52%
	Average collection period (aka days sales outstanding)	90	50	77	73	64	71
	% of receivables > 120 days	-	0%	17%	12%	15%	15%

**Note: this metric matches specific charges to specific collections. For example, as of 6/30/15, 27% of net charges billed in Q3 2015 have been collected.

EMS Division - Personnel Count

Position Title	Field Operations	Billing and Collections	2016 Total
Division Chief	0.67	0.33	1.00
EMS Billing Specialist	0.00	1.00	1.00
EMS Billing Clerk	0.00	1.00	1.00
Firefighter	18.00	0.00	18.00
Transfer Tech	6.00	0.00	6.00
Total FTEs	**24.67**	**2.33**	**27.00**

EMS Division
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$1,166,684	$1,251,172	$1,168,633
002	Overtime	$281,383	$186,578	$234,903
003	Part-Time/Temporary Help	$4,745	$4,000	$2,000
004	Longevity	$9,026	$10,005	$9,540
005	Social Security	$133,053	$135,945	$114,989
006	Retirement	$155,007	$155,497	$134,749
007	Group Insurance	$215,360	$209,250	$189,000
010	Travel and Training	$19,859	$27,185	$25,000
012	Certification Pay	$307,002	$325,300	$117,600
013	Other Pay	$0	$0	$5,800
Total Personnel Services		**$2,292,119**	**$2,304,932**	**$2,002,214**
101	Office Supplies	$7,645	$3,955	$4,368
102	Small Tools and Equipment	$27,020	$27,191	$19,455
103	Chemical and Medical Supplies	$113,351	$93,780	$126,500
104	Fuel and Oil Supplies	$82,957	$107,165	$81,800
105	Food Supplies	$1,180	$1,428	$450
106	Janitorial Supplies	$3,718	$7,531	$4,000
107	Wearing Apparel	$5,180	$9,764	$13,554
110	Postage	$167	$90	$240
111	Computer Upgrades	$0	$12,700	$16,230
112	Computer Software	$3,722	$0	$0
Total Supplies and Materials		**$244,940**	**$263,604**	**$266,597**
202	Buildings and Structures	$7,427	$5,591	$0
203	Maint. Contracts - Garage	$15,284	$0	$0
204	Parts - City Garage	$16,654	$17,250	$22,062
206	Instruments/Apparatus	$19,598	$14,510	$16,593
212	Repairs - Not Garage	$6,912	$9,660	$7,660
217	Software Maintenance	$13,271	$14,248	$20,372
Total Maintenance and Repairs		**$79,145**	**$61,259**	**$66,687**

Return to Table of Contents

EMS Division
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
301	Telephone Service	$6,041	$6,264	$6,924
302	Light and Power	$14,007	$12,892	$0
303	Natural Gas	$1,788	$1,920	$0
304	Water and Sewer	$1,216	$1,590	$0
306	Special Services	$682	$26,760	$30,742
307	Insurance	$200	$200	$200
313	Hire of Equipment	$546	$504	$0
317	Employment Physicals	$1,255	$1,535	$0
325	Tower Rental	$4,532	$4,574	$6,730
388	Leases	$19,200	$20,160	$19,776
Total Services		$49,467	$76,399	$64,372
402	Dues and Subscriptions	$1,115	$1,300	$1,025
404	Finance Charges/Late Fees	$5	$0	$0
405	Other Charges	$25,008	$0	$0
406	Bad Debt Expense	$3,133	$0	$0
409	Collection Expense	$6,066	$7,000	$7,000
Total Other Expenses		$35,326	$8,300	$8,025
503	Motor Vehicle Capital	$206,134	$183,593	$153,555
Total Capital Outlay		$206,134	$183,593	$153,555
Department Total		$2,907,130	$2,898,087	$2,561,450

Solid Waste

Solid Waste coordinates with Republic Services to provide curbside services including collection of regular garbage, recyclables, yard waste, and bulky items. The department oversees Republic Services' operation of the City landfill, transfer station, composting facility, and recycling drop off location.

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 – Landfill Operations and Disposal Agreement; Collection Agreement for Residential Solid Waste and Recyclable Materials

Community Outreach –responsible for providing assistance and information to the public on various environmental topics

DEPARTMENT ACCOMPLISHMENTS

- The recycling program recycled over 1,400 tons of recyclables
- Dead animal collection service picked up approximately 500 dead animals at the request of citizens
- The annual Household Hazardous Waste Collection Event attracted over 600 vehicles, and collected over 15 tons of material and 300 tires
- Obtained City Council approval to pursue Landfill expansion

FY2016 OBJECTIVES

Deliver quality municipal services by:

- Working with Republic Services to improve solid waste services provided to residents

Plan and upgrade public facilities by:

- Continuing to pursue landfill expansion plans by coordinating multiple assessments necessary to obtain approval from Texas Commission on Environmental Quality (TCEQ)

Create a community that provides for sustainable growth and protects natural resources by:

- Increasing the City's recycling rate through education and waste reduction initiatives

Did You Know?

Americans create 251 million tons of trash per year. Of that, approximately 65% ends up in landfills and 35% is recycled or composted.

Return to Table of Contents

Solid Waste - Performance Measures

Responsibility	Measure	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Dead animal	Number of dead animals picked up	722	750	234	167	154	555
Recycle	Material recycled (tons)	1,383	1,000	252	212	205	669
	Hazardous Household material disposal (tons)	17	17	16	0	0	16
Landfill	Solid waste transferred OUT of landfill (tons)	49,558	50,000	12,673	12,540	15,426	40,639
	Solid waste place IN landfill (tons)	8,280	8,000	1,857	2,118	2,362	6,337

Solid Waste - Personnel Count

Position Title	Customer Service	City Contracts	Community Outreach	2016 Total
Solid Waste & Environmental Specialist	0.40	0.40	0.20	1.00
Total FTEs	**0.40**	**0.40**	**0.20**	**1.00**

Solid Waste
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$153,454	$141,000	$45,947
002	Overtime	$3,788	$3,348	$0
004	Longevity	$1,082	$1,140	$180
005	Social Security	$12,166	$12,461	$3,600
006	Retirement	$15,182	$14,285	$4,256
007	Group Insurance	$39,000	$37,500	$7,000
008	Workers Comp Insurance	$3,173	$0	$0
010	Travel and Training	$2,382	$2,500	$3,600
011	Local Meeting Expenses	$41	$75	$100
012	Certification Pay	$0	$2,400	$2,400
Total Personnel Services		**$230,268**	**$214,709**	**$67,083**
101	Office Supplies	$412	$600	$300
102	Small Tools and Equipment	$841	$800	$0
103	Chemical and Medical Supplies	$9	$265	$0
104	Fuel and Oil Supplies	$7,069	$6,200	$1,260
105	Food Supplies	$597	$640	$100
106	Janitorial Supplies	$655	$900	$0
107	Wearing Apparel	$2,817	$3,664	$350
108	Other Supplies	$5,438	$5,600	$1,600
110	Postage	$196	$100	$150
Total Supplies and Materials		**$18,033**	**$18,769**	**$3,760**
202	Buildings and Structures	$1,308	$1,000	$0
203	Maint. Contracts - Garage	$9,888	$0	$0
204	Parts - City Garage	$931	$1,500	$0
206	Instruments/Apparatus	$2,880	$8,000	$0
212	Repairs - Not City Garage	$994	$500	$300
Total Maintenance and Repairs		**$16,000**	**$11,000**	**$300**
301	Telephone Service	$1,655	$1,824	$564
302	Light and Power	$1,704	$1,800	$0
304	Water and Sewer	$512	$400	$0
306	Special Services	$52,698	$75,736	$149,000
307	Insurance	$6,166	$0	$0
309	Animal Carcass Disposal	$1,479	$1,600	$0
313	Hire of Equipment	$0	$500	$0
316	Advertising	$0	$50	$0
320	Tire Disposal Fee	$1,450	$2,000	$2,250
Total Services		**$65,665**	**$83,910**	**$151,814**

Return to Table of Contents

Solid Waste
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
402	Dues and Subscriptions	$0	$0	$0
402	Dues and Subscriptions	$0	$0	$1,000
410	Contingency	$0	$82,320	$0
Total Other Expenses		$0	$82,320	$1,000
502	Buildings and Structures	$0	$28,184	$0
Total Capital Outlay		$0	$28,184	$0
Department Total		$329,966	$438,892	$223,957

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 and Zoning Board
- Customer service - responsible for assisting developers and property owners with development and renovation that complies with current codes and ordinances

DEPARTMENT ACCOMPLISHMENTS

In FY2014, we:

- Performed research and started to draft a new zoning code
- Completed the review process for multiple subdivision and zoning cases

FY2016 OBJECTIVES

Deliver quality municipal services by:

- Updating plans, processes, databases and operations to ensure overall effectiveness

Be good stewards of public resources and assets through strategic planning by:

- Completing and adopting the proposed zoning code for the City of Kerrville
- Beginning a review and update for the Comprehensive Master Plan

Did You Know?

The City of Kerrville adopted its first master plan in 1971.

Return to Table of Contents

Planning - Performance Measures

Responsibility	Measures	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Planning	Plats/Replats	21	n/a	7	14	3	24
	Zoning and Planning/DSP cases processed	27	n/a	7	8	8	23
	Board of adjustment cases	1	n/a	2	-	1	3

Planning - Personnel Count

Position Title	Planning	Boards & Committees	Customer Service	2016 Total
City Planner	0.34	0.33	0.33	1.00
Administrative Assistant	0.00	0.25	0.75	1.00
Total FTEs	**0.34**	**0.58**	**1.08**	**2.00**

Planning
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$94,056	$93,330	$110,240
002	Overtime	$27	$0	$0
004	Longevity	$852	$948	$868
005	Social Security	$7,033	$7,212	$8,230
006	Retirement	$8,377	$8,268	$9,744
007	Group Insurance	$15,000	$15,000	$14,000
010	Travel and Training	$2,124	$1,652	$2,695
011	Local Meeting Expenses	$1,327	$500	$0
Total Personnel Services		$128,796	$126,910	$145,777
101	Office Supplies	$910	$1,000	$1,000
108	Other Supplies	$0	$0	$500
110	Postage	$0	$100	$100
Total Supplies and Materials		$910.17	$1,100	$1,600
301	Telephone Service	$620	$624	$1,020
307	Insurance	$200	$100	$100
316	Advertising	$0	$240	$0
Total Services		$820	$964	$1,120
402	Dues and Subscriptions	$345	$545	$460
Total Other Expenses		$345	$545	$460
Department Total		$130,872	$129,519	$148,957

Return to Table of Contents

Building Services

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

DEPARTMENT RESPONSIBILITIES

- Inspection - responsible for inspecting buildings and structures, then issuing permits to ensure safety for citizens
- 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 FY2014:

- 100% of next day inspection requests were granted
- 100% of commercial permits were reviewed within 21 days
- 100% of residential permits were reviewed within 14 days

FY2016 OBJECTIVES

Deliver quality municipal services by:

- Processing 1,700 building and trade permits and perform 5,500 onsite inspections
- Providing outstanding customer service
- Facilitating projects in our community through positive code enforcement
- Cross training inspectors for code enforcement and the health department

Did You Know?

Requests for inspections are typically completed within 48 hours.

Building Services - Performance Measures

Responsibility	Measures	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Inspection	Commercial permit review in 21 days	100%	100%	100%	100%	100%	100%
	Residential permit review in 14 days	100%	100%	100%	100%	100%	100%
	Next day inspections	100%	100%	98%	98%	100%	99%

Building Services - Personnel Count

Position Title	Inspection	Enforce-ment	Customer Service	2016 Total
Director of Building Services	0.34	0.33	0.33	1.00
Asst. Director of Building Services	0.33	0.34	0.33	1.00
Senior Inspector	0.80	0.10	0.10	1.00
Building Inspector	0.80	0.10	0.10	1.00
Permit Tech	0.00	0.00	1.00	1.00
Total FTEs	**2.27**	**0.87**	**1.86**	**5.00**

Return to Table of Contents

Building Services
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$161,508	$193,408	$272,958
002	Overtime	$295	$1,854	$5,746
004	Longevity	$896	$432	$1,116
005	Social Security	$12,303	$16,501	$20,739
006	Retirement	$14,889	$18,916	$24,540
007	Group Insurance	$30,000	$30,000	$35,000
010	Travel and Training	$4,265	$4,715	$4,025
011	Local Meeting Expenses	$0	$200	$200
Total Personnel Services		$224,156	$266,026	$364,324
101	Office Supplies	$2,282	$2,500	$2,458
102	Small Tools and Equipment	$701	$501	$555
103	Chemical and Medical Supplies	$0	$50	$50
104	Fuel and Oil Supplies	$2,616	$3,206	$2,635
105	Food Supplies	$0	$0	$0
107	Wearing Apparel	$1,124	$1,163	$863
110	Postage	$358	$350	$350
112	Computer Software	$0	$0	$0
Total Supplies and Materials		$7,081	$7,770	$6,911
203	Maint. Contracts - Garage	$2,744	$0	$0
204	Parts - City Garage	$1,190	$636	$350
212	Repairs - Not City Garage	$78	$344	$350
Total Maintenance and Repairs		$4,012	$980	$700
301	Telephone Service	$2,482	$2,916	$3,072
306	Special Services	$6,305	$20,000	$0
307	Insurance	$100	$100	$200
Total Services		$8,887	$23,016	$3,272
402	Dues and Subscriptions	$677	$425	$750
Total Other Expenses		$677	$425	$750
Department Total		$244,814	$298,217	$375,957

Code Compliance

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

DEPARTMENT RESPONSIBILITIES

- Inspection- responsible for inspecting all commercial restaurants and pools 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 FY2014:

- Performed 1,007 inspections
- Responded to code complaints in one business day 89% of the time
- Followed up with defined action within 10 days 89% of the time

FY2016 OBJECTIVES

Deliver quality municipal services by:

- Cross training new staff for health, code and pool inspection
- Streamlining sign ordinance enforcement procedure
- Improving compliance procedures
- Performing 2,900 inspections under health, nuisance, food safety and related codes

Did You Know?

The most commonly reported code violation is high grass and weeds. Grass and weeds over 12" high are prohibited as they attract pests, create a fire hazard, mask trash and give the appearance of neglect.

Return to Table of Contents

Code Compliance - Performance Measures

Responsibility	Measures	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Inspection	Total inspections	1,007	2,200	233	189	263	685
Enforcement	Respond to code complaints in one business day	89%	100%	95%	95%	90%	93%

Code Compliance - Personnel Count

Position Title	Inspection	Enforce-ment	Customer Service	2016 Total
Code Compliance Manager	0.34	0.33	0.33	1.00
Total FTEs	**0.34**	**0.33**	**0.33**	**1.00**

Code Compliance
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$107,735	$91,686	$44,678
002	Overtime	$319	$515	$3,866
004	Longevity	$1,161	$784	$340
005	Social Security	$7,715	$7,113	$3,630
006	Retirement	$9,631	$8,155	$4,287
007	Group Insurance	$15,000	$15,000	$7,000
010	Travel and Training	$3,022	$2,760	$2,800
011	Local Meeting Expenses	$0	$50	$300
Total Personnel Services		**$144,583**	**$126,063**	**$66,901**
101	Office Supplies	$322	$750	$500
102	Small Tools and Equipment	$216	$144	$201
103	Chemical and Medical Supplies	$66	$50	$0
104	Fuel and Oil Supplies	$810	$1,460	$1,155
107	Wearing Apparel	$352	$765	$430
Total Supplies and Materials		**$1,766**	**$3,169**	**$2,286**
203	Maint. Contracts - Garage	$3,660	$0	$0
204	Parts - City Garage	$87	$500	$250
212	Repairs - Not City Garage	$75	$100	$95
Total Maintenance and Repairs		**$3,821**	**$600**	**$345**
301	Telephone Service	$668	$1,080	$288
306	Special Services	$4,845	$15,000	$15,000
Total Services		**$5,513**	**$16,080**	**$15,288**
402	Dues and Subscriptions	$107	$270	$250
Total Other Expenses		**$107**	**$270**	**$250**
Department Total		**$155,790**	**$146,182**	**$85,070**

Return to Table of Contents

Tennis Center

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

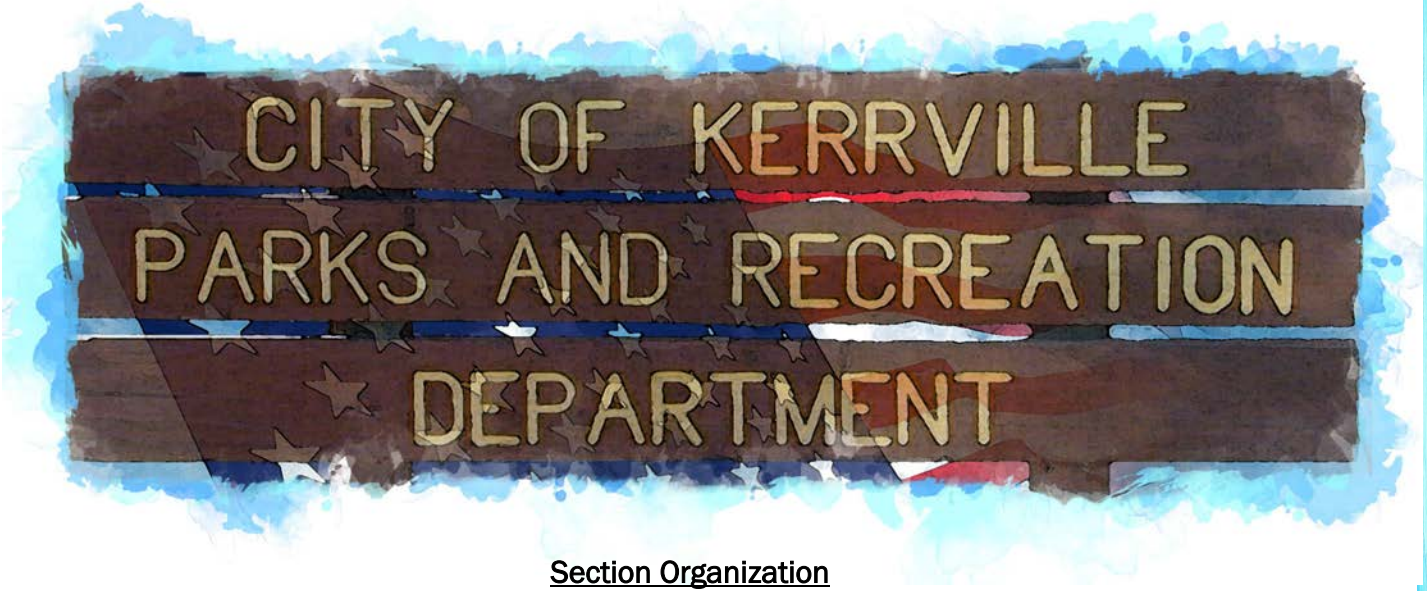
The HEB Tennis Center is operated and managed by an outside contractor, Jess Asper.

Tennis Center
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
102	Small Tools and Equipment	$750	$500	$500
Total Supplies and Materials		**$750**	**$500**	**$500**
202	Buildings and Structures	$3,872	$1,800	$1,800
Total Maintenance and Repairs		**$3,872**	**$1,800**	**$1,800**
301	Telephone Service	$150	$150	$264
302	Light and Power	$5,466	$4,000	$4,500
304	Water and Sewer	$1,621	$1,200	$1,500
306	Special Services	$19,439	$24,000	$0
Total Services		**$26,676**	**$29,350**	**$6,264**
Department Total		**$31,298**	**$31,650**	**$8,564**

Parks and Recreation

The City of Kerrville Parks and Recreation Department provides quality, innovative, diverse, and safe parks, facilities and recreation programs to our citizens and visitors. We are dedicated to community interaction, streamlined services, preservation of our natural resources, and creative programming.



Section Organization

Parks and Recreation is divided into 4 separate divisions: Kerrville-Schreiner Park, Aquatics, Park Maintenance, and Recreation all reporting to the Director of Parks and Recreation. This section shows a combined view as well as detail on the individual divisions as follows:

1. Parks and Recreation combined expenditure by line item
2. Kerrville-Schreiner Park
    - A. Responsibilities, accomplishments and goals
    - B. Performance measures and personnel count
    - C. Expenditures by line item
3. Aquatics
    - A. Responsibilities, accomplishments and goals
    - B. Performance measures and personnel count
    - C. Expenditures by line item
4. Park Maintenance
    - A. Responsibilities, accomplishments and goals
    - B. Performance measures and personnel count
    - C. Expenditures by line item
5. Recreation
    - A. Responsibilities, accomplishments and goals
    - B. Performance measures and personnel count
    - C. Expenditures by line item

Return to Table of Contents

Combined Parks and Recreation Summary
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$653,199	$796,114	$928,453
002	Overtime	$8,153	$19,569	$27,009
003	Part-Time/Temporary Help	$95,261	$104,325	$110,029
004	Longevity	$4,253	$5,120	$5,560
005	Social Security	$57,952	$72,901	$79,665
006	Retirement	$60,946	$74,336	$87,508
007	Group Insurance	$149,600	$187,500	$189,000
010	Travel and Training	$7,300	$4,860	$3,660
Total Personnel Services		**$1,036,664**	**$1,264,725**	**$1,430,884**
101	Office Supplies	$5,707	$4,663	$4,500
102	Small Tools and Equipment	$11,368	$7,475	$11,058
103	Chemical and Medical Supplies	$19,188	$21,202	$24,162
104	Fuel and Oil Supplies	$30,816	$34,881	$39,256
105	Food Supplies	$532	$550	$550
106	Janitorial Supplies	$23,532	$23,130	$23,290
107	Wearing Apparel	$7,263	$14,690	$15,190
108	Other Supplies	$27,866	$28,491	$29,720
110	Postage	$20	$50	$50
112	Computer Software	$2,098	$0	$0
118	Sign Materials and Supplies	$199	$3,000	$1,000
131	Fertilizer and Chemicals	$988	$1,885	$6,885
132	Seed, Sod and Plantings	$375	$3,000	$7,000
133	Sand and Gravel	$3,380	$3,450	$3,450
134	Top Soil and Fill Material	$1,560	$1,713	$1,713
Total Supplies and Materials		**$134,892**	**$148,180**	**$167,824**
201	Land Maintenance	$3,156	$4,950	$3,950
202	Buildings and Structures	$49,832	$111,820	$82,720
203	Maint. Contracts - Garage	$30,015	$0	$0
204	Parts - City Garage	$7,647	$10,000	$8,200
206	Instruments / Apparatus	$2,264	$4,310	$3,350
209	Irrigations System	$1,441	$1,000	$3,000
210	Water System Maintenance	$26	$0	$0
212	Repairs - Not City Garage	$4,100	$5,108	$5,190
217	Software Maintenance	$0	$2,500	$2,500
Total Maintenance and Repairs		**$98,480**	**$139,688**	**$108,910**

Combined Parks and Recreation Summary
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
301	Telephone Service	$4,673	$5,760	$7,320
302	Light and Power	$61,132	$96,970	$75,000
303	Natural Gas	$3,721	$3,600	$4,200
304	Water and Sewer	$48,557	$46,500	$51,000
306	Special Services	$319	$8,568	$8,008
307	Insurance	$870	$400	$400
309	Animal Carcass Disposal	$0	$0	$1,692
313	Hire of Equipment	$289	$750	$750
316	Advertising	$5,010	$5,400	$5,400
Total Services		$124,570	$167,948	$153,770
401	Certificates, Awards, Etc.	$0	$1,100	$500
402	Dues and Subscriptions	$200	$2,919	$2,699
405	Other Charges	$2	$0	$0
Total Other Expenses		$202	$4,019	$3,199
502	Buildings and Structures	$0	$49,500	$0
504	Machinery, Tools, and Equipment	$0	$5,000	$7,500
Total Capital Outlay		$0	$54,500	$7,500
Department Total		$1,394,808	$1,779,060	$1,872,087

Return to Table of Contents

Kerrville-Schreiner Park (KSP)

This division operates and maintains a 517 acre park that includes 152 overnight facilities, day use facilities, hiking and biking trails, waterfront, concessions, plus group and special event venues.

DIVISION 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

Did You Know?

There are 153 overnight camping and cabin facilities in Kerrville-Schreiner Park.

DEPARTMENT ACCOMPLISHMENTS

In FY2014, we:

- Completed renovation of the Carriage House
- Generated $356,967 in Kerrville-Schreiner Park revenue

2016 OBJECTIVES

Plan, maintain and upgrade public infrastructure and facilities by:

- Expanding watercraft and bicycle rental concessions at KSP and on the River Trail
- Continuing park facility and infrastructure renovations to ensure revenue sustainability

KSP - Performance Measures

Responsibility	Measures	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Operations & maintenance	Park acreage / reservable sites	-	517/147	517/147	517/147	517/147	517/147
	% of expenditures covered by revenues	90%	85%	78%	111%	132%	107%
Customer Service	Reservations processed (all parks)	12,507	10,600	1,798	2,452	4,313	8,563
	Phone/in person reservations processed	11,954	8,500	1,735	2,200	4,058	7,993

KSP - Personnel Count

Position Title	Operations and Maintenance	Customer Service	2016 Total
Parks Supervisor	0.75	0.25	1.00
Lead Park Ranger	0.50	0.50	1.00
Park Ranger	1.25	0.75	2.00
Office Manager	0.20	0.80	1.00
Office Clerk	0.10	0.90	1.00
Total FTEs	**2.80**	**3.20**	**6.00**

Return to Table of Contents

Kerrville-Schreiner Park
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$187,332	$190,798	$196,248
002	Overtime	$1,617	$2,060	$2,000
003	Part-Time/Temporary Help	$11,486	$12,360	$18,540
004	Longevity	$1,192	$1,504	$1,684
005	Social Security	$15,612	$15,814	$16,233
006	Retirement	$17,604	$17,046	$19,160
007	Group Insurance	$45,000	$45,000	$42,000
010	Travel and Training	$439	$185	$485
Total Personnel Services		$280,282	$284,767	$296,350
101	Office Supplies	$4,788	$3,663	$3,500
102	Small Tools and Equipment	$1,023	$1,158	$1,158
103	Chemical and Medical Supplies	$1,112	$1,742	$1,542
104	Fuel and Oil Supplies	$6,531	$5,135	$4,510
106	Janitorial Supplies	$3,351	$3,730	$3,890
107	Wearing Apparel	$1,593	$2,400	$2,000
108	Other Supplies	$426	$1,070	$320
112	Computer Software	$2,098	$0	$0
Total Supplies and Materials		$20,922	$18,898	$16,920
201	Land Maintenance	$3,156	$3,000	$0
202	Buildings and Structures	$12,412	$10,820	$11,720
203	Maint. Contracts - Garage	$8,240	$0	$0
204	Parts - City Garage	$858	$2,000	$1,200
206	Instruments /Apparatus	$1,608	$1,960	$1,000
210	Water System Maintenance	$26	$0	$0
212	Repairs - Not City Garage	$1,876	$1,608	$1,690
217	Software Maintenance	$0	$2,500	$2,500
Total Maintenance and Repairs		$28,177	$21,888	$18,110
301	Telephone Service	$1,848	$2,244	$2,868
302	Light and Power	$29,638	$31,970	$30,000
303	Natural Gas	$3,721	$3,600	$4,200
304	Water and Sewer	$24,834	$17,500	$18,000
307	Insurance	$685	$400	$400
316	Advertising	$900	$900	$900
Total Services		$61,625	$56,614	$56,368
405	Other Charges	$2	$0	$0
Total Other Expenses		$2	$0	$0
Department Total		$391,008	$382,167	$387,748

Aquatics

Aquatics provides safe and fun recreational opportunities at the Olympic Pool and Carver Park Sprayground.

DIVISION RESPONSIBILITIES

- Pool operations - responsible for safe operations at the Olympic Pool and Carver Park Sprayground that meet all state and federal regulations, including lifeguard certifications
- Programs - responsible for structured activities at the Olympic Pool, including water safety training, swim lessons, open swim, lap swim, group rentals and events

DIVISION ACCOMPLISHMENTS

In FY2014, we:

- Had an average daily attendance of 278
- Had 143 swim lesson registrants
- Operated the Olympic Pool for 54 days
- Operated the Carver Park Sprayground for 160 days

FY2016 OBJECTIVES

Deliver quality municipal services by:

- Maintaining the highest level of trained staff possible through Jeff Ellis and Associates training, lifeguard competitions, and advanced training for supervisory staff

Create a community that provides for sustainable growth and protects recreational resources by:

- Increasing pool rentals and special events during the pool season

Did You Know?

Olympic Pool lifeguard certification includes diving to retrieve a 10 lb. brick at a depth of 16 feet, treading water for one minute without using arms or hands, completing a distance swim, demonstrating knowledge of proper CPR and defibrillator techniques, and passing a written exam.

Return to Table of Contents

Aquatics - Performance Measures

Responsibility	Measures	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Pool Ops	Average daily attendance - Olympic Pool	139	250	0	0	353	353
Programs	Swim lessons - total registrants	143	150	0	0	93	93

Aquatics - Personnel Count

The City hires temporary employees as lifeguards, cashiers, and pool managers. Because these are temporary positions, they are not counted as full time equivalents in our personnel count.

Aquatics
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
002	Overtime	$0	$1,030	$1,030
003	Part-Time/Temporary Help	$40,218	$42,293	$41,263
005	Social Security	$3,077	$3,314	$3,235
010	Travel and Training	$5,720	$1,675	$1,675
Total Personnel Services		**$49,016**	**$48,312**	**$47,203**
101	Office Supplies	$0	$400	$400
102	Small Tools and Equipment	$1,017	$400	$400
103	Chemical and Medical Supplies	$12,958	$15,200	$15,200
106	Janitorial Supplies	$330	$400	$400
107	Wearing Apparel	$1,694	$2,580	$2,580
108	Other Supplies	$127	$255	$255
118	Sign Materials and Supplies	$26	$0	$0
Total Supplies and Materials		**$16,152**	**$19,235**	**$19,235**
202	Buildings and Structures	$14,245	$3,000	$3,000
206	Instruments/Apparatus	$542	$2,000	$2,000
Total Maintenance and Repairs		**$14,787**	**$5,000**	**$5,000**
301	Telephone Service	$0	$132	$660
302	Light and Power	$17,915	$22,000	$22,000
304	Water and Sewer	$5,909	$7,000	$7,000
306	Special Services	$5,267	$5,000	$5,000
Total Services		**$29,091**	**$34,132**	**$34,660**
Department Total		**$109,046**	**$106,679**	**$106,098**

Return to Table of Contents

Parks Maintenance

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

DIVISION RESPONSIBILITIES

- **Parks /grounds maintenance** - responsible for maintaining the grounds and facilities at City parks, along right of ways, and all other City owned sites
- **Building maintenance** - responsible for maintaining and repairing all municipally owned buildings
- **Projects** - responsible for planning and constructing park renovations and repairs

Did You Know?

Over 210,000 square fee of concrete have been poured for the River Trail, extending four miles from Kerrville-Schreiner Park to the Riverside Nature Center.

DIVISION ACCOMPLISHMENTS

In FY2014, we:

- Maintained grounds for 70 City sites and 33 City owned buildings
- Began designing and securing property for 2nd phase of River Trail from Louise Hays Park to Kerrville-Schreiner Park
- Completed renovation of Westland and Sample Parks

FY2016 OBJECTIVES

Plan, maintain and upgrade public infrastructure and facilities by:

- Fully implementing a comprehensive citywide mowing crew that will allow maintenance of City owned property, in addition to providing support to the Streets department in non-mowing months
- Begin operation of a new Athletics Complex

Parks Maintenance - Performance Measures

Responsibility	Measures	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Park/ground maintenance	Grounds maintenance sites / acreage	50/268	53/268	50/268	50/268	151/331	151/331
	Reservations in parks (excluding KSP)	159	600	14	14	95	123
Building maintenance	Buildings maintained	34	34	34	34	36	35
	Building work orders processed	138	130	31	35	16	82

Parks Maintenance - Personnel Count

Position Title	Parks / Grounds Maintenance	Building Maintenance	Projects	2016 Total
Director of Park and Recreation	0.25	0.25	0.50	1.00
Superintendent Park Operations	0.33	0.33	0.34	1.00
Crew Leader	3.50	1.25	0.25	5.00
Maintenance Worker	4.50	1.20	0.30	6.00
Equipment Operator	2.35	0.50	0.15	3.00
Building Custodian	0.00	2.85	0.15	3.00
Total FTEs	**10.93**	**6.38**	**1.69**	**19.00**

Return to Table of Contents

Parks Maintenance
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$429,676	$568,146	$639,912
002	Overtime	$6,536	$16,479	$23,979
003	Part-Time/Temporary Help	$22,987	$29,549	$30,103
004	Longevity	$3,061	$3,536	$3,748
005	Social Security	$34,878	$49,384	$51,813
006	Retirement	$40,148	$54,023	$60,243
007	Group Insurance	$97,100	$135,000	$133,000
010	Travel and Training	$0	$3,000	$1,500
Total Personnel Services		**$634,387**	**$859,117**	**$944,298**
101	Office Supplies	$715	$600	$600
102	Small Tools and Equipment	$9,162	$5,917	$9,500
103	Chemical and Medical Supplies	$5,117	$4,260	$7,420
104	Fuel and Oil Supplies	$24,285	$29,746	$34,746
105	Food Supplies	$532	$550	$550
106	Janitorial Supplies	$19,850	$19,000	$19,000
107	Wearing Apparel	$3,975	$9,650	$10,550
108	Other Supplies	$1,343	$1,116	$2,500
110	Postage	$20	$50	$50
118	Sign Materials and Supplies	$173	$3,000	$1,000
131	Fertilizers and Chemicals	$988	$1,885	$6,885
132	Seed, Sod and Plantings	$375	$3,000	$7,000
133	Sand and Gravel	$3,380	$3,450	$3,450
134	Top Soil and Fill Material	$1,560	$1,713	$1,713
Total Supplies and Materials		**$71,476**	**$83,937**	**$104,964**
201	Land Maintenance	$0	$1,950	$3,950
202	Buildings and Structures	$23,175	$98,000	$68,000
203	Maint. Contracts - Garage	$21,775	$0	$0
204	Parts - City Garage	$6,789	$8,000	$7,000
206	Instruments / Apparatus	$114	$350	$350
209	Irrigation System Maintenance	$1,441	$1,000	$3,000
212	Repairs - Not City Garage	$2,223	$3,500	$3,500
Total Maintenance and Repairs		**$55,516**	**$112,800**	**$85,800**

Parks Maintenance
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
301	Telephone Service	$2,193	$2,760	$3,228
302	Light and Power	$13,579	$43,000	$23,000
304	Water and Sewer	$17,814	$22,000	$26,000
306	Special Services	$2,407	$1,408	$1,408
309	Animal Carcass Disposal	$0	$0	$1,692
313	Hire of Equipment	$289	$750	$750
Total Services		**$36,282**	**$69,918**	**$56,078**
402	Dues and Subscriptions	$0	$390	$390
Total Other Expenses		**$0**	**$390**	**$390**
502	Buildings and Structures	$0	$49,500	$0
504	Machinery, Tools and Equipment	$0	$5,000	$7,500
Total Capital Outlay		**$0**	**$54,500**	**$7,500**
Department Total		**$797,661**	**$1,180,662**	**$1,199,030**

Return to Table of Contents

Recreation

Recreation provides community based programming for youth and adults, including sports leagues and special events such as 4th of July fireworks and the Daddy/Daughter dance.

DIVISION RESPONSIBILITIES

- Programs - responsible for creating and operating recreational programs such as sports leagues and arts and crafts classes
- Special events - responsible for community wide special events throughout the year such as 4th of July fireworks and the Daddy/Daughter dance

DIVISION ACCOMPLISHMENTS

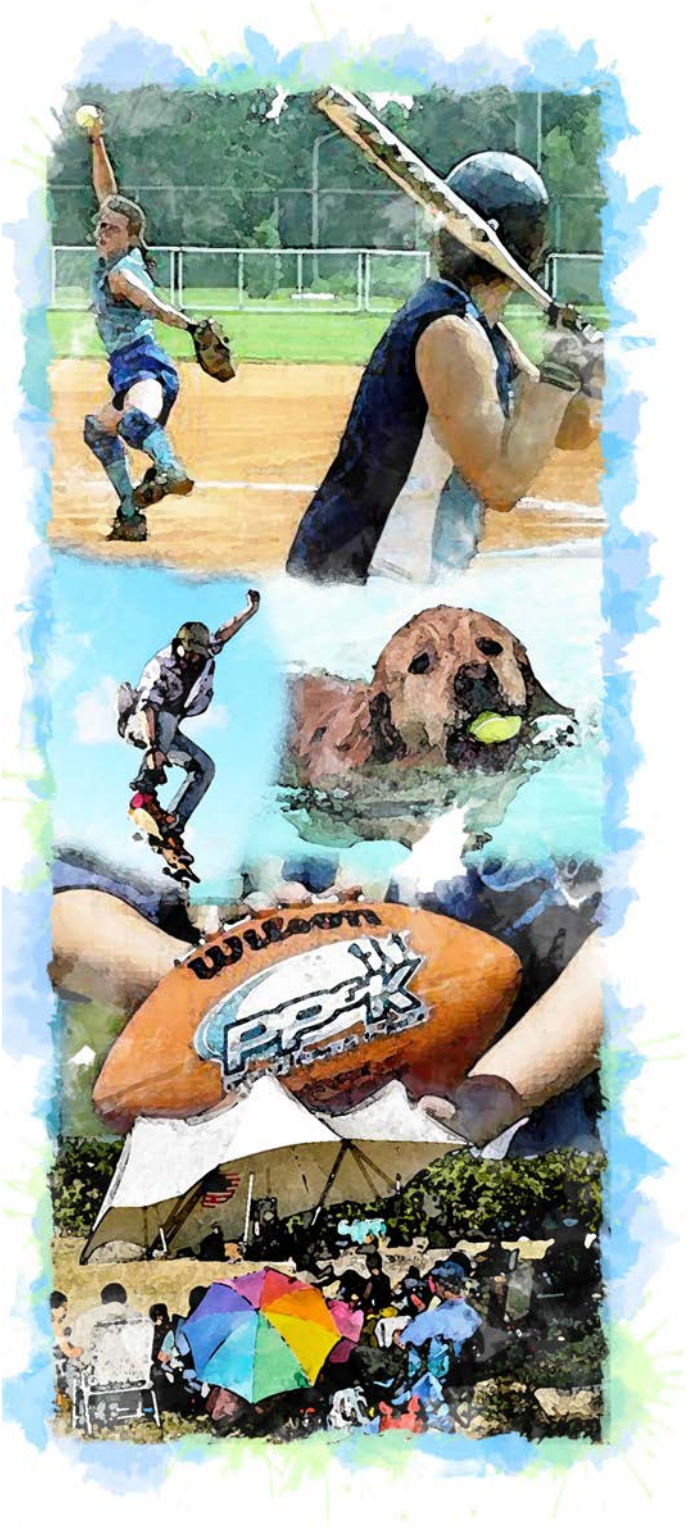
In FY2014, we:

- Scheduled the first *Night in Whoville*, *Get Outdoors Day*, and *Family Fright Night*
- Continued a collaborative effort with the YMCA involving summer camp, use of City facilities and shared marketing

FY2016 OBJECTIVES

Create a community that provides for sustainable growth and protects recreational resources by:

- Enhancing holiday events to increase interest and attendance in parks and facilities
- Promoting and scheduling events during the year in Louise Hays Park at the interactive fountain plaza, stage, pavilion, dog park and along the River Trail



Did You Know?

The Parks and Recreation reservation office handled 11,954 park and event registrations in 2014.

Recreation - Performance Measures

Responsibility	Measures	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Recreation	% direct expenditures covered by revenues	24%	45%	7%	35%	32%	28%

Recreation - Personnel Count

Position Title	Programs	Special Events	2016 Total
Recreation Specialist	0.60	0.40	1.00
Recreation Manager	0.80	0.20	1.00
Total FTEs	**1.40**	**0.60**	**2.00**

Return to Table of Contents

Recreation
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$36,191	$37,170	$92,293
003	Part-Time/Temporary Help	$20,570	$20,123	$20,123
004	Longevity	$0	$80	$128
005	Social Security	$4,385	$4,389	$8,384
006	Retirement	$3,193	$3,267	$8,105
007	Group Insurance	$7,500	$7,500	$14,000
010	Travel and Training	$1,141	$0	$0
Total Personnel Services		**$72,979**	**$72,529**	**$143,033**
101	Office Supplies	$205	$0	$0
102	Small Tools and Equipment	$166	$0	$0
107	Wearing Apparel	$0	$60	$60
108	Other Supplies	$25,971	$26,050	$26,645
Total Supplies and Materials		**$26,341**	**$26,110**	**$26,705**
301	Telephone Service	$633	$624	$564
306	Special Services	($7,355)	$2,160	$1,600
307	Insurance	$185	$0	$0
316	Advertising	$4,110	$4,500	$4,500
Total Services		**($2,427)**	**$7,284**	**$6,664**
401	Certificates, Awards, Etc.	$0	$1,100	$500
402	Dues and Subscriptions	$200	$2,529	$2,309
Total Other Expenses		**$200**	**$3,629**	**$2,809**
Department Total		**$97,093**	**$109,552**	**$179,211**

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 capital improvement projects.

DEPARTMENT RESPONSIBILITIES

- Design services - responsible for providing in house civil construction plans, details and specifications for various capital projects
- Capital improvement projects (CIP) management - responsible for a CIP program that includes designing, inspecting and managing contracts for the City's CIP
- Development services - responsible for reviewing plans for private development involving public infrastructure to ensure compliance with design standards, specifications and engineering principles

DEPARTMENT ACCOMPLISHMENTS

- Provided project management and inspections for over $30 million in CIP projects
- Reduced overall project costs by providing in-house construction design plans and specifications for multiple CIP projects
- Enhanced GIS system detail and accuracy by adding public infrastructure information
- Reviewed plans and provided construction inspections for private development of public infrastructure to ensure compliance with design standards and code

FY2016 OBJECTIVES

- Provide design, management, and inspection services for CIP construction projects
- Assist in reviewing plans for private development that improve the City's infrastructure and comply with current design standards and specifications
- Improve the City's GIS with data from construction projects such as record drawings, plats, and easement information

Did You Know?

City Engineers have overseen almost $60 million worth of capital projects in the last 5 years.

Return to Table of Contents

Engineering - Performance Measures

Responsibility	Measures	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Design Services	Value of in-house design services provided	$ 37,000	N/A	$6,000	$5,000	$0	$11,000
Development Services	Capital project reviews completed in 21 days or less %	32%	N/A	37%	26%	29%	31%
	Private development reviews completed in 21 days or less %	68%	N/A	63%	74%	71%	69%
	# of Reviews completed	110	N/A	19	23	31	73

Engineering - Personnel Count

Position Title	Design Services	CIP Mgmt	Development Services	2016 Total
Director of Engineering/Planning	0.34	0.33	0.33	1.00
Construction Manager	0.00	0.25	0.75	1.00
Project Manager	0.00	0.75	0.25	1.00
Construction Inspector	0.00	0.50	0.50	1.00
Total FTEs	**0.34**	**1.83**	**1.83**	**4.00**

Engineering
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$210,717	$255,299	$257,317
002	Overtime	$980	$1,701	$3,057
004	Longevity	$1,128	$1,368	$1,592
005	Social Security	$15,786	$19,903	$19,480
006	Retirement	$18,251	$22,817	$23,053
007	Group Insurance	$30,000	$30,000	$28,000
010	Travel and Training	$2,943	$6,275	$3,275
011	Local Meeting Expense	$195	$0	$0
012	Certification Pay	$1,409	$1,800	$900
Total Personnel Services		**$281,409**	**$339,163**	**$336,674**
101	Office Supplies	$625	$2,000	$2,012
102	Small Tools and Equipment	$544	$500	$500
103	Chemical and Medical Supplies	$0	$0	$0
104	Fuel and Oil Supplies	$4,355	$5,000	$3,919
105	Food Supplies	$87	$100	$0
107	Wearing Apparel	$1,212	$1,668	$1,875
110	Postage	$42	$100	$100
111	Computer Upgrades	$0	$0	$0
112	Computer Software	$0	$0	$0
Total Supplies and Materials		**$6,864**	**$9,368**	**$8,406**
202	Buildings and Structures	$0	$0	$0
203	Maint. Contracts - Garage	$5,624	$0	$0
204	Parts - City Garage	$1,669	$1,250	$1,250
212	Repairs - Not City Garage	$58	$60	$250
217	Software Maintenance	$1,891	$2,000	$4,043
Total Maintenance and Repairs		**$9,242**	**$3,310**	**$5,543**
301	Telephone Service	$3,288	$3,516	$3,804
306	Special Services	$0	$0	$0
Total Services		**$3,288**	**$3,516**	**$3,804**
402	Dues and Subscriptions	$838	$840	$715
Total Other Expenses		**$838**	**$840**	**$715**
Department Total		**$301,641**	**$356,197**	**$355,142**

Return to Table of Contents

Streets

To improve the quality of life of our customers through administration, construction, maintenance and operation of existing and proposed street, drainage, water, wastewater, solid waste and other capital 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, 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 FY2014, we:

- Repaired over 1,821 potholes
- Completed crack sealing on 8 miles of road
- Completed 1.8 miles of pavement overlay
- Completed 3.2 miles of pavement reconstruction
- Participated in Legion area neighborhood cleanup

FY2016 OBJECTIVES

Plan, maintain and upgrade public infrastructure and facilities by:

- Expanding street paving program with additional funds allocated for street improvements
- Committing funds and man hours to pavement maintenance/preventative maintenance such as crack seal and slurry seals
- Expanding drainage maintenance program to include rehabilitation and improvement
- Dedicating more man hours to beautification/ street improvements efforts such as street sweeping and weed eradication

Did You Know?

There are approximately 355 lane miles of roadway in Kerrville maintained by the City.

Streets - Performance Measures

Responsibility	Measures	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Streets/ROW	Man-hours of general ROW maintenance	2,664	2,500	390	401	731	1,522
Traffic	Man-hours for traffic operations and maintenance	1,917	2,500	400	363	534	1,297
Street Lighting	Number of street lights in operation	2,707	2,708	2,708	2,708	2,708	2,708
	Number of street lights maintenance completed	26	N/A	4	9	15	28
Paving	Condition index rating	79	79	79	79	79	79
	Potholes repaired	1,821	2,100	320	512	921	1,753
	Crack seal miles repaired	8.00	8	0	0	3	3
	Chip seal miles repaired	0	N/A	0	0	0	0
	Overlay miles	1	1	0	0	3	3
	Reconstructed miles	3	4	0	0	8	8
Drainage	Man-hours of drainage operation and maintenance	2,113	3,300	350	273	611	1,234

Streets - Personnel Count

Position Title	Streets and ROW	Traffic and Lighting	Paving and Drainage	2016 Total
Director of Public Works	0.34	0.33	0.33	1.00
Street Division Manager	0.33	0.33	0.34	1.00
Asst. Street Division Manager	0.40	0.20	0.40	1.00
Traffic Controls Tech	0.10	0.90	0.00	1.00
Crew Leader	0.66	0.66	0.68	2.00
Heavy Equipment Operator	2.25	0.50	2.25	5.00
Light Equipment Operator	3.50	0.70	2.80	7.00
Total FTEs	**7.58**	**3.62**	**6.80**	**18.00**

Return to Table of Contents

Streets
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$596,720	$669,781	$690,498
002	Overtime	$27,987	$41,200	$42,500
004	Longevity	$5,188	$4,260	$5,156
005	Social Security	$48,092	$55,328	$55,484
006	Retirement	$56,589	$63,428	$65,543
007	Group Insurance	$120,000	$135,000	$126,000
010	Travel and Training	$853	$1,000	$2,072
011	Local Meeting Expenses	$102	$400	$400
012	Certification Pay	$600	$2,000	$600
013	Vehicle Allowance	$4,107	$6,000	$6,000
014	Other Pay	$0	$0	$2,600
Total Personnel Services		**$860,238**	**$978,397**	**$996,853**
101	Office Supplies	$3,007	$1,400	$1,428
102	Small Tools and Equipment	$22,623	$10,500	$21,450
103	Chemical and Medical Supplies	$2,206	$9,510	$2,500
104	Fuel and Oil Supplies	$46,699	$45,001	$42,813
105	Food Supplies	$1,604	$1,200	$1,500
106	Janitorial Supplies	$3,869	$3,000	$3,000
107	Wearing Apparel	$7,138	$9,632	$10,445
108	Other Supplies	$190	$200	$200
110	Postage	$81	$100	$100
118	Sign Materials and Supplies	$26,162	$27,000	$27,000
Total Supplies and Materials		**$113,579**	**$107,543**	**$110,436**
202	Buildings and Structures	$2,517	$1,000	$3,000
203	Maint. Contracts - Garage	$37,062	$0	$0
204	Parts - City Garage	$23,135	$16,000	$22,000
206	Instruments / Apparatus	$4,289	$1,500	$3,100
207	Street and Drainage	$49,224	$50,000	$50,012
207-01	Street Maintenance	$436,198	$698,099	$1,122,176
208	Traffic Control Device	$5,912	$5,000	$10,000
212	Repairs - Not City Garage	$43,395	$14,180	$19,180
Total Maintenance and Repairs		**$601,731**	**$785,779**	**$1,229,468**

Streets
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
301	Telephone Service	$3,167	$3,252	$2,844
302	Light and Power	$277,241	$279,000	$280,008
303	Natural Gas	$1,160	$720	$720
304	Water and Sewer	$871	$600	$600
306	Special Services	$11,017	$90,000	$7,500
313	Hire of Equipment	$22,026	$1,000	$1,000
Total Services		$315,482	$374,572	$292,672
401	Certificates, Awards, Etc.	$0	$100	$100
402	Dues and Subscriptions	$570	$0	$0
404	Finance Charges/Late Fees	$25	$0	$0
405	Other Charges	$3,120	$3,720	$3,720
Total Other Expenses		$3,715	$3,820	$3,820
504	Machinery, Tools and Equipment	$206,719	$0	$0
Total Capital Outlay		$206,719	$0	$0
Department Total		$2,101,464	$2,250,111	$2,633,249

Return to Table of Contents

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

Did You Know?

In FY14, the longest distance traveled by an interlibrary loan item to the Library was 3,961 miles. The book was lent by the Noel Wien Library in Fairbanks, Alaska.

DEPARTMENT ACCOMPLISHMENTS

In FY2014, we:

- Circulated 110,260 items and were visited by 98,390 patrons
- Assisted with 12,146 reference transactions
- Fulfilled 1,541 interlibrary loan requests
- Offered 139 programs that were attended by 3,570 children and 1,590 adults

FY2016 OBJECTIVES

Deliver quality municipal services and protect cultural resources by:

- Increasing circulation of materials through the continued development and organization of a sustainable collection of print, audiovisual, and electronic materials which address citizens' wants and needs
- Continuing to meet citizens' need for information on a broad array of topics related to work, school and personal life through enhanced reference services
- Continuing to deliver quality library programs and services which address citizens' needs and interests, with the goal of 110 programs and events held in FY2016

Library - Performance Measures

Responsibility	Measures	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Reference	Library reference transactions	12,146	13,000	1,835	2,062	2,000	5,897
	Internet/electronic resources used	51,105	55,000	10,311	12,833	9,628	32,772
Circulation	Number of library materials circulated	110,260	115,000	25,432	26,818	26,914	79,164
	Gate count	98,390	100,000	22,320	20,859	22,404	65,583
Programs	# of programs	139	125	24	30	41	95
	Adult attendance	1,590	1,500	195	269	624	1,088
	Juvenile attendance	3,570	4,000	216	350	1,671	2,237

Library - Personnel Count

Position Title	Reference	Circulation	Programs	2016 Total
Library Director	0.33	0.34	0.33	1.00
Assistant Library Director	0.33	0.33	0.34	1.00
Librarian	0.66	0.66	0.68	2.00
Library Assistant	0.67	0.67	0.66	2.00
Library Clerk	1.20	1.20	0.60	3.00
Total FTEs	**3.19**	**3.20**	**2.61**	**9.00**

Return to Table of Contents

Butt-Holdsworth Memorial Library
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$330,114	$330,554	$364,270
003	Part-Time/Temporary Help	$13,018	$13,558	$13,297
004	Longevity	$3,185	$2,390	$852
005	Social Security	$27,012	$26,507	$28,054
006	Retirement	$29,474	$29,199	$32,021
007	Group Insurance	$75,000	$67,500	$63,000
010	Travel and Training	$781	$1,225	$1,354
Total Personnel Services		**$478,583**	**$470,933**	**$502,848**
101	Office Supplies	$2,853	$12,981	$6,587
102	Small Tools and Equipment	$1,949	$3,945	$1,635
103	Chemical and Medical Supplies	$0	$35	$35
104	Fuel and Oil Supplies	$257	$403	$275
106	Janitorial Supplies	$295	$550	$260
108	Other Supplies	$12,351	$5,978	$9,182
110	Postage	$4,279	$4,130	$4,210
111	Computer Upgrades	$0	$0	$960
112	Computer Software	$753	$0	$0
Total Supplies and Materials		**$22,737**	**$28,022**	**$23,144**
202	Buildings and Structures	$9,494	$13,370	$10,134
203	Maintenance Contract	$1,319	$0	$0
204	Parts - City Garage	$111	$75	$50
205	Office Equipment Maintenance	$9,867	$10,652	$12,398
212	Repairs - Not City Garage	$15	$90	$35
217	Software Maintenance	$31,447	$30,018	$32,645
Total Maintenance and Repairs		**$52,252**	**$54,205**	**$55,262**
301	Telephone Service	$4,007	$3,666	$3,456
302	Light and Power	$21,242	$25,500	$22,800
303	Natural Gas	$2,102	$3,420	$3,420
304	Water and Sewer	$1,649	$2,280	$2,100
306	Special Services	$21,401	$25,850	$21,771
311	Network Servies	$0	$1,464	$1,464
Total Services		**$50,400**	**$62,180**	**$55,011**
409	Bad Debt Collection Fee	$382	$1,000	$300
Total Other Expenses		**$382**	**$1,000**	**$300**
512	Books and Records	$62,888	$73,940	$74,550
Total Capital Outlay		**$62,888**	**$73,940**	**$74,550**
Department Total		**$667,242**	**$690,280**	**$711,115**

General Operations

This department is used to account for expenses 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 or performance measures.

In FY2015, we changed the way that we account for citywide expenses that are not easily identifiable as belonging to a particular fund. Examples would be the audit fee or charges for our telephone network service. Previously, we have attempted to allocate these charges and charge them directly to multiple funds when paid.

Beginning in FY2015, these items are paid entirely from the General Fund. Then, the General Fund bills the Water and Sewer Fund for their allocated share of the expense. This means that the some line items in FY2015 and FY2016 budgets for General Operations are higher than they FY2014 actual expenditures. However, this expense increase is offset by increased transfers in from the Water and Sewer Fund to pay for their allocated portion of the expense.

General Operations
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
006	Retirement	$130,306	$0	$0
008	Workers Comp Insurance	$71,911	$111,000	$80,000
009	Unemployment Claims	$18,944	$15,000	$15,000
010	Travel and Training	$8,043	$10,000	$11,332
011	Local Meeting Expenses	$2,245	$5,000	$2,500
Total Personnel Services		**$231,449**	**$141,000**	**$108,832**
101	Office Supplies	$1,943	$5,000	$5,033
102	Small Tools and Equipment	$1,301	$0	$1,400
103	Chemical and Medical Supplies	$4,250	$4,100	$4,100
104	Fuel and Oil Supplies	$781	$1,500	$726
105	Food Supplies	$297	$500	$500
106	Janitorial Supplies	$3,480	$5,150	$2,180
108	Other Supplies	$2,452	$1,294	$0
110	Postage	$13,719	$30,000	$31,500
Total Supplies and Materials		**$28,223**	**$47,544**	**$45,439**
202	Buildings and Structures	$46,209	$79,748	$67,048
203	Maint. Contracts - Garage	$3,075	$0	$0
204	Parts - City Garage	$553	$500	$500
205	Office Equipment	$0	$1,000	$0
212	Repairs - Not City Garage	$75	$200	$0
Total Maintenance and Repairs		**$49,912**	**$81,448**	**$67,548**
301	Telephone Service	$39,930	$0	$0
302	Light and Power	$43,314	$80,200	$72,000
303	Natural Gas	$710	$720	$900
304	Water and Sewer	$15,780	$14,300	$23,100
306	Special Services	$93,104	$172,492	$114,865
307	Insurance	$145,900	$151,300	$170,000
310	P.E.G. Expense	$53,150	$0	$0
311	Network Services	$3,044	$0	$0
312	Audit Fees	$33,063	$74,400	$77,900
313	Hire of Equipment	$5,056	$0	$5,100
316	Advertising	$3,709	$1,476	$500
318	Tax Services	$166,349	$172,459	$170,830
325	Tower Rental	$0	$948	$960
328	Bank and Credit Card Fees	$0	$25,200	$12,300
347	Airport Mgmt. Contract	$105,401	$47,479	$35,000
348	Airport Ramp Match	$0	$25,000	$25,000
Total Services		**$708,509**	**$765,974**	**$708,455**

General Operations
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
401	Certificates, Awards, Etc.	$2,301	$4,700	$3,500
402	Dues and Subscriptions	$6,173	$6,840	$7,100
405	Other Charges	$107,524	$9,600	$9,600
406	Bad Debt Expense	$38,084	$200	$0
410	Contingency	$98,905	$55,638	$170,000
Total Other Expenses		**$252,987**	**$76,978**	**$190,200**
504	Machinery, Tools and Equipment	$87,665	$0	$0
506	Instruments and Apparatus	$0	$62,859	$0
Total Capital Outlay		**$87,665**	**$62,859**	**$0**
Department Total		**$1,358,745**	**$1,175,803**	**$1,120,474**

Return to Table of Contents

Non-Departmental

This department is used to account for interfund transfers. Accordingly, the department only has budgeted expenditures with no responsibilities, accomplishments or performance measures.

Transfer Out - Garage (903) covers the cost for garage maintenance and repair services for all General Fund vehicles.

Transfer Out - Asset Replacement (918) includes money allocated for General Fund vehicles and equipment purchases.

Transfer Out - ILA Contingency (970) includes money allocated for expenses, either capital or operating, related to the City's interlocal agreement with Kerr County for EMS services.

Non-Departmental
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
903	Transfer Out - Garage	$0	$193,889	$195,829
918	Transfer Out - Asset Replacement	$250,000	$255,000	$200,000
950	Transfer Out - General Debt Service	$0	$0	$0
970	Transfer Out - General CIP	$952,535	$105,000	$0
970	Transfer Out - ILA Contingency	$0	$600,000	$600,000
971	Transfer Out - Water and Sewer CIP	$95,290	$0	$0
Total Transfers Out		$1,297,825	$1,153,889	$995,829
Department Total		$1,297,825	$1,153,889	$995,829

THIS PAGE INTENTIONALLY LEFT BLANK.

WATER AND SEWER FUND

Return to Table of Contents

THIS PAGE INTENTIONALLY LEFT BLANK.

Water and Sewer Fund - Budget Summary

WATER AND SEWER FUND - BUDGET SUMMARY

	FY14 Actual	FY 15 Adopted	FY15 Estimated	FY16 Budget	FY15 to FY16 % Change
BEGINNING FUND BALANCE	$ 5,099,129	$ 8,127,701	$ 8,127,701	$ 5,892,700	
		-			
REVENUES		-			
Service Revenues	9,188,008	9,660,773	9,660,773	11,542,286	19.5%
Interest and Miscellaneous	(303,830)	206,200	206,079	199,875	-3.0%
Transfer In	2,843,199	-	-	-	
TOTAL REVENUES	11,727,377	9,866,973	9,866,852	11,742,161	19.0%
EXPENDITURES					
Personnel	2,892,160	2,913,541	2,913,779	2,964,265	1.7%
Supplies	687,670	706,535	703,489	699,449	-0.6%
Maintenance	672,279	520,269	765,240	595,953	-22.1%
Services	799,074	851,737	879,386	834,399	-5.1%
Other Expenses	213,794	451,845	416,913	471,969	13.2%
Capital Outlay	314,987	227,300	227,300	166,150	-26.9%
Operating Transfers Out	4,024,733	4,195,746	6,195,746	6,009,976	-3.0%
TOTAL EXPENDITURES	9,604,697	9,866,973	12,101,853	11,742,161	-3.0%
CHANGE IN NET POSITION	2,122,680	-	(2,235,001)	-	
ENDING FUND BALANCE	$ 8,127,701	$ 8,127,701	$ 5,892,700	$ 5,892,700	
Reserve Target (25%)	2,401,174	2,466,743	3,025,463	2,935,540	
Over (Under) Reserve	5,726,527	5,660,958	2,867,237	2,957,160	
Actual Reserve %	84.6%	82.4%	48.7%	50.2%	

FUND BALANCE indicates only UNRESTRICTED fund balance.

WATER AND SEWER FUND BUDGET SUMMARY

The Water and Sewer 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, Utility Construction and Water Records. For accounting and financial reporting purposes, the Water and Sewer Fund is considered an enterprise fund that uses the full accrual basis of accounting.

The FY2016 budget for the Water and Sewer Fund includes $11,742,161 in revenues and expenditures, resulting a balanced budget. This budget allows us to maintain a 50.2% fund balance reserve, which is well above our 25% target for this fund. Variance analysis on significant changes is as follows:

1. **Service Revenue** - up 19.5% - Increase is due to an accounting change. In previous years, a portion of water and sewer service revenue was recorded directly to the Water and Sewer Debt Service Fund. This made it difficult to easily see a complete picture of total water and sewer revenue. In FY2016, all water and sewer revenue will be recorded in the Water and Sewer Fund. An operating transfer out of the Water and Sewer Fund will move the annual debt service amount to the Debt Service Fund. Excluding the effect of the accounting change, projected revenues are increasing in FY2016 by 0.1%.

	FY15 Estimated	FY16 Budget	% Change
Water and Sewer Service Revenue	9,660,773	11,542,286	19.5%
Impact of Accounting Change		(1,873,314)	
Adjusted Water and Sewer Service Revenue	9,660,773	9,668,972	0.1%

2. **Maintenance** - down 22.1% - In FY2015 the Water Treatment plant had to repair and replace specialty water membrane filters for $235,000. A similar expense is not needed in FY2016.

3. **Other Expense** - up 13.2% - FY2016 includes estimates for a USGS River Gage Fee and estimated bad debt adjustments that were not included in FY2015.

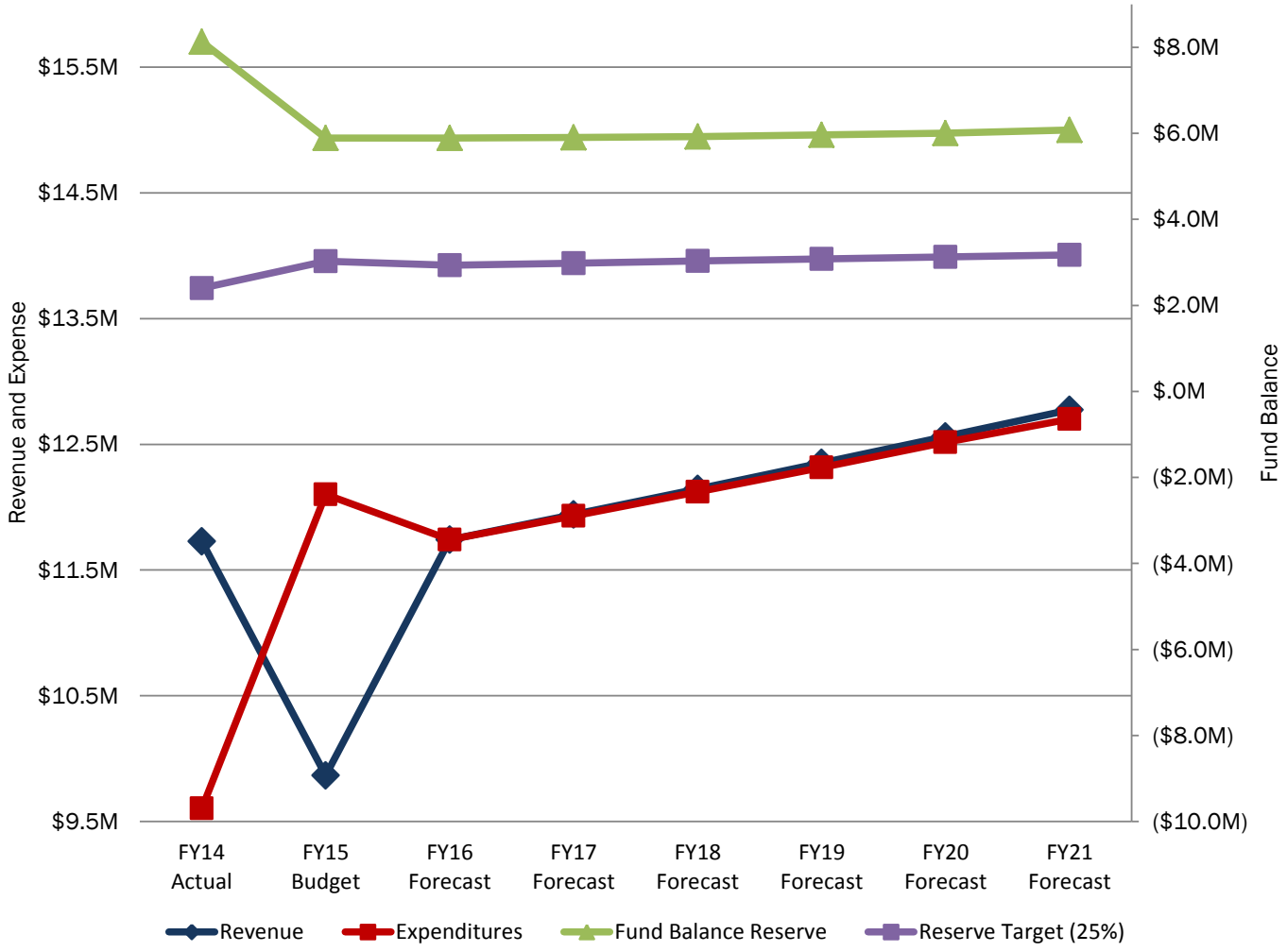
4. **Capital Outlay** - down 26.9% - FY2015 included budget for the purchase of floating rotors and a storage server at Water Reclamation.

FISCAL SUSTAINABILITY

At a basic level, fiscal sustainability is maintaining or enhancing core services with current operational revenue. One time revenues are not used to fund regular operational expenditures. In addition, our fiscal sustainability goals include building a fund balance reserve equal to at least 25% of annual expenditures. Excess fund balance reserve can be used to pay for one time expenses or capital projects. Fiscal sustainability also involves planning for at least five years in the future and anticipating capital needs for City infrastructure, while limiting our annual debt service to no more than 35% of Water and Sewer Fund revenues.

The chart below graphically illustrates healthy and sustainable trends. Because our reserve fund balance was significantly more than the target at the end of FY2014, we elected to transfer $2 million to capital projects and use $235,000 to fund an emergency water plant repair in FY2015. Even with those draw downs, we anticipate ending FY2015 with a $5.9 million, or 48.7% reserve fund balance.

Water and Sewer Fund Fiscal Sustainability Model

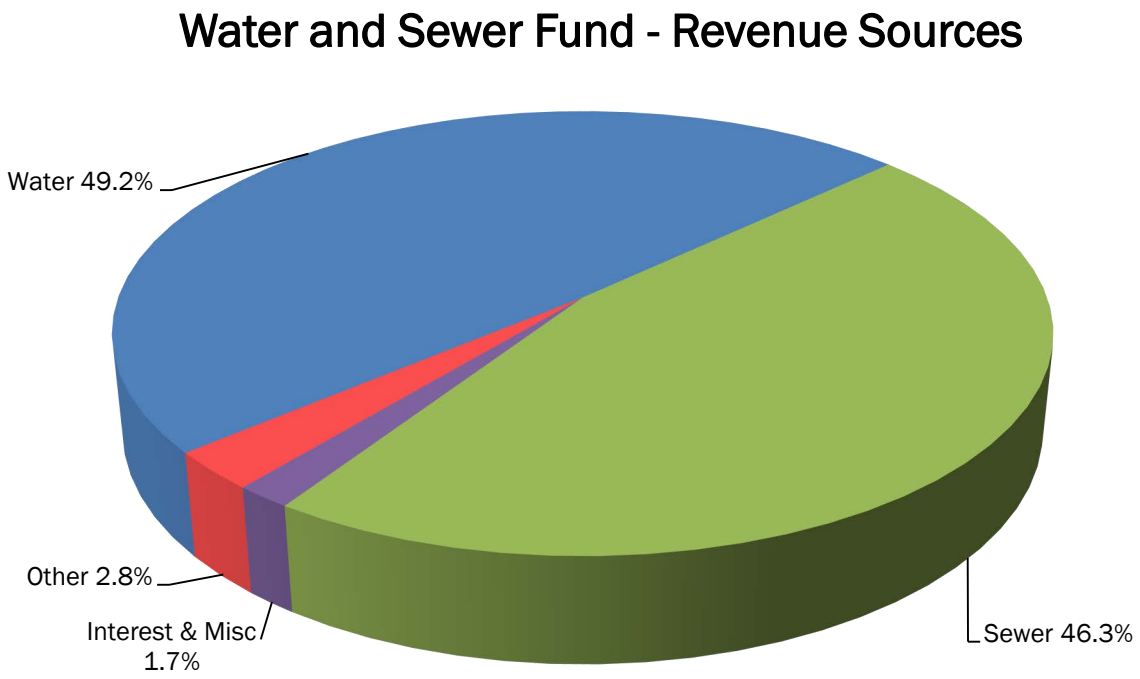


THIS PAGE INTENTIONALLY LEFT BLANK.

WATER AND SEWER FUND REVENUES

WATER AND SEWER FUND REVENUES

FY2016 budgeted revenues total $11,742,161 which is split fairly evenly between water and sewer service categories. The graph below illustrates the revenue sources for the Water and Sewer Fund.



WATER REVENUE

Water revenue represents the amount billed to customers for metered water used. Our water rates have not changed since FY2012. The City uses a tiered rate structure with higher rates for higher water use plus a flat monthly maintenance fee for all accounts. Texas was in a record drought from 2011 through June of 2015. The drought conditions required significant water restrictions that reduced water consumption and revenue. Thankfully, we have seen above average rainfall in 2015. However, this climate phenomenon also results in reduced water usage. For these reasons, we are budgeting a 0.4% decrease in water revenue.

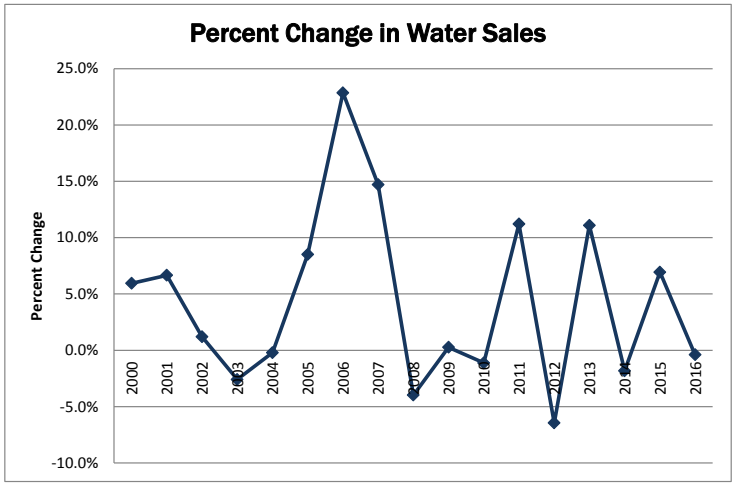
SEWER REVENUE

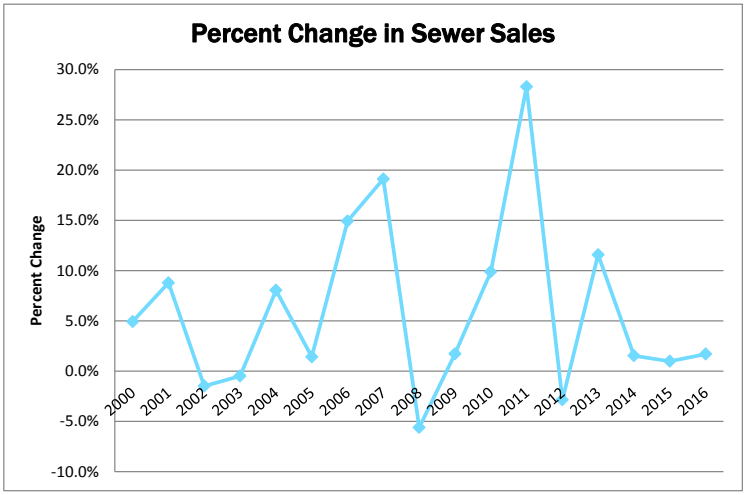
Sewer revenue represents the amount billed to customers for their sewer service. We are not able to meter actual residential sewer usage, so instead we bill a flat rate for sewer service. The residential rate is calculated annually for each account and is based on an average of actual water consumption during winter months.

WATER AND SEWER FUND REVENUES

WATER SALES

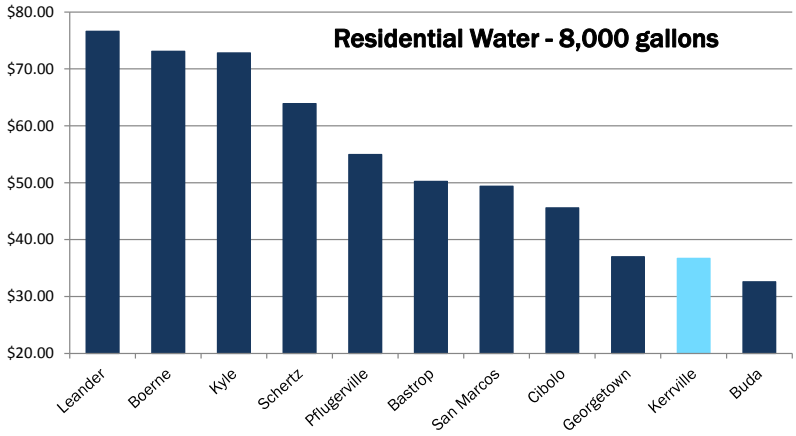
Water revenue represents the amount billed to customers for metered water used. This graph shows that water sales are difficult to forecast. Water accounts have grown at approximately 1% per year, however water usage varies widely between years based on rainfall and drought restrictions. Due to continuing water restrictions, we are budgeting a 0.4% decrease in water sales compared to the FY2015 estimate.





SEWER SALES

Sewer revenue represents the amount billed to customers for their sewer service. We are not able to meter actual sewer usage, so instead we bill a flat rate for sewer service. The rate is calculated annually for each account and is based on an average of actual water consumption during winter months. As the graph shows, sewer revenues are difficult to forecast. We are budgeting a 1.7% increase in sewer sales compared to the FY2015 budget.



WATER RATES

This chart shows Kerrville's water rates compared to 10 other small to mid-sized cities in our geographic area. Kerrville's rates are significantly lower than most with only one of the towns charging lower rates. The City is proactively planning for long term water needs. These plans include issuing debt in FY2016 for the construction of a system to capture and reuse effluent water. A rate analysis will be conducted during FY2016 to determine if a rate change is required to ensure fiscally sustainable growth and protection of our natural resources.

Water and Sewer Fund - Revenues

Water and Sewer Fund
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6402	Garbage Admin Fee	$22,139	$22,568	$0
6436	Water Sales	$5,247,168	$5,611,205	$5,588,812
6437	Water Tap Fees	$47,922	$85,000	$56,000
6438	Sewer Tap Fees	$25,875	$20,000	$24,000
6439	Sewer Service Fees	$5,270,129	$5,322,000	$5,412,474
6444	Requested Service/Repairs	$27,899	$15,000	$25,000
6445	Re-use Water Sales	$77,130	$85,000	$80,000
6446	Sale of Meters	$1,250	$1,500	$1,500
6482	Water Sample Test	$11,952	$13,000	$12,000
6485	Wastewater Sample Test	$5,753	$5,000	$5,000
6486	Waste Disposal Fee	$294,208	$275,000	$290,000
6499	Cut-off Handling Fee	$44,476	$47,500	$47,500
Total Service Revenues		**$11,075,902**	**$11,502,773**	**$11,542,286**
6701	Gain/Loss on Asset Disposal	($528,965)	$0	$0
6910	Returned Item Fee	$2,425	$2,500	$2,500
6911	Interest Revenue	$28,105	$10,000	$8,000
6913	Assessed Payments	$3,917	$0	$0
6915	New Account Fee	$41,811	$50,000	$42,000
6916	New Account Fee - Auto Pay	$345	$0	$6,375
6920	Timely Discount/Credit Memo	$398	$0	$0
6933	Sale of Scrap Metal	$936	$500	$500
6938	Forfeited Discount/Penalty	$132,638	$138,000	$138,000
6960	Recovery of Bad Debt	$138	$200	$0
6989	Miscellaneous Revenue	$14,421	$5,000	$2,500
Total Interest & Miscellaneous		**($303,830)**	**$206,200**	**$199,875**
7005	Transfer In - Employee Benefit Fund	$25,000	$0	$0
Total Transfers In		**$25,000**	**$0**	**$0**
TOTAL REVENUES		**$10,797,071**	**$11,708,973**	**$11,742,161**

** For comparitive purposes, water and sewer revenue recorded in the Water and Sewer Debt Service Fund in FY2014 and FY2015 is added to the numbers shown above.

Return to Table of Contents

WATER AND SEWER FUND EXPENDITURES

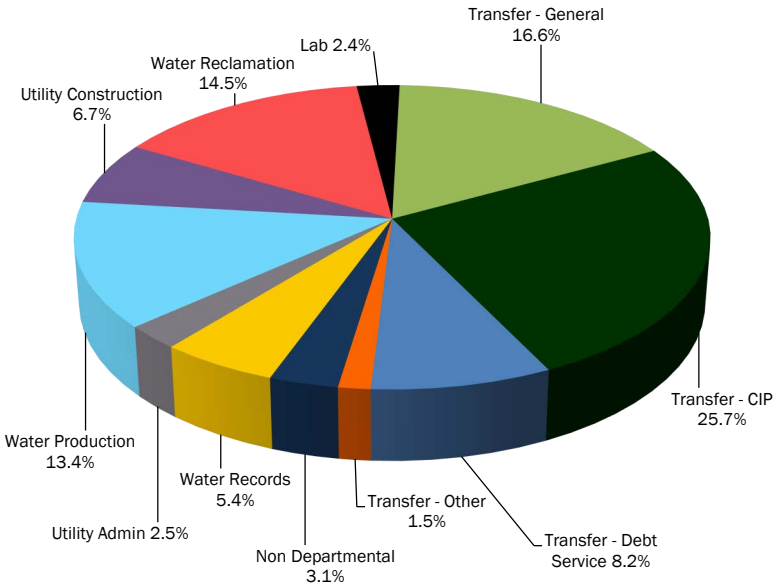
WATER AND SEWER FUND EXPENDITURES

FY2016 budgeted expenditures total $11,742,161 for the Water and Sewer Fund. It is helpful to view expense both by department and by category.

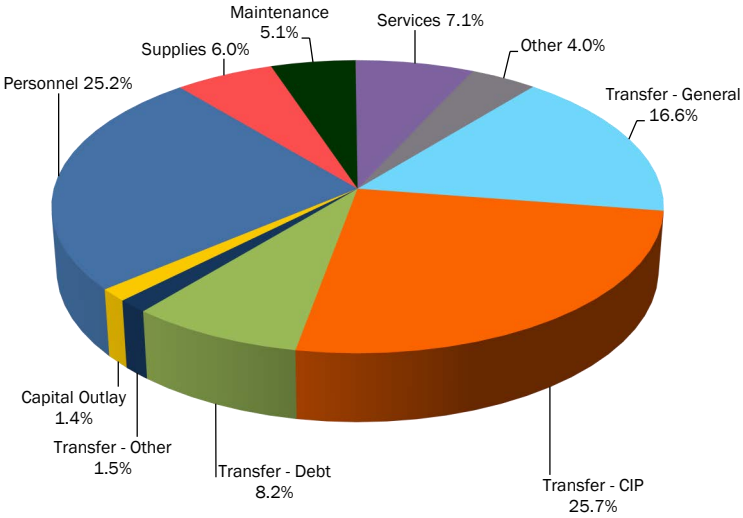
BY DEPARTMENT

Water Reclamation, Water Production and Utility Construction are the largest operating departments in the Water and Sewer Fund. Other large expenses include transfers out for CIP, debt service and for the administrative services provided by the General Fund.

Water and Sewer Fund - Expenditure by Department



Water and Sewer Fund - Expenditure by Category



BY CATEGORY

From this view, personnel makes up the 25.2% of expenditures. Employees in the Water and Sewer Fund are budgeted to receive merit based raises in FY2016. Transfers to debt service are lower in FY2016 than they will be going forward. Over the last several years when a portion of water and sewer sales were going directly to the debt service fund, a surplus was created in that fund. In FY2016, all water and sewer revenue will go to the water and sewer fund and the transfer to debt service has been adjusted so that at year end the debt service fund will contain the appropriate fund balance level based on the next debt payments due.

Return to Table of Contents

THIS PAGE INTENTIONALLY LEFT BLANK.

Water Records

The Water Records department provides the City of Kerrville utility customers with accurate meter readings, billing, collections and excellent customer service. This department also provides purchasing and fleet management services for other City departments.

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 general customer service
- Meter services - responsible for meter reading, meter maintenance and general customer service
- Inventory, purchasing & fleet management - responsible for citywide ordering of supplies and inventory as well as overall fleet manage-

Did You Know?

A pinhole sized leak wastes 15,300 gallons of water in 3 months. A leak with a stream diameter of 1/4 inch wastes 1,181,000 gallons in 3 months. Fixing leaks is one of the most important ways to conserve water!

DEPARTMENT ACCOMPLISHMENTS

In FY2014, we:

- Collected 98% of utility bills within 25 days of billing through use of sound financial policies
- Provided service to over 9,700 accounts
- Increased electronic payments from customers to 35% of total payments received
- Read over 117,000 meters
- Completed 10,529 work orders, all within 24 hours of request
- Implemented a comprehensive vehicle replacement policy, including completion of a scorecard review of all City vehicles and a prioritized list for vehicle replacements in the next 5 years

FY2016 OBJECTIVES

Deliver quality municipal services by:

- Providing quality service in a cost effective manner by continuing to increase percent of payments collected electronically
- Enhancing customer service by improving online request process for service changes

Plan, maintain and upgrade public infrastructure by:

- Completing a program to inspect all meters and lower any that present a hazard if the meter box is not flush with the ground

Be good stewards of public resources through sound financial policies and practices by:

- Implementing a citywide purchasing policy compliance monitoring system administered by our purchasing agent

Return to Table of Contents

Water Records - Performance Measures

Responsibility	Measure	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Billing and Collection	Total number of payments processed	130,053	130,060	31,282	31,427	31,472	94,181
	Percent of utility bills collected within 25 days	98%	98%	98%	98%	98%	98%
	Total number of water accounts	9,758	9,760	9,754	9,783	9,777	9,771
	Total number of sewer accounts	8,874	8,875	8,948	8,896	8,953	8,932
	Percent payments processed through electronic billing (%)	35%	40%	38%	38%	39%	38%
Meter Service	Total number of meters read	117,545	117,545	29,748	29,735	29,731	89,214
	Total number of work orders completed	10,529	10,530	2,565	2,453	2,358	7,376
	Percent of work order completed within 24 hours	100%	100%	100%	100%	100%	100%
	Total volume of water sold (in '000 gallons)	1,243	1,245	297	200	221	718
Inventory/ Purchasing/ Fleet Mgmt	Compliance with Purchasing Policy	100%	100%	100%	100%	100%	100%
	Surplus items sold	$ 30,860	N/A	$14,325	$24,994	$14,545	$ 53,864
	Total number of purchasing requests processed	212	240	61	53	67	181
	Total number of inventory items maintained	1,446	1,500	1,953	2,023	2,270	1,988

Water Records - Personnel Count

Position Title	Billing and Collections	Meter Service	Inventory/ Purchasing/ Fleet	2016 Total
Meter Technician Supervisor	0.20	0.70	0.10	1.00
Meter Technician	0.20	1.80	0.00	2.00
Inventory Technician	0.00	0.05	0.95	1.00
Utility Billing Supervisor	0.95	0.05	0.00	1.00
Senior Utility Clerk	0.90	0.10	0.00	1.00
Utility Clerk	1.90	0.10	0.00	2.00
Total FTEs	**4.15**	**2.80**	**1.05**	**8.00**

Water Records
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$299,857	$270,962	$285,438
002	Overtime	$1,291	$990	$1,485
004	Longevity	$3,008	$4,028	$3,520
005	Social Security	$23,318	$21,112	$22,288
006	Retirement	$26,805	$24,203	$25,551
007	Group Insurance	$63,750	$60,000	$56,000
010	Travel & Training	$1,754	$1,525	$1,788
011	Local Meeting Expenses	$68	$20	$60
012	Certification Pay	$0	$0	$900
Total Personnel Services		**$419,852**	**$382,840**	**$397,030**
101	Office Supplies	$12,465	$16,000	$14,415
102	Small Tools and Equipment	$2,261	$2,280	$3,350
103	Chemical & Medical Supplies	$202	$300	$300
104	Fuel and Oil Supplies	$7,757	$10,290	$7,920
105	Food Supplies	$169	$250	$250
106	Janitorial Supplies	$40	$100	$180
107	Wearing Apparel	$1,502	$1,520	$1,520
110	Postage	$40,762	$45,000	$52,060
Total Supplies and Materials		**$65,158**	**$75,740**	**$79,995**
203	Maint. Contracts - Garage	$3,831	$0	$0
204	Parts - City Garage	$1,496	$2,000	$1,500
205	Office Equipment Maintenance	$0	$100	$300
206	Instruments / Apparatus	$2,063	$2,900	$1,800
210	Water System Maintenance	$27,748	$31,000	$46,100
212	Repairs - Not City Garage	$1,294	$300	$1,340
217	Software Agreements	$0	$270	$261
Total Maintenance and Repairs		**$36,431**	**$36,570**	**$51,301**
301	Telephone Service	$2,480	$2,472	$2,520
307	Insurance	$651	$500	$500
Total Services		**$3,131**	**$2,972**	**$3,020**
405	Other Charges	($18)	$0	$0
406	Bad Debt Expense	$36,683	$0	$36,000
409	Collection Expense	$1,575	$2,500	$3,000
Total Other Expenses		**$38,240**	**$2,500**	**$39,000**
506	Instruments / Apparatus	$0	$0	$6,500
510	Water System Capital	$22,856	$25,000	$42,000
Total Capital Outlay		**$22,856**	**$25,000**	**$48,500**
Department Total		**$585,667**	**$525,622**	**$618,846**

Return to Table of Contents

Utility Administration

Utility Administration is the administrative arm of our public works functions. This department handles administrative, regulatory and environmental issues related to water, water reclamation, utilities construction, and the laboratory. This picture shows a GIS map of Kerrville that Utilities Administration maintains.

DEPARTMENT RESPONSIBILITIES

- **Administration** - responsible for communicating with the City Council, other departments, citizens of Kerrville and regulatory agencies regarding all public works functions. Also responsible for developing the water management plan, backflow program, and the EPA's chlorine gas risk management plan
- **Project management** - responsible for Water and Sewer CIP project management
- **GIS** - responsible for developing and maintaining the geographic information system (GIS) that shows all City streets and

Did You Know?

In 2014, the City produced and used over 22 billion 8 ounce cups of water.

DEPARTMENT ACCOMPLISHMENTS

- Assisted with management and oversight of over $40 million in CIP projects
- Transferred historical data to GIS servers to include easements, deeds, project areas, annexation and right of way records
- Improved website to allow public access to additional City GIS data
- Updated the City's chlorine gas risk management plan required by the EPA

FY2016 OBJECTIVES

Deliver quality municipal services by:

- Continuing to develop and expand superior customer service and information programs
- Upgrading GPS software to increase speed, efficiency and ease of use

Plan, maintain, and upgrade public infrastructure by:

- Continuing to develop and expand the Street Pavement & Repair Master Plan
- Implementing a streamlined Backflow Protection Program

Utilities Administration - Performance Measures

Measure	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Average daily raw surface water treated (MG)	2.650	2.875	1.996	1.973	2.348	2.106
Total surface water stored in ASR (MG)	707.24	625.000	596.878	563.889	591.994	584.254
Peak day (MGD)	5.500	6.785	4.832	3.888	4.900	4.540
Lowest safe operating capacity (MGD)	6.81	6.120	6.120	6.120	6.120	6.120
% of water main leaks responded to within 24 hours	100%	100%	100%	100%	100%	100%
Linear footage of water main replaced	780	500	0	60	1,500	1,560
Linear footage of new water mains constructed in-house	3,808	500	25	1,400	56	1,481
Average daily wastewater treatment (MG)	2.11	2.30	1.92	1.93	2.33	2.06
Average daily effluent water sold (MG)	0.49	0.50	0.37	0.09	0.11	0.19

Utilities Administration - Personnel Count

Position Title	Administration	Projects	GIS	2016 Total
Assistant Director of Public Works	0.45	0.50	0.05	1.00
Project Engineer	0.10	0.90	0.00	1.00
GIS/GPS Coordinator	0.05	0.00	0.95	1.00
Total FTEs	**0.60**	**1.40**	**1.00**	**3.00**

Return to Table of Contents

Utilities Administration
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$211,925	$192,234	$198,702
002	Overtime	$43	$0	$0
004	Longevity	$920	$644	$788
005	Social Security	$16,208	$14,755	$15,605
006	Retirement	$19,573	$16,915	$17,890
007	Group Insurance	$22,500	$22,500	$21,000
010	Travel & Training	$7,067	$9,500	$7,500
011	Local Meeting Expenses	$0	$110	$200
012	Certification Pay	$2,371	$2,400	$4,500
Total Personnel Services		**$280,607**	**$259,058**	**$266,185**
101	Office Supplies	$1,401	$1,000	$911
102	Small Tools and Equipment	$191	$100	$225
104	Fuel and Oil Supplies	$556	$700	$600
105	Food Supplies	$184	$500	$0
107	Wearing Apparel	$232	$550	$435
108	Other Supplies	$37	$0	$0
110	Postage	$0	$50	$50
112	Computer Software Purchases	$6,432	$0	$0
Total Supplies and Materials		**$9,033**	**$2,900**	**$2,221**
203	Maint. Contracts - Garage	$2,812	$0	$0
204	Parts - City Garage	$463	$300	$250
212	Repairs - Not City Garage	$39	$60	$65
217	Software Agreements	$2,400	$2,900	$4,150
Total Maintenance and Repairs		**$5,714**	**$3,260**	**$4,465**
301	Telephone Service	$855	$1,524	$1,692
306	Special Services	$14,315	$15,500	$12,850
Total Services		**$15,170**	**$17,024**	**$14,542**
402	Dues and Subscriptions	$271	$1,425	$880
Total Other Expenses		**$271**	**$1,425**	**$880**
506	Instruments / Apparatus	$0	$0	$5,000
Total Capital Outlay		**$0**	**$0**	**$5,000**
Department Total		**$310,796**	**$283,667**	**$293,293**

Water Production

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

DEPARTMENT RESPONSIBILITIES

- Water treatment - responsible for treating ground, surface and ASR water so that it meets all regulatory requirements and provides high quality drinking water for the citizens of Kerrville
- Water storage - responsible for managing various types of water storage devices so that peak demand can be met and water loss is minimized

Did You Know?

Water is the ultimate recycled resource! An estimated 55% of our water was used upstream, treated and returned to the river before being used by our City.

DEPARTMENT ACCOMPLISHMENTS

- Kept the City in stage 2 water restrictions during continuing drought conditions through proactive water management
- Removed the Spur-100 tank from service
- Replaced the ASR-1 submersible pump motor and wire
- Painted the Summit elevated tank
- Painted the Stadium-1 tank
- Installed passive mixing equipment into Stadium-1 and Stadium-2 tanks to reduce TTHMs
- Removed the filter backwash water from recycling to a land application to reduce TTHMs

FY2016 OBJECTIVES

Maintain and upgrade public infrastructure by:

- Painting the Kerrville North storage tank
- Installing tank mixing equipment in the Kerrville North storage tank
- Installing piping at the Methodist Encampment well to make it into the City's 4th ASR well

Return to Table of Contents

Water Production - Performance Measures

Responsibility	Measure	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Treatment and Storage	Average daily raw surface water treated (MG)	2.650	2.875	1.996	1.973	2.348	2.106
	Average daily treated surface water stored in ASR (MG)	0.220	1.500	0.000	0.000	0.484	0.161
	Average daily treated surface water recovered from ASR (MG)	0.350	0.950	0.810	0.607	0.175	0.531
	Average daily treated surface water distributed (MG)	2.530	2.500	1.996	1.998	1.820	1.938
	Average daily ground water distributed (MG)	0.800	0.450	0.457	0.497	1.446	0.800
	Total surface water stored in ASR (MG)	707.24	625.000	596.878	563.889	591.994	584.254
	Peak day (MGD)	5.500	6.785	4.832	3.888	4.900	4.540
	Lowest safe operating capacity (MGD)	6.81	6.120	6.120	6.120	6.120	6.120

Water Production - Personnel Count

Position Title	Treatment	Storage	2016 Total
Water Production Superintendent	0.50	0.50	1.00
Water Production Specialist	0.50	0.50	1.00
Water Production Maintenance Tech	1.00	1.00	2.00
Water Production Operator II	3.50	3.50	7.00
Total FTEs	**5.50**	**5.50**	**11.00**

Water Production
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$417,087	$417,206	$433,867
002	Overtime	$68,699	$84,815	$69,000
004	Longevity	$4,316	$4,140	$5,212
005	Social Security	$36,324	$39,020	$39,564
006	Retirement	$43,961	$44,732	$45,357
007	Group Insurance	$98,283	$82,500	$77,000
010	Travel & Training	$7,505	$9,569	$13,239
011	Local Meeting Expenses	$300	$528	$420
012	Certification Pay	$3,973	$3,900	$7,800
013	Other Pay	$0	$0	$1,300
Total Personnel Services		**$680,447**	**$686,410**	**$692,759**
101	Office Supplies	$2,457	$3,268	$2,700
102	Small Tools and Equipment	$6,112	$3,090	$3,670
103	Chemical & Medical Supplies	$137,795	$148,975	$161,520
104	Fuel and Oil Supplies	$11,979	$13,048	$10,964
105	Food Supplies	$788	$850	$900
106	Janitorial Supplies	$3,176	$2,090	$3,199
107	Wearing Apparel	$2,846	$4,675	$6,025
108	Other Supplies	$338	$1,000	$1,100
109	Fuel - Not City Garage	$0	$600	$600
110	Postage	$4,375	$9,470	$9,470
111	Computer Hardware	$0	$2,000	$3,200
112	Computer Software	$0	$0	$300
118	Sign Materials and Supplies	$598	$1,600	$600
132	Seed, Sod and Plantings	$0	$0	$100
134	Top Soil and Fill Materials	$0	$0	$200
Total Supplies and Materials		**$170,464**	**$190,666**	**$204,548**

Return to Table of Contents

Water Production
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
201	Land Maintenance	$924	$1,950	$700
202	Buildings & Structures	$10,059	$245,500	$12,300
203	Maint. Contracts - Garage	$8,240	$0	$0
204	Parts - City Garage	$143	$2,100	$1,200
205	Office Equipment	$0	$500	$500
206	Instruments / Apparatus	$40,476	$47,045	$45,300
207a	Street and Drainage	$0	$2,500	$2,500
208	Traffic Control Device	$0	$100	$100
210	Water System	$212,167	$121,590	$134,140
211	Wastewater System	$0	$0	$850
212	Repairs - Not City Garage	$1,057	$3,248	$3,168
Total Maintenance and Repairs		$273,065	$424,533	$200,758
301	Telephone Service	$2,137	$2,004	$2,094
302	Light and Power	$285,571	$357,000	$336,000
303	Natural Gas	$1,393	$1,260	$1,320
304	Water and Sewer	$1,454	$1,440	$1,440
306	Special Services	$44,252	$43,000	$29,425
311	Network Services	$4,797	$0	$0
313	Hire of Equipment	$398	$2,725	$1,300
316	Advertising	$67	$600	$600
317	Employment Physicals	$0	$490	$700
Total Services		$340,069	$408,519	$372,879
402	Dues and Subscriptions	$1,159	$2,260	$1,554
405	Other Charges	$30,606	$41,300	$59,375
Total Other Expenses		$31,765	$43,560	$60,929
506	Instruments / Apparatus	$0	$14,000	$14,150
Total Capital Outlay		$0	$14,000	$14,150
Department Total		$1,495,811	$1,767,688	$1,546,023

Utility Construction

Utilities Construction provides 24/7 construction support for the City's water and wastewater infrastructure.

DEPARTMENT RESPONSIBILITIES

- Construction, maintenance and repair - responsible for the construction, maintenance and repair of City water and wastewater infrastructure
- Fire hydrants - responsible for installation, maintenance and repair of fire hydrants

Did You Know?

The City of Kerrville has just over 208 miles of water mains and just under 40 miles of water service lines, totaling almost 250 miles for the water distribution system.

DEPARTMENT ACCOMPLISHMENTS

In FY2014, we:

- Responded to 1,980 service calls
- Repaired 225 water system leaks
- Replaced 1,800 feet of undersized water mains
- Conducted an annual service and inspection for all 1,403 City fire hydrants
- Started a water control valve exercising program

FY2016 OBJECTIVES

Maintain and upgrade public infrastructure by:

- Replacing under size water mains
- Upgrading control valves in the distribution system
- Continuing the valve exercising program

Return to Table of Contents

Utility Construction - Performance Measures

Responsibility	Measure	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Construction/ Maintenance/ Repair	Customer service calls	1,932	1,800	475	465	635	1,575
	% of customer service calls responded to within 24 hours	97%	95%	93%	97%	97%	96%
	Water main leak/break calls	141	110	45	41	43	129
	% of water main leaks responded to within 24 hours	100%	100%	100%	100%	100%	100%
	Man-hours for distribution system point repairs	17,280	10,000	2,800	2,800	2,800	8,400
	Linear footage of water main replaced	780	500	0	60	1,500	1,560
	Linear footage of new water mains constructed in-house	3808	500	25	1,400	56	1,481
Fire Hydrants	Number of new fire hydrants installed	9	5	0	0	1	1
	Number of fire hydrants replaced	3	5	1	1	0	2
	Number of fire hydrants repaired	165	175	40	52	68	160
	Total number of fire hydrants in system	1,406	1,406	1,406	1,406	1,407	1,406

Utility Construction - Personnel Count

Position Title	Construction/ Maintenance/ Repair	Fire Hydrants	2016 Total
Utility Construction Superintendent	0.80	0.20	1.00
Crew Leader	2.50	0.50	3.00
Distribution/Collection Operator	4.00	1.00	5.00
Total FTEs	**7.30**	**1.70**	**9.00**

Utility Construction
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$340,357	$345,946	$347,922
002	Overtime	$13,898	$29,627	$29,363
004	Longevity	$4,940	$5,324	$4,872
005	Social Security	$26,017	$29,230	$29,702
006	Retirement	$31,985	$33,510	$34,050
007	Group Insurance	$67,500	$67,500	$63,000
010	Travel & Training	$2,581	$3,655	$2,530
011	Local Meeting Expenses	$96	$780	$320
012	Certification Pay	$1,614	$1,200	$2,200
013	Other Pay	$0	$0	$3,900
Total Personnel Services		**$488,988**	**$516,772**	**$517,859**
101	Office Supplies	$529	$498	$550
102	Small Tools and Equipment	$13,632	$7,000	$9,582
103	Chemical & Medical Supplies	$503	$550	$500
104	Fuel and Oil Supplies	$23,337	$32,696	$22,565
105	Food Supplies	$1,191	$1,460	$1,580
106	Janitorial Supplies	$514	$464	$500
107	Wearing Apparel	$4,110	$6,391	$7,200
109	Fuel - Not City Garage	$236	$382	$460
110	Postage	$0	$100	$100
133	Sand and Gravel	$4,042	$2,700	$4,250
134	Top Soil and Fill Material	$488	$500	$500
Total Supplies and Materials		**$48,583**	**$52,741**	**$47,787**
201	Land Maintenance	$15	$350	$200
202	Buildings & Structures	$858	$950	$550
203	Maint. Contracts - Garage	$22,660	$0	$0
204	Parts - City Garage	$8,452	$10,500	$10,550
206	Instruments / Apparatus	$801	$840	$500
207	Street and Drainage	$19,134	$25,400	$22,000
208	Traffic Control Device	$997	$1,150	$2,250
210	Water System	$43,514	$62,500	$63,200
211	Wastewater System	$4,626	$5,000	$5,250
212	Repairs - Not City Garage	$2,356	$1,100	$6,814
Total Maintenance and Repairs		**$103,413**	**$107,790**	**$111,314**

Return to Table of Contents

Utility Construction
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
301	Telephone Service	$1,309	$1,524	$1,428
Total Services		**$1,309**	**$1,524**	**$1,428**
402	Dues and Subscriptions	$540	$1,455	$1,344
Total Other Expenses		**$540**	**$1,455**	**$1,344**
504	Machinery, Tools, Equip.	$118,865	$0	$0
510	Water System	$64,209	$85,000	$75,000
511	Wastewater System	$13,191	$15,000	$15,000
Total Capital Outlay		**$196,265**	**$100,000**	**$90,000**
Department Total		**$839,099**	**$780,282**	**$769,732**

Water Reclamation

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

DEPARTMENT RESPONSIBILITIES

- Wastewater collection and 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
- Plant maintenance and repair - responsible for operation, maintenance and repair of the Water Reclamation Treatment Facility
- Collection system - responsible for the maintenance and repair of 209 miles of collection lines, 3,009 sewer manholes and 27 lift stations
- Reclaimed water distribution - responsible for the maintenance and repair of the reclaimed water distribution pumps and piping system

Did You Know?

The City of Kerrville is the last facility in our region to still accept truckloads of septage waste.

DEPARTMENT ACCOMPLISHMENTS

In FY2014, we:

- Treated 778 million gallons of wastewater
- Dewatered and transported 693 dry metric tons of digested sludge
- Distributed 181 millions gallons of reclaimed water

FY2016 OBJECTIVES

Deliver quality municipal services by:

- Treating 800+ million gallons of wastewater
- Dewatering and transporting 700+ dry tons of sludge
- Distributing 200+ million gallons of reclaimed water

Maintain and upgrade public infrastructure by:

- Beginning design phase of reclaimed water storage pond
- Completing improvements to the Broadway Lift Station

Return to Table of Contents

Water Reclamation - Performance Measures

Responsibility	Measure	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Collection/ Treatment	Average daily wastewater treatment (MG)	2.11	2.30	1.92	1.93	2.33	2.06
Plant maintenance and repair	Man-hours for lift station/WWTP maintenance & repair	8,448	8,000	2,513	2,353	1,951	6,817
Collection System	Sanitary sewer overflows	8	15	2	2	5	9
	% of sanitary sewer overflows responded to within 24 hours	100%	100%	100%	100%	100%	100%
	Man-hours for collection system maintenance	5,326	5,000	1,252	1,863	1,117	4,232
	SCADA service calls	98	200	55	91	35	181
	% of SCADA service calls responded to within 24 hours	100%	100%	100%	100%	100%	100%
	Customer service calls	154	250	59	19	24	102
	% of customer service calls responded to within 24 hours	100%	100%	100%	99%	100%	100%
	Footage of collection lines televised/inspected	44,148	50,000	14,207	2,500	1,413	18,120
	Footage of collection lines cleaned	261,889	200,000	43,500	55,455	34,696	133,651
Reclaimed Water	Average daily effluent water sold (MG)	0.49	0.50	0.37	0.09	0.11	0.19

Water Reclamation - Personnel Count

Position Title	Wastewater Collection/ Treatment	Plant Maintenance/ Repair	Collection System Maintenance/ Repair	Reclaimed Water Distribution	2016 Total
Water Reclamation Superintendent	0.30	0.30	0.20	0.20	1.00
Water Reclamation Chief Operator	0.30	0.40	0.10	0.20	1.00
Water Reclamation Inspection Tech II	0.25	0.15	0.50	0.10	1.00
Water Reclamation Maintenance Tech	0.30	0.50	1.00	0.20	2.00
Water Reclamation Operator II	1.00	1.50	1.50	1.00	5.00
Water Reclamation Operator I	0.50	1.00	1.00	0.50	3.00
Water Reclamation Technician	0.30	0.30	0.20	0.20	1.00
Total FTEs	**2.95**	**4.15**	**4.50**	**2.40**	**14.00**

Water Reclamation
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$523,580	$534,539	$542,339
002	Overtime	$46,518	$45,217	$51,790
004	Longevity	$5,452	$6,120	$6,180
005	Social Security	$43,595	$45,003	$46,490
006	Retirement	$27,937	$51,592	$53,296
007	Group Insurance	$105,000	$105,000	$98,000
010	Travel & Training	$4,417	$6,804	$8,500
011	Local Meeting Expenses	$0	$360	$400
012	Certification Pay	$2,414	$2,400	$4,800
013	Other Pay	$0	$0	$2,600
Total Personnel Services		**$758,913**	**$797,035**	**$814,395**
101	Office Supplies	$1,678	$4,880	$5,000
102	Small Tools and Equipment	$17,348	$15,779	$18,764
103	Chemical & Medical Supplies	$256,411	$268,544	$260,000
104	Fuel and Oil Supplies	$29,473	$22,915	$27,050
105	Food Supplies	$437	$1,120	$500
106	Janitorial Supplies	$4,469	$3,526	$4,503
107	Wearing Apparel	$6,939	$9,027	$8,108
108	Other Supplies	$2,413	$4,963	$1,500
109	Fuel - Not City Garage	$3,707	$5,655	$3,690
110	Postage	$307	$1,620	$720
118	Sign Materials and Supplies	$0	$1,900	$850
133	Sand and Gravel	$0	$2,700	$1,000
134	Top Soil and Fill Material	$0	$2,350	$1,000
Total Supplies and Materials		**$323,181**	**$344,979**	**$332,685**
201	Land Maintenance	$2,173	$1,050	$1,000
202	Buildings & Structures	$9,335	$5,125	$3,968
203	Maint. Contracts - Garage	$26,028	$0	$0
204	Parts - City Garage	$7,678	$8,500	$6,500
205	Office Equipment	$140	$450	$200
206	Instruments / Apparatus	$58,353	$65,230	$96,263
207a	Street and Drainage	$0	$3,500	$12,025
208	Traffic Control Device	$0	$1,920	$1,874
210	Water System	$73	$0	$500
211	Wastewater System	$92,813	$97,926	$89,090
212	Repairs - Not City Garage	$12,226	$4,821	$3,115
Total Maintenance and Repairs		**$208,820**	**$188,522**	**$214,535**

Return to Table of Contents

Water Reclamation
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
301	Telephone Service	$3,839	$4,242	$4,188
302	Light and Power	$229,430	$240,000	$247,992
303	Natural Gas	$1,707	$1,855	$2,000
304	Water and Sewer	$3,354	$6,012	$6,400
306	Special Services	$37,144	$27,725	$28,000
311	Network Services	$4,800	$0	$0
313	Hire of Equipment	$4,543	$2,155	$2,200
316	Advertising	$0	$1,000	$0
317	Employment Physicals	$0	$1,050	$1,500
Total Services		**$284,817**	**$284,039**	**$292,280**
402	Dues and Subscriptions	$699	$2,907	$1,825
404	Finance Charges / Late Fees	$2	$0	$0
405	Other Charges	$17,690	$23,008	$21,558
Total Other Expenses		**$18,390**	**$25,915**	**$23,383**
504	Machinery, Tools and Equipment	$0	$65,800	$0
506	Instruments / Apparatus	$0	$14,000	$0
Total Capital Outlay		**$0**	**$79,800**	**$0**
Department Total		**$1,594,120**	**$1,720,290**	**$1,677,278**

Laboratory

The Lab provides sampling and analysis support to the Water and Water Reclamation Divisions. The Lab also responds to environmental complaints and wastewater overflows in addition to assisting in wastewater pretreatment operations.

DEPARTMENT RESPONSIBILITIES

- Internal testing - responsible for providing sampling and analysis support for Water Production and Water Reclamation to ensure compliance with water standards
- External testing - the Lab provides contract laboratory services to other water providers in the region

Did You Know?

Bottled vs. Tap - Tap water is cheaper, more regulated, not subject to leaching plastic bottles and creates much less waste. In addition, more than 25% of bottled water comes from a municipal supply. We vote for tap!

DEPARTMENT ACCOMPLISHMENTS

In FY2014, we:

- Performed approximately 5.500 lab tests for the Water Reclamation Plant
- Performed approximately 1,000 lab tests for the Water Production Plant
- Performed over 850 lab tests on public samples

FY2016 OBJECTIVES

Provide quality municipal services by:

- Providing high quality water testing to Water Reclamation and Water Production
- Keeping up to date on changes in state and federal regulations on water quality
- Responding to citizens' wants by offering water testing services to local public water systems and private well owners

Be good stewards of public resources by:

- Streamlining procedures and protocols used in the laboratory to assure cost efficiency

Return to Table of Contents

Laboratory - Performance Measures

Responsibility	Measure	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Internal Testing	Number of tests for Water Treatment Plant	938	1,000	190	209	289	688
	Number of tests for Water Reclamation Plant (incl. spills)	5,493	5,000	1,280	1,661	1,553	4,494
External Testing	Number of tests for public samples	871	850	249	208	237	694
	Number of tests for grease trap samples	180	300	150	0	166	316
	Number of tests for QC & Lab Accreditation (estimate)	4,937	5,000	1,234	1,371	1,482	4,087

Laboratory - Personnel Count

Position Title	Internal Testing	External Testing	2016 Total
Lab Manager	0.85	0.15	1.00
Lab Analyst	0.85	0.15	1.00
Pretreatment Tech	0.85	0.15	1.00
Lab Assistant	0.85	0.15	1.00
Total FTEs	**3.40**	**0.60**	**4.00**

Utilities Laboratory
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$148,019	$154,253	$157,747
002	Overtime	$35	$1,112	$500
004	Longevity	$891	$968	$992
005	Social Security	$11,083	$11,959	$12,182
006	Retirement	$13,170	$13,710	$13,965
007	Group Insurance	$30,000	$30,000	$28,000
010	Travel & Training	$2,948	$4,660	$2,500
011	Local Meeting Expenses	$0	$0	$150
Total Personnel Services		**$206,146**	**$216,662**	**$216,036**
101	Office Supplies	$2,331	$2,413	$2,362
102	Small Tools and Equipment	$8,602	$6,700	$5,000
103	Chemical & Medical Supplies	$21,317	$24,000	$21,000
104	Fuel and Oil Supplies	$686	$700	$550
106	Janitorial Supplies	$1,309	$1,400	$1,466
107	Wearing Apparel	$912	$850	$1,535
110	Postage	$0	$400	$300
111	Computer Hardware	$7	$0	$0
Total Supplies and Materials		**$35,164**	**$36,463**	**$32,213**
202	Buildings & Structures	$3,866	$1,300	$2,500
203	Maint. Contracts - Garage	$1,026	$0	$0
204	Parts - City Garage	$66	$500	$500
206	Instruments / Apparatus	$1,168	$1,000	$10,525
210	Water System	$1,804	$1,720	$0
212	Repairs - Not City Garage	$32	$45	$55
Total Maintenance and Repairs		**$7,962**	**$4,565**	**$13,580**
301	Telephone Service	$248	$276	$0
302	Light and Power	$4,225	$4,500	$4,500
306	Special Services	$10,541	$11,900	$5,000
317	Employment Physicals	$0	$0	$350
Total Services		**$15,014**	**$16,676**	**$9,850**
402	Dues and Subscriptions	$1,841	$1,990	$2,010
Total Other Expenses		**$1,841**	**$1,990**	**$2,010**
506	Instruments / Apparatus	$0	$0	$8,500
Total Capital Outlay		**$0**	**$0**	**$8,500**
Department Total		**$266,128**	**$276,356**	**$282,189**

Return to Table of Contents

General Operations

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

In FY2015, we changed the way that we account for citywide expenses that are not easily identifiable as belonging to a particular fund. Examples would be the audit fee or charges for our telephone network service. Previously, we have attempted to allocate these charges and charge them directly to multiple funds when paid.

In FY2015, these items are paid entirely from the General Fund. Then, the General Fund bills the Water and Sewer Fund for their allocated share of the expense. This means that the FY2015 and FY2016 budget for these items in General Operations is lower than in previous years. However, this savings is offset by increased expense in the Non-Departmental transfer to the General Fund.

Water and Sewer General Operations
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
006	Retirement	$22,182	$0	$0
008	Workers Comp Insurance	$27,496	$50,000	$50,000
009	Unemployment Claims	$0	$5,000	$5,000
010	Travel and Training	$0	$0	$5,000
Total Personnel Services		**$49,677**	**$55,000**	**$60,000**
101	Office Supplies	$2,356	$0	$0
106	Janitorial Supplies	$231	$0	$0
110	Postage	$9,288	$0	$0
112	Computer software Purchase	$5,898	$0	$0
Total Supplies and Materials		**$17,773**	**$0**	**$0**
202	Buildings & Structures	$8	$0	$0
210	Water System Maintenance	$25,266	$0	$0
Total Maintenance and Repairs		**$25,274**	**$0**	**$0**
301	Telephone Service	$34,191	$0	$0
304	Water and Sewer	$4,034	$0	$0
306	Special Services	$0	$32,432	$0
307	Insurance	$53,441	$55,000	$65,500
311	Network Services	$2,400	$0	$0
312	Audit Fees	$33,063	$0	$0
316	Advertising	$0	$0	$500
328	Bank & Credit Card Fees	$0	$61,200	$74,400
Total Services		**$127,128**	**$148,632**	**$140,400**
401	Certificates, Awards, Etc.	$2,301	$0	$0
405	Other Charges	$470	$0	$0
410	Contingency	$20,950	$265,068	$269,423
411	Legal Contingency	$92,518	$75,000	$75,000
Total Other Expenses		**$116,239**	**$340,068**	**$344,423**
504	Machinery, Tools and Equipment	$87,665	$8,500	$0
510	Water System	$6,390	$0	$0
Total Capital Outlay		**$94,055**	**$8,500**	**$0**
Department Total		**$430,146**	**$552,200**	**$544,823**

Return to Table of Contents

Non-Departmental

This department is used by Finance to account for interfund transfers. This department only has budgeted expenditures. There are no responsibilities, accomplishments or performance measures for this department.

Transfer to General Fund (901) for Management Fee includes 50% of the expense for these departments:

- City Council
- City Attorney
- Finance
- Engineering
- City Secretary
- City Administration
- Human Resources
- Information Technology
- Citywide General Operation items
- Parks Maintenance - Mowing Crew
- Public Works Director (part of Streets Department)

Transfer to Garage (903) covers the cost for garage maintenance and repair services for all Water and Sewer Fund vehicles.

Transfer to Equipment Replacement (919) covers the cost for buying equipment from the Asset Replacement Fund.

Transfer to Debt Service (953) covers annual debt service for Water and Sewer debt

Transfer to Capital Projects (971) includes money allocated for:

- Reuse Pond

Water and Sewer Non-Departmental
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
901	Transfer to General Fund	$1,250,000	$1,802,560	$1,920,903
903	Transfer to Garage	$0	$69,519	$69,747
919	Transfer to Asset Replacement	$100,000	$100,000	$100,000
953	Transfer - Revenue Debt Service	$1,491,733	$900,000	$950,000
971	Transfer to Water/Sewer CIP	$1,183,000	$3,323,667	$2,969,326
Total Transfers Out		$4,024,733	$6,195,746	$6,009,976
Department Total		$4,024,733	$6,195,746	$6,009,976

THIS PAGE INTENTIONALLY LEFT BLANK.

DEBT SERVICE FUNDS

Return to Table of Contents

THIS PAGE INTENTIONALLY LEFT BLANK.

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 and Sewer Debt Service Fund is combined with other Water and Sewer 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.

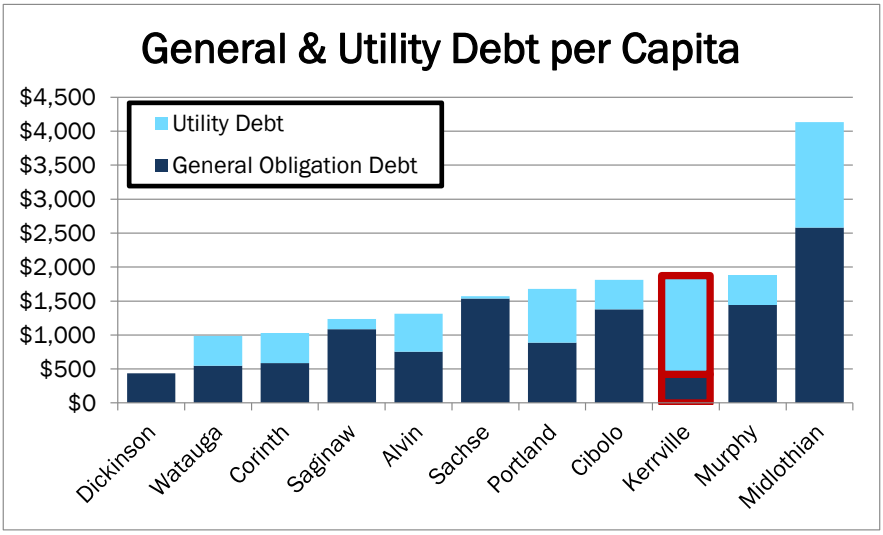
DEBT LIMITS

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. Additionally, 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. Kerrville's $0.5625 total tax rate is well below the $2.50 constitutional limit. Kerrville uses $0.0735 for debt service, much less than the $1.50 Administrative Code limit.

Debt for the Water and Sewer Fund is limited by City Council policy. The Council has directed that annual Water and Sewer debt service not exceed 35% of the Water and Sewer Fund annual revenue. For the FY2016 budget, this limit means that debt service should be less than $4.1 million. Actual debt service in FY2016 is 27.6% of revenue at $3.2 million.

PER CAPITA DEBT

This data compares Kerrville to ten similar size Texas cities, all with AA bond ratings. At $420 per person, Kerrville has the lowest general obligation debt load of the eleven cities shown. Kerrville's debt primarily exists on the Water and Sewer side, putting total per capita debt at $1,876 per person, which is in line with the comparison cities.

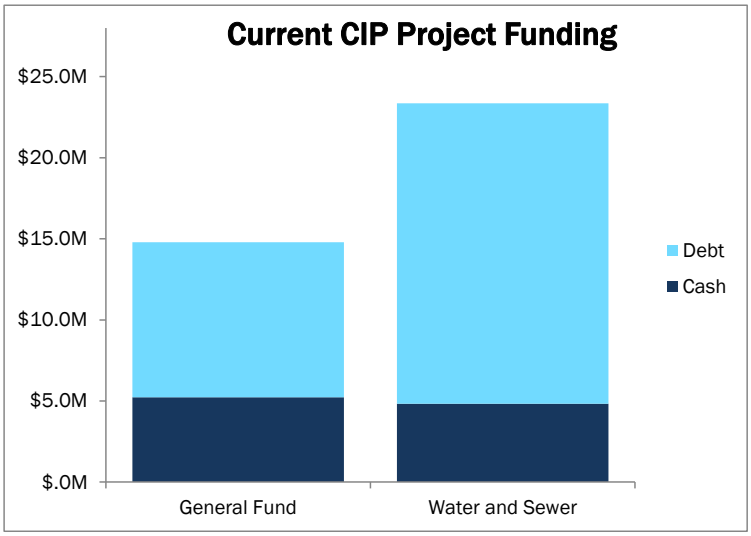


Source: First Southwest data, May 2015

City	GO Debt per Capita	Utility Debt per Capita	Total Debt per Capita
Dickinson	$ 435	$ -	$ 435
Watauga	549	436	986
Corinth	588	441	1,029
Saginaw	1,085	152	1,237
Alvin	754	558	1,312
Sachse	1,538	35	1,573
Portland	885	791	1,676
Cibolo	1,380	434	1,813
Kerrville	**420**	**1,456**	**1,876**
Murphy	1,452	430	1,882
Midlothian	2,582	1,551	4,133

NEW DEBT

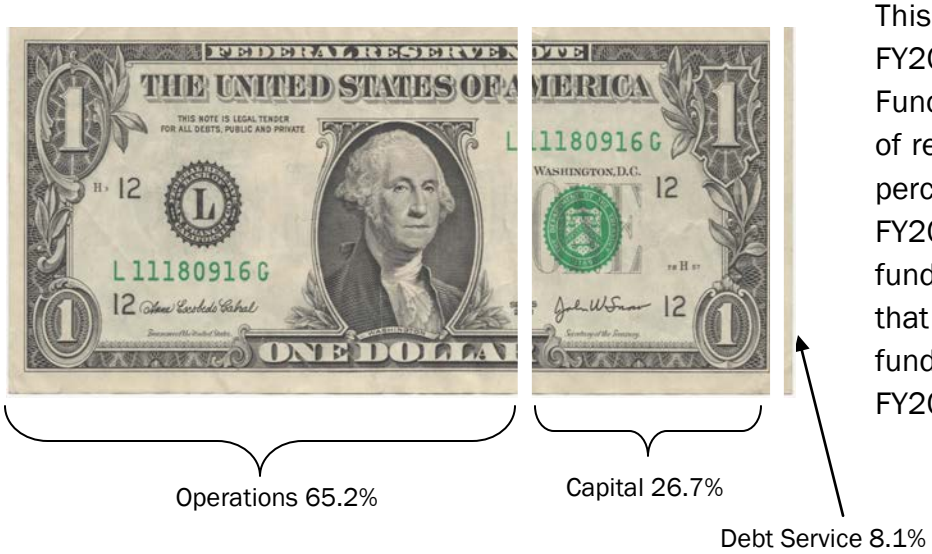
The City uses a combination of cash and debt financing for capital projects. Recently, we used cash to finance street and building improvements for the General Fund. The Water and Sewer Fund has contributed almost $5 million for current projects such as water tank painting and the initial phase of the City's reuse pond project. The reuse pond project will create a pond so that treated water from the Water Reclamation plant can be stored in the pond and used for commercial irrigation rather than put back in to the Guadalupe River.



In July 2015, the City issued $9 million in tax supported certificates of obligation. The proceeds from this issuance will be used to construct an athletic complex for baseball, softball and soccer. A private foundation is donating the land and approximately $3 million toward the construction of this complex, with the City funding the remainder. Kerrville's Economic Improvement Corporation has pledged to pay for the debt service with 4b sales tax revenue.

The City also anticipates issuing new debt in FY2016. This debt will be supported by revenues in the Water and Sewer Fund with the proceeds used for water and wastewater system improvements. The amount of the issuance and terms of the debt are not finalized. Accordingly, a budget amendment in FY2016 will be required during the debt issuance process.

Water and Sewer Fund - Where the Revenue Goes



This chart shows that in FY2016, the Water and Sewer Fund is projected to spend 8.1% of revenue on debt service. This percentage will increase in FY2017 as the debt service fund contained excess funding that will be applied to FY2016 funding requirements, but not FY2017 requirements.

Return to Table of Contents

GENERAL DEBT SERVICE

The City is currently using General Fund debt to finance major park renovations and the creation of a 6 mile long multi use trail along the Guadalupe River. Additionally, the new City Hall opened in 2012 was financed with debt.

Debt service is funded from primarily from property tax revenue. In addition, the Economic Improvement Corporation is contributing funds raised from 4B sales tax to help pay for River Trail related debt.

Expenditures represent both principal and interest payments for debt service. The expenditures shown below also include funding for an interfund loan between landfill funds and the general fund. The interfund loan is not part of the schedule of outstanding debt obligations.

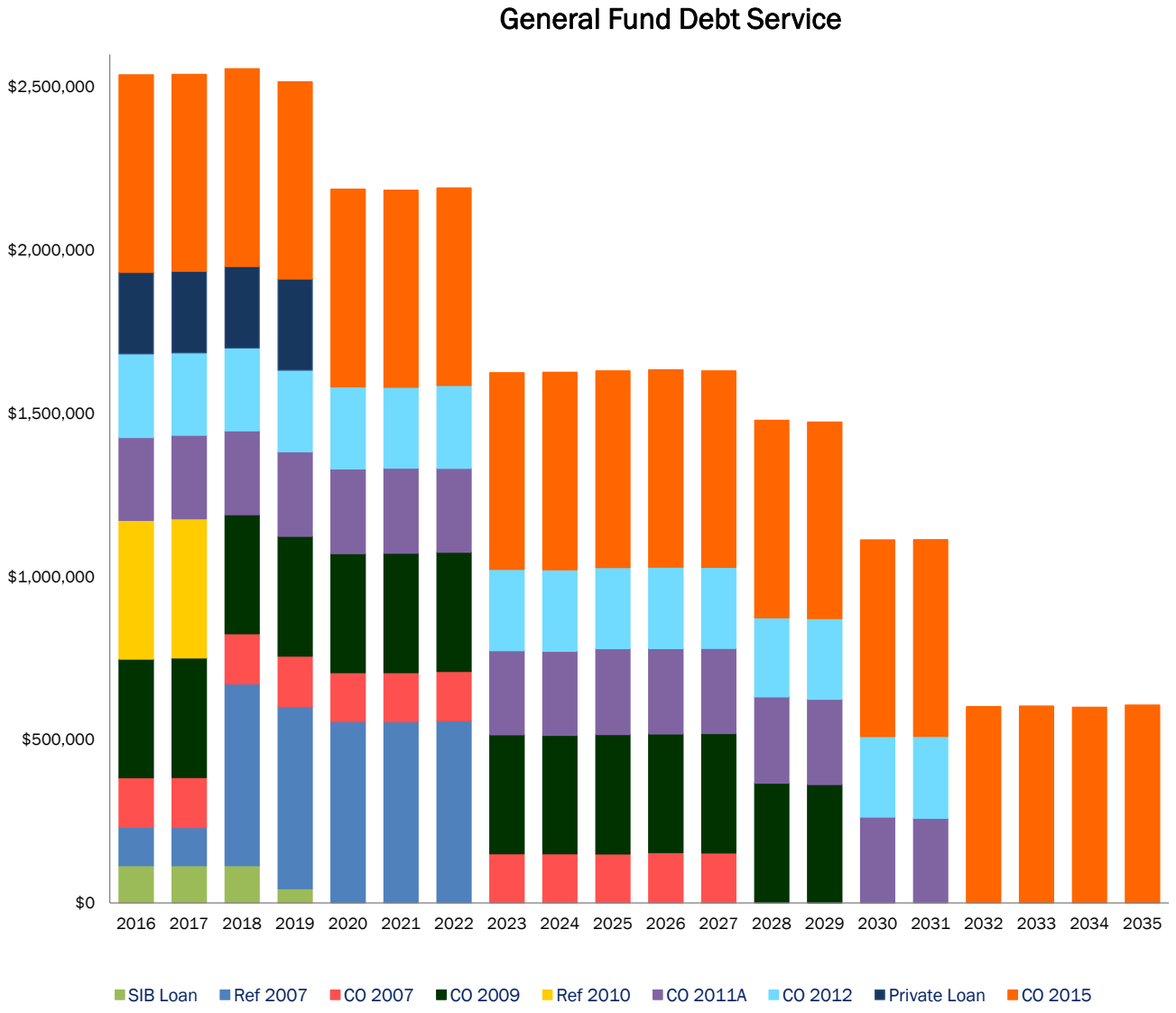
The City issued additional General Fund debt in July 2015 to fund the construction of an athletic complex. The FY2016 budget reflects increased debt service requirements due to the new debt.

GENERAL DEBT SERVICE FUND - BUDGET SUMMARY

	FY14 Actual	FY15 Adopted	FY15 Estimated	FY16 Proposed
BEGINNING FUND BALANCE	$1,345,961	$ 1,385,583	$ 1,385,583	$1,316,086
REVENUES				
Operating Revenues	1,466,026	1,797,000	1,944,405	2,428,507
Operating Transfers In	-	-	-	-
TOTAL REVENUES	1,466,026	1,797,000	1,944,405	2,428,507
EXPENDITURES				
Operating Expenditures	1,344,273	2,013,902	1,932,767	2,538,344
Operating Transfers Out	82,132	-	82,135	82,135
TOTAL EXPENDITURES	1,426,405	2,013,902	2,013,902	2,620,479
CHANGE IN NET POSITION	39,621	(216,902)	(69,497)	(191,972)
ENDING FUND BALANCE	$1,385,583	$ 1,168,681	$ 1,316,086	$1,124,114

GENERAL DEBT SERVICE

As the graph below shows, annual debt service averages approximately $1.9 million through 2019. At that time, a private loan and a SIB loan will be paid off and the annual debt service will drop significantly.



Return to Table of Contents

GENERAL DEBT SERVICE

The chart below shows detail for annual debt service by issuance through 2035

.

General Fund Debt Schedule

	SIB Loan	Ref 2007	CO 2007	CO 2009	Ref 2010	CO 2011A	CO 2012	Private Loan	CO 2015	Total Payments
2016	$114,322	$117,436	$151,933	$363,283	$425,242	$254,156	$256,230	$250,000	$605,244	$2,537,844
2017	$114,322	$116,813	$153,033	$366,533	$426,666	$255,706	$252,630	$250,000	$602,950	$2,538,651
2018	$114,322	$556,651	$153,933	$364,558		$257,156	$254,030	$250,000	$605,750	$2,556,398
2019	$44,055	$557,674	$154,633	$367,358		$258,506	$250,330	$279,881	$603,350	$2,515,787
2020		$555,716	$150,233	$364,308		$259,756	$251,630		$605,850	$2,187,492
2021		$555,227	$150,733	$365,383		$260,906	$247,830		$603,150	$2,183,228
2022		$558,297	$150,973	$365,433		$257,006	$254,030		$605,350	$2,191,088
2023			$150,950	$364,433		$257,806	$249,030		$602,350	$1,624,569
2024			$150,690	$363,033		$257,995	$249,030		$605,200	$1,625,947
2025			$150,191	$366,133		$262,744	$248,904		$602,600	$1,630,571
2026			$154,345	$363,733		$262,031	$248,655		$604,700	$1,633,464
2027			$153,150	$365,833		$260,913	$248,280		$602,463	$1,630,638
2028				$367,160		$264,147	$242,780		$604,950	$1,479,037
2029				$362,544		$261,575	$247,280		$602,025	$1,473,424
2030						$263,300	$246,530		$602,625	$1,112,455
2031						$259,463	$251,125		$602,775	$1,113,363
2032									$601,200	$601,200
2033									$603,481	$603,481
2034									$599,406	$599,406
2035									$606,206	$606,206

General Fund Debt Service
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6111	Current Year Taxes	$1,246,085	$1,250,000	$1,278,125
6112	Prior Year Tax	$32,514	$22,000	$25,000
6115	Penalty	$14,264	$13,000	$13,000
Total Tax Revenue		**$1,292,864**	**$1,285,000**	**$1,316,125**
6911	Interest Revenue	$3,162	$0	$3,500
6940	EIC Debt Receipts	$170,000	$512,000	$1,108,882
Total Interest and Miscellaneous		**$173,162**	**$512,000**	**$1,112,382**
7001	Transfer In - From General Fund	$0	$0	$0
Total Transfers In		**$0**	**$0**	**$0**
TOTAL REVENUES		**$1,466,026**	**$1,797,000**	**$2,428,507**

Return to Table of Contents

General Debt Service
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
306	Special Services	$462	$1,000	$500
Total Services		$462	$1,000	$500
426-06	2007 Refunding Bond Expense	$13,350	$15,575	$15,575
426-09	2009 Bond Expense	$210,000	$215,000	$220,000
426-11	2010 Refunding Bond Expense	$373,800	$387,150	$400,500
426-13	2011A CO Bond Expense	$0	$165,000	$170,000
426-14	2012 CO Bond Expense	$0	$175,000	$180,000
426-15	Private Loan Expense	$0	$250,000	$250,000
426-16	2015 CO Bond Expense	$0	$0	$305,000
426-26	Landfill Closure - Expense	$0	$31,784	$0
426-28	Landfill Post Closure - Expense	($0)	$33,966	$0
426-77	2007 Bond Expense	$90,000	$90,000	$95,000
426-91	2006 SIB Loan Expense	$92,094	$95,870	$99,801
429-06	2007 Refunding Bond Interest Expense	$103,062	$102,484	$101,861
429-09	2009 Bond Interest Expense	$156,183	$149,808	$143,283
429-11	2010 Refunding Bond Interest Expense	$49,974	$38,559	$24,742
429-13	2011A CO Bond Interest Expense	$89,156	$87,506	$84,156
429-14	2012 CO Bond Interest Expense	$79,730	$79,730	$76,230
429-16	2015 CO Bond Interest Expense	$0	$0	$300,244
429-26	Landfill Closure - Interest Expense	$0	$6,119	$0
429-28	Landfill Post Closure - Interest Expense	$3	$10,267	$0
429-77	2007 Bond Interest Expense	$64,233	$60,633	$56,931
429-91	2006 SIB Loan Interest Expense	$22,227	$18,451	$14,521
Total Other Expenses		$1,343,811	$2,012,902	$2,537,844
926	Transfer Out - Landfill Closure	$37,902	$0	$37,902
928	Transfer Out - Landfill Post Closure	$44,230	$0	$44,233
Total Transfers Out		$82,132	$0	$82,135
TOTAL EXPENDITURES		$1,426,405	$2,013,902	$2,620,479

CHANGE IN NET POSITION	$39,621	($216,902)	($191,972)

WATER AND SEWER DEBT SERVICE

The City uses Water and Sewer debt to finance significant public infrastructure projects such as wells, lift stations, pump stations, transmission lines and water lines. Debt was most recently issued in the form of Certificates of Obligation in 2013. This fund maintains approximately 1 year of debt service in fund balance reserve.

Revenues in this fund come from charges for water sales and sewer services and transfers in from the Water and Sewer Fund. Expenditures represent both principal and interest payments for debt service.

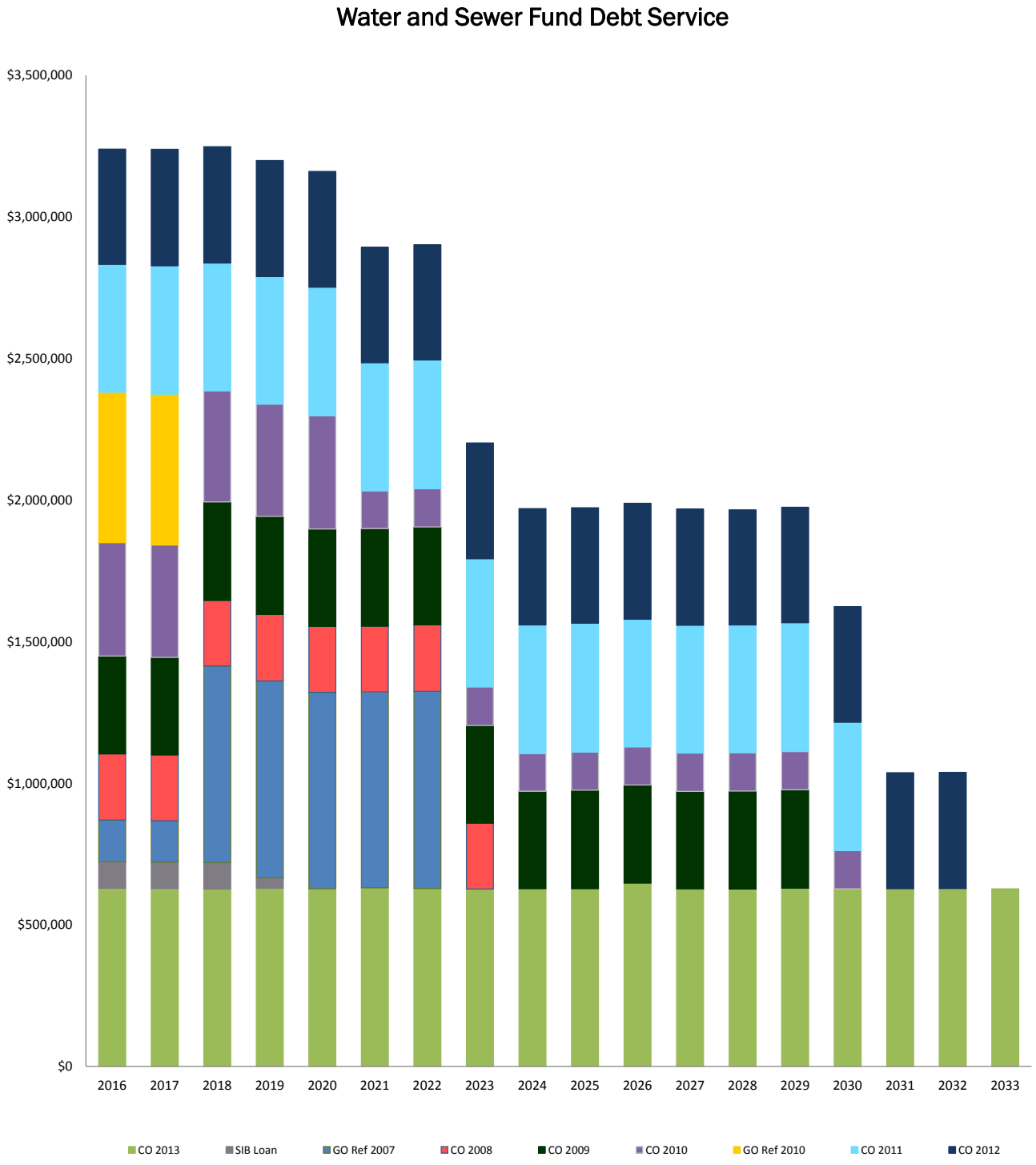
WATER AND SEWER DEBT SERVICE FUND - BUDGET SUMMARY

	FY14 Actual	FY15 Adopted	FY15 Estimated	FY16 Proposed
BEGINNING FUND BALANCE	$4,105,054	$ 3,788,860	$ 3,788,860	$3,233,627
REVENUES				
Operating Revenues	1,900,807	1,849,500	1,782,500	8,500
Operating Transfers In	1,491,733	900,000	900,000	950,000
TOTAL REVENUES	3,392,540	2,749,500	2,682,500	958,500
EXPENDITURES				
Operating Expenditures	3,708,734	3,237,733	3,237,733	3,241,194
Operating Transfers Out	-	-	-	-
TOTAL EXPENDITURES	3,708,734	3,237,733	3,237,733	3,241,194
CHANGE IN NET POSITION	(316,194)	(488,233)	(555,233)	(2,282,694)
ENDING FUND BALANCE	$3,788,860	$ 3,300,627	$ 3,233,627	$ 950,933

Return to Table of Contents

WATER AND SEWER DEBT SERVICE

As the graph below shows, annual debt service averages approximately $3.2 million through 2020. In 2021 the debt service will begin to drop as principal payments on the 2010 Certificates of Obligation drop.



WATER AND SEWER DEBT SERVICE

The chart below shows detail for annual debt service by issuance through 2033.

	SIB Loan	GO Ref 2007	CO 2008	CO 2009	CO 2010	GO Ref 2010	CO 2011	CO 2012	CO 2013	Total Payments
2016	$93,536	$146,465	$233,780	$345,625	$401,148	$530,358	$451,744	$406,615	$629,925	$3,239,194
2017	$93,536	$145,688	$232,786	$344,250	$396,998	$532,134	$454,094	$411,115	$628,250	$3,238,849
2018	$93,536	$694,250	$231,625	$347,650	$392,698		$451,144	$410,415	$626,500	$3,247,817
2019	$36,045	$695,526	$235,298	$345,825	$396,673		$450,344	$409,615	$629,675	$3,199,001
2020		$693,084	$233,638	$343,263	$400,123		$454,144	$408,715	$627,700	$3,160,666
2021		$692,474	$231,812	$344,863	$133,048		$452,344	$407,715	$630,650	$2,892,904
2022		$696,303	$234,819	$345,475	$134,898		$455,144	$406,615	$628,450	$2,901,703
2023			$232,493	$345,075	$136,573		$452,344	$408,865	$626,175	$2,201,524
2024				$344,275	$132,822		$454,144	$410,865	$627,600	$1,969,706
2025				$347,975	$134,073		$455,344	$407,615	$627,600	$1,972,606
2026				$346,175	$134,873		$450,944	$409,240	$647,400	$1,988,631
2027				$343,975	$135,473		$451,144	$410,615	$627,000	$1,968,206
2028				$346,113	$135,758		$450,744	$406,740	$626,400	$1,965,754
2029				$347,225	$135,838		$454,744	$407,740	$629,250	$1,974,796
2030					$135,525		$452,944	$408,490	$626,763	$1,623,721
2031								$409,750	$627,638	$1,037,388
2032								$410,000	$628,138	$1,038,138
2033									$626,775	$626,775

Return to Table of Contents

Water and Sewer Debt Service
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6436	Water Sales - Debt Issue	$419,735	$420,000	$0
6439	Sewer Service - Debt Issue	$1,468,159	$1,422,000	$0
6440	Capital Recovery Fee	$3,795	$0	$0
Total Service Revenue		**$1,891,689**	**$1,842,000**	**$0**
6911	Interest Revenue	$9,118	$7,500	$8,500
6998	Bond Proceeds	$0	$0	$0
Total Interest and Miscellaneous		**$9,118**	**$7,500**	**$8,500**
7002	Transfer - Water/Sewer	$1,491,733	$900,000	$950,000
Total Transfers In		**$1,491,733**	**$900,000**	**$950,000**
TOTAL REVENUES		**$3,392,540**	**$2,749,500**	**$958,500**

Water and Sewer Debt Service
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
306	Special Services	$1,522	$2,000	$2,000
Total Services		$1,522	$2,000	$2,000
426-08	2008 Bond Expense	$0	$175,000	$180,000
426-09	2009 Bond Expense	$0	$205,000	$210,000
426-10	2010 Bond Expense	$0	$290,000	$305,000
426-11	2010 Refunding Bond Expense	$0	$482,850	$499,500
426-12	2011 Bond Expense	$0	$250,000	$255,000
426-14	2012 Bond Expense	$0	$270,000	$275,000
426-16	2013 Bond Expense	$0	$435,000	$445,000
426-31	2006 SIB Loan Expense	$0	$78,439	$81,655
426-86	2007 Refunding Bond Expense	$0	$19,425	$19,425
429*	Interest Expense Accrual - YE	($114,876)	$0	$0
429-08	2008 Bond Interest Expense	$65,268	$59,607	$53,780
429-09	2009 Bond Interest Expense	$147,925	$141,850	$135,625
429-10	2010 Bond Interest Expense	$110,548	$104,848	$96,148
429-11	2010 Refunding Bond Interest Expense	$62,327	$48,091	$30,858
429-12	2011 Bond Interest Expense	$148,011	$204,244	$196,744
429-14	2012 Bond Interest Expense	$142,315	$137,015	$131,615
42-16	2013 Bond Interest Expense	$65,895	$191,450	$184,925
429-31	2006 SIB Loan Interest Expense	$18,186	$15,097	$11,881
429-86	2007 Bond Interest Expense	$128,538	$127,815	$127,038
Total Other Expenses		$774,136	$3,235,731	$3,239,194
902	Transfer Out - Water/Sewer Fund	$2,818,200	$0	$0
Total Operating Transfers		$2,818,200	$0	$0
TOTAL EXPENDITURES		$3,593,858	$3,237,731	$3,241,194

CHANGE IN NET POSITION	($201,318)	($488,231)	($2,282,694)

*Note: Account 429 reflects adjustments done at year end for accrual accounting purposes. These adjustments are not budgeted.

Return to Table of Contents

CAPITAL IMPROVEMENT FUNDS

Return to Table of Contents

THIS PAGE INTENTIONALLY LEFT BLANK.

WHAT IS A CAPITAL IMPROVEMENT PROJECT?

A capital improvement project is defined as a long-term City owned or maintained asset costing more than $25,000. Capital improvement projects include the following categories:

- Facilities
- Parks and open spaces
- Airport
- Drainage improvements
- Street reconstruction
- Water system
- Wastewater system
- Public Safety

Architect's drawing of the interactive fountain plaza in Louise Hays Park that opened in June 2015.

HOW ARE CAPITAL IMPROVEMENT PROJECTS PAID FOR?

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

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

PLANNING FOR OUR CITY'S FUTURE

The City maintains a 5 year plan for capital improvement projects. This plan is integrated with other City plans, approved by the City Council and adopted annually as part of the budget process. The following pages show detail for current projects as well as the 5 year plan. Due to the multi-year nature of many projects, they are budgeted on a total project basis rather than a fiscal year basis.

CURRENT PROJECTS

The list below details projects that are in progress in FY2016, but had budgets and funding approved in prior years. The total project budget represents the entire cost of the project, not the expenditure expected in FY2016.

Capital Improvement Projects

Projects in progress during FY2016 with project funding approved prior to FY2016

Facilities	Total Project Budget
Administrative Facilities	3,159,233
Aerial Platform Ladder Truck	1,279,881
Cailloux Theater Expansion	1,186,000
City Garage Roof Repair	42,124
Landfill Permiting	500,000
Library Campus Improvements	401,123
Police Building Roof Repair	200,000
Utility Construction Building	150,000
Water Reclamation Building Finish Out	70,000
	$6,988,361
Parks and Open Space	
Athletic Complex	12,000,000
Downtown Streetscape	35,100
Louise Hays/L&M Park	2,683,915
River Trail	6,000,000
	$20,719,015
Roadway System Improvements and Drainage	
Remedial Drainage	500,000
Riverhill Blvd	100,000
	$600,000
Water and Wastewater System	
ASR #3	1,347,908
Broadway Lift Station	500,000
Direct Potable Reuse	152,115
Jefferson Lift Station	6,389,793
Reuse Pond Design	2,000,000
Ridgewood Transmission Line	3,625,000
THM/Tank Repaint	1,764,100
Water Reclamation Clarifier/MCC Improvements	4,229,700
	$20,008,616
Total Projects in Progress	$48,315,992

Return to Table of Contents

Five Year Capital Improvement Plan FY 2016-2020
Projects By Funding Source

Funding Source: General Fund

	FY2016	FY2017	FY2018	FY2019	FY2020	Future Funding	TOTAL
Pinto Trail/Weston Place Drainage Study			$30,000				$30,000
Body Cameras		$172,000	$178,000	$177,000	$182,310	ongoing	$709,310
Fire Station 3 Remodel						$500,000	$500,000
KROC Center Regional Detention Facility						$500,000	$500,000
Take It Easy RV Drainage						$1,000,000	$1,000,000
Criminal Justice Facility						$100,000	$100,000
Sidewalk Project Loop 534						$200,000	$200,000
TOTAL	**$0**	**$172,000**	**$208,000**	**$177,000**	**$182,310**	**$2,300,000**	**$3,039,310**

Funding Source: Water/Sewer

	FY2016	FY2017	FY2018	FY2019	FY2020	Future Funding	TOTAL
Reuse Pond Line Distribution Design	$800,000						$800,000
Reuse Pond Construction - Phase 1	$1,300,000						$1,300,000
Rehabilitate Conventional Plant Clarifier at WTP		$683,750					$683,750
Stadium Tank 2 Repaint		$492,363					$492,363
Lois Tank Repaint		$579,251					$579,251
Rehab Chemical Feed System - WWTP		$113,957					$113,957
Rehab RAS Pump Station		$51,467					$51,467
Wastewater Collection/ Plant Master Plan Update		$200,000					$200,000
New 5900 GPM Legion Lift Station Design			$1,600,000				$1,600,000
Rehabilitate Oxidation Ditch at WWTP			$1,487,745				$1,487,745
Knapp Wet Well & 12" Force Main				$2,318,547			$2,318,547
Water Distribution/ Plant Master Plan Update					$200,000		$200,000
15"/18"/21" Interceptors downstream of Knapp LS					$2,467,823		$2,467,823
12"/18" Interceptor upstream of Knapp LS						$2,322,188	$2,322,188
21-inch Interceptor Downstream Jefferson LS						$1,788,970	$1,788,970
1 MG Clearwell Expansion						$3,575,200	$3,575,200
Increase Filter Capacity at WWTP						$6,379,159	$6,379,159
12" River Crossing Water Line						$2,083,500	$2,083,500
12" College Cove Water Line						$605,600	$605,600
TOTAL	**$2,100,000**	**$2,120,788**	**$3,087,745**	**$2,318,547**	**$2,667,823**	**$16,754,617**	**$29,049,520**

4b - EIC

	FY2016	FY2017	FY2018	FY2019	FY2020	Future Funding	TOTAL
Downtown Streetscape						$2,000,000	$2,000,000
Housing Projects	$100,000	$500,000		$500,000		$500,000	$1,600,000
Singing Winds Ballfields						$2,000,000	$2,000,000
Aquatics Center at Singing Winds (Olympic Pool)						$4,500,000	$4,500,000
Tennis Center						$1,000,000	$1,000,000
Boardwalk Project						$5,000,000	$5,000,000
TOTAL	**$100,000**	**$500,000**	**$0**	**$500,000**	**$0**	**$15,000,000**	**$16,100,000**

Funding Source: General Fund Debt

	FY2016	FY2017	FY2018	FY2019	FY2020	Future Funding	TOTAL
Criminal Justice Facility						$12,000,000	$12,000,000
G-Street Bridge over Quinlan Creek						$2,245,000	$2,245,000
I10 Bridge Interchange/ Frontage Road						$20,000,000	$20,000,000
TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$34,245,000**	**$34,245,000**

Funding Source: Water/Sewer Debt

	FY2016	FY2017	FY2018	FY2019	FY2020	Future Funding	TOTAL
Reuse Pond Construction - Phase 1	$10,000,000						$10,000,000
Reuse Pond Construction - Phase 2		$8,300,000					$8,300,000
New 5900 GPM Legion Lift Station				$8,000,000			$8,000,000
TOTAL	**$10,000,000**	**$8,300,000**	**$0**	**$ 8,000,000**	**$0**	**$0**	**$ 26,300,000**

Other

	FY2016	FY2017	FY2018	FY2019	FY2020	Future Funding	TOTAL
IH10 Exchange at FM783	$500,000						**$500,000**
Loop 534 Bridge Improvements						$1,500,000	**$ 1,500,000**
SH16 to SH173 - Spur 100 Extension						$10,000,000	**$ 10,000,000**
TOTAL	**$500,000**	**$0**	**$0**	**$0**	**$0**	**$11,500,000**	**$ 11,500,000**

OPERATING BUDGET IMPACT

The project budgets presented in this section represent capitalized costs necessary to complete a project. However, there may also be ongoing operational costs that result from the completion of a project. Below are estimates of operating expenditure impacts for new projects with funding beginning in FY2016.

Operating Budget Impact
New FY2016 Projects

Project Name:

1. Reuse Pond that includes:
   - Reuse Pond Line Distribution Design
   - Reuse Pond Construction - Phase 1
   - Reuse Pond Construction - Phase 2

FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
	$225,000	$950,000	$1,475,000	$1,475,000	**$4,125,000**

This project designs and constructs a pond to hold resuse water which will be distributed from the pond for commercial irrigation. Currently, after water is treated at the Water Reclamation Plant, it is put back into the Guadalupe River. It is then taken back out of the river and treated to drinking water standards before it can be used for irrigation. The reuse pond will save water production costs by allowing treated water to be put directly in the reuse pond and used for irrigation from there. Operational expense impacts include debt service cost and approximately $25,000 per year of maintenance and repair expense to keep the pumps operating efficiently.

2. Housing Projects

FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
					$0

This project represents EIC contributions to various projects meeting the criteria for affordable and workforce housing. The amounts in the project budget represent one time transfers for project funding. The City would not own the project or have any on going operational budget requirements.

3. IH10 Exchange at FM 783

FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
					$0

This project represents costs needed for environmental studies and schematics to rework this highway interchange. These items are required by the State in order to secure State funding for the project. If the project is funded by the State, there would be additional CIP costs for the City's portion, however, there should not be any ongoing operational impacts as the State would own the interchange.

CIP BOOK

The City prepares a separate CIP book with detailed information and descriptions of each project. The book is available on the City's website or by contacting the Engineering department.

Return to Table of Contents

GOLF COURSE FUND

Return to Table of Contents

THIS PAGE INTENTIONALLY LEFT BLANK.

Scott Schreiner Golf Course

Scott Schreiner Golf Course provides citizens and guests of Kerrville with an exceptional golf experience including excellent customer service and immaculate course conditions at a reasonable price. The Golf Course Fund is an enterprise fund.

FUND 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 United States Golf Association specifications using sustainable and recommended turf management techniques

FUND ACCOMPLISHMENTS

- Unveiled a new putting green in Spring 2014 that enhanced one of the best practice facilities in the Hill Country
- Reconfigured maintenance yard near maintenance buildings to house materials previously stored on the course
- Created stand alone website for golf activities

FY2016 OBJECTIVES

Plan, maintain and upgrade public facilities by:

- Creating a plan to manage water flow along Quinlan Creek which will specifically address issues with an aging dam next to the 15th hole tee box
- Creating a permanent wash area so that carts can be more thoroughly detailed on a daily basis
- Installing a retaining wall on the #12 green
- Extending the square footage to the Championship Tee on #14

Protect recreational resources by:

- Expanding junior golf programs outside of Kerrville to include the Hill Country

Did You Know?

The 1978 PGA Championship winner grew up playing Scott Schreiner. John Mahaffey, a Kerrville Tivy graduate, overcame a 7 shot deficit with 9 holes left to beat Jerry Pate and Tom Watson in a playoff. Mahaffey is now a golf commentator covering the PGA tour.

GOLF COURSE FUND - BUDGET SUMMARY

	FY14 Actual	FY15 Adopted	FY15 Estimated	FY16 Proposed
BEGINNING FUND BALANCE	$ (34,674)	$ 15,630	$ 15,630	$ 33,718
REVENUES				
Operating Revenues	883,999	943,500	943,500	965,500
Operating Transfers In	4,400	-		-
TOTAL REVENUES	888,399	943,500	943,500	965,500
EXPENDITURES				
Operating Expenditures	838,095	924,100	924,100	932,397
Operating Transfers Out		1,312	1,312	33,103
TOTAL EXPENDITURES	838,095	925,412	925,412	965,500
CHANGE IN NET POSITION	50,304	18,088	18,088	-
ENDING FUND BALANCE	$ 15,630	$ 33,718	$ 33,718	$ 33,718

Return to Table of Contents

Golf Course - Performance Measures

Responsibility	Measure	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Course Operation	Green fees	$ 457,816	$ 474,000	$ 93,567	$ 68,554	$ 126,022	$ 288,143
	Cart fees	$ 255,025	$ 265,000	$ 46,565	$ 46,338	$ 63,270	$ 156,173
	Range fees	$ 33,703	$ 36,000	$ 4,705	$ 4,644	$ 8,050	$ 17,399

Golf Course - Personnel Count

Position Title	Administration	Pro Shop	Maintenance	2016 Total
General Manager	0.80	0.10	0.10	1.00
Lead Pro Shop Attendant	0.10	0.90	0.00	1.00
Pro Shop Attendant	0.00	1.00	0.00	1.00
Maintenance Superintendent	0.10	0.00	0.90	1.00
Irrigation Specialist	0.00	0.00	1.00	1.00
Groundskeeper	0.00	0.00	5.00	5.00
Total FTEs	**1.00**	**2.00**	**7.00**	**10.00**

Note: this list does not include 6 part time pro-shop attendants

Golf Course Fund
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6810	Green Fees	$457,816	$474,000	$474,000
6815	Cart Rentals	$255,025	$265,000	$297,500
6820	Membership - Dues	$92,977	$95,000	$98,500
6825	Private Cart Revenue	$4,931	$6,000	$5,000
6827	Cart Storage Revenue	$0	$500	$500
6830	Driving Range Revenue	$33,703	$36,000	$45,000
6840	Golf Merchandise	$103,662	$100,000	$100,000
6845	Food Sales	$25,943	$29,000	$25,000
6846	Beer Sales	$49,009	$50,000	$50,000
6850	COGS - Golf Merchandise	($87,413)	($65,000)	($78,000)
6855	COGS - Food and Beverage	($20,177)	($22,000)	($20,000)
6856	COGS - Beer	($25,365)	($25,000)	($25,000)
6857	Donations/Prizes	($8,639)	$0	($8,000)
6920	Timely Discount	$1,721	$0	$0
6989	Miscellaneous Revenue	$2,193	$0	$1,000
Total Interest and Miscellaneous		$885,387	$943,500	$965,500
7005	Transfer In - Emp Benefit	$4,400		
Total Transfers In		$4,400	$0	$0
TOTAL REVENUE		$889,787	$943,500	$965,500

Return to Table of Contents

Golf Course Fund
Expenditures by Line Item

Acct.	Account Name	2014 Annual	2015 Budget	2016 Budget
001	Salaries and Wages	$366,610	$366,954	$374,482
002	Overtime	$700	$0	$0
003	Part-Time/Temporary Help	$35,774	$70,610	$70,971
004	Longevity	$4,450	$4,260	$4,380
005	Social Security	$30,325	$33,851	$34,412
006	Retirement	$34,515	$32,555	$39,451
007	Group Insurance	$82,500	$75,000	$70,000
008	Workers Comp Insurance	$2,115	$3,400	$2,500
010	Travel and Training	$1,858	$2,300	$2,400
011	Local Meeting Expenses	$0	$150	$0
013	Vehicle Allowance	$6,036	$6,000	$6,000
Total Personnel Services		**$564,883**	**$595,080**	**$604,596**
101	Office Supplies	$3,063	$4,500	$4,600
102	Small Tools and Equipment	$13,332	$13,725	$14,500
103	Chemical and Medical Supplies	$567	$548	$525
104	Fuel and Oil Supplies	$17,154	$19,000	$18,000
106	Janitorial Supplies	$5,492	$3,400	$3,500
107	Wearing Apparel	$2,913	$3,500	$1,950
108	Other Supplies	$2,540	$3,000	$3,000
110	Postage	$52	$170	$225
118	Sign Materials and Supplies	$0	$150	$150
131	Fertilizer and Chemicals	$26,347	$25,000	$25,000
132	Seed, Sod and Plantings	$1,286	$6,000	$5,000
133	Sand and Gravel	$5,327	$4,500	$5,400
Total Supplies and Materials		**$78,074**	**$83,493**	**$81,850**
202	Buildings and Structures	$3,215	$8,547	$1,500
204	Parts - City Garage	$0	$300	$300
205	Office Equipment	$0	$150	$200
206	Instruments/Apparatus	$14,193	$12,000	$12,000
207	Landfill Charges	$0	$400	$0
209	Irrigation System	$11,152	$12,000	$12,000
212	Repairs - Not City Garage	$10	$0	$0
217	Software Maintenance	$0	$2,650	$2,000
Total Maintenance and Repairs		**$28,570**	**$36,047**	**$28,000**

Golf Course Fund
Expenditures by Line Item

Acct.	Account Name	2014 Annual	2015 Budget	2016 Budget
301	Telephone Service	$862	$846	$1,224
302	Light and Power	$27,306	$24,800	$28,000
303	Natural Gas	$2,155	$2,700	$2,800
304	Water and Sewer	$26,240	$21,020	$29,000
306	Special Services	$2,228	$3,000	$3,300
307	Insurance	$4,711	$4,400	$5,000
308	Cable/Satellite	$1,417	$1,800	$1,800
311	Network Services	$4,848	$5,700	$4,860
313	Hire of Equipment	$332	$8,000	$2,600
316	Advertising	$0	$2,000	$2,000
328	Credit Card Fees	$0	$0	$19,560
387	Golf Cart Lease	$56,246	$51,919	$51,900
388	Lease	$13,252	$54,000	$52,907
Total Services		$139,597	$180,185	$204,951
401	Certificates, Awards, Etc.	$75	$1,840	$1,800
402	Dues and Subscriptions	$4,966	$1,405	$1,200
404	Finance Charges/Late Fees	$2	$0	$0
405	Other Charges	$3,083	$16,000	$0
406	Bad Debt Expense	$0	$50	$0
451	Tournament	$8,486	$10,000	$10,000
Total Other Expenses		$16,611	$29,295	$13,000
504	Machinery, Tools and Equipment	$10,360	$0	$0
Total Capital Outlay		$10,360	$0	$0
903	Transfer Out - Garage	$0	$1,312	$2,683
971	Transfer Out - Enterprise CIP	$0	$0	$30,420
Total Transfers Out		$0	$1,312	$33,103
TOTAL EXPENDITURES		$838,095	$925,412	$965,500

CHANGE IN NET POSITION	$50,304	$18,088	$0

Return to Table of Contents

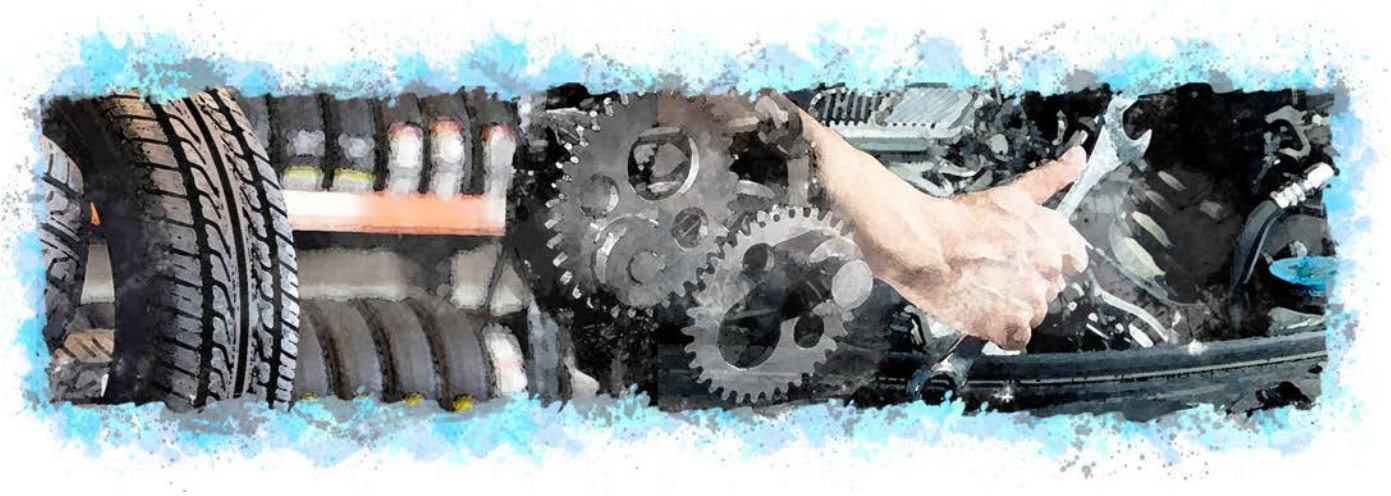
OTHER FUNDS

Return to Table of Contents

THIS PAGE INTENTIONALLY LEFT BLANK.

Garage Fund

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.



FUND RESPONSIBILITIES

- **Maintenance** - responsible for providing routine and preventative maintenance to vehicles and equipment
- **Repair** - responsible for repairing vehicles and equipment in a timely and cost effective manner
- **Emergency response** - responsible for responding to roadside emergencies of City owned fleet
- **Fleet Management** - responsible for evaluating vehicles and equipment for planned replacement

Did You Know?

Our four garage mechanics have combined experience of over 100 years.

FUND ACCOMPLISHMENTS

- Replaced City decals on all City equipment using new City seal
- Completed 480 repairs and 253 maintenance jobs in fiscal year 2014
- Completed comprehensive vehicle inspections for use in prioritizing vehicle replacement priorities
- Updated OT scan tool and diagnostic software

FY2016 OBJECTIVES

Plan, maintain and upgrade public infrastructure by:

- Complete standardized unit numbering on all City fleet and equipment
- Continue evaluation of vehicles and equipment for replacement or reassignment

GARAGE FUND - BUDGET SUMMARY

	FY14 Actual	FY15 Adopted	FY15 Estimated	FY16 Proposed
BEGINNING FUND BALANCE	$ 44,964	$ 34,562	$ 34,562	$ 34,562
REVENUES				
Operating Revenues	257,295	-		-
Operating Transfers In	1,600	264,719	264,719	268,259
TOTAL REVENUES	258,895	264,719	264,719	268,259
EXPENDITURES				
Operating Expenditures	269,297	264,719	264,719	268,259
Operating Transfers Out	-	-		
TOTAL EXPENDITURES	269,297	264,719	264,719	268,259
CHANGE IN NET POSITION	(10,402)	-	-	-
ENDING FUND BALANCE	$ 34,562	$ 34,562	$ 34,562	$ 34,562

Return to Table of Contents

Garage Fund - Performance Measures

Responsibility	Measure	2014 Actual	2015 Bench-mark	Qtr 1 2015	Qtr 2 2015	Qtr 3 2015	YTD 2015 (or AVG)
Maintenance	Maintenance service orders	253	300	53	67	59	179
Repair	Repair orders	480	500	145	123	115	383

Garage Fund - Personnel Count

Position Title	Maintenance	Repair	Fleet Mgmt	2016 Total
Garage Superintendent	0.33	0.33	0.34	1.00
Heavy Equipment Mechanic	0.90	0.90	0.20	2.00
Mechanic	0.45	0.45	0.10	1.00
Total FTEs	**1.68**	**1.68**	**0.64**	**4.00**

Garage Fund
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6412	Maintenance Contracts	$255,310	$0	$0
Total Service Revenues		$255,310	$0	$0
6920	Timely Discount/Credit Memo	$65	$0	$0
6989	Miscellaneous Revenue	$1,919	$0	$0
Total Interest & Miscellaneous		$1,985	$0	$0
7001	Transfer In - General	$0	$193,888	$195,829
7002	Transfer In - Water and Sewer	$0	$69,519	$69,747
7005	Transfer In - Emp Benefit Trust	$1,600	$0	$0
7014	Transfer In - Golf	$0	$1,312	$2,683
Total Transfers In		$1,600	$264,719	$268,259
TOTAL REVENUES		$258,895	$264,719	$268,259

Return to Table of Contents

Garage
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
001	Salaries and Wages	$173,954	$171,850	$177,008
002	Overtime	$0	$1,030	$500
004	Longevity	$3,704	$3,800	$3,896
005	Social Security	$12,428	$13,515	$13,927
006	Retirement	$16,343	$15,495	$15,965
007	Group Insurance	$30,000	$30,000	$28,000
008	Workers Comp Insurance	$1,058	$1,500	$1,400
010	Travel and Training	$0	$2,000	$1,500
014	Other Pay	$0	$0	$650
Total Personnel Services		**$237,486**	**$239,190**	**$242,846**
101	Office Supplies	$473	$500	$450
102	Small Tools and Equipment	$11,085	$5,600	$5,600
103	Chemical and Medical Supplies	$616	$700	$700
104	Fuel and Oil Supplies	$1,467	$800	$633
105	Food Supplies	$106	$300	$300
106	Janitorial Supplies	$1,928	$1,200	$1,200
107	Wearing Apparel	$1,643	$1,800	$2,000
110	Postage	$0	$25	$0
Total Supplies and Materials		**$17,318**	**$10,925**	**$10,883**
202	Buildings and Structures	$1,462	$500	$500
204	Parts - City Garage	$482	$500	$500
206	Instruments/Apparatus	$1,500	$5,300	$5,300
212	Repairs - Not City Garage	$44	$44	$44
Total Maintenance and Repairs		**$3,488**	**$6,344**	**$6,344**
301	Telephone Service	$317	$600	$576
302	Light and Power	$2,605	$2,700	$2,700
303	Natural Gas	$2,460	$1,800	$1,800
304	Water and Sewer	$268	$360	$360
306	Special Services	$0	$500	$250
307	Insurance	$2,055	$2,100	$2,500
Total Services		**$7,705**	**$8,060**	**$8,186**
402	Dues and Subscriptions	$3,300	$200	$0
404	Finance Charges / Late Fees	$1	$0	$0
Total Other Expenses		**$3,301**	**$200**	**$0**
TOTAL EXPENDITURES		**$269,297**	**$264,719**	**$268,259**
CHANGE IN NET POSITION		**($10,402)**	**$0**	**$0**

Employee Benefit Trust Fund

The Employee Benefit Trust Fund is an Internal Service Fund 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.

EMPLOYEE BENEFIT TRUST FUND - BUDGET SUMMARY

	FY14 Actual	FY15 Adopted	FY15 Estimated	FY16 Proposed
BEGINNING FUND BALANCE	$ 526,109	$ 618,819	$ 618,819	$ 618,819
REVENUES				
Operating Revenues	3,087,751	3,270,000	3,270,000	3,200,400
Operating Transfers In	-	-	-	-
TOTAL REVENUES	3,087,751	3,270,000	3,270,000	3,200,400
EXPENDITURES				
Operating Expenditures	2,869,041	3,270,000	3,270,000	3,200,400
Operating Transfers Out	126,000	-		-
TOTAL EXPENDITURES	2,995,041	3,270,000	3,270,000	3,200,400
CHANGE IN NET POSITION	92,710	-	-	-
ENDING FUND BALANCE	$ 618,819	$ 618,819	$ 618,819	$ 618,819

Did You Know?

Our employees have tenure! 64% have been with the City more than 5 years and 35% have served over 10 years.

Return to Table of Contents

Employee Benefit Trust Fund

The Employee Benefit Trust Fund is an Internal Service Fund used to account for insurance payments for employee health care.

Employee Benefit Trust Fund
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6304	City Employee Premiums	$3,086,873	$3,270,000	$3,200,400
6905	Refunded Claims	$878	$0	$0
TOTAL REVENUES		$3,087,751	$3,270,000	$3,200,400

Employee Benefit Trust Fund
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
306	Special Services	$30,000	$30,000	$30,000
350	Group Insurance Premiums	$2,748,589	$3,240,000	$3,170,400
351	Voluntary Life/AD&D Premium	$86,486	$0	$0
352	HRA Claims	$3,401	$0	$0
Total Services		$2,868,475	$3,270,000	$3,200,400
405	Other Charges	$566	$0	$0
Total Other Charges		$566	$0	$0
901	Transfer Out - General Fund	$93,000	$0	$0
902	Transfer Out - Water and Sewer Fund	$25,000	$0	$0
903	Transfer Out - Garage Fund	$1,600	$0	$0
914	Transfer Out - Golf Fund	$4,400	$0	$0
925	Transfer Out - Landfill Fund	$2,000	$0	$0
Total Transfers Out		$126,000	$0	$0
TOTAL EXPENDITURES		$2,995,041	$3,270,000	$3,200,400

CHANGE IN NET POSITION	$92,710	$0	$0

Police Special Programs

The Police Special Programs fund is a governmental fund type that is consolidated with the General Fund for financial reporting purposes. The fund is dedicated for the Police department's special programs.

POLICE SPECIAL PROGRAMS FUND - BUDGET SUMMARY

	FY14 Actual	FY15 Adopted	FY15 Estimated	FY16 Proposed
BEGINNING FUND BALANCE	$ 211,092	$ 227,506	$ 227,506	$ 196,706
REVENUES				
Operating Revenues	43,057	104,000	73,000	
Operating Transfers In	-	-		
TOTAL REVENUES	43,057	104,000	73,000	-
EXPENDITURES				
Operating Expenditures	20,143	103,800	103,800	-
Operating Transfers Out	6,500	-	-	-
TOTAL EXPENDITURES	26,643	103,800	103,800	-
CHANGE IN NET POSITION	16,414	200	(30,800)	-
ENDING FUND BALANCE	$ 227,506	$ 227,706	$ 196,706	$ 196,706

Did You Know?

We receive approximately one 911 call for every two residents in our county each year.

Return to Table of Contents

Police Special Programs

The Police Special Programs fund is a governmental fund type that is consolidated with the General Fund for financial reporting purposes. The fund is dedicated for the Police department's special programs.

Police Special Programs
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6905	Proceeds of Seizure Items Sold	$16,020	$0	$0
6906	Restitution	$2,700	$0	$0
6907	Cash Seizures Awarded	$17,394	$103,500	$0
6908	Program Income	$0	$0	$0
6911	Interest Revenue	$443	$500	$0
6989	Miscellaneous Revenue	$6,500	$0	$0
Total Interest and Miscellaneous		**$43,057**	**$104,000**	**$0**
TOTAL REVENUES		**$43,057**	**$104,000**	**$0**

Police Special Programs

The Police Special Programs fund is a governmental fund type that is consolidated with the General Fund for financial reporting purposes. The fund is dedicated for the Police department's special programs.

Police Special Programs
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
901	Transfer Out - General	$6,500	$0	$0
Total Non-Departmental - 800		**$6,500**	**$0**	**$0**
010	Travel and Training	$0	$2,000	$0
101	Office Supplies	$840	$1,500	$0
102	Small Tools and Equipment	$0	$21,300	$0
107	Wearing Apparel	$0	$1,000	$0
108	Other Supplies	$4,479	$7,000	$0
112	Software Purchases	$6,500	$0	$0
305	Legal Services/Fees	$365	$0	$0
405	Impress Funds	$0	$8,000	$0
407	Shared Seizure Awards	$5,150	$0	$0
503	Vehicles	$0	$55,000	$0
506	Instruments and Apparatus	$0	$0	$0
Total Program Income - 802		**$17,333**	**$95,800**	**$0**
010	Travel and Training	$433	$2,500	$0
101	Office Supplies	$13	$1,000	$0
105	Food Supplies	$1,095	$1,500	$0
107	Wearing Apparel	$0	$1,200	$0
108	Other Supplies	$1,269	$1,800	$0
Total Community Service - 803		**$2,810**	**$8,000**	**$0**
TOTAL EXPENDITURES		**$26,643**	**$103,800**	**$0**

CHANGE IN NET POSITION	**$16,414**	**$200**	**$0**

Return to Table of Contents

Parkland Dedication

The Parkland Dedication fund is a Capital Projects Fund that allocates a portion of new construction permit revenue for the purchase and development of future park land. Funds are reserved by location, according to whether the new construction is located east or west of Sidney Baker Street.

PARKLAND DEDICATION FUND - BUDGET SUMMARY

	FY14 Actual	FY15 Adopted	FY15 Estimated	FY16 Proposed
BEGINNING FUND BALANCE	$ 102,291	$ 66,505	$ 66,505	$ 31,505
REVENUES				
Operating Revenues	14,320	12,575	15,000	13,100
Operating Transfers In	-	-		
TOTAL REVENUES	14,320	12,575	15,000	13,100
EXPENDITURES				
Operating Expenditures	-			25,000
Operating Transfers Out	50,106	50,000	50,000	-
TOTAL EXPENDITURES	50,106	50,000	50,000	25,000
CHANGE IN NET POSITION	(35,786)	(37,425)	(35,000)	(11,900)
ENDING FUND BALANCE	$ 66,505	$ 29,080	$ 31,505	$ 19,605

Parkland Dedication

In FY2016, Parkland Dedication plans to spend $25,000 on park structures.

Parkland Dedication
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6242	Parkland Fee - East	$12,025	$9,000	$9,500
6243	Parkland Fee - West	$2,125	$3,375	$3,400
Total Permits and Fees		$14,150	$12,375	$12,900
6911	Interest Revenue	$170	$200	$200
Total Interest and Miscellaneous		$170	$200	$200
TOTAL REVENUES		$14,320	$12,575	$13,100

Parkland Dedication
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
202	Building and Structure Maintenance	$2,872	$0	$0
502	Building and Structures	$47,234	$0	$25,000
970	Transfer Out - CIP	$0	$50,000	$0
TOTAL EXPENDITURES		$50,106	$50,000	$25,000

CHANGE IN NET POSITION	($35,786)	($37,425)	($11,900)

Return to Table of Contents

Police Special Revenue

The Police Special Revenue Fund is a special revenue fund 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.

POLICE SPECIAL REVENUE FUND - BUDGET SUMMARY

	FY14 Actual	FY15 Adopted	FY15 Estimated	FY16 Proposed
BEGINNING FUND BALANCE	$ -	$ -	$ -	$ 25,000
REVENUES				
Operating Revenues	-	-	25,000	18,500
Operating Transfers In	-	-	-	-
TOTAL REVENUES	-	-	25,000	18,500
EXPENDITURES				
Operating Expenditures	-	-	-	-
Operating Transfers Out	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-
CHANGE IN NET POSITION	-	-	25,000	18,500
ENDING FUND BALANCE	$ -	$ -	$ 25,000	$ 43,500

Police Special Revenue

The Police Special Revenue fund was created in FY2015. In FY2016, revenues are budgeted, but no expenditures are expected. The revenue will build fund balance which will be used for police related expenditures in future years.

Police Special Revenue
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6308	L.E.O.S.E. Distribution	$0	$0	$5,000
Total Intergovernmental		$0	$0	$5,000
6906	Restitution	$0	$0	$0
6907	Seized Cash Awarded	$0	$0	$5,000
6911	Interest Revenue	$0	$0	$0
6917	Proceeds from Seized Items Sold	$0	$0	$8,000
6989	Miscellaneous Revenue	$0	$0	$500
Total Interest and Miscellaneous		$0	$0	$13,500
TOTAL REVENUES		$0	$0	$18,500

Police Special Revenue
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
TOTAL EXPENDITURES		$0	$0	$0
CHANGE IN NET POSITION		$0	$0	$18,500

Return to Table of Contents

Library Memorial

The Library Memorial fund is a special revenue fund that accounts for contributions from private sources and the use of these funds for non-recurring expenses or projects at the Butt-Holdsworth Memorial Library. An organization called Friends of the Library (FOTL) is the primary source of annual contributions.

LIBRARY MEMORIAL FUND - BUDGET SUMMARY

	FY14 Actual	FY15 Adopted	FY15 Estimated	FY16 Proposed
BEGINNING FUND BALANCE	$ 63,294	$ 137,161	$ 137,161	$ 165,501
REVENUES				
Operating Revenues	227,546	53,340	53,340	28,220
Operating Transfers In	-	-		
TOTAL REVENUES	227,546	53,340	53,340	28,220
EXPENDITURES				
Operating Expenditures	153,679	25,000	25,000	25,000
Operating Transfers Out	-	-	-	
TOTAL EXPENDITURES	153,679	25,000	25,000	25,000
CHANGE IN NET POSITION	73,867	28,340	28,340	3,220
ENDING FUND BALANCE	$ 137,161	$ 165,501	$ 165,501	$ 168,721

Library Memorial

An organization called Friends of the Library (FOTL) is the primary source of annual contributions for the Library Memorial fund.

Library Memorial Fund
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6501	Friends of the Library (FOTL) Contribution	$25,006	$25,000	$25,000
Total Grant		$25,006	$25,000	$25,000
6911	Interest Revenue	$196	$100	$100
6921	Donations	$200,370	$26,440	$1,440
6966	Oil and Gas Revenue	$1,974	$1,800	$1,680
Total Interest and Miscellaneous		$202,541	$28,340	$3,220
TOTAL REVENUES		$227,546	$53,340	$28,220

Library Memorial Fund
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
102	Small Tools and Equipment	$0	$0	$0
108-02	FOTL Youth Materials	$3,124	$3,700	$3,500
Total Supplies and Materials		$3,124	$3,700	$3,500
306	Special Services	$0	$0	$0
306-02	FOTL Youth Performers	$3,259	$4,300	$4,200
316-02	FOTL Advertising	$0	$0	$400
Total Services		$3,259	$4,300	$4,600
405	Donation Expense	$113	$250	$150
Total Other Expenses		$113	$250	$150
512-02	FOTL Books and Records	$16,183	$16,750	$16,750
Total Capital Outlay		$16,183	$16,750	$16,750
968	Transfer Out	$131,000	$0	$0
Total Transfers Out		$131,000	$0	$0
TOTAL EXPENDITURES		$153,679	$25,000	$25,000
CHANGE IN NET POSITION		$73,867	$28,340	$3,220

Return to Table of Contents

HOT Reserve

The HOT Reserve fund is a special revenue fund that accounts for funds that originated from hotel occupancy tax and will be used for activities or projects that promote tourism in Kerrville.

HOT RESERVE FUND - BUDGET SUMMARY

	FY14 Actual	FY15 Adopted	FY15 Estimated	FY16 Proposed
BEGINNING FUND BALANCE	$ 379,146	$ 379,891	$ 379,891	$ 380,591
REVENUES				
Operating Revenues	745	1,000	700	600
Operating Transfers In	-	-		
TOTAL REVENUES	745	1,000	700	600
EXPENDITURES				
Operating Expenditures	-	-	-	-
Operating Transfers Out	-	-		
TOTAL EXPENDITURES	-	-	-	
CHANGE IN NET POSITION	745	1,000	700	600
ENDING FUND BALANCE	$ 379,891	$ 380,891	$ 380,591	$ 381,191

HOT Reserve

The HOT Reserve fund is a Special Revenue Fund that accounts for funds that originated from hotel occupancy tax and will be used for activities or projects that promote tourism in Kerrville.

HOT Reserve Fund
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6911	Interest Revenue	$745	$1,000	$600
TOTAL REVENUES		$745	$1,000	$600

HOT Reserve Fund
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
TOTAL EXPENDITURES		$0	$0	$0
CHANGE IN NET POSITION		$745	$1,000	$600

Return to Table of Contents

General Asset Replacement

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.

GENERAL ASSET REPLACEMENT FUND - BUDGET SUMMARY

	FY14 Actual	FY15 Adopted	FY15 Estimated	FY16 Proposed
BEGINNING FUND BALANCE	$ 88,109	$ 82,444	$ 82,444	$ 82,594
REVENUES				
Operating Revenues	284,696	150	995,150	200
Operating Transfers In	267,923	255,000	281,667	200,000
TOTAL REVENUES	552,619	255,150	1,276,817	200,200
EXPENDITURES				
Operating Expenditures	558,284	255,000	1,276,667	200,000
Operating Transfers Out	-	-		
TOTAL EXPENDITURES	558,284	255,000	1,276,667	200,000
CHANGE IN NET POSITION	(5,665)	150	150	200
ENDING FUND BALANCE	$ 82,444	$ 82,594	$ 82,594	$ 82,794

General Asset Replacement

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.

General Asset Replacement
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6502	Cailloux Loan	$284,526	$0	$0
Total Grant Revenue		**$284,526**	**$0**	**$0**
6911	Interest	$170	$150	$200
Total Interest and Miscellaneous		**$170**	**$150**	**$200**
7001	Transfer from General Fund	$250,000	$255,000	$200,000
7070	Transfer In	$17,923	$0	$0
Total Transfers In		**$267,923**	**$255,000**	**$200,000**
TOTAL REVENUES		**$552,619**	**$255,150**	**$200,200**

General Asset Replacement
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
111	Computer Upgrades	$49,971	$0	$0
Total Supplies		**$49,971**	**$0**	**$0**
202	Building and Structures	$70,736	$0	$0
Total Maintenance and Repairs Expenses		**$70,736**	**$0**	**$0**
502	Building and Structures	$223	$0	$0
503	Motor Vehicles	$437,354	$255,000	$200,000
Total Capital Outlay		**$437,577**	**$255,000**	**$200,000**
TOTAL EXPENDITURES		**$558,284**	**$255,000**	**$200,000**
CHANGE IN NET POSITION		**($5,665)**	**$150**	**$200**

Return to Table of Contents

Water and Sewer Asset Replacement

The Water and Sewer Asset Replacement fund is an enterprise fund dedicated for the replacement of Water and Sewer Fund capital items such as fleet vehicles, heavy equipment, and IT purchases.

WATER AND SEWER ASSET REPLACEMENT FUND - BUDGET SUMMARY

	FY14 Actual	FY15 Adopted	FY15 Estimated	FY16 Proposed
BEGINNING FUND BALANCE	$ 540,417	$ 466,690	$ 466,690	$ 467,790
REVENUES				
Operating Revenues	1,143	750	1,100	1,000
Operating Transfers In	100,000	100,000	100,000	100,000
TOTAL REVENUES	101,143	100,750	101,100	101,000
EXPENDITURES				
Operating Expenditures	174,870	100,000	100,000	198,754
Operating Transfers Out	-	-	-	-
TOTAL EXPENDITURES	174,870	100,000	100,000	198,754
CHANGE IN NET POSITION	(73,727)	750	1,100	(97,754)
ENDING FUND BALANCE	$ 466,690	$ 467,440	$ 467,790	$ 370,036

Water and Sewer Asset Replacement

The General Asset Replacement fund is an enterprise fund dedicated for the replacement of capital items in the General Fund such as fleet vehicles, heavy equipment, and IT purchases.

Water and Sewer Asset Replacement Fund
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6911	Interest	$1,143	$750	$1,000
Total Interest and Miscellaneous		$1,143	$750	$1,000
7002	Transfer from Water/Sewer Fund	$100,000	$100,000	$100,000
Total Transfers In		$100,000	$100,000	$100,000
TOTAL REVENUES		$101,143	$100,750	$101,000

Water and Sewer Asset Replacement
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
503	Motor Vehicle Capital	$174,870	$0	$83,000
504	Machinery, Tools and Equipment	$0	$100,000	$115,754
Total Capital Outlay		$174,870	$100,000	$198,754
TOTAL EXPENDITURES		$174,870	$100,000	$198,754

CHANGE IN NET POSITION	($73,727)	$750	($97,754)

Return to Table of Contents

Hotel Occupancy Tax

The Hotel Occupancy Tax fund is a special revenue fund dedicated to account for revenues and expenditures related to the hotel/motel occupancy tax received by the City. Money in this fund must be used to promote the convention and tourism industry in Kerrville.

HOTEL OCCUPANCY TAX FUND - BUDGET SUMMARY

	FY14 Actual	FY15 Adopted	FY15 Estimated	FY16 Proposed
BEGINNING FUND BALANCE	$ 332,286	$ 431,116	$ 431,116	$ 461,154
REVENUES				
Operating Revenues	1,045,911	1,009,248	1,009,248	1,018,830
Operating Transfers In	-	-		
TOTAL REVENUES	1,045,911	1,009,248	1,009,248	1,018,830
EXPENDITURES				
Operating Expenditures	947,081	979,210	979,210	1,011,000
Operating Transfers Out	-	-	-	
TOTAL EXPENDITURES	947,081	979,210	979,210	1,011,000
CHANGE IN NET POSITION	98,830	30,038	30,038	7,830
ENDING FUND BALANCE	$ 431,116	$ 461,154	$ 461,154	$ 468,984

Hotel Occupancy Tax

The Hotel Occupancy Tax fund is a special revenue fund dedicated to account for revenues and expenditures related to the hotel/motel occupancy tax received by the City. Money in this fund must be used to promote the convention and tourism industry in Kerrville.

Hotel Occupancy Tax
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6116	Occupancy Tax	$1,045,911	$1,008,248	$1,018,330
Total Tax Revenue		**$1,045,911**	**$1,008,248**	**$1,018,330**
6911	Interest Revenue	$0	$1,000	$500
Total Interest and Miscellaneous		**$0**	**$1,000**	**$500**
TOTAL REVENUE		**$1,045,911**	**$1,009,248**	**$1,018,830**

Hotel Occupancy Tax
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
306	Special Services	$221,050	$0	$0
312	Audit/Administration	$5,300	$10,000	$10,000
316	Advertising/Promotion	$599,250	$871,000	$851,000
Total Services		**$825,600**	**$881,000**	**$861,000**
405	Other Charges	$50,000	$50,000	$50,000
410	Contingency	$71,481	$0	$0
470	Special Events	$0	$48,210	$100,000
Total Other Expense		**$121,481**	**$98,210**	**$150,000**
901	Transfer Out - General Fund	$0	$0	$0
Total Transfers Out		**$0**	**$0**	**$0**
TOTAL EXPENDITURES		**$947,081**	**$979,210**	**$1,011,000**
CHANGE IN NET POSITION		**$98,830**	**$30,038**	**$7,830**

Return to Table of Contents

PEG Special Revenue

PEG is an acronym for public, educational and governmental access television channels. PEG Special Revenue is a special revenue fund that accounts for franchise fee revenue received from cable providers that is restricted for use on capital cost expenditures which directly support PEG access channel facilities.

PEG SPECIAL REVENUE FUND - BUDGET SUMMARY

	FY14 Actual	FY15 Adopted	FY15 Estimated	FY16 Proposed
BEGINNING FUND BALANCE	$ -	$ -	$ -	$ -
REVENUES				
Operating Revenues	-	-	54,000	50,000
Operating Transfers In	-	-		
TOTAL REVENUES	-	-	54,000	50,000
EXPENDITURES				
Operating Expenditures	-	-	54,000	50,000
Operating Transfers Out	-	-	-	
TOTAL EXPENDITURES	-	-	54,000	50,000
CHANGE IN NET POSITION	-	-	-	-
ENDING FUND BALANCE	$ -	$ -	$ -	$ -

PEG Special Revenue

The PEG Special Revenue fund was created in FY2015, so FY2016 is the first budgeted year for this fund. Revenues consist of quarterly 1% franchise fee payments from Time Warner. Expenditures are for broadcast related equipment.

P.E.G. Special Revenue
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6126	PEG Franchise Fee	$0	$0	$50,000
Total Tax Revenue		$0	$0	$50,000
TOTAL REVENUE		$0	$0	$50,000

P.E.G. Special Revenue
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
102	Small Tools and Equipment	$0	$0	$30,000
111	Computer Upgrades	$0	$0	$20,000
Total Supplies		$0	$0	$50,000
205	Office Equipment Maintenance	$0	$0	$0
Total Maintenance and Repairs		$0	$0	$0
TOTAL EXPENDITURES		$0	$0	$50,000

CHANGE IN NET POSITION	$0	$0	$0

Return to Table of Contents

Municipal Court Special Revenue

Municipal Court Special Revenue is a special revenue fund that accounts for fees received by the court that are restricted for either court technology or court security expenditure.

MUNICIPAL COURT SPECIAL REVENUE FUND - BUDGET SUMMARY

	FY14 Actual	FY15 Adopted	FY15 Estimated	FY16 Proposed
BEGINNING FUND BALANCE	$ -	$ -	$ -	$ 12,000
REVENUES				
Operating Revenues	-	-	12,000	13,000
Operating Transfers In	-	-		
TOTAL REVENUES	-	-	12,000	13,000
EXPENDITURES				
Operating Expenditures	-	-	-	-
Operating Transfers Out	-	-	-	
TOTAL EXPENDITURES	-	-	-	-
CHANGE IN NET POSITION	-	-	12,000	13,000
ENDING FUND BALANCE	$ -	$ -	$ 12,000	$ 25,000

Municipal Court Special Revenue

The Municipal Court Special Revenue fund was created in FY2015. In FY2016, revenues are budgeted, but no expenditures are expected. The revenue will build fund balance which will be used for municipal court technology and security related expenditures in future years.

Municipal Court Special Revenue
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6628	Court Technology Fee	$0	$0	$7,500
6629	Court Security Fee	$0	$0	$5,500
Total Tax Revenue		$0	$0	$13,000
TOTAL REVENUE		$0	$0	$13,000

Municipal Court Special Revenue
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
TOTAL EXPENDITURES		$0	$0	$0
CHANGE IN NET POSITION		$0	$0	$13,000

Return to Table of Contents

Landfill Closure

The Landfill 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 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.

LANDFILL CLOSURE FUND - BUDGET SUMMARY

	FY14 Actual	FY15 Adopted	FY15 Estimated	FY16 Proposed
BEGINNING FUND BALANCE	$ 865,719	$ 498,027	$ 498,027	$ 611,827
REVENUES				
Operating Revenues	94,406	113,800	75,898	39,440
Operating Transfers In	37,902	-	37,902	37,902
TOTAL REVENUES	132,308	113,800	113,800	77,342
EXPENDITURES				
Operating Expenditures	500,000	-	-	-
Operating Transfers Out	-	-	-	-
TOTAL EXPENDITURES	500,000	-	-	-
CHANGE IN NET POSITION	(367,692)	113,800	113,800	77,342
ENDING FUND BALANCE	$ 498,027	$ 611,827	$ 611,827	$ 689,169

Landfill Closure
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6497	Environmental Fee	$92,780	$75,000	$37,440
Total Service Revenue		$92,780	$75,000	$37,440
6909	Principal on note	$0	$29,000	$0
6911	Interest Revenue	$1,626	$1,800	$2,000
6912	Interest on Note Receivable	$0	$8,000	$0
Total Interest and Miscellaneous Revenue		$1,626	$38,800	$2,000
7050	Transfer In - Debt Service	$37,902	$0	$37,902
Total Transfers In		$37,902	$0	$37,902
TOTAL REVENUE		$132,308	$113,800	$77,342

Landfill Closure
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
970	Transfer Out	$500,000	$0	$0
TOTAL EXPENDITURES		$500,000	$0	$0

NET CHANGE IN FUND BALANCE	($367,692)	$113,800	$77,342

Return to Table of Contents

Landfill Post Closure

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.

LANDFILL POST CLOSURE FUND - BUDGET SUMMARY

	FY14 Actual	FY15 Adopted	FY15 Estimated	FY16 Proposed
BEGINNING FUND BALANCE	$1,737,139	$ 1,944,861	$ 1,944,861	$ 2,024,594
REVENUES				
Operating Revenues	163,492	53,500	35,500	3,500
Operating Transfers In	44,230	-	44,233	44,233
TOTAL REVENUES	207,722	53,500	79,733	47,733
EXPENDITURES				
Operating Expenditures	-	-	-	-
Operating Transfers Out	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-
CHANGE IN NET POSITION	207,722	53,500	79,733	47,733
ENDING FUND BALANCE	$1,944,861	$ 1,998,361	$ 2,024,594	$ 2,072,327

Landfill Post Closure
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6497	Environmental Fee	$0	$6,500	$0
Total Service Revenue		$0	$6,500	$0
6909	Principal on Note	$3	$31,000	$0
6911	Interest Revenue	$3,489	$3,000	$3,500
6912	Interest on Loan	$0	$13,000	$0
6989	Miscellaneous Revenue	$160,000	$0	$0
Total Interest and Misc Revenue		$163,492	$47,000	$3,500
7050	Transfer In - Debt Service	$44,230	$0	$44,233
Total Transfers In		$44,230	$0	$44,233
TOTAL REVENUE		$207,722	$53,500	$47,733

Landfill Post Closure
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
TOTAL EXPENDITURES		$0	$0	$0
NET CHANGE IN FUND BALANCE		$207,722	$53,500	$47,733

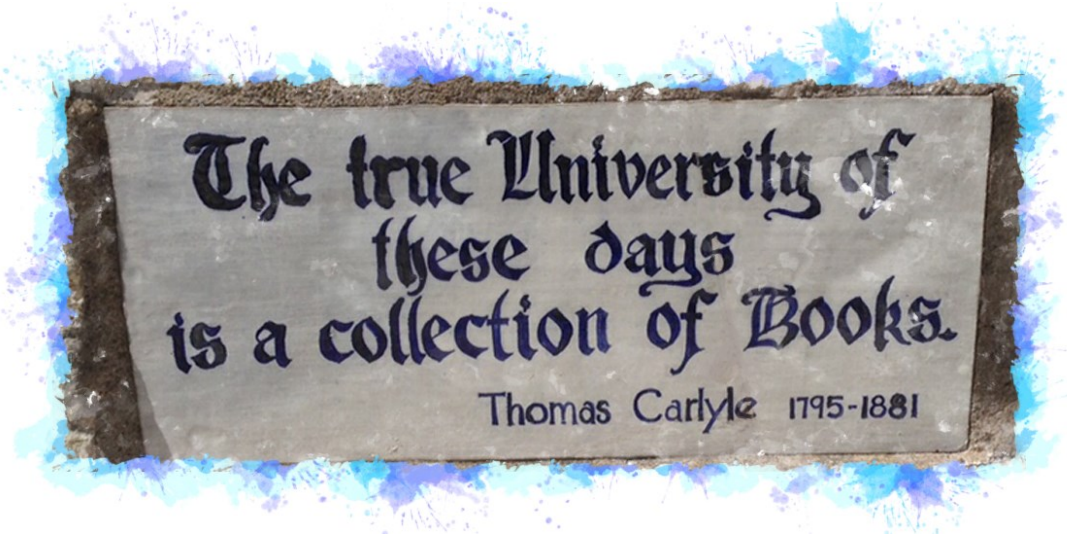
Return to Table of Contents

Remschel-Deering History Center

The Remschel-Deering History Center is a Special Revenue Fund that accounts for the revenues and expenditure to operate the history center.

REMSCHEL-DEERING HISTORY CENTER FUND - BUDGET SUMMARY

	FY14 Actual	FY15 Adopted	FY15 Estimated	FY16 Proposed
BEGINNING FUND BALANCE	$ 125,018	$ 45,241	$ 45,241	$ 52,944
REVENUES				
Operating Revenues	13,737	30,260	55,000	30,560
Operating Transfers In	297,374	-	-	
TOTAL REVENUES	311,111	30,260	55,000	30,560
EXPENDITURES				
Operating Expenditures	6,173	47,297	47,297	12,048
Operating Transfers Out	384,715	-	-	
TOTAL EXPENDITURES	390,888	47,297	47,297	12,048
CHANGE IN NET POSITION	(79,777)	(17,037)	7,703	18,512
ENDING FUND BALANCE	$ 45,241	$ 28,204	$ 52,944	$ 71,456



Remschel-Deering History Center

The Remschel-Deering History Center is a Special Revenue Fund that accounts for the revenues and expenditures to operate the history center.

History Center
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6414	Copies	$0	$0	$120
6416	Internet Printing	$12	$0	$300
6464	Microform Printing	$10	$0	$0
6465	Ordered Forms	$0	$0	$0
Total Service Revenue		$21	$0	$420
6901	Deering Trust Income	$13,200	$30,000	$30,000
6911	Interest Revenue	$502	$250	$120
6989	Miscellaneous Revenue	$14	$10	$20
Total Interest and Miscellaneous		$13,716	$30,260	$30,140
7015	Transfer In - Library Memorial	$131,000	$0	$0
7070	Transfer In - General CIP	$166,374	$0	$0
Total Transfer Inn		$297,374	$0	$0
TOTAL REVENUES		$311,111	$30,260	$30,560

Return to Table of Contents

Remschel-Deering History Center

The Remschel-Deering History Center is a special revenue fund that accounts for the revenues and expenditures to operate the history center.

History Center
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
101	Office Supplies	$260	$3,775	$1,234
102	Small Tools & Equipment	$0	$80	$20
103	Chemical & Medical Supplies	$0	$16	$20
106	Janitorial Supplies	$0	$50	$15
108	Other Supplies	$2,145	$375	$315
110	Postage	$0	$15	$15
Total Supplies and Materials		**$2,406**	**$4,311**	**$1,619**
202	Buildings & Structures	$1,282	$1,490	$1,005
205	Office Equipment	$437	$1,400	$2,740
Total Maintenance and Repairs		**$1,720**	**$2,890**	**$3,745**
301	Telephone Service	$178	$336	$396
302	Light and Power	$1,967	$3,300	$2,400
304	Water and Sewer	$220	$360	$324
306	Special Services	$0	$1,100	$2,000
316	Advertising	$0	$300	$564
Total Services		**$2,364**	**$5,396**	**$5,684**
502	Building and Structures	$0	$0	$0
512	Books and Records/Software	$36	$200	$1,000
Total Capital Outlay		**$36**	**$200**	**$1,000**
902	Transfer Out - General CIP	$363,477	$34,500	$0
Total Operating Transfers		**$363,477**	**$34,500**	**$0**
TOTAL EXPENDITURES		**$370,002**	**$47,297**	**$12,048**

CHANGE IN NET POSITION	**($58,892)**	**($17,037)**	**$18,512**

Insurance Reserve

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.

INSURANCE RESERVE FUND - BUDGET SUMMARY

	FY14 Actual	FY15 Adopted	FY15 Estimated	FY16 Proposed
BEGINNING FUND BALANCE	$ 127,365	$ 116,991	$ 116,991	$ 116,991
REVENUES				
Operating Revenues	14,129	50,000	50,000	50,000
Operating Transfers In	-	-	-	-
TOTAL REVENUES	14,129	50,000	50,000	50,000
EXPENDITURES				
Operating Expenditures	24,503	50,000	50,000	50,000
Operating Transfers Out	-	-	-	-
TOTAL EXPENDITURES	24,503	50,000	50,000	50,000
CHANGE IN NET POSITION	(10,374)	-	-	-
ENDING FUND BALANCE	$ 116,991	$ 116,991	$ 116,991	$ 116,991

Return to Table of Contents

Insurance Reserve

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.

Insurance Reserve
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6904	Reimbursement - Vehicle/Equipment	$12,663	$25,000	$25,000
6905	Reimbursement - Building/Structure	$1,467	$25,000	$25,000
Total Interest and Miscellaneous		$14,129	$50,000	$50,000
TOTAL REVENUES		$14,129	$50,000	$50,000

Insurance Reserve
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
202	Buildings and Structures	$10,150	$20,000	$25,000
204	Parts - City Garage	$0	$1,000	$0
205	Office Equipment	$0	$1,000	$0
212	Repairs - Not City Garage	$14,353	$28,000	$25,000
Total Maintenance and Repairs		$24,503	$50,000	$50,000
TOTAL EXPENDITURES		$24,503	$50,000	$50,000

CHANGE IN NET POSITION	($10,374)	$0	$0

Main Street Program

The Main Street Program fund is a is a governmental fund type that is consolidated with the General Fund for financial reporting purposes. The fund accounts for special programs and projects that promote the downtown Main Street area.

The Main Street Program was moved from the General Fund into its own fund in FY2015. The beginning fund balance was transferred from the General Fund to the Main Street Program fund in FY2015.

MAIN STREET PROGRAM - BUDGET SUMMARY

	FY14 Actual	FY15 Adopted	FY15 Estimated	FY16 Proposed
BEGINNING FUND BALANCE	$ -	$ 39,780	$ 40,722	$ 41,664
REVENUES				
Operating Revenues	-	35,100	35,100	26,920
Operating Transfers In	-	-	-	-
TOTAL REVENUES	-	35,100	35,100	26,920
EXPENDITURES				
Operating Expenditures	-	34,158	34,158	34,250
Operating Transfers Out	-	-	-	
TOTAL EXPENDITURES	-	34,158	34,158	34,250
CHANGE IN NET POSITION	-	942	942	(7,330)
ENDING FUND BALANCE	$ -	$ 40,722	$ 41,664	$ 34,334

Return to Table of Contents

Main Street
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6908	Mardi Gras Artist Entry Fee	$0	$100	$210
6918	Mardi Gras Poster Sales	$0	$0	$40
6970	Mardi Gras Sponsorships	$0	$25,000	$17,000
6971	Mardi Gras Ticket Sales	$0	$4,500	$500
6972	Mardi Gras Beverage Sales	$0	$2,000	$3,600
6974	Mardi Gras Votes/Nominees	$0	$1,000	$1,500
6975	Mardi Gras Food Sales	$0	$1,000	$1,470
6980	Holiday Parade Entry Fees	$0	$1,500	$1,200
6982	Brick Sales	$0	$0	$400
6989	Miscellaneous Revenue	$0	$0	$1,000
Total Interest and Miscellaneous		$0	$35,100	$26,920
TOTAL REVENUES		$0	$35,100	$26,920

Main Street
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
101	Office Supplies	$0	$0	$400
102	Small Tools and Equipment	$0	$1,900	$300
105	Food Supplies	$0	$8,980	$4,830
108	Other Supplies	$0	$5,650	$2,725
132	Seed, Sod and Plants	$0	$0	$1,500
Total Supplies		$0	$16,530	$9,755
306	Special Services	$0	$1,500	$3,200
313	Hire of Equipment	$0	$9,147	$10,453
316	Advertising	$0	$5,000	$7,500
Total Services		$0	$15,647	$21,153
401	Awards, Certificates, Etc.	$0	$1,050	$1,200
402	Dues and Subscriptions	$0	$231	$1,892
405	Other Charges	$0	$700	$250
Total Other Expenses		$0	$1,981	$3,342
TOTAL EXPENDITURES		$0	$34,158	$34,250

CHANGE IN NET POSITION	$0	$942	($7,330)

THIS PAGE INTENTIONALLY LEFT BLANK.

COMPONENT UNIT FUNDS

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.

Return to Table of Contents

THIS PAGE INTENTIONALLY LEFT BLANK.

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 management services such accounting, legal and secretarial.

EIC guidelines specify that the funds must be used for the following categories of projects that are permitted for Section 4B funds:

1. Business Development
2. Quality of Life
3. Public Infrastructure

ECONOMIC IMPROVEMENT CORPORATION FUND - BUDGET SUMMARY

	FY14 Actual	FY15 Adopted	FY15 Estimated	FY16 Proposed
BEGINNING FUND BALANCE	$ 3,072,452	$ 3,743,375	$ 3,743,375	$ 3,930,721
REVENUES				
Operating Revenues	2,931,490	2,936,638	2,936,638	3,190,991
Operating Transfers In	96,643	-	186,475	
TOTAL REVENUES	3,028,133	2,936,638	3,123,113	3,190,991
EXPENDITURES				
Operating Expenditures	1,519,198	937,200	1,075,767	1,363,786
Operating Transfers Out	838,012	1,850,000	1,860,000	1,840,000
TOTAL EXPENDITURES	2,357,210	2,787,200	2,935,767	3,203,786
CHANGE IN NET POSITION	670,923	149,438	187,346	(12,795)
ENDING FUND BALANCE	$ 3,743,375	$ 3,892,813	$ 3,930,721	$ 3,917,926

Economic Improvement Corporation Fund
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
6113	Sales and Use Tax	$2,926,797	$2,931,638	$3,185,991
Total Tax Revenue		**$2,926,797**	**$2,931,638**	**$3,185,991**
6911	Interest Revenue	$4,693	$5,000	$5,000
6989	Miscellaneous Revenue	$0	$0	$0
Total Interest and Miscellaneous		**$4,693**	**$5,000**	**$5,000**
7002	Transfer In - Water/Sewer Fund	$0	$0	$0
7075	Transfer In - EIC Project Fund	$96,643	$186,475	$0
Total Transfers In		**$96,643**	**$186,475**	**$0**
TOTAL REVENUES		**$3,028,133**	**$3,123,113**	**$3,190,991**

Economic Improvement Corporation
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
011	Local Meetings	$63	$100	$500
Total Personnel		**$63**	**$100**	**$500**
101	Office Supplies	$20	$0	$0
Total Supplies		**$20**	**$0**	**$0**
305	Legal Services	$3,500	$0	$0
306	Special Services	$385,588	$100,000	$100,000
316	Advertising	$27	$100	$0
Total Services		**$389,115**	**$100,100**	**$100,000**
441	General Fund Debt Service	$170,000	$512,000	$1,108,882
442	River Trail Contribution	$300,000	$150,000	$0
443	Kerr Economic Development Corp	$60,000	$183,750	$154,404
444	Park Imp Contribution	$600,000	$0	$0
Total Other Expenses		**$1,130,000**	**$845,750**	**$1,263,286**
943	EIC Debt Service	$69,853	$0	$0
975	EIC Capital Projects	$768,159	$0	$0
975-01	Category 1 Business Development	$0	$1,110,000	$610,000
975-02	Category 2 Quality of Life	$0	$750,000	$630,000
975-03	Category 3 Public Infrastructure	$0	$0	$600,000
Total Transfers Out		**$838,012**	**$1,860,000**	**$1,840,000**
TOTAL EXPENDITURES		**$2,357,210**	**$2,805,950**	**$3,203,786**

CHANGE IN NET POSITION		**$670,923**	**$317,163**	**($12,795)**

Return to Table of Contents

EIC Projects

The EIC Projects fund is used to account for funding for individual projects that the EIC Board approves. EIC guidelines specify that the funds must be used for the following categories of projects that are permitted for Section 4B funds:

1. Business Development
2. Quality of Life
3. Public Infrastructure

EIC PROJECTS FUND - BUDGET SUMMARY

	FY14 Actual	FY15 Adopted	FY15 Estimated	FY16 Proposed
BEGINNING FUND BALANCE	$ 859,176	$ 828,320	$ 828,320	$ 641,845
REVENUES				
Operating Revenues	-	-	-	-
Operating Transfers In	741,767	1,850,000	1,850,000	1,840,000
TOTAL REVENUES	741,767	1,850,000	1,850,000	1,840,000
EXPENDITURES				
Operating Expenditures	772,623	2,036,475	2,036,475	1,840,000
Operating Transfers Out	-	-	-	-
TOTAL EXPENDITURES	772,623	2,036,475	2,036,475	1,840,000
CHANGE IN NET POSITION	(30,856)	(186,475)	(186,475)	-
ENDING FUND BALANCE	$ 828,320	$ 641,845	$ 641,845	$ 641,845

EIC Projects Fund
Revenues by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
7040	Transfer In - EIC	$768,159	$1,850,000	$1,840,000
Total Transfers In		$768,159	$1,850,000	$1,840,000
TOTAL REVENUES		$768,159	$1,850,000	$1,840,000

EIC Projects Fund
Expenditures by Line Item

Acct.	Account Name	2014 Actual	2015 Budget	2016 Budget
201	Land Maintenance	$7,698	$0	$0
202	Building and Structures	$47,264	$0	$0
Total Maintenance		$54,962	$0	$0
306	Special Services	$599,241	$100,000	$1,210,000
Total Services		$599,241	$100,000	$1,210,000
405	Other Charges	$0	$600,000	$0
Total Other Expenses		$0	$600,000	$0
502	Building and Structures	$48,170	$1,150,000	$630,000
Total Capital Outlay		$48,170	$1,150,000	$630,000
940	Transfer Out - EIC	$96,643	$186,475	$0
Total Transfers Out		$96,643	$186,475	$0
TOTAL EXPENDITURES		$799,015	$2,036,475	$1,840,000
CHANGE IN NET POSITION		($30,856)	($186,475)	$0

Return to Table of Contents

APPENDIX

Return to Table of Contents

THIS PAGE INTENTIONALLY LEFT BLANK.

PERSONNEL SCHEDULES

Appendix - Full Time Personnel by Department

City of Kerrville

Full Time Personnel Per Department

Departments	FY14	FY15	FY16
General Fund Personnel Count			
City Secretary	2.00	2.00	2.00
City Attorney	2.00	1.00	2.00
City Administration	5.00	6.00	6.00
Human Resources	4.00	4.00	4.00
Finance	5.00	5.00	5.00
Information Technology	5.00	5.00	5.00
Municipal Court	5.00	5.00	5.00
Kerrville-Schreiner Park	6.00	6.00	6.00
Police	68.00	70.00	71.00
Fire	49.20	48.10	49.00
Fire Marshal	2.00	2.00	2.00
EMS	26.80	27.90	27.00
Landfill/Recycling	5.00	5.00	1.00
Planning	2.00	2.00	2.00
Building Services	4.00	4.00	5.00
Code Compliance	2.00	2.00	1.00
Park Maintenance	13.00	18.00	19.00
Recreation	2.00	1.00	2.00
Engineering	3.00	4.00	4.00
Streets	16.00	18.00	18.00
Library	11.00	9.00	9.00
Total General Fund	**238.00**	**245.00**	**245.00**
Water and Sewer Fund Personnel Count			
Water Records	8.50	8.00	8.00
Utility Administration	5.00	3.00	3.00
Water Production	11.00	11.00	11.00
Utility Construction	9.00	9.00	9.00
Water Reclamation	14.00	14.00	14.00
Utility Lab	4.00	4.00	4.00
Total Water/Sewer Fund	**51.50**	**49.00**	**49.00**
Garage Fund Personnel Count			
Garage	**4.00**	**4.00**	**4.00**
Golf Course Fund Personnel Count			
Golf Course Maintenance	8.00	7.00	7.00
Golf Pro Shop	3.00	3.00	3.00
Total Golf Course Fund	**11.00**	**10.00**	**10.00**
Total City FTEs	**304.50**	**308.00**	**308.00**

Return to Table of Contents

City of Kerrville
FY 2016 General Government Pay Plan
Effective October 1, 2015

Pay Grade	Position Title	FLSA	Min	Mid	Max	Hourly Min
12	Library Shelver	NE	$19,602	$23,513	$27,425	9.42
13	Pro Shop Attendant	NE	$20,563	$24,671	$28,780	9.89
15	Building Maintenance Worker/Custodian	NE	$22,661	$27,184	$31,708	10.89
15	Receptionist	NE	$22,661	$27,184	$31,708	10.89
16	Groundskeeper - Golf	NE	$23,775	$28,517	$33,281	11.43
17	Admin Clerk - Police - Property-Evidence Unit	NE	$24,956	$29,938	$34,920	12.00
17	Admin Clerk - Police - Records & Investigations	NE	$24,956	$29,938	$34,920	12.00
17	Administrative Support Specialist - Patrol	NE	$24,956	$29,938	$34,920	12.00
17	Downtown Groundskeeper	NE	$24,956	$29,938	$34,920	12.00
17	Facility Coordinator - Grant Funded	NE	$24,956	$29,938	$34,920	12.00
17	Library Clerk	NE	$24,956	$29,938	$34,920	12.00
17	Maintenance Worker - Parks	NE	$24,956	$29,938	$34,920	12.00
17	Office Clerk - Kerrville Schreiner Park	NE	$24,956	$29,938	$34,920	12.00
17	Park Ranger - Kerrville Schreiner Park	NE	$24,956	$29,938	$34,920	12.00
17	Recycling Worker	NE	$24,956	$29,938	$34,920	12.00
18	N/A	NE	$26,201	$31,424	$36,668	12.60
19	EMS Billing Clerk	NE	$27,490	$32,975	$38,482	13.22
19	Municipal Court Deputy Clerk	NE	$27,490	$32,975	$38,482	13.22
19	Secretary	NE	$27,490	$32,975	$38,482	13.22
19	Utility Clerk	NE	$27,490	$32,975	$38,482	13.22
20	Distribution - Collection Operator	NE	$28,845	$34,614	$40,383	13.87
20	Light Equipment Operator - Streets	NE	$28,845	$34,614	$40,383	13.87
20	Water Reclamation Operator I	NE	$28,845	$34,614	$40,383	13.87
21	EMS Billing Specialist	NE	$30,288	$36,341	$42,394	14.56
21	Equipment Operator - Parks	NE	$30,288	$36,341	$42,394	14.56
21	Irrigation Specialist - Golf	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	Mechanic - Golf	NE	$30,288	$36,341	$42,394	14.56
21	Meter Technician	NE	$30,288	$36,341	$42,394	14.56
21	Senior Utility Clerk	NE	$30,288	$36,341	$42,394	14.56
21	Water Production Operator I	NE	$30,288	$36,341	$42,394	14.56

City of Kerrville
FY 2016 General Government Pay Plan
Effective October 1, 2015

Pay Grade	Position Title	FLSA	Min	Mid	Max	Hourly Min
22	Accounting Clerk	NE	$31,795	$38,296	$44,797	15.29
22	Administrative Assistant	NE	$31,795	$38,296	$44,797	15.29
22	Administrative Secretary	NE	$31,795	$38,296	$44,797	15.29
22	Assistant Municipal Court Administrator	NE	$31,795	$38,296	$44,797	15.29
22	Finance Clerk	NE	$31,795	$38,296	$44,797	15.29
22	Heavy Equipment Operator - Streets	NE	$31,795	$38,296	$44,797	15.29
22	Human Resources Assistant	NE	$31,795	$38,296	$44,797	15.29
22	Lead Pro Shop Attendant	E	$31,795	$38,296	$44,797	15.29
22	Mechanic - Garage	NE	$31,795	$38,296	$44,797	15.29
22	Office Manager - Kerrville Schreiner Park	E	$31,795	$38,296	$44,797	15.29
22	Traffic Controls Technician	NE	$31,795	$38,296	$44,797	15.29
23	Crew Leader	NE	$33,369	$40,034	$46,699	16.04
23	Lead Park Ranger - Kerrville Schreiner Park	NE	$33,369	$40,034	$46,699	16.04
23	Permit Technician	NE	$33,369	$40,034	$46,699	16.04
23	Supervisor, Administrative Records (PD)	NE	$33,369	$40,034	$46,699	16.04
23	Water Production Maintenance Technician	NE	$33,369	$40,034	$46,699	16.04
23	Water Production Operator II	NE	$33,369	$40,034	$46,699	16.04
23	Water Reclamation Maintenance Technician	NE	$33,369	$40,034	$46,699	16.04
23	Water Reclamation Operator II	NE	$33,369	$40,034	$46,699	16.04
24	Parks & Recreation Specialist	E	$35,030	$42,022	$49,037	16.84
25	City Marshal	NE	$36,778	$44,120	$51,484	17.68
25	Deputy City Secretary	NE	$36,778	$44,120	$51,484	17.68
25	Health Specialist	NE	$36,778	$44,120	$51,484	17.68
25	Heavy Equipment Mechanic - Garage	NE	$36,778	$44,120	$51,484	17.68
25	Laboratory Analyst	NE	$36,778	$44,120	$51,484	17.68
25	Multimedia Technician	NE	$36,778	$44,120	$51,484	17.68
25	Pretreatment Specialist - Lab	NE	$36,778	$44,120	$51,484	17.68
25	Purchasing Specialist	NE	$36,778	$44,120	$51,484	17.68
25	Water Production Specialist	NE	$36,778	$44,120	$51,484	17.68
25	Water Reclamation Inspection Technician	NE	$36,778	$44,120	$51,484	17.68
25	Water Reclamation Technician	NE	$36,778	$44,120	$51,484	17.68

Return to Table of Contents

City of Kerrville
FY 2016 General Government Pay Plan
Effective October 1, 2015

Pay Grade	Position Title	FLSA	Min	Mid	Max	Hourly Min
26	Building Inspector	NE	$38,613	$46,327	$54,041	18.56
26	Construction Inspector	NE	$38,613	$46,327	$54,041	18.56
26	Fire Inspector	NE	$38,613	$46,327	$54,041	18.56
26	Librarian	E	$38,613	$46,327	$54,041	18.56
26	Meter Technician Supervisor	E	$38,613	$46,327	$54,041	18.56
26	Utility Billing Supervisor	E	$38,613	$46,327	$54,041	18.56
26	Water Reclamation Chief Operator	NE	$38,613	$46,327	$54,041	18.56
27	Executive Secretary	NE	$40,536	$48,644	$56,751	19.49
27	Golf Course Maintenance Superintendent	E	$40,536	$48,644	$56,751	19.49
27	Human Resources Analyst	NE	$40,536	$48,644	$56,751	19.49
27	Technical Support Analyst	NE	$40,536	$48,644	$56,751	19.49
28	Laboratory Manager	E	$42,547	$51,047	$59,548	20.46
28	Main Street Manager	E	$42,547	$51,047	$59,548	20.46
28	Parks Supervisor - Kerrville Schreiner Park	E	$42,547	$51,047	$59,548	20.46
28	Senior Inspector	NE	$42,547	$51,047	$59,548	20.46
28	Solid Waste & Environmental Specialist	E	$42,547	$51,047	$59,548	20.46
29	Financial Analyst	E	$44,666	$53,582	$62,520	21.47
29	Garage Superintendent	E	$44,666	$53,582	$62,520	21.47
29	GIS/GPS Coordinator	E	$44,666	$53,582	$62,520	21.47
30	Assistant Street Division Manager	E	$46,895	$56,270	$65,645	22.55
30	Code Compliance Division Manager	E	$46,895	$56,270	$65,645	22.55
30	Communications Manager	E	$46,895	$56,270	$65,645	22.55
31	Special Projects Manager	E	$49,234	$59,067	$69,923	23.67
31	Superintendent of Park Operations & Facilities	E	$49,234	$59,067	$69,923	23.67
32	Construction Manager	E	$51,681	$62,017	$72,354	24.85
32	Project Manager	E	$51,681	$62,017	$72,354	24.85
33	City Planner	E	$54,260	$65,099	$75,959	26.09
33	Assistant Library Director	E	$54,260	$65,099	$75,959	26.09
33	Street Division Manager	E	$54,260	$65,099	$75,959	26.09
33	Systems Administrator	E	$54,260	$65,099	$75,959	26.09
33	Utility Construction Superintendent	E	$54,260	$65,099	$75,959	26.09
33	Water Production Superintendent	E	$54,260	$65,099	$75,959	26.09
33	Water Reclamation Superintendent	E	$54,260	$65,099	$75,959	26.09
34	Assistant City Attorney	E	$56,969	$68,355	$79,740	27.39

City of Kerrville
FY 2016 General Government Pay Plan
Effective October 1, 2015

Pay Grade	Position Title	FLSA	Min	Mid	Max	Hourly Min
35	Assistant Director of Building Services	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	Municipal Court Administrator	E	$59,810	$73,250	$86,711	28.75
35	Project Engineer	E	$59,810	$73,250	$86,711	28.75
37	City Secretary	E	$65,907	$80,723	$95,561	31.69
37	General Manager of Golf & Tennis Operations	E	$65,907	$80,723	$95,561	31.69
37	Library Director	E	$65,907	$80,723	$95,561	31.69
38	Assistant Chief of Police	E	$69,185	$84,744	$100,303	33.26
38	Assistant Director of Finance	E	$69,185	$84,744	$100,303	33.26
38	Director of Information Technology	E	$69,185	$84,744	$100,303	33.26
40	Director of Parks & Recreation	E	$76,265	$93,419	$110,574	36.67
42	Chief of Police	E	$86,544	$106,006	$125,469	41.61
42	Director of Building Services	E	$86,544	$106,006	$125,469	41.61
42	Director of Engineering & Planning	E	$86,544	$106,006	$125,469	41.61
42	Director of Finance	E	$86,544	$106,006	$125,469	41.61
42	Director of General Operations	E	$86,544	$106,006	$125,469	41.61
42	Director of Public Works	E	$86,544	$106,006	$125,469	41.61
42	Fire Chief	E	$86,544	$106,006	$125,469	41.61
46	Deputy City Manager	E	$105,194	$128,851	$152,509	50.57
47	City Attorney	E	$110,454	$135,294	$160,134	53.10
49	City Manager	E	$121,775	$149,162	$176,548	58.55

Certification Pay

Certified Ambulance Coder $125/month

Certified Court Clerk - Level I $25/month, Level II $50/month, Level III $75/month

Certified Flood Plain Manager $75/month

Certified Government Finance Officer $125/month

Certified Herbicide/Pesticide Applicator $50/month

Certified Payroll Professional $125/month

Certified Public Accountant $125/month

Certified Texas Purchaser $75/month

Certified TMRS Benefits Administrator $50/month

Municipal Solid Waste Operator A $200/month

Professional in Human Resources $125/month

TX Registered Municipal Clerk Certification - Level I $25/month, Level II $50/month, Level III $75/month, Level IV $100/month

Water/Wastewater - Class A $200/month, Class B $75/month, Class C $50/month

Wastewater - Class III $75/month, Class II $50/month

Return to Table of Contents

FIRE STEP PLAN

FY 2016 (Effective October 1, 2015)

GRADE	POSITION		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
			One Year	2 Years	2 Years	2 Years	2 Years	2 Years	2 Years
FD-1	Transfer Tech (8 hr)	**ANNUAL**	**30,345.37**	**31,322.05**	**32,866.58**	**34,115.83**	**35,478.64**	**36,886.89**	**38,363.27**
		BIWEEKLY	1,167.13	1,204.69	1,264.10	1,312.15	1,364.56	1,418.73	1,475.51
		HOURLY	14.59	15.06	15.80	16.40	17.06	17.73	18.44
FD-2	Paramedic (Part Time)	**ANNUAL**	**35,645.78**						
		BIWEEKLY	1,370.99						
		HOURLY	17.14						
FD-3A	N/A	ANNUAL	**39,348.61**	**40,922.55**	**42,559.45**	**44,261.83**	**46,032.31**	**47,873.60**	**49,836.42**
		BIWEEKLY	1,513.41	1,573.94	1,636.90	1,702.38	1,770.47	1,841.29	1,916.79
		HOURLY	18.92	19.67	20.46	21.28	22.13	23.02	23.96
FD-3	Firefighter (24 hr)	**ANNUAL** (2912 Annual Hrs / 56 Hrs/Wk)	**41,466.46**	**43,125.12**	**44,850.12**	**46,644.13**	**48,509.89**	**50,450.28**	**52,468.30**
		ANNUAL (2756 Annual Hrs / 53 Hrs/Wk)	**39,245.04**	**40,814.84**	**42,447.44**	**44,145.33**	**45,911.14**	**47,747.59**	**49,657.50**
		HOURLY	14.24	14.81	15.40	16.02	16.66	17.32	18.02
FD-3P	Paramedic ONLY (24 hr)	**ANNUAL** (2912 Annual Hrs / 56 Hrs/Wk)	**41,502.29**	**Paramedic only position not eligible for 7K exemption under FLSA. Annual rate includes overtime pay for all hours worked over 40 in a week.**					
		ANNUAL (2756 Annual Hrs / 53 Hrs/Wk)	**38,584.16**						
		HOURLY	12.47						
FD-4	Fire Apparatus Driver (24 hr)	**ANNUAL** (2912 Annual Hrs / 56 Hrs/Wk)	**52,468.29**	**54,567.03**	**56,749.70**	**59,019.70**	**61,380.48**	**63,835.70**	**66,389.13**
		ANNUAL (2756 Annual Hrs / 53 Hrs/Wk)	**49,657.49**	**51,643.79**	**53,709.54**	**55,857.93**	**58,092.24**	**60,415.93**	**62,832.57**
		HOURLY	18.02	18.74	19.49	20.27	21.08	21.92	22.80
FD-5	Lieutenant (24 hr)	**ANNUAL** (2912 Annual Hrs / 56 Hrs/Wk)	**57,329.17**	**59,622.33**	**62,007.23**	**64,487.52**	**67,067.03**	**69,749.71**	**72,539.69**
		ANNUAL (2756 Annual Hrs / 53 Hrs/Wk)	**54,257.96**	**56,428.28**	**58,685.41**	**61,032.83**	**63,474.15**	**66,013.11**	**68,653.64**
		HOURLY	19.69	20.47	21.29	22.15	23.03	23.95	24.91
FD-5A	Deputy Fire Marshal (8 hr)	BIWEEKLY	2,204.97	2,293.17	2,384.89	2,480.29	2,579.50	2,682.68	2,789.99
		HOURLY	27.56	28.66	29.81	31.00	32.24	33.53	34.87
FD-6	EMS Coordinator (8 hr)	**ANNUAL**	**59,856.91**	**62,251.19**	**64,741.24**	**67,330.89**	**70,024.12**	**72,825.09**	**75,738.08**
		BIWEEKLY	2,302.19	2,394.28	2,490.05	2,589.65	2,693.24	2,800.96	2,913.00
		HOURLY	28.78	29.93	31.13	32.37	33.67	35.01	36.41
FD-7	N/A	**ANNUAL** (2912 Annual Hrs / 56 Hrs/Wk)	**60,491.56**	**62,911.23**	**65,427.67**	**68,044.78**	**70,766.57**	**73,597.24**	**76,541.12**
		ANNUAL (2756 Annual Hrs / 53 Hrs/Wk)	**57,250.94**	**59,540.98**	**61,922.61**	**64,399.52**	**66,975.50**	**69,654.53**	**72,440.70**
		HOURLY	20.77	21.60	22.47	23.37	24.30	25.27	26.28
FD-8	Battalion Chief (24 hr)	**ANNUAL** (2912 Annual Hrs / 56 Hrs/Wk)	**64,878.78**	**67,473.92**	**70,172.88**	**72,979.79**	**75,898.99**	**78,934.94**	**82,092.35**
		ANNUAL (2756 Annual Hrs / 53 Hrs/Wk)	**61,403.13**	**63,859.24**	**66,413.62**	**69,070.16**	**71,832.97**	**74,706.29**	**77,694.54**
		HOURLY	22.28	23.17	24.10	25.06	26.06	27.11	28.19
FD-8A	Fire Marshal (8 hr) Training/Emergency Mgmt Officer (8 hr)	BIWEEKLY	2,495.34	2,595.15	2,698.96	2,806.91	2,919.19	3,035.96	3,157.40
		HOURLY	31.19	32.44	33.74	35.09	36.49	37.95	39.47

FY2015 = 4% Step Plan Adjustment - Effective 10/1/2014
Catch Up of FY2014 Missed Steps - Effective 10/1/2014
Re-Start Regular Step Increases - Effective 10/1/2014

Certification Pay = Master $125/month, Advanced $75/month, Intermediate $50/month, Paramedic 2 $400/month, Paramedic 1 $350/month, EMT Intermediate $75/month, EMT Basic $50/month, Fire Emergency Mgmt. 1 $100/month, Fire Emergency Mgmt. 2 $200month

Appendix - Police Pay Plan

POLICE STEP PAY PLAN											
FY 2016 (EFFECTIVE OCTOBER 1, 2015)											
GRADE	POSITION		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
			One Year	2 Years	2 Years	2 Years	2 Years	2 Years	2 Years	2 Years	2 Years
PD-A	Telecommunications Specialist-Police Dispatch	ANNUAL	34,273.54	35,644.48	37,070.26	38,553.07	40,095.19	41,699.00	43,366.96	45,101.64	46,905.70
		BIWEEKLY	1,318.21	1,370.94	1,425.78	1,482.81	1,542.12	1,603.81	1,667.96	1,734.68	1,804.07
		HOURLY	16.48	17.14	17.82	18.54	19.28	20.05	20.85	21.68	22.55
PD-1	Police Officer, Evidence Officer, Investigator	ANNUAL	43,139.36	44,864.93	46,659.53	48,525.91	50,466.95	52,485.63	54,585.05	56,768.45	59,039.19
		BIWEEKLY	1,659.21	1,725.57	1,794.60	1,866.38	1,941.04	2,018.68	2,099.43	2,183.40	2,270.74
		HOURLY	20.74	21.57	22.43	23.33	24.26	25.23	26.24	27.29	28.38
PD-2	Police Corporal	ANNUAL	48,640.11	50,585.71	52,609.14	54,713.50	56,902.04	59,178.13	61,545.25	64,007.06	66,567.34
		BIWEEKLY	1,870.77	1,945.60	2,023.43	2,104.37	2,188.54	2,276.08	2,367.13	2,461.81	2,560.28
		HOURLY	23.38	24.32	25.29	26.30	27.36	28.45	29.59	30.77	32.00
PD-3	Detective Sergeant	ANNUAL	55,798.26	58,030.19	60,351.40	62,765.46	65,276.08	67,887.12	70,602.60	73,426.71	76,363.78
		BIWEEKLY	2,146.09	2,231.93	2,321.21	2,414.06	2,510.62	2,611.04	2,715.48	2,824.10	2,937.07
		HOURLY	26.83	27.90	29.02	30.18	31.38	32.64	33.94	35.30	36.71
PD-4	Police Lieutenant	ANNUAL	65,276.08	67,887.12	70,602.61	73,426.71	76,363.78	79,418.33	82,595.07	85,898.87	89,334.82
		BIWEEKLY	2,510.62	2,611.04	2,715.48	2,824.10	2,937.07	3,054.55	3,176.73	3,303.80	3,435.95
		HOURLY	31.38	32.64	33.94	35.30	36.71	38.18	39.71	41.30	42.95

FY2015 = 5% Step Plan Adjustment - Effective 10/1/2014
Catch Up of FY2014 Missed Steps - Effective 10/1/2014
Re-Start Regular Step Increases - Effective 10/1/2014

Return to Table of Contents

FINANCIAL MANAGEMENT POLICY

FINANCIAL MANAGEMENT POLICY

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 their own separate policies.

Annual budget

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

The City Manager shall prepare each year a budget to cover all proposed expenditures of the government of the City 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 the 31st day of July 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 fiscal year of the City government shall begin on the first day of October each year and shall end on the last day of September the following year. Such year shall constitute the budget year of the City government.

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 on 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 chang-

Return to Table of Contents

es, summarize the City's debt position, including factors affecting the ability to raise resources through debt issues, and include such other material as the City Manager deems desirable.

City Council Action on Budget

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.

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.

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.

"Publish" defined. 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.

Budget

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:

1. 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;

2. 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

3. 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.

Appropriation and Revenue Ordinances

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

1. An appropriation ordinance making appropriations by department, fund, or other organizational unit and authorizing an allocation for each program or activity; and

2. A tax levy ordinance authorizing the property tax levy or levies and setting the tax rate or rates.

Amendments after Adoption

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.

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 un-appropriated 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.

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.

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 appropria-

Return to Table of Contents

tion. 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,

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.

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.

Basis of accounting and budgeting

1. 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). 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. Governmental funds are used to account for the government's general government activities and include the General, Special Revenue, Debt Service and Capital Project Funds.

2. 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 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.

3. 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.

4. 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 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.

a. *Non-spendable Fund Balance* – Some assets reported in governmental funds may be inherently non-spendable from the vantage point of the current period.

   i. Assets that will never convert to cash such as; prepaid items or inventories,

   ii. Assets that will not convert to cash soon enough to affect the current period such as; non-financial assets held for resale, resources that must be maintained intact pursuant to legal or contractual requirements such as; capital of a revolving loan fund

Return to Table of Contents

b. *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. Restrictions can also arise when the authorization to raise revenues is conditioned upon the revenue being used for a particular purpose.

c. *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.

    i. Requires action by City Council to commit fund balance

    ii. Formal City Council action is necessary to impose, remove or modify a constraint reflected in the committed fund balance

d. *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.

e. *Unassigned Fund Balance* – This describes total fund balance in the General Fund in excess of non-spendable, restricted, committed and assigned fund balance.

Financial reporting

Following the conclusion of the fiscal year, the City's Director of Finance shall cause to be prepared a Comprehensive Annual Financial Report (CAFR) 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 Certificate of Achievement for Excellence in Financial Reporting Program.

The CAFR shall show the status of the City's finances based on GAAP. The CAFR 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 CAFR'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 CAFR shall be the results of the annual audit prepared by independent certified public accountants designated by the City Council.

The Director of Finance 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.

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/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 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.

1. User fees, particularly utility rates, should identify the relative costs of serving different classes of customers.

2. Where possible, utility rates should be designed to reduce peak (hour and day) demands on the utility systems.

3. 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.

Operating expenditures

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

1. Personnel
2. Supplies
3. Maintenance
4. Services
5. Other Expenses
6. 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 $5,000.00 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 ceiling calculated by the City Manager. Projected expendi-

tures 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.

Fund balance

The annual budget shall be presented to City Council with the General Fund and the Water & Sewer Fund's reflecting an unassigned fund balance or unrestricted net position that is 15 to 25 percent of that 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 nonrecurring 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.

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.

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 20 years, except in instances when the capital improvements will significantly benefit the community beyond the 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.

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

Debt Obligations in the Water and Sewer Fund shall not exceed 35% of the annual revenues.

The Director of Finance shall include in the Comprehensive Annual Financial Report (CAFR) 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.

Return to Table of Contents

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 Director of Finance. 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.

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.

Capital projects will be constructed to:

1. Protect or improve the community's quality of life.
2. Protect or enhance the community's economic vitality.
3. 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").

Utility capital expenditures

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

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 & Sewer 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.

Facility construction; best value methods for entering into contract

For purposes of this section, the term "facility" means buildings the design and construction of which are governed by accepted building codes; such term does not include (i) highways, roads, streets, bridges, utilities, water supply projects, water plants, wastewater plants, water and wastewater distribution or conveyance facilities, wharves, docks, airport runways and taxiways, drainage projects, or related types of projects associated with civil engineering construction, or (ii) buildings or structures that are incidental to projects that are primarily civil engineering construction projects

In entering into and awarding a contract for the construction, rehabilitation, alteration, or repair of a facility, the city shall use one of the following methods that provides the best value for the city (such methods being those set forth in Section 271.113(a) of the Texas Local Government Code):

1. Competitive bidding;
2. Competitive sealed proposals for construction services;
3. A design-build contract;
4. A contract to construct, rehabilitate, alter, or repair facilities that involve using a construction manager; or
5. A job order contract for the minor repair, rehabilitation, or alteration of a facility.

The use or implementation of any of such methods shall comply in all respects with Chapter 271, Subchapter H of the Texas Local Government Code and any other applicable law.

The determination of which of the best value methods set forth in subparagraph (b) shall be used shall be made before advertising as required by law. The authority of the city council to make such determination is hereby delegated to the city manager (or the city manager's designee), and the city manager (and any designee of the city manager) is hereby authorized to make such determination.

INVESTMENT POLICY

Investment Policy and Strategy

General Policy

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

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 any applicable state and federal regulations, applicable bond resolution requirements, and this investment policy.

Scope

This investment policy governs the investment of all financial assets of the City as accounted for in the City's Comprehensive Annual Financial Report. This includes the financial assets of the following funds:

1. General Fund,
2. Special Revenue Fund,
3. Capital Project Fund,
4. Enterprise Fund,
5. Reserve Fund,
6. Trust and Agency funds, to the extent not required by law or existing contract to be kept segregated and managed separately,
7. Debt Service Fund, including reserve and sinking funds, to the extent not required by law or existing contract to be kept segregated and managed separately, and
8. any new fund created by the City, unless specifically exempted from this policy by the City Council or by law.

Goals and Objectives

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

1. 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. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
2. Liquidity
   The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements that might be reasonable anticipated. Ongoing cash flow analysis will be used to identify changing liquidity needs. Demand deposits or other liquid investments should be

Return to Table of Contents

maintained in an amount greater than or equal to one sixth (1/6) of the City's total annual operating budget in order to avoid the need to liquidate securities prior to maturity,
To the extent possible, the City will attempt to match its investment maturities with anticipated liabilities and cash flow requirements. Unless matched to a specific cash flow requirement, the City will not directly invest in any securities maturing more than two (2) years from the date of purchase. Such specific cash flow requirements would include operating funds, construction funds, and debt service funds.

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.

3. Diversification
   In order to minimize investment and market risk, the City will diversify its investments by market sector (security type) and maturity. The portfolio will be designed to avoid unreasonable risks within one market sector or from an individual financial institution.

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

Effective cash management is recognized as essential to good fiscal management. Cash management is defined as the process of managing monies in order to ensure maximum cash availability. 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.

Investment Strategy

In compliance with the Act and as integral part of the administration of the City's investment activities, the City Council shall annually adopt a written investment strategy. The City maintains one commingled portfolio for investment purposes which incorporated the specific investment strategy consideration and the unique characteristics of the fund groups represented in the portfolio:

1. The investment strategy for operating, enterprise and special revenue funds has as its primary objective 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 quality, short to medium-term maturity securities (0-2 years) which will complement each other in a laddered maturity structure permitting some extension for yield enhancement. The maximum dollar weighted average ma-

turity of one (1) year or less will be calculated using the stated final maturity date of each security.

2. 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.

3. The investment strategy for reserve funds shall have as its primary objective the ability to generate a revenue stream to the reserve funds from high quality securities with a low degree of volatility. The potential for loss shall be further controlled through the purchase of securities within the desired maturity range.

4. The investment strategy for capital projects or capital project funds will have as its primary objective assurance that anticipated cash flows are matched and provide adequate investment liquidity. At least 10% total liquidity is planned to provide flexibility and for unanticipated project outlays. The stated final maturity dates of securities held may not exceed the estimated project completion date.

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

Investment Officers

Through Council resolution, the Director of Finance, Assistant Director of Finance and Financial Analyst are authorized to administer the investment activities of the City and, are designated as Investment Officers for the purposes of this policy. Upon recommendation of the City Manager, the City Council may designate one or more additional qualified employees or an SEC registered Investment Advisor, as Investment Officer(s). The designation of additional Investment Officers shall be by resolution, or award of contract. Authority and designation as an Investment Officer is effective until rescinded by the City, expiration of the officer's term, or until termination of employment.

Investment Officers shall be familiar with this policy and its underlying procedures. No Investment Officer may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Director of Finance.

A trading resolution is established by adoption of this investment 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.

Training

All Investment Officers shall attend ten (10) hours of training in accordance with the Act within twelve (12) months of assuming responsibilities and attend (10) hours of training each successive two (2) year fiscal period. Training shall be provided or endorsed by the Government Finance Officers Association of Texas, the Government Treasurers Organization of Texas, and the Texas Municipal League. Training should include topics such as investment controls, security risk, market risks, diversification of the investment portfolio and compliance with state laws. The City will provide for the costs of training in accordance with the Act.

Standard of Care

The standard of care to be used by the City's 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 investment policy. The standard states:

Investment shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of the capital and the probable income to be derived. Investment of funds shall be governed by the following investment objectives, in order of priority:

1. Preservation and safety of principal
2. Liquidity
3. Diversification
4. Yield

Investment Officer(s) acting in accordance with the investment 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 of the City 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. For the purpose of this statutory requirement, an Investment Officer has a personal business relationship with a business organization if:

1. The Investment Officer owns 10% or more of the voting stock or shares of the business organization or owns $5,000 or more of the fair market value of the business organization
2. Funds received by the Investment Officer from the business organization exceed 10% of the Investment Officer's gross income for the previous year

3. The Investment Officer has acquired from the business organization during the previous year investments with a book value of $2,500 or more for the personal account of the Investment Officer

Standard of Ethics

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

Authorized Professional Services and Investments

The City recognizes that all investment decisions regarding the City's portfolio are ultimately the responsibility of the City Council and its Investment Officers. However, all Investment Advisors and broker/dealers conducting business with the City shall make every reasonable effort to adhere to the spirit, philosophy, and specific terms of this investment policy. All Investment Advisors and broker/dealers shall avoid recommending or suggesting transaction outside the spirit, philosophy, and specific terms of this investment policy.

1. Broker/Dealers
   A list of not less than five authorized broker/dealers shall be maintained to assure a competitive process. See Exhibit A for a list of approved brokers. investment officers will establish the criteria, monitor the service, and evaluate the broker/dealers based on their:
   a. Adherence to the City's policies and strategies
   b. Transaction pricing
   c. Responsiveness to the City's requests for service and information
   d. The quality of communications
   e. Understanding of the inherent fiduciary responsibility of public funds

   Financial Institutions and broker/dealers who desire to transact business with the City must supply the following documents to the Investment Officer or Investment Advisor (as applicable):

   a. Current year audited financial statements
   b. Financial Institutions Regulatory Agency (FINRA) certification and FINRA's Central Depository Registration (CRD) number.
   c. Proof of Texas State Securities registration
   d. City Policy Certification

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

   A list of complying broker/dealers shall be approved by the City Council at least annually. This list is provided in Exhibit A.

Return to Table of Contents

2. Certification

   Before transacting any business with the City, an Investment Officer shall present each broker/dealer with a current copy of the City's investment policy and an authorized representative of the firm shall, in writing to the City, certify substantially to the effect that:

   a. The broker/dealer has received and reviewed the City's investment policy

   b. The firm has implemented reasonable procedures and controls to preclude investments with the City not authorized by the policy

   The City shall not enter into any investment transaction with a broker/dealer prior to receiving the certification.

   If material changes are made to the investment policy, an updated copy shall be provided to the authorized broker/dealer for re-certification.

3. Investment Pools

   Investment pools shall be required to furnish to the Investment Officer an information statement in accordance with the Act. An investment pool shall invest the funds it receives from entities in authorized investments permitted by the Public Funds Investment Act. Investment pools must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service or no lower than investment grade by at least one nationally recognized rating service with a weighted average maturity no greater than 90 days.

   Any investment pool that does not meet the requirements of one that is created to function as a money market mutual fund must maintain a maximum average dollar weighted maturity that does not exceed 365 days (or 366 days in the case of a leap year) and must provide a fixed interest rate and a fixed maturity term for each pool position.

4. Investment Advisor

   The City may contract with another investing entity registered under the 15 U.S.C. Section 80b-1 et seq. to invest its funds. A contract made under authority of this subsection may not be for an initial term longer than two years. A renewal or extension of the contract must be made by the City Council by order, ordinance, or resolution. The investing entity will be held to the same standards of this policy as the Investment Officer.

   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.

   An Investment Officer shall present Investment Advisors with a current copy of the City's investment policy and an authorized representative of the firm shall, in writing, certify substantially to the effect that:

   a. The applicable advisors have received and reviewed the City's investment policy, and
   b. The firm has implemented reasonable procedures and controls to preclude investments with the City not authorized by the policy.

   The City shall not enter into any investment transaction with an Investment Advisor prior to receiving the certification.

5. 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 two (2) years.

b. Fully collateralized or FDIC insured depository certificates of deposit from banks doing business in Texas with a final state maturity not to exceed eighteen (18) months. Funds shall be collateralized in accordance with the investment policy and governed by a written agreement that complies with federal and state regulations for 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, the 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 eighteen (18) 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 one hundred eighty five (185) days from the date of issuance.

f. AAA-rated SEC registered money market mutual funds, striving to maintain a $1 net asset value.

g. Constant-dollar, AAA-rated or AAA-m rated Texas Local Government Investment Pools, approved by resolution of the City Council and conforming in every respect of 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 of any bank in Texas. Fully collateralized or insured demand deposit accounts at authorized City depositories, under the provisions of a written collateral/depository agreement.

i. State and municipal obligations of any state rated not less than AA by two nationally recognized rating agencies and with a stated maturity not to exceed two 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 inde-

Return to Table of Contents

pendent third party custodian approved by the city, and with a stated final maturity not to exceed ninety (90) days.

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

The City shall not invest, in the aggregate, more than 90 percent of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service, in approved investment pools.

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.

Competitive Bidding

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

Monitoring Credit Ratings

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

Monitoring FDIC Status

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

Collateralization

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

Time and Demand Deposits - Pledged Collateral

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

Collateral authorized by the City will be limited to the following

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

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

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

Repurchase Agreement - Owned Collateral

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

Safekeeping of City Owned Securities

The laws of the state, this policy, and prudent treasury management require that all securities be settled on a delivery versus payment basis and be held in safekeeping by an independent third party financial institution approved by the City. The City shall contract with its banking services depository or another financial institution(s) as safekeeping agent for the safekeeping of any securities owned by the City. The designated safekeeping agent will be responsible for the clearing and safekeeping of all security trades and will provide a monthly report of holdings. All securities held by the safekeeping agent on behalf of the City shall be evidenced by a safekeeping receipt. In order to perfect delivery versus payment no brokerage subsidiary or bank used for safekeeping will be designated as an authorized broker.

Diversification

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

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

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

Internal Control

The Director of Finance shall maintain a system of internal controls over the investment activities of the City and his/her subordinate employees. The controls shall be designed to address fraud, employee error, misrepresentation by third parties, unanticipated market changes, and imprudent actions. Controls deemed most important include: control of collusion, separation of duties, custody and safekeeping, delegation of authority, securities losses and remedial actions, and documentation on all transactions.

The City's internal controls over investment activities, and quarterly investment reports, shall be reviewed annually by the City's independent auditor as part of the annual audit process. Any irregularities or suggestions for improvement shall be reported to the City Council.

Cash Flow Forecasting

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

Reporting

Not less than quarterly, the Director of Finance shall report to the City Council regarding the City's investment activities for the quarter in compliance with the Act. The reports shall contain sufficient information to permit an informed outside reader to evaluate the performance of the investment program. At a minimum the report shall include:

- description of each investment and depository position
- book and market values at the beginning and end of the reporting period
- additions, and changes to the market value during the period
- book value and market value of each separately invested asset at the beginning and end of the reporting period market sector and fund
- maturity date of each separately invested asset
- account, fund, or pooled group fund for which each investment was acquired
- earnings for the period
- overall yield for the portfolio(s) in comparison to its benchmark yield for the period

Market prices for market value calculations shall be obtained from independent sources. The quarterly report shall be signed by the Investment Officer and Investment Advisor as applicable.

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.

Depository agreements, executed in accordance with FIRREA (Financial Institutions Resource and Recovery Enforcement Act), will be established before funds are transferred.

Return to Table of Contents

Other banking institutions from which the City may purchase depository certificates of deposit will also be designated as depositories and must execute a written depository (collateral) contract in accordance with the provisions of this policy.

Policies and Strategy Review

The City Council shall review and adopt the City investment policy and incorporated investment strategy not less than annually. The City Council shall adopt a written resolution stating that it has reviewed the policy and strategy and the adopting resolution shall record any changes made.

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 the Act. 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. Barclays
3. Duncan Williams
4. GX Clarke
5. Mizuho Securities
6. Morgan Stanley
7. Mutual Securities
8. Raymond James
9. RBC Capital Markets
10. Stifle Nicolaus

PURCHASING POLICY

PURCHASING POLICY AND PROCEDURES MANUAL

INTRODUCTION

This is the Purchasing Policy and Procedures Manual (manual) for the City of Kerrville, Texas (City). Various City staff members have prepared this manual to inform each City department about the City's purchasing processes.

City purchasing procedures are governed largely by Texas law. Therefore, state law is the primary authority on the validity of purchasing procedures. Because the procedures described in this manual derive from state law, at times and where appropriate, this manual uses 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. That said, this manual cannot and does not address every purchasing situation; thus, when an unusual situation occurs or a difficult factual or legal issue arises, the exact statutory language must be carefully reviewed and analyzed.

The Finance Department will assist each department with procuring quality goods and services that are required to provide our citizens and customers with the services that they expect. The goal of the Finance Department is to secure the lowest, responsible cost for the City.

Mission, Vision, and Goals

Mission: To generate fair and open competition to receive the best prices, terms, and conditions on purchases for the City.

Vision: To serve the citizens and customers of the City through greater efficiencies, both in terms of economy and services, and the procurement of quality supplies, equipment, and services.

Goals:

1. Establish policies and procedures that maintain the integrity of the purchasing process encourage competition, and achieve cost savings.

2. Procure goods and services of the requested quality and quantity from responsible sources using the most efficient and economical means and at the best possible price and to have them available when and where they are needed.

3. Improve the speed of delivery of supplies, equipment, and services through planning and predetermining through supply contracts or other means, the available purchasing sources before an

Return to Table of Contents

actual need becomes known and when possible, to take advantage of quantity and special discounts.

Comply with state and federal laws and this manual during the procurement and purchasing process.

Policy and Procedures

1. **Policy Statements**

A. Public interest. The City will conduct all purchasing – whether for goods or services – on the basis of economic and business merit. This policy is intended to promote the best interests of the City's citizens and customers.

B. Use of competitive bidding. City purchasing must operate in full view of the public. To assure an open, transparent purchasing process with the goal of obtaining the lowest possible price, the City Council has determined that the City will use competitive bidding as much as possible in the purchase of goods and services.

C. Employee support. The City seeks to maintain a cost effective purchasing system conforming to good management practices. To be successful, all employees must support the system. The establishment and maintenance of a good purchasing system is possible only through cooperative effort.

D. Planning. The purchasing process is not instantaneous. Planning is required to complete the steps required by state law and this manual. Again, a cooperative effort is required to accomplish the timely purchasing of goods and services at the lowest possible price.

E. Compliance with state law and manual. City officers and employees must comply with state law and this manual with respect to purchasing. Where a question or issue arises, an employee should not hesitate to contact the Purchasing Agent for guidance. Failure to comply with state law or this manual may result in disciplinary action being taken against the employee, up to and including termination. As specified below, violations of state laws concerning competitive bidding may also result in criminal convictions.

2. **Purchasing Authority**

A. Purchasing Agent. The City Manager, pursuant to the City's Charter and City Council's approval of this manual, has delegated purchasing authority and responsibilities to the Purchasing Agent. The Purchasing Agent is an employee of the Finance Department. The Purchasing Agent must use this authority to purchase goods and services for the City in conformance with this manual. In certain instances, and as specified in this manual, the City Manager has also granted this authority to

specified employees, which in turn have been authorized by their Department Directors. In no case shall purchasing authority be delegated to an employee or other person who has not been authorized by the City Manager or a Department Director.

B. Responsibilities of Purchasing Agent. The Purchasing Agent's responsibilities include the following:

1. The Purchasing Agent is responsible to ensure compliance with state and federal laws and this manual and to ensure that purchasing is practiced in a fully open, transparent, competitive, and ethical environment.

2. The Purchasing Agent will assist departments with identifying potential vendors or contractors or researching any information needed to make purchases.

3. The Purchasing Agent will assist departments in developing specifications for the purchase of goods and services along with the desired delivery schedules.

4. The Purchasing Agent will encourage competition between vendors and contractors through negotiations, competitive bidding, and bulk purchasing by continuously monitoring requisitions from departments. This includes the consolidation of purchases where possible.

5. The Purchasing Agent will monitor and evaluate the performance of vendors and contractors.

6. The Purchasing Agent will solicit evaluations and recommendations from departments on bids received from vendors or contractors.
7. The Purchasing Agent will oversee the transfer and/or reuse of products and equipment between offices and departments or the sale of surplus, obsolete, or unused supplies, materials, or equipment.

8. The Purchasing Agent, where applicable, will assist departments with the testing of goods and services for compliance with specifications.

9. The Purchasing Agent, where applicable, will negotiate all warranties and service agreements.

10. The Purchasing Agent will recommend the use of Cooperative Purchasing Agreements, Interlocal Agreements, and purchasing contracts for price and performance advantages.

11. The Purchasing Agent will consult with the Legal Department to assure forms and contracts are current and approved for their intended use.

C. Responsibilities of Department. A Department has the following responsibilities with respect to making and managing the expenditure of funds to acquire goods or services for the City. In this man-

Return to Table of Contents

ual, "Department" refers to the group of employees responsible for a service(s) or a particular set of duties (*e.g.*, the Public Works Department) and it also refers to the employee(s) within each Department that is authorized and responsible for making purchases.

1. A Department must determine the availability of budgeted funds in the appropriate category before requesting any purchase. The Finance Department will return purchase requisitions if funds are not available and will not restart processing the requisition until the Department addresses this issue.

2. A Department, where required, must submit all purchasing requests to the Purchasing Agent to allow sufficient time to comply with the procedures established by this manual.

3. A Department will plan and budget to eliminate and/or reduce work stoppages and rush ordering.

4. A Department, with the assistance of the Purchasing Agent, must provide minimum specifications for goods and services by completing the detailed specification form. A Department must write the specifications to encourage competition, whenever possible.

5. A Department that believes that a product, equipment, or service is only available through a sole source must provide a written explanation and justification for the purchase in accordance with this manual.

6. A Department will use existing City contracts when available for all purchases.

7. A Department must immediately and thoroughly inspect all deliveries of goods and equipment and determine their quality and conformance with specifications.

8. A Department must immediately notify the respective Vendor upon the discovery of an incorrect order or damaged products, materials, or equipment. When applicable, a Department must seek the assistance of the Purchasing Agent to help rectify the incorrect order or damaged goods.

9. A Department will continuously monitor the performance of goods and services and immediately report any deficiencies or violations in the performance of a contract to their respective Department Director and, when applicable, to the Purchasing Agent.

10. Where possible and when applicable, a Department's communications with vendors or contractors regarding purchasing should be arranged through and under the direction of their Department Director and/or the Purchasing Agent. This practice may include the evaluation of samples or products.

11. A department must provide the Purchasing Agent with a copy (email preferred) of any correspondence between a vendor or contractor and the Department.

3. Basis for Purchasing

A. Purchasing authority under state law.

1. Pursuant to state law, before the City may enter into a contract that requires expenditure greater than $50,000.00, the City must comply with the procedure established by state law for competitive sealed bidding or competitive sealed proposals. (*See* Ch. 252, Subch. B, TX. Local Gov't Code)

2. Pursuant to state law, the City may use the competitive sealed proposal procedure to purchase goods and services, including high technology items and insurance. (*See* §252.021(b), TX. Local Gov't Code)

3. The City Council, pursuant its adoption of this manual and in accordance with state law, has delegated to the City Manager, or designee, the authority to determine the purchasing method, including competitive sealed bids, competitive sealed proposals, or otherwise, which provides the best value to the City. (*See* §252.021(c), TX. Local Gov't Code)

4. Pursuant to state law, the City, in making expenditure greater than $3,000.00 but less than $50,000.00, must contact at least two historically underutilized businesses (HUB) on a rotating basis, based on information provided by the state comptroller. If the state's list fails to identify an eligible HUB, the City is exempt from this requirement. (*See* Ch. 252, Subch. B, TX. Local Gov't Code)
5. The City is entitled to reject any and all bids. (*See* §§ 252.043(f), 271.027(a), TX. Local Gov't Code)

B. Exemptions from the requirement of competitive bidding. Pursuant to state law, the following purchases do not require competitive bidding (some exemptions are explained more fully in other sections of this manual):

1. a purchase made because of an emergency;

2. a purchase for personal, professional, or planning services;

3. a purchase for work that is performed and paid for by the day as the work progresses;

4. a purchase of land or a right-of-way; and/or

5. a purchase of items that are available from only one source ("sole source"), including:

Return to Table of Contents

a. items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies;
b. films, manuscripts, or books;
c. gas, water, and other utility services;
d. captive replacement parts or components for equipment;
e. books, papers, and other library materials for a public library that are available only from the persons holding exclusive distribution rights to the materials; and
f. management services provided by a nonprofit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits;
g. a purchase of rare books, papers, and other library materials for a public library;
h. paving, drainage, street widening, and other public improvements, or related matters, if at least one-third of the cost is to be paid by or through special assessments levied on property that will benefit from the improvements;
i. a public improvement project, already in progress, authorized by the voters of the municipality, for which there is a deficiency of funds for completing the project in accordance with the plans and purposes authorized by the voters;
j. a payment under a contract by which a developer participates in the construction of a public improvement as provided by Subchapter C, Chapter 212, TX. Local Gov't Code;
k. personal property sold:

6. at an auction by a state licensed auctioneer;

7. at a going out of business sale held in compliance with Chapter 17, Subchapter F, TX. Business & Commerce Code;

8. by a political subdivision of this state, a state agency of this state, or an entity of the federal government; or

9. under an Interlocal contract for cooperative purchasing administered by a regional planning commission established under Chapter 391;

    a. services performed by blind or severely disabled persons;
    b. goods purchased by a municipality for subsequent retail sale by the municipality;
    c. electricity; or
    d. advertising, other than legal notices. (*See* §252.022, TX. Local Gov't Code)

C. Procurement of professional services.

1. State law prohibits the City from obtaining certain professional services through competitive bidding. The Professional Services Procurement Act provides that the City may not use competitive bidding procedures when seeking professional services. Instead, the City must award a professional services contract on the basis of demonstrated competence and qualification for the performance of that particular type of professional service. (*see* Ch. 2254, TX. Gov't Code)

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. "Professional services" includes services within the scope of the practice of accounting, architecture, optometry, professional engineering; this includes services performed by any licensed architect, optometrist, physician, surgeon, certified public accountant or registered professional engineer in connection with his or her professional employment or practice.

4. In procuring architectural, engineering, or land surveying services, the City must first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and then attempt to negotiate a contract with that provider at a fair and reasonable price. If a satisfactory contract cannot be negotiated with the most highly qualified provider of architectural, engineering, or land surveying services, the City must formally end negotiations with that provider, select the next most highly qualified provider, and attempt to negotiate a contract with that provider at a fair and reasonable price. The City must continue this process to select and negotiate with providers until a contract is entered into.

D. Purchases through a state contract. The state comptroller may perform purchasing services for local governments. A city that makes purchases under such a contract satisfies all state competitive bidding laws. Depending on expenditure levels, appropriate approvals are still required for this type of purchase. (*see* Ch. 271, Subch. D, TX. Local Gov't Code)

E. Cooperative purchasing programs. Pursuant to state law, the City may participate in a cooperative purchasing program with another local government or a local cooperative organization. A city that makes purchases under such a program satisfies all state competitive bidding laws. Depending on expenditure levels, appropriate approvals are still required for this type of purchase. (*see* Ch. 271, Subch. F, TX. Local Gov't Code)

F. Interlocal cooperation. State law authorizes the City to enter into cooperative purchasing agreements with other jurisdictions (*see* Ch. 791, TX. Gov't Code). In addition, state law authorizes the extension of state bids and contracts to participating local governments under certain conditions. Depending on expenditure levels, appropriate approvals are still required for this type of purchase. (*see* Ch. 271, Subch. D, TX. Local Gov't Code).

Return to Table of Contents

G. Local preference.

1. 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. (*see* §271.901, TX. Local Gov't Code)

2. If purchasing real property or personal property that is not affixed to real property and the City receives one or more bids from a bidder whose principal place of business is in the City and whose bid is within three percent (3%) of the lowest bid price received from a bidder who is not a resident of the City, the City may enter into a contract with either the lowest bidder or the bidder whose principal place of business is in the City; however, if the City awards the contract to the resident bidder, the City Council must determine, in writing, that the local City 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 City residents of the local government and increase tax revenues to the City. (*see* §271.905(b), TX. Local Gov't Code)

3. For contracts less than $100,000, if the City receives one or more competitive bids or quotations from a bidder whose principal place of business is in the City and whose bid is within five percent (5%) of the lowest bid price received by the City from a bidder who is not a resident of the City, the City may enter into a contract with the lowest bidder or the bidder whose principal place of business is in the City if the City Council determines, in writing, that the local bidder offers the City the best combination of contract price and additional economic development opportunities for the City created by the contract award, including the employment of residents of the City and increased tax revenues to the City. (*see* §271.9051, TX. Local Gov't Code)

H. 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:

1. *Bid bond*. A bid bond, in the amount of 10% of the proposed contract price, is required where a contract is in excess of $100,000.00.

2. *Performance bond*. A performance bond, in the total amount of the contract, is required if the contract is in excess of $100,000.00.

3. *Payment bond*. A payment bond is required if the contract is in excess of $50,000.00, in the total amount of the contract. The bond is intended solely for the protection of all claimants supplying labor and material in the prosecution of the work provided for in the contract.

4. *Maintenance bond*. In addition to the above statutorily required bonds, the City will require a maintenance bond for all public work projects for a minimum time period of one year. (*see* Ch. 2253, TX. Gov't Code)

I. **Disqualification of bidder/proposer.** Pursuant to state law, the City may reject any and all bids and/or reject a bid(s) on the basis that it is nonresponsive. In addition, the City may disqualify a bidder where there is a reasonable belief that the bidder might not be able to satisfactorily fulfill the contract or that past performance by the bidder has left grounds for suspecting that the bidder might not perform. The City will not take the act of disqualification lightly. The City may consider the safety and financial records of bidders and proposers. Where a bidder or proposer has had past unsatisfactory performance, the Department must document the experience by completing a Vendor Performance Form (*see* **Exhibit A**). Upon completion, the Department must forward the form to the Purchasing Agent who will maintain a list of bidders and proposers and their performance history.

J. **Alternative delivery methods.** Pursuant to state law, City Council may determine that the alternative delivery methods described by Chapter 271, Subchapter H, TX. Local Gov't Code, provide a better value for the City with respect to expenditures that exceed $50,000.00 than the competitive bidding procedures described in Chapter 252, TX. Local Gov't Code. If such a determination is made, the City must use one of the alternative delivery methods described in Chapter 271, Subchapter H with respect to that expenditure.

K. **Tax exempt status.** The City is exempt from federal, state, and local taxes except in certain prescribed cases. An exemption certificate is available from the Finance Department. Upon request, a Department may furnish the certificate to any of the City's vendors or contractors.

L. **Criminal penalties.** State law provides criminal penalties where a city officer or employee fails to comply with competitive bidding requirements.

Return to Table of Contents

4. **Purchasing amounts - thresholds**. The following table provides general guidelines for purchases and the procedures and approvals required (more specific information follows):

CITY OF KERRVILLE APPROVAL REQUIREMENTS			
Total Amount of Request	Type of Bid/Quotes Required	Employee(s) Responsible for Bid/Quotes	Approvals Required
Goods/services costing $50,000 or more	Competitive bids/proposals opened at a public meeting by the City Secretary & Purchasing Agent	Purchasing Agent, Department (Project Manager)	City Council & City Manager
Goods/services costing $25,000 to $49,999.99	3 Written Quotes based on like products	Purchasing Agent, Department (Project Manager)	Department Director and/ or Finance Department
Goods/services costing from $5,000.00 to $24,999.99	3 Written Quotes based on like products	Department	Department Director
Goods/services costing up to $4,999.99	Efforts made to obtain the best value for the City	Department	Supervisor or Manager and Directors

5. **PURCHASES LESS THAN $4,999.99.** A Department may purchase products, materials, or services up to $4,999.99 from a vendor or contractor by the following method. Because the administrative cost of requesting competitive bids would more likely be more than the amount that could be saved by receiving bids, the competitive bidding procedure does not apply to purchases of $4,999.99 or less. However, even though bids are not required for this purchase, a Department must still seek out the lowest possible pricing. Further, because a significant amount of small purchases may occur locally and in many cases result in the lowest or competitive pricing, a Department should consider local vendors and contractors for purchases in this amount.

6. **PURCHASES LESS THAN $ 25,000.00**

A. **Three written bids.** A Department must purchase goods and services that are estimated to cost less than $25,000.00 by first developing written specifications and then using these specifications to obtain a minimum of three written bids (quotes). Written bids must be made on the vendor's or contractor's letterhead or on the bid form provided by the Purchasing Agent (*see* **Exhibit B**). Departments must attach copies of each written bid to the purchase order. Bids are valid for 6 months and will then automatically expire such that the City will need to obtain new bids.

B. Purchase requisition. All purchases shall require a purchase requisition initiated by the Department whose appropriation will be charged and a purchase order approved by the Finance Department. No contract or order shall be issued to any vendor or contractor unless and until the Finance Department certifies the availability of sufficient funds. Inclusion in an approved budget does not automatically entitle the Department to the goods or services requisitioned.

C. Historically underutilized business. State law (§252.0215, TX. Local Gov't Code) 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. The HUB must be based on information provided by the Texas Comptroller (*see* www.window.state.tx.us/procurement). If the list fails to identify a disadvantaged business in Kerr County or if the purchase is an emergency (*see* §17 of the manual below), the City is not required to follow this requirement.

D. Sequence for purchases less than $25,000.00

1. The Department staff requests purchase approval from their Department Director and after approval, sends a purchase request via the City's purchasing software with minimum requirements, such as description, at least three quoted unit price, quantity, at least three quoted total price, delivery/freight costs, payment terms, account code, vendor/contractor name. The Finance Department will then certify the availability of funds and accuracy of account code(s).

2. Finance Department and/ or the Purchasing Agent must verify the receipt of written, competitive bids, proposals or current contracts and then assign a purchase order number.

Return to Table of Contents

3. The Department will place the order, receive the product, verify accuracy of product, and submit a printed purchase order with invoice attached for payment.to Accounts Payable

7. PURCHASES BETWEEN $25,000.00 AND $49,999.99

A. Authority. The Department Director has authority to make purchases in the amounts between $25,000.00 and $49,999.99. Any such purchase must be for an item or service that was approved within the budget.

B. Three written bids. Prior to any purchase of goods or services that are estimated to cost between $25,000.00 and $49,999.99, the Department, with assistance from the Purchasing Agent, must develop written specifications. The Department will then use these specifications to obtain a minimum of three written bids (quotes). Written bids must be made on the vendor's or contractor's letterhead or on the bid form provided in this manual (*see* **Exhibit B**). The Department will attach copies of each written bid to the purchase request. Bids are valid for 6 months and will then automatically expire such that the City will need to obtain new bids.

C. Purchase requisition. All purchases shall require a purchase requisition initiated by the Department whose appropriation will be charged and a purchase order approved by the Finance Department and/or the Department Director. No contract or order shall be issued to any vendor or contractor unless and until the Finance Department certifies the availability of sufficient funds. Inclusion in an approved budget does not automatically entitle the Department to the good or service requisitioned.

D. Historically underutilized business. State law (§252.0215, TX. Local Gov't Code) requires Texas cities to contact at least two (2) historically underutilized businesses (HUB) on a rotating basis when making any expenditure of more than $3,000.00 but less than $50,000.00. The HUB must be based on information provided by the Texas Comptroller (see www.window.state.tx.us/procurement). If the list fails to identify a disadvantaged business in Kerr County or if the purchase is an emergency (*see* §17 of the manual below), the City is not required to follow this requirement.

E. Sequence for purchases between $25,000.00 and $49,999.99.

1. Departments, with assistance from the Purchasing Agent, develop detail specification for the items/goods to be purchased, obtain at least three written quotes, completes a purchase request form (see Exhibit B) and submits it to the Department Director for review and approval. After approval, the Department submits purchasing request form, written quotes, and detailed specification form to the purchasing agent.

2. The Purchasing Agent will create a purchase request via the City's purchasing software with minimum requirements, such as description, at least three quoted unit price, quantity, at least three quoted total price, deliver/freight costs, payment terms, account code, vendor/contractor name. The Finance Department will then certify the availability of funds and accuracy of account code(s).

3. The Department will then assign a purchase order number.

4. The Department, following approval by the City Manager, will place the order.

8. PURCHASES GREATER THAN $50,000.00

A. Authority. State law (*see* §252.021, TX. Local Gov't Code) provides that purchases estimated at greater than $50,000.00 require advertising which requests sealed bids or proposals. The Purchasing Agent is responsible for the advertisement and distribution of the requests for bids or proposals. City Council is responsible for selecting and approving the bid or proposal, in accordance with state law.

B. Sequence for purchases greater than $50,000.00.

1. A Department must initiate the bid process by completing a Request for Purchasing (*see* **Exhibit C**) to obtain an Invitation to Bid (ITB), Request for Proposal (RFP), or Request for Qualifications (RFQ).

2. Departments must avoid any act or practice of component, consecutive, or sequential purchases.

3. The Department is responsible for preparing or aiding the Purchasing Agent in the preparation of specifications for bids.

4. The Purchasing Agent will assign the bid a number or group it with other like items in an existing bid.

5. The Purchasing Agent will prepare bids and bidder mailing lists. After consulting with the Department, the Purchasing Agent will set the bid advertising dates and schedule the bid opening date and time. Where appropriate, the Purchasing Agent will utilize website notices for national advertising.

6. The City Secretary will receive bids and maintain them in a locked file until the date of the bid opening. At the time of the bid opening, the City Secretary will present all bids to the Purchasing Agent for opening, review, and analysis. The City will reject as nonresponsive any bid or proposal which is received after the due date and time. The time

Return to Table of Contents

stamp in the City Secretary's Office will be the official time. Bid or proposal openings are open to the public.

7. The Purchasing Agent will conduct bid or proposal openings. Such opening will take place in Council Chambers or at the place designated in the advertisement and notice.

8. The Purchasing Agent will prepare tabulation for each item or group of items and after opening the bids, will read them aloud. The Purchasing Agent will consult with the Department for consensus of a recommendation.

9. 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. the price;
    b. reputation of the bidder;
    c. reputation of the bidder's goods or services;
    d. the quality of the bidder's goods or services;
    e. the extent to which the goods and services meet the City's needs;
    f. the bidder's past relationship with the City;
    g. the impact to the City's ability to comply with HUB requirements;
    h. total long-term cost to the City of acquiring the goods or services; and
    i. any relevant criteria that the City listed in its ITB or RFP (*see* §252.043, TX. Local Gov't Code).

10. In the event of a disagreement between the Department and the Purchasing Agent, City Manager or his/her designee, will determine the recommendation to Council.

11. The Purchasing Agent, with Department input, will prepare an agenda bill with the staff recommendation for Council approval and award.

12. The Department will use the City's purchasing software to submit a requisition to the Purchasing Agent for processing.

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

A. Workers compensation. Workers Compensation covering all employees per the state statutory requirement is required on all contracts.

B. Liability insurance. The following insurance is required on all contracts over $15,000.00:

1. Employer's Liability of $100,000;

2. Comprehensive General Liability and Bodily Injury & Property Damage $1,000,000 (per occurrence and aggregate); and

3. Business Automobile Liability covering owned vehicles, rented and non-owned vehicles, and employee non-ownership Bodily Injury Property Damage $1,000,000 (per occurrence and aggregate).

C. Reasonable coverage. Although insurance coverage is not required for every project, and limits will vary by exposure, understanding insurance is important to assure that all of the City's potential liabilities and exposures from a project are properly and reasonably protected. Where questions arise about the types of insurance or amounts, the Department should contact the Purchasing Agent, who may in turn consult the Risk Manager and/or the Legal Department.

10. WARRANTIES AND SERVICE AGREEMENTS. A Department must include any requirement for warranties or service agreements for the purchase specifications for use in creating the ITB or RFP documents. Where negotiation is possible, the Purchasing Agent will negotiate all warranties and service agreements. A Department is responsible to ensure that service agreements exist on equipment, as necessary. A Department must not agree to a service agreement unless prior approval is received from the Purchasing Agent. The Purchasing Agreement will forward approved agreements to the Department for final signature. It is the responsibility of each Department to maintain and actively monitor agreements that pertain to their Departments, to schedule service calls under the agreements, and to notify the Purchasing Agent when agreement renewals should be scheduled.

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

12. SOLE SOURCE PURCHASES. The purchase of items that are available from only one source are exempt from competitive bidding pursuant to state law. The City will strictly interpret this exemption. Items that are available through a single distributor will not be considered as sole source unless the distributor has an exclusive right to distribute the item and a like item cannot be purchased through any other distributor. Items such as captive replacement parts or components may be considered as "sole source" items. (*See* §252.022(a)(7), TX. Local Gov't Code)

Return to Table of Contents

A. Sole source purchases greater than $3,000.00. The following is the procedure for all sole source purchases that are greater than $3,000.00:

1. The Department must contact the vendor or manufacturer for verification and justification as to why the procurement is sole source. The Department shall submit a Sole Source Affidavit (*see* **Exhibit D**) to the Purchasing Agent for consideration and approval.

2. The Department should seek other information (Thomas Register of American Manufacturers, other cities, yellow pages) in an attempt to verify the vendor's or manufacturer's information and document the findings.

B. Sole source purchasing greater than $50,000.00. All sole source purchases greater than $50,000.00 must be reviewed by the City Manager prior to placement on the Council agenda. The Department shall submit a Sole Source Affidavit (*see* **Exhibit D**) to the Purchasing Agent for consideration and approval.

C. Verification. All sole source purchases must be verified annually.

13. HIGH TECHNOLOGY PURCHASING PROCEDURES. All purchases of high technology items must be processed through the Information Technology Department (IT) unless a specific exemption is granted by IT or the City Manager. "High technology" items means the procurement of equipment, goods, or services of a highly technical nature, including data processing equipment, software and firmware, telecommunications equipment, and technical services related to these items. The City may solicit for high technology procurements through a request for proposal. The RFP must specify the relative importance of price and other evaluation factors. High technology is defined as information processing equipment, software, telecommunications equipment, radio and microwave, electronic distributed control systems and the technical services related to such equipment. (*see* §§252.001 and 252.021(b), TX. Local Gov't Code)

14. PURCHASING OF INSURANCE. All purchases of insurance related products must be processed through the Human Resources Department (HR) unless a specific exemption is granted by HR or the City Manager. The City may solicit for insurance through a request for proposal. (*see* §252.021(b), TX. Local Gov't Code)

15. PURCHASE OF COMPUTERS AND RELATED EQUIPMENT AND SUPPLIES

A. Requests. The Information Technology Department must review all requests for computers and related equipment, software, services, or supplies. IT's review will help standardize the type and quality of equipment in the City's inventory, ensure that purchases are made with minimum delay, facilitate tracking of requests, assist IT in maintaining accurate inventories for insurance and other purposes, and contribute to the most effective use of City resources. IT will review each request for compatibility with other hardware and software and may investigate alternatives. IT's recommendations and comments will include:

a. Any additional maintenance costs incurred because of the purchase;

b. Compatibility considerations;

c. Cost effectiveness of the request; and

d. Alternatives that would effectively meet a user's needs.

B. Placing the Order. The Purchasing Agent, in consultation with the Department and IT, will prepare and submit the necessary purchase requests.

16. EMERGENCY EXPENDITURES

A. Emergency expenditures authorized; defined. Pursuant to state law, there is an exemption from the bidding process for emergency purchases. An emergency is described as follows:

1. A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of residents or to preserve City property;

2. A procurement necessary to preserve or protect the public health or safety of residents;

3. A procurement necessary because of unforeseen damage to public machinery, equipment, or other property. (*see* §252.022(a)(1-3), TX. Local Gov't Code)

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

1. The Department must complete the Emergency Justification form to justify the emergency to the Purchasing Agent who shall notify the City Manager. If the expenditure does not exceed $25,000, Department Director must review and approve the purchase. If the expenditure exceeds $25,000.00, the Purchasing Agent must have the City Manager review and approve of the transaction.

2. For expenditures exceeding $25,000.00, the Purchasing Agent and the City Manager must certify that the expenditure is derived from an emergency condition specified by state law, the need for the expenditure was unforeseen, the continued expeditious operation of the City requires that the expenditure be made before the time necessary to obtain City Council approval (for expenditures exceeding $50,000.00) in advance or to obtain competitive bids, and that funds are available for the expenditure.

3. A copy of the certification shall be delivered to City Council as soon as possible with an explanation of a description of the expenditure, an explanation of the necessity of the expenditure, the source of funds, and evidence of all necessary approvals.

17. RECEIVING ORDERS

A. **Inspection.** Upon receiving an order, a Department must inspect the delivery prior to acceptance when possible or otherwise as soon as possible.

B. **Action upon receipt.** A Department will acknowledge that all item(s) were physically received and send a confirmation to the Purchasing Agent.

C. **Notice of discrepancies.** A Department shall inspect all items against the purchase order for acceptability and discrepancy. If the items are unacceptable of any discrepancy occurs, the Department will immediately notify the vendor or contractor. The Department must also send a notice of this issue to the Purchasing Agent.

D. **Invoice.** Where the order is deemed correct, the Department shall send the invoice with attached purchase order and written quotes, if applicable, to the Finance Department for payment as soon as possible, as in many cases, state law requires payment within 30 days of the receipt of a correct and proper invoice.

18. CONTRACT RENEWAL PROCEDURES

A. **Terms.** Renewal terms should not exceed a total of five years including the original year. The Purchasing Agent, in consultation with the City Manager, may make an exception on case-by-case basis when in the best interest of the City. Any renewal provision must include language that such renewal is subject to budgeting and appropriations.

B. **Multiple Award Contracts.** When multiple vendor awards occur, if all vendors do not agree to renew, the contract in its entirety may be rebid or just that vendor's part may be rebid.

C. **Price Changes.** Renewal terms due to quantity changes or vendor proposed price increases may be recommended on a case-by-case basis considering the merits of the renewal offer. No price changes will be considered in the middle of a contract year.

D. **Performance.** The City will always consider the performance of a vendor and contractor when considering whether or not to renew or rebid. A Department will ensure that a Vendor Performance Form (*see* **Exhibit A**) is completed when appropriate.

19. CHANGE ORDERS

A. General Information

1. A Department must submit a change order request to the Purchasing Agent, where applicable. Included in the request should be the number for the original Purchase Order, detailed specifications (if applicable), and written quote(s).

2. Pursuant to state law, an original contract may not be increased by more than 25%; nor may the original contract price be decreased by more than 25% without the consent of the contractor. (*see* §§252.048 and 271.060, TX. Local Gov't Code).

3. Pursuant to state law, a change order is required if, after the contract has been executed:

   a. Changes in plans or specifications are necessary;

   b. It is necessary to decrease or increase the quantity of work to be performed; or

   c. It is necessary to decrease or increase the quantity of materials, equipment, or supplies to be furnished. (*see* §252.048, TX. Local Gov't Code)

B. Material Changes. Following advertisement and submission of bids, the City may not make any material changes in the scope, quantities, or related work for goods or services. The City strives to ensure, and the law requires, that the City provides all potential bidders with an equal opportunity to bid and that toward the end, bidders submit bids upon the same terms and conditions involved in all the items and parts of the contract. To the extent that the City must make such a change after the submission of bids, the City may proceed by rejecting any and all bids.

C. Changes to Professional Services. A Department that is requesting a change order to a contract for professional services, must submit such request to the Purchasing Agent. The Purchasing Agent may approve the change provided that the change order does not increase the original contract amount by more than ten percent (10%). The City Manager must approve changes in excess of this amount. Change orders with a cost that exceeds $50,000.00 require City Council approval.

20. APPROVALS

A. City Council. Only City Council has the authority to approve and award bids, proposals, and contracts that exceed $50,000.00. In most cases, the City Council will authorize the City Manager to enter into the contract.

Return to Table of Contents

B. City Manager. The City Manager is authorized to approve expenditures without further approval of the City Council for all budgeted items not exceeding $50,000.00. Only the City Manager or designee may execute a contract for the City.

21. PROCEDURE FOR DISPOSAL OF SURPLUS PROPERTY. All Departments must review their assets and supplies each year and determine whether any items are no longer needed. A Department must submit a list of any surplus, obsolete, or unused supplies, materials or equipment to the Purchasing Agent, and include a description, make, model, and serial numbers. The Purchasing Agent, in coordination with a Department, may transfer items between Departments based upon needs. Where equipment or durable goods are deemed to be surplus, obsolete, or unused, the Purchasing Agent will remove the item from the City's fixed asset list. The Purchasing Agent may attempt to sell surplus, obsolete, or unused supplies, materials, or equipment in a manner that attempts to secure a fair market value price for the City. Funds received from sale of surplus items will be returned to the appropriate City fund.

22. ETHICAL REQUIREMENTS RELATING TO MUNICIPAL PROCUREMENT

A. State laws. City officials and employees must comply with various state laws with respect to purchasing. The following is intended to provide a summary and the general requirements of the laws.

1. Chapter 176, Texas Local Gov't Code.

a. Chapter 176 of the Texas Local Government Code is applicable to the City. The law also applies to a local government corporation, board, commission, district or authority whose members are appointed by City Council. Anyone designated as an "executive officer" of the City, including a Councilmember, City Manager, Department Director, administrator, or any other person who is designated as an executive officer of the City must comply with the law.

b. As authorized by the state law, the City has extended the requirements of Chapter 176 to any City employee who has the authority to approve contracts on behalf of the City. (see §176.005(a), TX. Local Gov't Code).

c. Chapter 176 requires executive officers to disclose employment and business relationships with vendors who conduct business with the City.

d. An executive officer is required to file a conflicts disclosure statement ("statement") if a vendor enters into a contract with the City, or if the City is considering entering into a contract with the vendor, and the officer or officer's family member has an employment or other business relationship with the vendor that results in the officer or officer's family member receiving taxable income that exceeds $2,500.00 in the preceding twelve months.

e. An executive officer is required to file a statement if the officer or officer's family member accepts a gift(s) from a vendor with an aggregate value of more than $250.00 in the preceding twelve months. An officer is not required to file a statement in relation to a gift, regardless of amount, that is accepted by an officer or officer's family member if the gift is given by a family member of the person accepting the gift, is a political contribution, or is food, lodging, transportation, or entertainment accepted as a guest.

f. An officer or vendor who knowingly fails to file a statement or a disclosure when required to do so commits a Class C misdemeanor.

2. Chapter 171, Texas Local Gov't Code.

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

b. 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.

c. 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.

d. A local public official is required to abstain from participating in the matter.

e. 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 252, Texas Local Government Code.

a. If a person fails to comply with the competitive bidding or competitive proposal procedures required by Chapter 252, Texas Local Government Code, that person may be convicted of a Class B misdemeanor. This includes a situation in which a person makes or authorizes separate, sequential, or component purchases in an attempt to avoid competitive biding

Return to Table of Contents

requirements. A Class B misdemeanor may be punished by a fine of up to $2,000.00, confinement in jail for up to 180 days, or both the fine and confinement.

b. An individual is automatically removed from his or her position if that person is finally convicted of failing to comply with the competitive bidding or competitive proposal procedures required by Chapter 252. Once removed from office, such a person may not hold any public office in this state for four years after the date of final conviction. Also, for four years after the date of final conviction, the convicted person may not be employed by the city where the person was serving when the offense occurred and may not receive any compensation through a contract with the city.

c. State law specifies that if a city enters into a contract without complying with the competitive bidding or competitive proposal requirements of Chapter 252, the contract is void. (See §252.061, TX. Local Gov't Code)

d. Separate, sequential, or component purchases to avoid placing any purchase in a lower cost bracket in order to avoid approval levels or the competitive bid process are prohibited. A Department shall manage and plan in such ways that all purchases are made in sufficient quantities to meet needs. "Separate Purchases" mean purchases made separately of items that in normal purchasing practices would be bought in one purchase. "Component Purchases" means purchases of the component parts of an item that in normal purchasing practices would be bought in one purchase. "Sequential Purchases" means purchases of items made over a period that in normal purchasing practices would be bought in one purchase. (*See* §§252.001, 252.062, TX. Local Gov't Code).

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

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 view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such a contract. In the event a contract is cancelled by the City pursuant to this provision, the City will be entitled, in addition to any other rights and remedies, to recover and withhold the amount of the cost incurred by the vendor or contractor in providing such gratuities.

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*. Unless approved in writing by the City Manager, no employee may purchase City property for personal use unless it is purchased through the City's public auction, online bidding/auction, or through the sealed bid procedures of the City.

4. *Purchases for personal, private use*. No employee may use the purchasing power of the City to make purchases for personal, private use. Employees should not have private purchases sent or delivered to the City.

II. *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 specifically stated that such visits would be at the vendor's or contractor's sole expense. The City will pay all other travel costs. Employees must fully document the visits and related expenses.

23. PURCHASING (P-CARD) CARD POLICY AND PROCEDURES

A. Overview. The City issues and authorizes the use of Purchasing Cards (P-card) to establish a more efficient, cost-effective method of purchasing and payments. P-cards are intended to streamline the purchasing and accounts payable process by reducing paperwork generated by low cost, high volume transactions; providing immediate access to goods and services; and facilitating quick payments to vendors and providers. Such use also results in a significant reduction of both data entry and paperwork. 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.

B. SCOPE. This policy applies to all Departments. All P-cards are governed by this policy and employees who are authorized to use P-cards to perform official City business must comply with state law and this manual.

C. RESPONSIBILITIES.

1. The Finance Director is the administrator of the P-card program.

2. A Department Director, where appropriate, may authorize an employee(s) under their direction to use a P-card. The Director will make recommendations to the Purchasing Agent 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.

Return to Table of Contents

3. An employee authorized to use a P-card must and sign a Purchasing Card Cardholder Agreement (*see* **Exhibit E**) 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 must keep the P-card in their possession and not allow anyone to use the P-card issued in their name. 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; where the employee fails to do this, the employee will be responsible for reimbursing the tax amount to the City. The City will hold the employee personally responsible for items purchased without the supporting documentation.

4. The Finance Department will return incomplete receipts to the P-card holder and the Department Director who will then be responsible for obtaining a detailed receipt.

5. P-card holders who do not retain acceptable receipts for P-Card purchases may have their authority for using the P-card revoked. The Purchasing Agent will notify a Department Director concerning any misuse of a P-card.

D. Purchases. P-cards are intended for small purchases of products and supplies needed during the course of business. The Purchasing Agent will place limitations and restrictions on each P-card issued to an authorized employee depending on job duties. Merchant Category Codes (MCC) will limit the vendors allowed to accept the card and limits will be set for single purchases and maximum monthly purchase limit. The P-card must not be used on any goods or services or with any merchant that would be considered to be an inappropriate use of public funds. The following list constitutes examples of inappropriate purchases made with a P-card, but is not intended to be an exhaustive or an inclusive list:

1. Items for personal use;
2. Alcoholic beverages;
3. Bars, cocktail lounges, etc.
4. Consulting services (*e.g.*, construction, engineering, etc.);
5. Cash advances;
6. Salaries and wages;
7. Purchases made from merchants with restricted MCC codes;
8. Gifts or donations;
9. Transaction amounts greater than the cardholder's transaction limit;
10. Split purchases to bypass limits on P-card;

11. Separate, sequential, and component purchases or transactions made with the intent to circumvent state law or this manual.

E. Reconciliation. The Purchasing Agent will place spending limits and other restrictions on each P-card issued to an authorized employee depending on the purchasing authority of the cardholder. The Department must maintain receipts for each purchase throughout the month. During the month and at month's end the Department may view all purchases online. The Department must review the charges, print the register, and reconcile the amounts with the receipts for the purchases. The Department must then forward the register and receipts to the Purchasing Agent. The Purchasing Agent will review the purchases and authorize or reject any payment. The Purchasing Agent will then forward the paperwork to Accounts Payable for payment. A Department does not need to create a purchase requisition as Account Payable will issue one purchase requisition for the Citywide purchases for the month. The Purchasing Agent will immediately notify a Director of any unauthorized purchases during the review process.

F. Disputed Charges. An authorized employee who is issued a P-card holder is responsible for attempting to resolve any dispute with a vendor. The employee must attempt to resolve such dispute within fifteen (15) days of receipt of a purchase. If a resolution is not possible, the employee must immediately notify the bank of the disputed item. The bank should provide a dispute form that the employee cardholder must complete and return to the bank. The employee must submit a copy of the form to their Department Director and the Purchasing Agent. In most cases, the bank will work directly with the employee to resolve the problem.

G. Termination or transfer of employee. When an employee who has been issued a P-card terminates from City employment or transfers from a Department, the Department Director must immediately, but in any event within one business day, contact the Purchasing Agent to report the change. The Purchasing Agent will have the Department complete the appropriate form that reflects this change. The Department will submit this form and pending receipts to the Purchasing Agent for processing. Where possible, the Department must try to have a terminated employee reconcile his/her P-card statements prior to termination. If there are any remaining charges on the P-Card not accounted for, those charges will be billed to the terminated cardholder or recuperated through other means.

H. Audit of records. The Finance Department may periodically audit any Department for P-card activity. Any failure to comply with this policy in the use or administration of a P-card may result in cancellation of a card and subject the cardholder to discipline, up to and including termination.

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.

24. PETTY CASH DISBURSEMENT

A. Rules and forms.

Return to Table of Contents

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

2. Only expenditures specifically authorized by this manual are allowed.

3. A Department must not use petty cash pay for services rendered.

4. An employee must not use petty cash for any use that violates this manual.

B. Maintaining petty cash. Petty cash vouchers, receipts, and cash on hand must at all times equal the total amount authorized for the petty cash fund. The Finance Department will issue a petty cash voucher to a Department at the time money is advanced for an employee to make purchases on the City's behalf. The Department must sign the petty cash voucher indicating approval for the purchase. The sales receipt must be attached to the petty cash voucher after the purchase. The petty cash voucher should include the amount and purpose of the proposed expenditure, the expense account number, and be signed and dated by the recipient the Department. Vouchers may not be used as a substitute for a sales receipt. Where a Department maintains a departmental petty cash, the Department must turn in petty cash vouchers with receipts attached to the Finance Department on a weekly basis to exchange for cash in reimbursing the departmental petty cash.

C. Audit of petty cash. The Finance Director will periodically audit petty cash expenditures as to form and regulations and may confirm purchases.

25. RENTAL OR LEASE OF EQUIPMENT

A. Rental procedures. Where a Department seeks to rent or lease equipment, such acquisition must be handled as any other type of purchase such that a purchase requisition is sent to the Purchasing Agent for the procurement. Prior to placing a request, a Department should determine whether the equipment that is proposed for rental or lease is available in any other Department.

B. Lease/purchase agreements. Any equipment lease may occur but only after the availability of a lease option has been fully evaluated for efficiency and cost effectiveness. A Department will work with the Purchasing Agent and Finance Department when proposing either a short-term or long-term lease of equipment for analysis of actual capital costs including interest charges. The total cost of the lease shall be calculated. Where such cost exceeds an authorized purchasing threshold for either the City Manager or City Council under this manual, the City Manager or City Council, as appropriate, will need to approve the lease agreement. Under no circumstances may a Department sign a rental or lease agreement unless prior approval has been granted by the Purchasing Agent.

THIS PAGE INTENTIONALLY LEFT BLANK.

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.

Policy: Replacement criteria for City-owned vehicles and equipment will depend primarily on a point system, which is based upon the following factors:

- Age
- Miles/Hour Usage
- Type of Service
- Reliability
- Maintenance and Repair Cost (not to include incidental repairs)
- Condition

Categories Defined:

1. **Category "A"**
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. The front-line life span of marked police vehicles is three (3) years of service or at/or before 100,000 miles. The front-line life-span of fire apparatus is fifteen (15) years and has a reserve life-span of additional five (5) years. The ambulance front-line life-span is four (4) years and a reserve life -span for an additional three (3) years. This includes seven (7) years maximum life–span for chassis replacement with the module remount onto a new chassis after the initial seven (7) years, providing a total of fourteen (14) year life-span of the module.

2. **Category "B"**
Consists of heavy use vehicles which are used to serve the public on a day-to-day basis and pull trailers and/or equipment. Due to the heavy use, these vehicles may be scheduled for replacement at 100,000 miles or ten (10) years provided the maintenance cost is considerably higher than vehicles of the same type.

3. **Category "C"**
Consists of all other cars and pickups, which include pool vehicles. These vehicles are generally assigned to departments and should not be replaced earlier than 100,000 miles or twelve (12) years provided the maintenance cost is not considerably higher than vehicles of the same type.

4. **Category "D"**
Consists of other off-road equipment (loader, backhoe, mules, gators, mowers, etc.) that are used to serve the public on an "as needed" basis. Replacement of this category may be made after 2,500 operating hours or twelve (12) years, or provided the maintenance cost is considerably higher than equipment of the same type.

Return to Table of Contents

5. **Category "E"**
Consists of 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. Replacements in the category may be made after the total maintenance cost exceeds the original price of a particular piece of equipment.

Guide for Early Replacement of Vehicles for "B" and "C"

Early Replacement
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 un-repaired 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.

Use point range system to determine replacement consideration.

Point Ranges for Replacement Consideration for "B" and "C

Point Scale	Condition	Description
20 points & under	Excellent	Do not replace
21 to 25 points	Very Good	Re-evaluate and include in five year forecast
26 to 31 points	Fair	Qualifies to replace if M/R cost exceed 60% of cost
32 to 37 points	Poor	Replacement if funds are budgeted
Above 38 points	Failed	Needs priority replacement

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. 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 Range and Guidelines

Factor	Points	Description
Age Usage Type of Service	1	Each 10,000 miles of usage
	1	Standard sedan, SUV's and pickups
	2	Each year of chronological age
	3	Any vehicle that pulls trailer or equipment, hauls heavy loads and continue off-road usage
	4	Any vehicle involved in road treatment.
Reliability Preventive Maintenance Work Not Included	1	In shop one time within three month time period, no major breakdowns/road side assistance call with 3 month period
	2	In shop one time within three month time period, 1 or more road side assistance call within 3 month period
	3	In shop more than once within 3 month period, 1 or more breakdown/road side assistance call within same period
	4	In shop more than twice within one month time period, 1 or more breakdowns/ road side assistance call in same period
	5	Two or more breakdowns within one month time period
M&R Cost Incident Repair Not Included	1	Maintenance cost are less than or equal to 20% of replacement
	2	Maintenance cost are 21-40% of replacement cost
	3	Maintenance cost are 41-60% of replacement cost
	4	Maintenance cost are 61-80% of replacement cost
	5	Maintenance cost are greater than or equal to 81% of replacement
Condition	1	No visual damage or rust
	2	Minor imperfections in body and paint, interior (no rips, tears, etc.)
	3	Noticeable imperfections in body and paint surface, minor rust, minor damage for add-on equipment, worn interior (one or more rips, tears, etc.)
	4	Poor paint and body condition, rust (holes), interior (rips, tears, burns, cracked dash) and major damage to add-on equipment
	5	Previous accident damage, poor paint and body condition, rust (holes), interior (rips, tears, burns, cracked dash) and major damage to add-on equipment.

Return to Table of Contents

Worksheet for Replacement Consideration
Use point range and guidelines to make determination

Unit #_____ **Category:_____**

Data	Description	Points
Year/Age		
Type		
Mileage		
Maintenance		
Condition		
	Total Points	

Evaluated by: Date:

Confirmed by city garage: Date:

THIS PAGE INTENTIONALLY LEFT BLANK.

ACCOUNT DESCRIPTION

Revenue Line Item Description

6100 Series – Taxes

Taxes and franchise fees as established by city ordinance, state and federal legislation.

6111-Current Taxes
Anticipated collection of current year ad valorem property tax due by January 31.

6112-Prior Year Levy
Collection of ad valorem property tax past due from previous years levies paid after January 31.

6113- Sales and Use Taxes
Collection of sales tax on goods and services purchased inside City limits as received through the State Comptroller.

6114-Mixed Beverage Tax
Tax received from State Comptroller for sale of alcoholic beverage within the City.

6115-Penalty and Interest
Penalty and interest charged on ad valorem taxes paid after due date of January 31.

6116-Occupancy Tax
Tax levied at 7% on occupied room at hotels and motels within city limits and ETJ.

6121-Franchise Tax - KPUB
Tax of 3% from Kerrville Public Utility Board for electric services billed and collected.

6122-Franchise Tax - Natural Gas
Tax of 4% from natural gas distributor for services billed and collected.

6123-Telephone R.O.W. Use Fee
Right-of-way use fee 2% from telephone companies for services billed and collected.

6124-Franchise Tax – Taxicabs
Annual franchise tax collected from taxicab providers.

6125-Franchise Tax – Cable
Tax of 2% from cable providers for services billed and collected.

6126-Franchise Tax – P.E.G.
Tax of 1% from cable providers for public education and government programing.

6200 Series – Licenses and Permits

License and permits issued as determined by city ordinance or resolutions

6213-Parade Permits
Permit fee paid by groups or organizations to conduct public parades on city streets.

6215-Alarm Permit Fee
One-time fee when alarm system is installed to be on record with Kerrville Police Department.

6230-Professional and Occupational License
Annually renewable contractor's licenses.

6231-Building and Construction Permit
Permits issued for construction purposes.

6232-Electrical Permits
Permits issued for electrical construction and installation.

6233-Plumbing and Gas Permits
Permits issued for plumbing and gas construction and installation.

6234-Backflow Inspection Fee
Inspection fee for backflow prevention devices.

Return to Table of Contents

6235-Tear Down Permit
Permit to tear down and/or move existing structure.
6236-Zoning and Subdivision Fees
Fees for zoning and replatting of subdivisions.
6237-Mechanical Permits
Permits issued for HVAC, boilers, and machinery installation.
6238-Alcoholic Beverage License
License to sell alcoholic beverages inside city limits, one-half cost of State licenses
6239-Moving Permit
Permit to move building or structure on city streets.
6240- Sign Permits
Permit to install commercial sign.
6241- Sidewalk Fee
Annual fee for use of sidewalk space by commercial business.
6244- Irrigation Permit
Permit for installation of irrigation system.
6245- Specs and Plans
Copies of specs and plans sold.
6246- Control Burn Permit
Permit for controlled burn
6247- LP GAS Permits
Permit for liquid propane gas tank installation
6248- Tent Permit
Permit for installation and fire inspection of tent for events
6249- Fire Sprinkler-No Bldg Permit
Permit to install new fire sprinkler system
6250- Fire Sprinkler Repair/Remodel
Permit for existing fire sprinkler repairs or remodel
6251- Fire Alarm-Commercial Only
Permit to install fire alarm system
6252- Fire Alarm Repair/Remodel
Permit for existing fire alarm repairs or remodel
6253- Ceremonial Fire Permit
Permit for ceremonial events
6254- Commercial BBQ Pit
Permit for installation of commercial BBQ pit
6255- Pyrotechnical Permit
Permit for commercial fireworks display
6256- Waterflow Test Permit
Permit for testing of fire line
6257- Plan Check Fee
Plan review fee.
6258- Flood Plain Permit Fee
Permits for construction in the flood plain.
6259-Underground Storage Removal/Repair
Permit to remove or repair underground storage tank
6270-Health Permit – Sanitation
Annual permit for commercial swimming pools/spas

6271-Health Permit – Mobile
Permit for mobile food vendors
6272-Health Permit – Seasonal
Permit for seasonal food vendor
6273-Health Permit – Fixed Facility
Annual permit issued to all food handling establishments inside city limits
6274-Hotel – Annual Permit
Annual permit for lodging establishments.
6280-Vendor/Solicitor Permit
Permit fee for vendors with no permanent location in city
6285-Group Home – Annual Permit
Annual permit for group home operations in city.
6286-Group Home – Re-inspection Fee
Follow up inspection of group home before permit issued for compliance
6290-Banner Fee
Installation and removal of street banner for promotional purposes.
6291-Banner – Admin. Fee
Location reservation and permit for street banner

6300 Series – Intergovernmental Revenue

Revenue received from city, county, school, state, and federal sources

6304-City – Employee Premiums
Premiums received from city departments and employees for group insurance
6308-L.E.O.S.E.
Funds received from State Comptroller for law enforcement training purposes.
6311-State - Emergency Management
Reimbursement for Emergency Management Coordinator, Assistant Emergency Manager Coordinator, and Emergency Management Secretary salary and benefit costs, quarterly.
6320-Kerr County - Emergency Management
Reimbursement for one-half of cost associated to local expense for emergency management operations
6321-Kerr County - Fire/EMS Contract
Contract between City and County for Fire and EMS services county wide.
6352-KISD - School Resource Officer
Contract to provide security on Kerrville Independent School District campuses.

6400 Series – Service Revenues

Revenues received for services provided by city

6402-Garbage Surcharge – Admin Fee
Administrative fee from across the scale surcharge charged by garbage provider.
6404-Child Support – Admin. Fee
Fee to employees for administering court ordered child support to proper agencies.
6405-COBRA – Admin. Fee
Fee to employees for administering COBRA benefits.

6409-Library-Kerr County Residents
Kerr County residents for library use fee monthly or annually.

Return to Table of Contents

6410-Library-Non-Resident
Library use fee for persons residing outside Kerr County.
6412-Library – Gazebo Rental
Rental of gazebo for events
6413-Library - Meeting Room
Rental of meeting room for events
6414-Library – Copies
Fee for making copies
6416-Library – Internet Printing
Fee from printing from internet.
6417-Library – Inter-Library Mailing
Reimbursement of postage for mailing items borrow from inter-library loan
6420- Fire Reports
Fee for copies of fire reports requested
6421-KPD - Accident Reports
Fee for copies of accident reports requested
6422-KPD – Funeral Procession Fees
Fee for police escort for funeral procession inside city limits
6423-KPD -Finger Printing
Service for providing identification information
6424-KPD -Offense Reports
Cost of requested case reports.
6425-KPD -Brady Law
Fee associated with Brady Law
6427-KPD -Letters of Clearance
Service provided for civilian identification
6430-Aquatic – Admissions
Admission fee to municipal swimming pool
6431-Aquatic – Programs
Fees for swim lessons, etc.
6432-Aquatic – Rentals
Rental of municipal swimming pool for group activities
6433-Parks and Rec – Programs
Registration fees for programs and events
6434-Parks and Rec – Rentals
Service fees for use of parks and recreation facilities
6436-Water Sales
Charge for water consumption per rate schedule
6437-Water Tap
Fee to install water tap in city main to individual location
6438-Sewer Tap
Fee to install sewer tap in city main to individual location
6439-Sewer Service Fee
Charge for disposal of wastewater per rate schedule
6440- Tennis – Daily Fee
Daily use fee

6441-Tennis - Annual Fee
Annual use fee

6442-Tennis - Concessions
City share of concession revenues per contract
6443-Tennis – Contract Fee
Fees due from tennis contractor per contract
6444-Requested Service/Repairs
Payment by customer for cost of materials and labor as requested
6445-Re-Use Water Sales
Charge for consumption of reclaimed wastewater per rate schedule
6446-Sale of New Meters
Cost of water meter paid by contractor or developer
6450-KSP-Annual Permit
Annual permit for entry to Kerrville Schreiner Park
6451- KSP-Day Permit
Permit for day entry to Kerrville Schreiner Park
6452- KSP-Excess Vehicle Fee
Fee for number of vehicles exceeding permitted number at recreation sites
6453- KSP-Premium Site – river side
Fee for use of camping site includes water, sewer, and 30 amp electric
6454- KSP-Premium Site – hill side
Fee for use of camping site includes water, sewer, and 30 amp electric
6455- KSP-Premium Site – 50 amp
Fee for use of camping site includes water, sewer and 50 amp electric
6456- KSP-Regular Site (water)
Fee for use of camping site with water only
6457- KSP-Regular Site (water/electric)
Fee for use of camping site with water and 30 amp electric only
6458- KSP-Mini Cabins
Rental for overnight stays, subject to occupancy tax
6459- KSP-Cabin-Premium
Fee for use of large cabin, subject to occupancy tax
6460- KSP-Ranch House
Rental for overnight stays, subject to occupancy tax
6461- KSP-Group Recreation Hall
Rental of indoor recreation hall includes water, electric, and HVAC
6462- KSP-Group Dining Hall
Rental of screened-in recreation facility
6463- KSP-Equipment Rental
Rental of grilling equipment
6464-KSP-Dump Station
Fee charged for use of dump station for recreational vehicles and camping trailers
6470-EMS - Medical Records
Fee for medical records reports
6471-EMS-Base Rate
Base rates charged for different levels of service
6472-EMS-Mileage
Cost per mile to transport to medical facility

6473-EMS-Supplies Used
Medical supplies used on site or during transport

Return to Table of Contents

6474-EMS-Patient Transfers
Medical transportation from one facility to another facility
6475-EMS-On-site Standby
Cost per hour for dedicated EMS unit to be on site
6476-EMS-Aid Only
Treatment only – no transport
6477-EMS-Response Fee
Assist only – no transport
6480- EMS-Charges Disallowed
Charges disallowed by Medicare and Medicaid
6481- EMS-Bad Debt Write-off
Charges not collected through normal billing process, sent to collection bureau to attempt collection through other methods.
6482-Water Sample Test
Fee charged for water sampling test
6485-Wastewater Sample Test
Fee charged for wastewater sampling test
6490-Solid Waste - Recycling Center Proceeds
Proceeds from sale of recycled items received at city recycle center
6491-Solid Waste - Curbside Recycling Proceeds
Proceeds from garbage provider from collection of curbside pickup
6492-Solid Waste - Recycling Bins
Sale of recycle bins
6493-Solid Waste - Hauler Fee
Fee for solid waste haulers other than contracted solid waste provider
6494-Solid Waste - Landfill Disposal Fee
Out of county solid waste hauler per agreement
6495-Solid Waste – Admin Fee
Administrative service fee retained from garbage provider
6496-Solid Waste - Tipping Fee
Fee paid to dump at the landfill based on tonnage dumped
6497-Solid Waste - Environmental Fee
Environmental fee collected on monthly utility bills for landfill closure expense
6499-Cut-off Service Fee
Fee assessed to utility accounts not paid in full by 25th day after billing

6500 Series – Grants

Funding for specific purposes from private, state, and federal sources

6501-KSP-Public Deer Hunt
Reimbursement from Texas Parks and Wildlife Department for conducting public deer hunt to control deer population
6502-Cailloux Foundation
Grant to supplement various city programs or projects.
6504-July 4th Fireworks Sponsor
Corporate sponsor for fireworks at July 4th event.
6513-Police Grants
Grants awarded to police department by various agencies
6515-Friends of the Library Contribution

Friends of the Library annual contribution for library use

6521-Fire Grants

Grants awarded to fire department by various agencies

6530-EMS-Grants

Grants to purchase specialized items or equipment

6565-Butt-Holdsworth Endowment

Endowment funds for used of library operations

6600-Series – Fines and Fees

Fines and fees as established by city resolutions and ordinances, or state legislation

6601-KSP – Cancellation Fee

Portion of refund for rental fee retained when reservation cancelled.

6607-Municipal Court City Portion Omnibase

Portion determined by state legislation

6608-Municipal Court -Time Payments/City

City portion of fines received through time payments until fines are paid in full

6609-Municipal Court -Time Payments/Administration of Justice

Portion retain from time payments for administrative justice per legislation

6611-Municipal Court – Fine

City portion of fines assessed as defined by legislation

6612-Municipal Court – 10% Collection Fee

Fee retained for collection, processing, and reporting of State fines assessed

6613-Municipal Court – Warrant Fees Collected

Fees received for serving warrants from outside law enforcement agencies

6614-Municipal Court – Arrest Fee Collected

Fees received for arrest of defendants from other law enforcement agencies

6615-Municipal Court – Special Expense Fees

Fees received for

6616-Municipal Court – Jury Trial Fee

Fee for jury trial requested by defendant

6617-Municipal Court – Parking Court Cost

Fine for parking violation

6618-Municipal Court – Child Safety Fine

Fine as mandated by State legislation

6619-Municipal Court – Traffic

Fine as mandated by State legislation

6622-Municipal Court – Contempt of Court Fine

Fine per municipal court judge

6625-Municipal Court – Summons Fee

Fee mandated by State legislation

6626-Municipal Court – Judicial Support Fee – City Portion

Fee mandated by State legislation

6627-Municipal Court – Expungment Fee

Fee charges for excessive false alarm responses

6628-Municipal Court – Court Technology Fee

Fees designated by legislation for technology use in municipal court

6629-Municipal Court – Court Security Fee

Return to Table of Contents

Fees designated by legislation for security use in municipal court

6640-Library – Extended Use Fees

Fees for not returning items by due date

6641-Library – Lost Books/Equipment

Cost of replacing books and/or equipment by patron

6651-KPD – False Alarm Fees

Fees charged for excessive false alarm responses

6800 Series – Golf Course

Revenues generated by golf course operations

6810-Green Fees

Fees charged for use of golf course

6815-Cart Rentals

Rental of carts provided at golf course

6820-Membership Dues

Annual membership dues

6825-Private Cart Revenue

Fee for using private cart at golf course

6830-Driving Range Revenue

Fee for use of driving range at golf course

6840-Golf Merchandise

Sale of golf merchandise at golf shop

6845-Food Sales

Food items purchased at golf shop

6846-Beer Sales

Alcoholic beverage items sold at golf shop

6850-COGS-Merchandise

Cost of goods sold from inventory at golf shop

6855-COGS-Food and Beverage

Cost of items sold for food and beverage supplies at golf shop

6857-Donations/Prizes

Donations and/or prizes for tournament awards

6900 Series – Interest and Miscellaneous

Revenue received from interest on investments and other sources not identified in other revenue categories.

6901-Trust Income

Income received from trusts naming city as beneficiary

6902-Soccer Lease

Lease of city property by soccer association

6903-Hill Country Soccer Lease

Lease of city property by soccer CRUSH association

6905-Proceeds of Seizure Items Sold

Seized items awarded by court sold.

6906-Restitution

Monetary restitution awarded for criminal activities by offenders.

6907-Cash Seizures Awarded
Cash seizures awarded and/or forfeited by court action.
6908-Election Filing Fee
Fee paid in lieu of required signature on city council candidate petition
6909-Principal on Note
Principal portion of intra fund loan
6910-Returned Item Fee
Handling fee charged for items returned from bank or credit card company unpaid
6911-Interest Revenue
Interest earned on cash and investments held in financial institutions
6912-Interest on Liens/Loans
Interest on city liens on property and/or intra fund loan
6913-Confidential Funds
Funds from program income
6914-Demolition Lien Assessment
Amount assessed to property owner for demolition of property by city
6915-New Account Fee
Set up fee per new utility account
6916-Mowing/Cleaning
Amount reimbursed by property owner for mowing or cleaning neglected property
6917 - Proceeds of Seizure Items Sold
Seized items awarded by court sold.
6918-Poster Sales
Sale of posters for special events.
6920-Timely Discount
Discount received for paying vendor in timely amount as offered by vendor
6930-P-Card Rebate
Annual rebate for volume of purchases made by city staff on purchasing card through financial institute
6932-ICT/DIR Rebate
Rebate from purchasing cooperative
6935-Allied Waste/Contribution-promotion
Reimbursement of expense by Republic Services.
6936-Reimbursement for Calendar
Reimbursement of production and postage for annual solid waste calendar
6940-EIC-Administrative Fee
Fee for support services provided to Economic Improvement Corporation
6941-EIC – Debt Funding
Funding by EIC for GO debt issuance to fund capital projects
6947-Radio Control Airplane Lease
Annual lease for use of city property for activities
6954-Reimbursment Soccer Maintenance
Reimbursement by soccer organizations for maintenance of soccer complex
6955-KSP – Leased Concession
Percentage of concession from lease holders
6956-KSP – Ancillary Item Sales
Small items sold at Kerrville-Schreiner Park
6960-Recovery of Bad Debts
Funds recovered of items previously considered as uncollectible

Return to Table of Contents

6961-EMS-Bad Debt Recovered
Funds recovered from unpaid EMS bills sent for collection
6966-Oil and Gas Revenue
Proceeds from estate designations
6989-Miscellaneous Revenue
Unanticipated or one-time revenues not classified
6991-United Parcel Service – Lease
Lease of city owned property
6992-Building Lease
City building lease received from outside source
6993-911 Revenue
Lease of space for 9-1-1 dispatch equipment and operations
6996-Bond Discount
Discounts associated issuance of debt
6997-Bond Issue Costs
Costs associated with issuance of debt
6998-Bond Proceeds
Bond proceeds received after associated costs
6999-Bond Premium
Amount of debt issued

7000 Series – Transfer In

Budgeted monetary transfer of between general ledger funds or return unspent balances of completed projects

7001-Transfer in – General Fund
7002-Transfer In – Water and Sewer Fund
7003-Transfer In – Garage Fund
7005-Transfer In – Employee Benefit Fund
7007-Transfer In – Police Special Programs Funds
7008-Transfer In – Parkland Dedication Fund
7013-Transfer In - Police Special Revenue
7014-Transfer In – Golf Course Fund
7015-Transfer In - Library Memorial Fund
7016-Transfer In – HOT Reserve Fund
7020-Transfer In – Hotel/Motel Occupancy Tax Fund
7021-Transfer In – P.EG. Special Revenue
7022-Transfer In – Municipal Court Special Revenue
7026-Transfer In - Landfill Closure Fund
7028-Transfer In – Landfill Post Closure Fund
7040-Transfer In – EIC Fund
7050-Transfer In – Debt Service Fund
7053-Transfer In – Water/Sewer Debt Service Fund
7068-Transfer In – History Center Fund
7070-Transfer In – General Capital Improvement Project Fund
7071-Transfer In – Water/Sewer Capital Improvements Project Fund
7075-Transfer In – EIC Capital Project Fund
7090-Transfer In – Insurance Reserve Fund
7094-Transfer In – Main Street Fund

Expense Line Item Description

000 Series – Personnel Services

Compensation to individuals in the form of salaries, wages, benefits, professional development and training, etc.

001-Salary and Wages
Compensation to all full time permanent and probationary employees.

002-Overtime
Compensation for hours worked in excess of a forty-hour workweek for non-exempt employees.

003-Temporary Help
Includes part-time and full-time, temporary employees and part-time permanent employees. Must be hired through the human resources department.

004-Longevity
Compensation based on length of service. Public service employees compensated each pay period and civilian employees compensated annually.

005-Social Security (FICA)
City portion as prescribed by statute.

006-Retirement
City contribution portion to the Texas Municipal Retirement System.

007-Group Insurance
City portion of life, hospitalization, medical, and dental insurance.

008-Workers Compensation Insurance
Insurance for on-the-job injuries, loss of life, or medical insurance.

009-Unemployment Insurance
Premiums/claims paid for prior employees.

010-Travel and Training
Expenses incurred by employees attending approved schools or training programs, including registration fees, transportation, meals, and lodging. Also training pamphlets, safety manuals and rental of films for in-house programs; and work related travel expenses.

011-Local Meeting Expense
Includes cost associated with committee meetings, advisors, and related cost for meetings in the local area, includes day trips to surrounding cities.

012-Certification Pay
Additional compensation for job related certifications achieved.

013-Vehicle Allowance
Monthly stipend paid to employee for use of personal vehicle for the purpose of conducting city business/transactions

014-Other Pay
Call out pay

Return to Table of Contents

100 Series – Supplies and Materials

Expendable materials and operating supplies which are subject to rapid consumption and which normally cost less than $5,000.00 EACH

101-Office Supplies
Supplies or items necessary for operation of an office or work area. Includes operation manuals, copying, binding, and other printing costs.

102-Small Tools and Equipment
Items under $5,000.00 EACH in value, which are subject to loss or rapid deterioration, such as brooms, light bulbs, hand tools, calculators, etc. Includes office furniture, batteries, and phones.

103-Chemical and Medical Supplies
First aid kits, chemical such a chlorine, polymers, laboratory supplies, insecticides, and herbicides.

104-Fuel and Oil Supplies
Gasoline, diesel fuel, motor oils, and petroleum products for City fleet (vehicles and equipment), includes fuel obtained from independent provider.

105-Food Supplies
Supplies for human consumption, that is not expensed under travel and training or local meeting expense, including ice and Gatorade used by field crews.

106-Janitorial Supplies
Building cleaning supplies, deodorants, disinfectants, wax, soap, and sanitary supplies. Includes floor mat service.

107-Wearing Apparel
Uniforms, badges, belts, boots, hats, slicker suites, gloves, safety vests, safety glasses, etc. Includes phone clips and leather gear used with required uniform.

108-Other Supplies
Supplies for specialized equipment or supplies not budgeted elsewhere.

109-Fuel and Oil Outside Purchase
Fuel and oil for equipment other than fleet vehicles.

110-Postage and Shipping
Cost for US Postal Service, UPS, FedX and other commercial carriers.

111-Computer Upgrades
Costs associated with computer upgrades.

112-Computer Software Purchases
Costs associated with purchase of computer software.

115-Portable Buildings and Structures
Costs <u>under</u> $5,000.00 associated with purchase or construction of portable buildings or structures.

118-Sign Materials and Supplies
Materials and supplies for signs, includes street signs, traffic control signs, traffic cones, and other signage.

131-Fertilizer and Chemicals
Fertilizers and chemicals primarily used for golf course and park maintenance.

132-Seed, Sod, and Plantings
Seed, sod, and plants used at golf course, parks, and other city facilities.

133-Sand and Gravel
Sand for sand traps and gravel used for golf course, park maintenance, and utility operations.

134-Topsoil and Fill Materials

Topsoil and fill materials primarily used for golf course, park maintenance, and utility operations.

200 Series – Maintenance and Repairs

Materials, parts, and labor used in renewal or repair of any building, structure, or equipment.

201-Land Maintenance

Re-grading, drainage works, fertilizing, mowing, botanical expenses, etc.

202-Building and Structures Maintenance

Materials and/or services required to maintain and repair building and structures; includes repairs to plumbing, heating, cooling and electrical systems; includes fire extinguisher inspections.

203-Maintance Contract – City Garage

Service required to maintain and repair city fleet (vehicles and equipment) and only performed at city garage by city staff.

204-Parts – City Garage

Parts purchased to be used or installed at city garage for repair or maintenance of city fleet (vehicles or equipment).

205-Office Equipment Maintenance

Maintenance contracts, repairs of office equipment, copiers, computers, and office furnishings.

206-Instruments and Apparatus Maintenance

Installation, repair, and removal of radio equipment. Repairs to pumps, motors, equipment, and other items not identified as vehicle repairs, office equipment, or buildings and structures. Includes chain saws and mowers.

207-Street and Drainage Maintenance

Pothole repairs and annual street maintenance program.

208-Traffic Control Device Maintenance

Repair and replacement parts for light boards and barricades. Does NOT include materials for signs.

209-Irrigation System Maintenance

Repairs to irrigation systems.

210-Water System Maintenance

Repairs to and maintenance of wells, stand pipes, mains, hydrants, meters, etc.

211-Wastewater System Maintenance

Repairs to and maintenance of wastewater mains, lift stations, and water reclamation system facility.

212-Repairs – Not City Garage

Parts and labor for repairs to vehicles, equipment, and machinery when work is performed by a non-city garage or repair shop. Includes vehicles washes, State inspections for City fleet.

217-Software Maintenance

Repairs to and upgrades to software, including annual maintenance agreements.

300 Series – Miscellaneous Services

Contractual services other than repairs, improvements or replacements.

301-Telephone Service

Local service, long distance, modem charges, cell phones and air card service.

Return to Table of Contents

302-Light and Power
Electrical usage.

303-Natural Gas
Natural gas usage

304-Water and Sewer
Potable and re-use water and sewer usage.

305-Legal Service
Legal service as designated by City Attorney.

306-Special Services
Engineering and consultant fees. Laboratory and unclassified services including legal services by firms approved by City Attorney. Contractual arrangements for temporary help not designated as a city employee.

307-Insurance
Premiums for comprehensive liability, auto liability, law enforcement liability, errors and omissions, real personal property, boiler and machinery, auto physical damage, blanket fidelity, public officials bonds, electrical bond, money, and securities.

308- Animal Carcass Disposal
Landfill fee for disposition of animal remains.

309-Prisoner Support
Payment for use of jail. Medical attention of city prisoners and assault victims.

310-P.E.G. Expense
Public, education, and governmental programing.

311-Network Services
City-wide network expense.

312-Audit, Disclosure, and Arbitrage Fees
Professional fees for annual audit and CAFR. Continuing disclosure and arbitrage reporting of debit issues.

313-Hire of Equipment
Rental of equipment and vehicles with or without operator. Employee allowance for use of private vehicle for city business.

314-Warrant Fees
Fees paid to other law enforcement agencies serving warrants issued by City.

316-Advertising
Advertising for employment, special programs, and legal notices.

317-Employment Physicals
Pre-employment physical, psychiatric examinations, drug testing.

318-Tax Services
Annual contract with Kerr Central Appraisal District, collection fee based on percentage per contract with Tax Assessor Collector.

319-Drug and Alcohol Testing
Testing as required by DOT requirements.

325-Tower Rental
Communication tower rental space.

328-Bank and Credit Card Fees
Monthly bank analysis and credit card fees.

388-Lease
Office space lease.

400 Series – Other Expense

Expenditures not categorized elsewhere.

401-Certificates, Awards, Etc.
Plaques, certificates, retirement plaques, floral offerings.

402-Dues and Subscriptions
Subscriptions for professional publications, dues to professional organizations.

403-Election Cost
Costs associated with city elections.

405-Other Charges
Miscellaneous obligatory charges not classified elsewhere.

406-Bad Debt Expense
Write-offs for uncollectible accounts or returned bank or credit card items.

407-Shared Seizure Awards
Portion of seizure shared with other law enforcement agencies per agreement

408-Emergency Management
Costs associated with performance of Emergency Management.

409-Bad Debt Collection Fee
Fees charged for collection of bad debt by outside agency.

410-Contingency
Unforeseen expenses and unforeseen cost overruns for budgeted items.

411-Litigation Contingency
Unforeseen expenses related to on-going litigation.

412-ILA Contingency
Unforeseen interlocal agreement expense

426-Bond Expense
Principal portion on debt service payment.

429-Bond Interest Expense
Interest portion on debt service payment.

430-Depreciation Expense
Depreciation on items that qualify as a fixed asset.

431-Amortization Expense
Expense associated with issuance of debt/bonds.

500 Series – Capital Outlay

Purchase of real property, such as land, buildings, and other improvements, and the purchase of personal property which meet the following requirements: ***1) cost $5,000.00 or more per item;*** **2)** ***must have an estimated life of more than one year; 3) must be capable of being permanently identified as an individual item; 4) must belong to one of the general classes of property which are commonly considered as a fixed asset.***

501-Land

Includes all expenditures for land such as abstracts, assessments, cost of appraisal, surveys, recordings, initial drainage work, engineering work, sodding, grading, planting, and terracing.

502-Buildings and Structures

New building or additions to buildings including heating and cooling units, and structures such as sidewalks, bridges, drainage, playground equipment, pavilions, permanent signs, public art, etc.

503-Vehicles

Drivable vehicles, includes accessories and/or equipment needed for standard operation within department.

504-Machinery, Tools, and Equipment

Equipment, trailers, mowers, stationary machinery and motors, and tools costing over $5,000.00 per item.

505-Office Equipment

Office equipment such as copiers, computer systems, printers, and mailing equipment.

506-Instruments and Apparatus

Radio equipment, surveying instruments, cameras, radar units, scales, etc.

507-Street Improvements

Major street improvements or additions including curb and gutter work.

508-Traffic Control Devices

Expenditures relating to design and installation of traffic control devices.

509-Irrigation Systems

Expenditures for pumps, lines, sprinklers, control devices.

510-Water System

Purchase of water mains, meters, storage tanks, well drilling, pumps, fire hydrants, and improvements to the water treatment plant.

511-Water Reclamation System

Purchase of sewer main, lift stations, and improvements to water reclamation treatment plant.

512-Books and Records

Purchase of books and materials for the library system.

513-Grants

City matching portion of grants resulting in fixed asset item.

514-Miscellaneous Capital Outlay

Miscellaneous capital items not described in 500 series.

900 Series – Operating Transfers Out

Transfers to other funds for specific or budgeted purposes by Finance Department staff – is not used for payment of items, products, or services.

901-To General Fund
902-To Water Sewer Fund
903-To Garage Fund
904-To Payroll Clearing Fund
905-To Insurance Fund
908-To Parkland Dedication Fund
913-To Police Special Revenue Fund
914-To Golf Course Fund
915-To Library Memorial Fund
916-To HOT Reserve Fund
918-To General Asset Replacement Fund
919-To Water/Sewer Asset Replacement fund
920-To Hotel/Motel Fund
921-To P.E.G. Special Revenue Fund
922-To Municipal Court Special Revenue Fund
926-To Landfill Replacement Fund
928-To Landfill Post-closure Fund
950-To Debt Service Fund
953-To Water/Sewer Debt Service Fund
970-To General Capital Projects Fund
971-To Water/Sewer Capital Projects Fund
975-To EIC Capital Projects Fund
990-To Insurance Reserve Fund
994-To Main Street Fund

Return to Table of Contents

GLOSSARY OF TERMS

GLOSSARY OF TERMS

ACCOUNT NUMBER
A line item code defining appropriation.

ACCRUAL ACCOUNTING
A basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the period in which they occur.

ACCRUAL BASIS
Method of accounting that recognizes revenue when earned, rather than when collected. 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 Financial and Administrative Services Department, and 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.

Return to Table of Contents

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 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
That portion of indebtedness represented by outstanding bonds.

BUDGET AMENDMENT
A revision of the adopted budget that, when approved, replaces the original provision and increases or decreases the budget appropriation.

BUDGET CALENDAR
The schedule of key dates that a government follows in preparation and adoption of the budget.

BUDGET ORDINANCE
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. Normally coincides with the fiscal year.

BUDGET TRANSFER
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
Funds used to acquire or improve long-term assets.

CAPITAL IMPROVEMENT PLAN (CIP)
Capital Improvement Plan is a comprehensive program that projects the capital needs of a community. Generally, it is a cyclical process that estimates the needs for a set number of years. Capital Improvements Plans are essential for sound infrastructure and financial planning.

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 14 days In advance. Voter approval is not required unless 5% of the qualified voters sign a petition and file it with the City Clerk. Certificates can be used for real property purchase and construction.

Return to Table of Contents

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.

CONTRACTUAL OBLIGATIONS
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
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
Encumbrance includes obligations in the form of 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.

ENCUMBRANCE CARRIED FORWARD
When contractual commitments of funds are made, those funds are encumbered and no longer available for expenditure. As actual expenses occur, the encumbrance is reduced. When the fiscal year ends, the remaining encumbrance is "carried forward" and added to the budget approved by the City Council for the new fiscal year.

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 Austin Water Utility, Austin Energy, and Aviation.

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
Those 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.

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 1 to September 30 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
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 (G.O. BONDS)
General Obligation Bonds are bonds that are secured by the full faith and credit of the issuer. G.O. 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.

GOVERNMENTAL ACCOUNTING STANDARD BOARD (GASB)
The governing body that sets accounting standards specifically for governmental entities at the State and Local level.

GOVERNMENTAL FINANCE OFFICERS ASSOCIATION (GFOA)
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
Funds 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
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
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 impose taxes, special assessments of service charges for the support of governmental activities.

LINE-ITEM BUDGET
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.

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 60 days.

Return to Table of Contents

NON-RECURRING REVENUE
Non-recurring revenue is a one-time windfall that is budgeted only for one fiscal year.

NOTES
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.

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.

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
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.

Return to Table of Contents

TAX RATE LIMIT
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.

WORKING CAPITAL
Working capital is excess of current assets over current liabilities.

THIS PAGE INTENTIONALLY LEFT BLANK.

FEE SCHEDULE

CITY OF KERRVILLE
FEE SCHEDULE

ADMINISTRATION DEPARTMENT

COPIES OF PUBLIC INFORMATION:		
Standard size paper copy	per page	$0.10
Non-standard size copy:		
Computer diskettes	each	$1.00
Computer magnetic tape	each	$10.00
Audio casette	each	$1.00
Oversized paper copy	per page	$0.50
Other	Actual Cost	
Labor charge (per hour and if applicable under state law)	per hour	$15.00
Overhead charge (if applicable under state law)	20% of Personnel Charge	
Microfiche or microfilm charge:		
Paper copy	per page	$0.10
Fiche or film copy	Actual Cost	
Remote document retrieval	Actual Cost	
FAX TRANSMISSIONS:		
Local	per page	$0.10
Long distance, same area code	per page	$0.50
Long distance, different area code	per page	$1.00
Other costs	Actual Cost	
VEHICLE FOR HIRE PERMIT:	each	$25.00
NATURAL GAS TRANSPORTED THROUGH PIPELINE:	see note	

NOTE: Fee is equal to 3% of purchase price of gas transported or delivered within the City during the preceeding month for consumption or use within the city.

Return to Table of Contents

CITY OF KERRVILLE
FEE SCHEDULE

CODE COMPLIANCE

JUNK YARD OPERATION LICENSE:	per site	$5.00

PEDDLERS AND SOLICITORS FEES:

Base Charge	per year	$600.00
For Each Additional Person	30 days	$10.00
For Each Additional Person	one year	$100.00
Deposit (refundable)	deposit	$750.00

Exemptions

* Temporary special events, sales and festivals sponsored by charitable organizations (recognized by Internal Revenue Service), governmental subdivisions, school districts, Chamber of Commerce or Convention and Visitor's Bureau and other special events approved by City Council, provided the organizer/operator of said events provides the information required for an open air market.
* Traveling salesman or solicitor calling only upon commercial businesses.
* Garage sales.
* A business with a separate business location in the City that furnishes proof of payment to the City of all ad valorem and personal property taxes then due.
* Six or more businesses that are organized in a sales show, convention, or smiliar sale by an indoor shopping mall, hotel, or similar sponsor.
* Businesses conducted in an open air market in compliance with all laws and applicable zoning regularions
* Sale of fresh produce (fruit, nuts, and vegetables) or fire wood
* Fire wood

SEXUALLY ORIENTED BUSINESSES:

Annual License	per business	$500.00
Annual Fee per Employee	per employee	$50.00

TRAVELING SHOW AND EXHIBITION LICENSE:	30 days	$100.00

Exceptions

Carnivals, circuses, travel shows, tent shows, exhibits, menagerie which are actually operated by volunteers of a public school, bona fide charity, or a service organization located in Kerr County.

GROUP AND BOARDING HOMES

Permit	annual	$1,000.00
Re-inspection fees	per inspection	$75.00
Variance Fee for distance	per variance	$150.00

CITY OF KERRVILLE
FEE SCHEDULE

DOWNTOWN AND MAIN STREET		
PERSONALIZED BRICKS	per brick	$50.00
HOLIDAY PARADE	per entry	$20.00
DOWNTOWN RESTROOM AFTER HOURS USE (Between 5:30 PM and 9:30 AM):		
User Fee Per Day		
More than 4 hours (**deposit required**)	+ 4 hrs/Day	$50.00
Less than 4 hours (**deposit required**)	- 4hrs/Day	$25.00
Deposit	per event	$100.00
SIDEWALK CAFÉ:	per table	$50.00

Return to Table of Contents

CITY OF KERRVILLE
FEE SCHEDULE

EMERGENCY MEDICAL SERVICES

RESPONSE/TRANSPORTATION:

Basic Life Support - Non Emergency	per person	$417.92
Basic Life Support - Emergency	per person	$668.66
Advanced Life Support 1 - Non Emergency	per person	$521.50
Advanced Life Support 1 - Emergency	per person	$814.04
Advanced Life Support 2 - Emergency	per person	$1,149.28
Specialty Care Transport	per person	$1,149.28
Aid Only - No Transport	per person	$150.00
Dedicated Standby	per hour	$100.00
Response Fee	per person	$75.00
Local Transport - No Supplies Used	no supplies	$150.00
Mileage	per loaded mile	$21.48

SUPPLY/PROCEDURE CHARGES:

IV Administration	per procedure	$20.00
Medication Administration	per procedure	$30.00
Bandaging and Splinting	per procedure	$20.00

NON EMERGENCY TRANSFER AGREEMENT:

Local Transport	per person	$163.83
Local Mileage	per loaded mile	$8.42

NON EMERGENCY AMBULANCE LICENSE:

Annual License	per year	$400.00
Annual Ambulance Permit	per unit	$150.00
Re-issue for Lost Permit	per unit	$50.00
Inspection Reschedule Fee	per unit	$50.00

CITY OF KERRVILLE
FEE SCHEDULE

ENGINEERING DEPARTMENT

FLOODPLAIN DEVELOPMENT PERMIT:	each	$25.00
MAPPING INFORMATION:		
Subdivision Specifications	each	$25.00
City Survey Coordinate System Book	each	$30.00
B & W	each	$3.00
Color	each	$5.00
B & W	each	$5.00
Color	each	$7.00
B & W	each	$10.00
Color	each	$25.00
36" x 54" ETJ Maps	each	$25.00
Digital Map on Disk	each	$30.00
CONSTRUCTION INSPECTION OVERTIME:	per hour	$35.00
LAND RECORD FILING FEES:*		
First page	each	$5.00
Second page and each additional	each	$4.00
Names in excess of 5 names to be indexed	each	$0.25
Records Management Fees per document	each	$5.00
Courthouse Security Fee per document	each	$1.00
Records Archive Fee per document	each	$5.00

** Fees are subject to change based on the County's fee schedule and will be charged accordingly.*

Return to Table of Contents

CITY OF KERRVILLE
FEE SCHEDULE

FIRE DEPARTMENT

REQUEST FOR PUBLIC INFORMATION: Hard Copy (paper) Format or Electronic Format - See Administrative Fee Schedule

PLAN REVIEW FEE: (credited toward permit when permit is approved)	per review	50% of Permit Fee
OUTDOOR BURN PERMITS:		
Cermonial Fire Permits (Bonfires)	per site	$250.00
Controlled burns	per site	$150.00
Recreational fire (less than 3 feet diamenter and 2 feet in height)	N/C for permit	
BULK STORAGE AND DISPENSING OF LP GAS:	Annual	$100.00
STORAGE OF PORTABLE LP GAS CONTAINERS: (awaiting use or resale)	per site	$20.00
STORAGE OR HANDLING OF COMPRESSED GASES: (in excess of amounts listed in Table 105.6.9 of the e2006 *International Fire Code*)	per site	$50.00
BLASTING PERMIT:	per site	$150.00
COMMERCIAL BAR-B-QUE PIT:	per site	$20.00
UNDERGROUND FUEL STORAGE TANK REMOVAL:	per site	$75.00
TENT, CANOPY, MEMBRANE STRUCTURE PERMIT:	per item	$20.00
SPRAY ROOM, DIP TANK OR BOOTH: (used for flamable or combustible finishes)	per space	$50.00
INDUSTRIAL OVEN PERMIT:	per unit	$25.00
COOKING HOOD FIRE SUPPRESSION SYSTEM:	per system	$50.00
LIQUID PROPANE TANK INSTALLATION:	per tank	$75.00
UNDER/ABOVE GROUND FUEL STORAGE TANK:		
New installation	per tank	$75.00
Repair/replace existing tank	per tank	$40.00
Repair/replace existing product line	per site	$40.00
WATER FLOW TEST:	per test	$75.00
PROFESSIONAL PYROTECHNICAL DISPLAY:	per event	$250.00

CITY OF KERRVILLE
FEE SCHEDULE

FIRE DEPARTMENT (continued)

FIRE SPRINKLER:		
Above ground - new installation, repair, remodel, or addition	per system/floor	$50.00
Underground - new installation, repair, remodel, or addition	per system	$50.00
Standpipe system - new installation, repair, remodel, or addition	per system	$50.00
FIRE PUMP / EQUIPMENT INSTALLATION / MODIFICATION:	per system	$50.00
FIRE ALARM INSTALLATION (new, repair, remodel, or addition):	per system/floor	$50.00
ALL OTHER FIRE PROTECTION/DETECTION SYSTEMS: (electric controlled security gates, delay egress locks, security grills)	per system	$50.00
ACCESS-CONTROLLED EGRESS DOORS, ETC.:	per device	$20.00
FALSE FIRE ALARM FEE:		
More than 3 times but less than 6 in preceding 12 months	per offense	$50.00
More than 5 times but less than 8 in preceding 12 months	per offense	$75.00
Eight (8) or more times in preceding 12 months	per offense	$100.00
RE-INSPECTION FEE REQUESTED/SCHEDULED (excludes annual fire inspection):		
First inspection list(s) is/are not completed on first and subsequently thereafter	per scheduled	$50.00
Not ready for inspection on arrival	per scheduled	$50.00
Contractor fails to keep appointment	per scheduled	$50.00
No access to site or building	per scheduled	$50.00
FIRE INSPECTIONS REQUESTED/SCHEDULED - NON BUSINESS HOURS:		
Non-Holiday (2 hour minimum, paid in advance)	per hour	$60.00
City recognized holiday (2 hour minimum, paid in advance)	per hour	$80.00
HAZARDOUS MATERIALS PERMIT:	per incident	$50.00
FLAMABLE/COMBUSTIBLE LIQUIDS - STORAGE/HANDLING/DISPENSING:	per incident	$75.00
MISCELLANEOUS COMBUSTIBLE STORAGE:	per site	$75.00
HIGH PILE STORAGE PERMIT:	per site	$50.00
STATE MANDATED OCCUPANCY INSPECTION - OUTSIDE CITY LIMITS:		
Daycare, Foster Care, Adoption	7 or fewer children	$50.00
Daycare, Halfway Houses, Group Care, MHMR	7 or more children	$75.00
Youth Camps and Day Camps	per site	$150.00
Schools and Instructional Facilities	per site	$150.00
Hospital, Nursing Home, Assisted Living Facility Inspection	per site	$150.00
All Other	per site	$100.00

Return to Table of Contents

CITY OF KERRVILLE
FEE SCHEDULE

FIRE DEPARTMENT (continued)		
FIRE PUMP ACCEPTANCE TEST:	per test	$100.00
EVENT PERMIT (carnivals and fairs):	per event	$75.00
HOT WORK PERMIT:	per site	$20.00
AMUSEMENT BUILDING PERMIT:	per site	$50.00
EXHIBIT OR TRADE SHOW PERMIT:	per site	$50.00
OTHER PERMIT: Any other permit designated by the *International Fire Code*	per incident	$20.00
CHANGE OF OCCUPANCY INSPECTION:	per site	$20.00
INVESTIGATION FEE:		
If Permit is issued after constructions is started without an approved permit	per site	Permit Fee Amt
APPEAL TO BUILDING BOARD OF ADJUSTMENTS AND APPEALS:	per appeal	$150.00

CITY OF KERRVILLE
FEE SCHEDULE

GOLF: SCOTT SCHREINER MUNICIPAL GOLF COURSE

GREEN FEES:

Regular

Weekday	9 Hole / 18 Hole	$12.00/$20.00
Weekend and holidays*	9 Hole / 18 Hole	$18.00/$27.00

Member

Weekday	9 Hole / 18 Hole	$5.00/$6.00
Weekend and holidays*	9 Hole / 18 Hole	$6.00/$7.00

Junior

Weekday	9 Hole / 18 Hole	$2.75/$4.00
Weekend and holidays*	9 Hole / 18 Hole	$5.50 / $6.75

CART RENTAL:

Full Cart	9 Hole / 18 Hole	$12.00/$24.00
Half Cart	9 Hole / 18 Hole	$6.00/$12.00

TRAIL FEE:

Member Private Cart w/annual Private Cart Fee	9 Hole / 18 Hole	$4.00/$7.00
Non-member Private Cart	9 Hole / 18 Hole	$6.00/$11.00
Private Cart Passenger w/annual Private Cart Fee	9 Hole / 18 Hole	$4.00/$7.00
Private Cart Passenger w/o annual Private Cart Fee	9 Hole / 18 Hole	$5.50/$12.00

MEMBER DUES:

Annual Golf - First family member	per year	$550.00
Annual Golf - Second family member	per year	$450.00
Quarter Golf - First family member	per quarter	$200.00
Annual Private Cart	per year	$220.00

NOTE: All annual fees shall expire on the same date. Should a second annual fee be required, it shall be prorated to expire on the same date as the first annual fee will al subsequent payments due and payable at the same time.

CART STORAGE:

Annual	per year	$420.00
Quarterly	per quarter	$140.00

NOTE: The City can only accept payments up to ONE period (quarter or annual) in advance.

Return to Table of Contents

CITY OF KERRVILLE
FEE SCHEDULE

GOLF: SCOTT SCHREINER MUNICIPAL GOLF COURSE (continued)

SPECIAL GOLF FEES:

Senior rate (65 or older) - green fees only	per player	$14.00
Twilight Fees		
Starts at 2:00 PM (green fees only)		
Member - Weekday	weekday only	$3.00
Member - Weekend *	weekend only	$4.00
Non-Member - Weekday	weekday only	$11.00
Non-Member - Weekend *	weekend only	$14.75
Tournament/Promotion Fees (minimum - 25 individual players)		
Standard group rate for 25+ players Weekday/ Weekend **afternoons**	per player	$25.00
Standard group rate for 25+ players Weekend **mornings**	per player	$35.00
Driving Range Fees		
Small Bucket	per bucket	$3.00
Large Bucket	per bucket	$6.00
Driving Range Membership - Annual	per year	$300.00
Driving Range Membership - Quarterly	per quarter	$100.00
Rental Clubs	9 Hole / 18 Hole	$15.00/$25.00
Pull Carts	9 Hole / 18 Hole	$3.00/$6.00

**** WEEKEND RATES APPLY FRIDAY THROUGH SUNDAY.***

CITY OF KERRVILLE
FEE SCHEDULE

HEALTH DEPARTMENT

HEALTH PERMITS (by total floor area - square footage):

0 < 1,000	square footage	$70.00
1,000 - 1,900	square footage	$85.00
2,000 - 2,900	square footage	$100.00
3,000 - 3,999	square footage	$125.00
4,000 - 4,999	square footage	$150.00
5,000 - 10,000	square footage	$200.00
> 10,000	square footage	$350.00

CATERING ESTABLISHMENT PERMITS:

0 < 1,000	square footage	$70.00
1,000 - 1,900	square footage	$85.00
2,000 - 2,900	square footage	$100.00
3,000 - 3,999	square footage	$125.00
4,000 - 4,999	square footage	$150.00
5,000 - 10,000	square footage	$200.00
> 10,000	square footage	$350.00

BARS AND LOUNGES - FREE STANDING

0 < 1,000	square footage	$70.00
1,000 - 1,999	square footage	$85.00
2,000 - 2,999	square footage	$100.00
3,000 - 3,999	square footage	$125.00
4,000 - 4,999	square footage	$150.00
5,000 - 10,000	square footage	$200.00
>10,000	square footage	$350.00

Exemptions: Taxing authorities, non-profit organizations

HEALTH PERMIT - LATE FEE (after October 15 in addition to original permit):	per permit	$50.00
NON-PROFIT ORGANIZATION:	per event	$10.00
CERTIFICATE OF OCCUPANCY INSPECTION:	per site	$50.00
FOOD ESTABLISHEMENT PLAN REVIEW:	per site	$25.00

Return to Table of Contents

CITY OF KERRVILLE
FEE SCHEDULE

HEALTH DEPARTMENT (continued)

REINSPECTION FEES:		
First Reinspection	No charge	
Second Reinspection	same violation	$100.00
Subsequent Reinspection	same violation	$150.00
AFTER HOURS INSPECTION - EMERGENCY (4 hr minimum):	per hour	$50.00
SANITATION AND ENVIRONMENTAL INSPECTIONS (foster homes, day care, pools):	per site	$40.00
SEMI PUBLIC POOLS/SPAS (single pool facilities):	single	$75.00
ADDITIONAL SEMI PUBLIC POOLS/SPAS (single pool facilities):	per unit	$25.00
TEMPORARY FOOD SERVICE ESTABLISHMENT - SPECIAL EVENT:	14 day	$35.00
SEASONAL PERMITS:		
SEASONAL (non-hazardous foods)	10 month	$50.00
SEASONAL (non-hazardous foods)	per event	$10.00
SEASONAL (potentially hazardous foods)	10 months	$100.00
SEASONAL (potentially hazardous foods)	per event	$15.00
MOBILE FOOD ESTABLISHMENT PERMITS:		
UNRESTRICTED Mobile Food Establishment (**peddlers permit required also**):	per unit	$150.00
RESTRICTED Mobile Food Establishment (**peddlers permit required also**):	per unit	$50.00
CATERING LICENSE:	annual	$70.00
GENERAL SERVICE CATERING VEHICLE:	each	$75.00
REPLACE LOST, STOLEN, DAMAGED PERMIT OR CERTIFICATE:	each	$5.00
PEDDLERS PERMIT:	See Code Compliance Fee Schedule	
HOTEL PERMIT: (Tourist Courts, Hotels, Inns, and Rooming Houses)	annual permit	$50.00
First complaint inspection fee	per inspection	$100.00
Subsequent complaint inspection fee	per inspection	$150.00

CITY OF KERRVILLE
FEE SCHEDULE

INSPECTION DEPARTMENT

PROFESSIONAL AND OCCUPATIONAL LICENSES:		
General Contractor License	initial issue	$500.00
General Contractor License Renewal	annual	$100.00
General Contractor License / Single Project (currently charged at GC rate)	per project	$100.00
BUILDING, CONSTRUCTION, DEMOLITION PERMITS (single family by value):		
$1,000 and less	per permit	$25.00
$1,001 - $50,000 ($25.00 first $1,000, plus)	per/$1,000	$5.00
$50,001 - $100,000 ($270.00 first $50,000, plus)	per/$1,000	$4.00
$100,001 - $500,000 ($470.00 for first $100,000, plus	per/$1,000	$3.00
$500,001 and up ($1,670.00 for first $500,000, plus	per/$1,000	$2.00
NOTE: Value of construction is the greater of value quoted by contractor or calculated value using the ICC project valuation tables		
DEMOLITION AND MOVING DEPOSIT:	per structure	$500.00
BUILDING, CONSTRUCITON, DEMOLITION PERMITS (commercial by value):		
$1,000 and less	per permit	$25.00
$ 1,001 and greater	per/$1,000	$5.00
$500,000 and greater (approval of City Manager, fees may be determined by actual cost)	per permit	TBD
DEMOLITION AND MOVING DEPOSIT:	per structure	$500.00
BUILDING,CONSTRUCTION,DEMOLITION PLAN REVIEW:		
Plan review fee is due at permit application	50% of Building Permit Fee	
ELECTRICAL PERMITS:	per permit	$40.00
Circuits	per unit	$2.00
Fixtures	per unit	$0.50
Motors (1 hp or smaller)	per unit	$2.00
Motors (over 1 to 10 hp)	per unit	$2.50
Motors (over 10 to 25 hp)	per unit	$3.00
Motors (over 25 hp)	per unit	$5.00
Services	per unit	$7.50
Services (per additional meter)	per unit	$7.50
Appliances (range, water heater, diswasher, disposal, dryer)	per unit	$2.00
Equipment (welder)	per unit	$3.00
Equipment (transformers)	per unit	$5.00
Equipment (other)	per unit	$3.00
Signs	per unit	$5.75
Neon signs for transformer	per unit	$1.00

Return to Table of Contents

CITY OF KERRVILLE
FEE SCHEDULE

INSPECTION DEPARTMENT (continued)

PLAN REVIEW FEE:

First Review (due at permit application, includes review of minor changes)	per review	50% of permit fee
Subsequent Review (due to substantial submittal or project changes)	per hour	$60.00

REINSPECTION FEE:

First reinspection fee	same permit	$0.00
Second reinspection fee	same permit	$100.00
Subsequent reinspection	same permit	$150.00

CHANGE OF CONTRACTOR ON ACTIVE PERMIT:

Administrative fee	same permit	$100.00

NOTE: Regular permit fees and requirements apply to new contractor for changes to original plans

SPECIAL INSPECTION FEE:

During business hours	per permit	$50.00
After business hours - scheduled	per hour/2 min	$50.00
After business hours - emergency	per hour/4 min	$50.00

IRRIGATION SYSTEM PERMITS (landscape systems):

City water customer

Permit - $30.00 plus	per/$1,000	$3.00
Plan review	50% of permit fee	

Non-city water customer

Permit - $45.00, plus minimum of 2 inspections	per inspection	$100.00
Plan review	50% permit fee	

PLUMBING AND GAS PERMITS:

Permit	per permit	$30.00
Fixtures	per unit	$2.20
Building drain	per unit	$7.50
Water heater and/or Vent	per unit	$10.00
Gas Piping (1 - 5 outlets)	per unit	$10.00
Piping for water treatment	per unit	$7.50
Replace sewer yard line	per unit	$10.00

MECHANICAL PERMITS:

Permit	per permit	$30.00
First $1,000.00 value, or part thereof	up to $1,000	$15.00
Each additional $1,000.00 value over first $1,000.00	per /$1,000	$3.00

CITY OF KERRVILLE
FEE SCHEDULE

INSPECTION DEPARTMENT (continued)

INSPECTION FEE:		
Add or replace electrical wiring or panel	per unit	$15.00
Replacement equipment	per unit	$15.00
New equipment	per unit	$15.00
Alter existing equipment	per unit	$10.00
CHANGE OF OCCUPANCY (existing structure):	per structure	$20.00
BUILDING REPORTS (not for resale):	per report	$5.00
ISSUANCE OF PERMIT (building, electrical, mechanical, plumbing, irrigation, etc.) AFTER CONSTRUCITON PROJECT IS STARTED, FIRST OCCURANCE BY CONTRACTOR	Greater of double original permit fee or $75	
ISSUANCE OF PERMIT (building, electrical, mechanical, plumbing, irrigation, etc.) AFTER CONTRUCTION PROJECT IS STARTED, SUBSEQUENET OCCURENCES BY CONTRACTOR	Greater of double original permit fee or $250	
APPEAL TO BUILDING BOARD OF ADJUSTMENTS AND APPEALS FEE: Mechanics Board of Adjustments and Appeals; Plumbing Board of Adjustments and Appeals; Electrical Board of Adjustments and Appeals	per appeal	$150.00

Return to Table of Contents

CITY OF KERRVILLE
FEE SCHEDULE

LIBRARY: BUTT-HOLDSWORTH LIBRARY

RENTALS:

Meeting Room	per day	$20.00
Gazebo	per day	$30.00
Repairs of damages to furniture, equipment or facility	Actual Cost	

COPIES/PRINTING (Library and History Center)

Photocopier - black and whie	per page	$0.10
Photocopier - color	per page	$0.25
Computer/internet - black and white	per page	$0.10
Computer/internet - color	per page	$0.25

CIRCULATION CHARGES:

City resident card	No charge	
Non-city resident materials checkout only	per year	$35.00
Non-city resident computer use only	per year	$35.00
Non-city resident temporary use	per month	$8.00
Non-city resident full use	per year	$65.00
Library card replacement	per card	$1.00

OVERDUE FINES:

Fines/fees between $1.00 - $4.99 - Patron must pay $1.00 each time they use library

Fines/fees between $5.00-$9.99 - Patron must pay $2.00 each time they use library

Fines/fees $10.00 and above - Borrowing privileges suspended

Books - Adult patrons ($15.00 maximum)	item per day	$0.10
Books - Children patrons ($5.00 maximum)	item per day	$0.10
Audiobooks and CDs ($15.00 maximum)	item per day	$0.10
DVDs and BluRay ($15.00 maximum)	item per day	$1.00
Story Time Kits ($15.00 maximum)	item per day	$5.00
Other Kits ($15.00 Maximum)	item per day	$1.00
Overdue Electronic Device (up to cost of item)	item per day	$10.00

PROCESS FEE:

Lost or damaged items - non electric device (plus replacement cost)	per item	$5.00
Lost or damaged electronic device (plus replacement cost)	per item	$25.00
Collection agency submission for non-payment of fine	per fine	$10.00

ELECTRONIC DEVICE FEES:

Any patron wishing to borrow an electronic device must sign a credit card authorization form listing a valid credit card to kept on file.

Electronic device not returned according to policy	per item	$25.00
Programs/applications charged to library account (actual cost plus)	per item	$5.00
Personal Earbuds	per set	$2.00

CITY OF KERRVILLE
FEE SCHEDULE

LIBRARY: BUTT-HOLDSWORTH LIBRARY (continued)

LOST/DAMAGED ITEMS:

Patrons who have failed to return library material with a total value over $50.00 may receive a citation for violation of City of Kerrville, Code of Ordinance, Section 66-39(g) for failure to return property to the library.

Books (BHML - all ages - actual cost plus)	per item	$5.00
Books (History Center - rare, out of print - lesser of appraised value plus)	per item	$100.00
CDs (Book, music, MP3 - actual cost plus)	per item	$5.00
Individual CD in a set when available (book, music, MP3 - $10.00 per disc plus)	per item	$5.00
DVD (all ages - includes set - actual cost plus)	per item	$5.00
Kits (all ages - actual cost)	per item	$5.00

Actual cost of items below or next available generation of item if original is no longer on the market plus:

Apple iPad 2 (includes accessories)	per item	$25.00
Amazon Kindle Fire (includes accessories)	per item	$25.00
Dell Latitude E5410 laptop (includes accessories)	per item	$25.00
Dell Lattitue 2120 mini laptop (includes accessories)	per item	$25.00
Samsung Galaxy Tablet (includes accessories)	per item	$25.00
Electronic device accessories - actual cost plus	per item	$5.00

INTERLIBRARY LOAN:

Any additional fees or charges to be determined by the lending library are the patron's responsibility.

Any overdue item ($15.00 maximum)	item per day	$1.00
Lost or damaged item - cost assessed by lending library plus	per item	$5.00
Return postage	per item	$3.00

REPLACEMENT OF MISCELLANEOUS PARTS:

CD/DVD case (single)	per item	$1.00
DVD case (multiple)	per item	$4.00
Book on CD case (multiple up to 12 CDs)	per item	$10.00
Book on CD case (multiple up to 24 CDs)	per item	$15.00
CD Jewel case (multiple, 2 disc)	per item	$3.00
AV storage bags	per item	$1.00

RESEARCH FEES (requested from outside of service area):

Handling fee/postage	per request	$3.00
Photocopy	per page	$0.10

Return to Table of Contents

CITY OF KERRVILLE
FEE SCHEDULE

MUNICIPAL COURT FEES		
ONLINE TRANSACTION FEE:	per transaction	$1.50
MUNICIPAL COURT TECHNOLOGY FEE:	per conviction	$4.00
BUILDING SECURITY FEE:	per conviction	$3.00

CITY OF KERRVILLE
FEE SCHEDULE

PARKS AND RECREATION

Kerrville-Schreiner Park

DAILY ENTRANCE FEES:

Adult (13 and over), not to exceed $10.00 per vehicle	per person	$4.00
Child (12 and under)	per person	$1.00
Senior (over 65)	per person	$2.00
Commercial vehicles	per vehicle	$20.00
Group/school sponsored trip (ages 13 - 18 - not overnight)	per person	$0.50

ANNUAL DAY USE PASS:

Valid ONLY at Kerrville-Schreiner Park (excludes commercial vehicles)	per vehicle	$25.00
Second vehicle registered at the same address	per vehicle	$15.00

FACILITY USE FEES:

Camping fees cover entrance for up to 4 persons per site. Camp sites accomodate up to 8 people. Guests 5 - 8 must pay daily entrance fee.

Tent site w/ water	per night	$15.00
General campsites ONLY - year round	per month	$297.00
RV sites **221-235 and 317-323** (30 amp w/water, no sewer)	per night	$23.00
Above RV sites - **September 15 - May 15** - all utilities	per month	$413.00
RV sites **211-220 Riverside only** (30 amp w/water and sewer)	per night	$26.00
Above RV sites - **September 15 - May 15** - all utilities	per month	$490.00
RV sites **111-130 Deerfield Loop only** (30 amp water and sewer)	per night	$26.00
Above RV sites - **September 15 - May 15** - all utilities	per month	$528.00
RV sites **201-210 Riverside only** (50 amp w/water and sewer)	per night	$28.00
Above RV sites - **September 15 - May 15** - all utillities	per month	$561.00
Mini-Cabin - beds for 4 persons (**NO PETS**); hotel/motel tax additional	per night	$50.00
Cabins are air-conditioned, heated, table and chairs, campfire rings (pit/grill) and picnic table. No linens provided. **Security deposit required.**	deposit	$25.00
Park Cabin - beds for 6 persons (**NO PETS**); hotel/motel tax additional	per night	$110.00
Cabins are air-conditioned, heated, table and chairs, picnic table with combination campfire (pit/grill). Linens provided. Covers entrance up to 6 persons. Excess of 6 persons subject to daily entrance. **Security deposit required.**	deposit	$50.00

Return to Table of Contents

CITY OF KERRVILLE
FEE SCHEDULE

PARKS AND RECREATION (continued)		
Ranch House - beds for 8 persons (**NO PETS**); hotel/motel tax additional	per night	$190.00
House is air-conditioned, heated, table and chairs, picnic table with combination campfire.	deposit	$150.00
(pit/grill). Linens provided. Covers entrance up to 8 persons.		
Excess of 8 persons subject to daily entrance fee. **Security deposit required.**		
Bunk House (only rented w/Ranch House) **Security deposit required.**	per night	$50.00
	deposit	$50.00
Group Dining Hall - capacity 100 persons (**NO PETS**)	per day	$145.00
Screened building is **NOT AIR-CONDITONED**, equiped with full kitchen including deep sinks, hot	deposit	$50.00
water, two microwave ovens, and refrigerator/freezer. Full width serving bar and table with		
seating for approximately 100 persons. Outside has large charcoal grill. Includes entrance fee		
up to 100 persons. **Security deposit required.**		
Group Recreation Hall - day capacity 100 persons **(NO PETS)**	per day	$300.00
overnight capacity 50 persons, no beds provided, requires 2 day rental	deposit	$100.00
Air-conditioned, heated, restrooms inside. Full kitchen with 2 microwave ovens, and		
refrigerator/freezer, 8 folding tables with 50 chairs. Large charcoal grill outside.		
Includes entrance fee up to 100 persons. **Security deposit required.**		
Group Picnic Area - capacity 100 persons - specific location not guaranteed	per day	$50.00
Includes entrance fee up to 10 persons.		
Amphitheater only - capacity 220 persons	per day	$100.00
Amphitheather rented in conjunction with Group Recreation Hall	per day	$25.00
CANCELLATION FEE: **(applies to each site or facility reservation)**	per site/facility	$20.00
RV/TRAILER DUMP FEE **(if not camping in park - no entrance fee):**	per vehicle	$25.00
EXCESS VEHICLE PARKING **(all vehicles over 2 vehicles per site):**	per vehicle	$5.00
BUTTERFLY GARDEN **(private events only - does not include entrance fee):**	per event	$50.00
EXTRA PERSON OCCUPANCY FEE **(applies to each site and facility)**	per person	$3.00
Other Parks and Recreation		
SPECIAL EVENTS PERMITS: **(by application only)**	per event	$30.00
BOARDWALK PAVILION **(4 hr maximum - deposit required):**	per hour	$100.00
	deposit	$200.00

CITY OF KERRVILLE

FEE SCHEDULE

PARKS AND RECREATION (continued)		
LOUISE HAYS LARGE PAVILION AND PLAZA AREA **(deposit required)**	per day	$200.00
Table rental	per table	$5.00
Chair rental	per chair	$2.00
	deposit	$200.00
FAMILY PAVILION **(deposit required)**	per day	$100.00
	deposit	$100.00
FOUNTAIN AND PLAZA **(limit of one rental per weekend)**	per 1/2 day	$500.00
	deposit	$300.00
TRANQUILITY ISLAND **(security deposit required)**	per day	$150.00
	deposit	$150.00
CARVER PARK PAVILION AND BBQ AREA:	per day	$100.00
10 tables and restrooms - all day - **security deposit required**	deposit	$100.00
SMALL PARK PAVILIONS (various locations - **security deposit required**):	per day	$40.00
	deposit	$25.00
RIVER TRAIL (trailheads) - **security deposit required**		
KSP to G Street (2.2 miles)	per day	$200.00
G Street - Tranquility Island (1 mile)	per day	$200.00
Tranquility Island - Riverside Nature Center (.7 mile)	per day	$100.00
All of Trail	per day	$500.00
	deposit	equal total rental
ATHLETIC FIELD/COURT (without lights):	per hour	$15.00
ATHLETIC FIELD/COURT (with lights):	per hour	$20.00
CENTENNIAL STAGE (with electricity - **security deposit required**):	per day	$200.00
CENTENNIAL STAGE (without electricity-**security deposit required**):	per day	$100.00
	deposit	$200.00
SOFTBALL FEES (**security deposit requirements below**):		
Field - without lights	per day	$150.00
Field - with lights	per day	$170.00
Tournament - Deposit	per event	$150.00
Base and equipment - Deposit	per event	$100.00

Return to Table of Contents

CITY OF KERRVILLE
FEE SCHEDULE

PARKS AND RECREATION (continued)

TENNIS COURT FEES:		
All ages - 1 1/2 hour - single reservation	per person	$3.00
All ages - 2 hours per doubles reservation	per person	$3.00
TENNIS TOURNAMENT FEES:	Negotiated in contract	
Exemptions: KISD tournaments and practice; Schreiner University tournaments		
TENNIS ANNUAL FEES:		
Juniors (under 21 years)	per person	$90.00
Adults (21 and over)	per person	$150.00
Family	per family	$225.00
KISD Joint Use	per agreement	
SWIMMING POOL ADMISSION FEES:		
Olympic Pool - Adult (13 and older)	per person	$1.00
Olympic Pool - Children (4 - 12 years)	per person	$1.00
Olympic Pool - Children (3 year and under with adult)	per person	No charge
Olympic Pool - Non swimmers - all ages	per person	$1.00
SWIMMING POOL RENTAL FEES **(does not include pool admission):**		
Private party - includes lifeguards	2 hours	$200.00
SWIMMING POOL PAVILION FEES **(does not include pool admission or rental):**	2 hours	$20.00
SWIMMING POOL/PAVILION CANCELLATION FEE:	per site	$20.00
SWIMMING LESSONS:	per person	$35.00

CITY OF KERRVILLE
FEE SCHEDULE

PLANNING DEPARTMENT

CONCEPT PLANS:	each	$500.00
PRELIMINARY PLANS:	$300.00 plus the greater of	$20.00 per lot or $10.00 per acre
WATER/WASTEWATER MODELING FEE	To be determined	
FINAL, MINOR, VACATING, DEVELOPMENT, AMENDING PLATS, REPLATS:	$150.00 plus the greater of	$10.00 per lot
ZONING MAP AMENDMENT (Planned development, special use permit):	per amendment	$300.00
TEXT AMENDMENT:	per amendment	$300.00
ZONING VARIANCE:	each	$150.00
APPEAL TO CITY COUNCIL OR PLANNING & ZONING COMMISSION:	each	$15.00
ADMINISTRATIVE APPEAL:	each	$150.00
LAND USE PERMIT	each permit	$25.00

In case, where legal notice of public hearing is required and applicant defers schedule action, reapplication is required based on fee on original application.

Return to Table of Contents

CITY OF KERRVILLE
FEE SCHEDULE

POLICE DEPARTMENT

ACCIDENT REPORTS:	per report	$6.00
ALARM SERVICE (Police):	each service	$25.00
FALSE ALARM FEE:		
More than 3 times but fewer than 6 in preceding 12 month period	per violation	$50.00
More than 6 times but fewer than 8 in preceding 12 month period	per violation	$75.00
More than 8 or more times in preceding 12 month period	per violation	$100.00
FINGERPRINTING:	per person	$10.00
FUNERAL ESCORT SERVICE:		
(minimum of 2 officers with 2 hours per officer)	per event	$160.00
HOUSE MOVING & OTHER ESCORT:	per event	$30.00
LETTERS OF CLEARANCE:	per person	$10.00
OFFENSE/INCIDENT REPORTS:	per page	$0.10
PARADE DEPOSITS:		
Deposit - Class A (Less than 50 entries)	per event	$250.00
Deposit - Class B (More than 50 entries)	per event	$750.00
Deposit - Class C (motorcades, marches, etc.)	per event	$100.00
PARADE FEES:		
Class A	per event	$50.00
Class B	per event	$100.00
Class C	per event	$25.00
STOCK DRIVER PERMIT:	per event	$5.00
ALARM SERVICE PERMIT FEE:		
Residential	per location	$50.00
Commercial	per location	$100.00

CITY OF KERRVILLE
FEE SCHEDULE

PUBLIC WORKS

TRAFFIC CONTROL FEE:		
Labor	per hour/person	$27.50
Materials/equipment	To be determined by job	
BANNER PERMIT:	per banner	$60.00
BANNER PERMIT ADMINISTRATION FEE:	per banner	$25.00
STREET SIGNS:	per sign	$250.00
SIDEWALK CAFÉ:	per table	$50.00

Return to Table of Contents

CITY OF KERRVILLE
FEE SCHEDULE

SOLID WASTE

SOLID WASTE COLLECTION SERVICE LICENSE:

Application Fee:

Small Waste Collector	per permit	$150.00
Small Waste Collector	each vehicle	$5.00
Waste Collector	each	$250.00
Collection Vehicle	each	$5.00

Application Renewal:

Small Waste Collector	each	$75.00
Collection Vehicle	each	$5.00
Waste Collector	each	$100.00
Collection Vehicle	each	$5.00

SOLID WASTE DISPOSAL SERVICE:

Municipal Solid Waste - Compacted (**plus surcharge**)	per ton	$55.26
Municipal Solid Waste - Compacted minimal	less than 360lbs	$20.00
Municipal Solid Waste - Loose (**plus surcharge**)	per ton	$55.26
Municipal Solid Waste - Loose minimal	less than 360lbs	$20.00
Surcharge	per ton	$11.00
Special waste - Liquids	per gallon	$0.26
Small Animal	each	$8.70
Large Animal	each	$33.48
Weight/Scale	each	$1.20
Ticket/Copy	each	$2.39
Loads not covered with tarp or net	per occurrence	$5.00
Residential Garbage Collection	per month	$7.82
Disposal Pass Through	per month	$4.69
Mobile Home Service	per month	$6.37
Disposal Pass Through	per month	$4.69
Composting	per month	$2.12
Recycling	per month	$3.49
Enviroment Fee	per month	$0.40
Toter Exchange (after grace period)	per tote	$25.00
Replacement Toter (damaged or lost by customer)	per tote	$50.00
Extra Tote	per month	$5.00
Out of Cycle Brush or Bulk Trash Pickup	first 2 cubic yards	$50.00
Additional Out of Cycle Brush or Bulk Trash Pickup	subsequent yard	$25.00
Animal pickup (greater than 10 pounds)	per animal	$50.00

CITY OF KERRVILLE
FEE SCHEDULE

WATER, WATER RECLAMATION AND LABORATORY

WATER TAPS:

3/4" tap - Material, labor and equipment	per tap	$1,494.00
1" tap - Material, labor and equipment	per tap	$1,583.00
1 1/2" tap - Material, labor and equipment	per tap	$2,978.80
1" Water Service Split	per split	$268.45
2" Water Service Commercial and Domestic	per tap	$4,445.00
2" Water Service Irrigation	per tap	$3,445.00
Above 12" in size will be quoted using current pricing for meter/materials	To be determined by job	
Water tap in TXDOT Right of Way	To be determined by project	

WATER METER SET/INSTALL, IF THE WATER TAP EXISTS:

5/8" meter - Material, labor and equipment	per meter	$200.00
3/4" meter - Material, labor and equipment	per meter	$200.00
1" meter - Material, labor and equipment	per meter	$300.00
1 1/2" meter - Material, labor, and equipment	per meter	$525.00
2" and above in size will be quoted using current pricing for meter/materials	To be determined by job	

SEWER TAPS:

4" tap - Material, labor and equipment - Out of manhole	per tap	$1,527.50
4" tap - Material, labor and equipment - Internal manhole drop	per tap	$1,253.80
6" tap - Material, labor and equipment - Out of manhole	per tap	$1,646.10
6" tap - Material, labor and equipment - With manhole	per tap	$3,835.00
Additional charge per foot of depth for manholes over 8 feet deep	per foot	$200.00
Sewer tap in TXDOT Right of Way	To be determined by project	

SEPTAGE:

Septage/chemical toilet waste received at treatment plant (inside Kerr County)	per gallon	$0.08
Septage/chemical toilet waste received at treatment plant (outside Kerr County	per gallon	$0.16
Septage/chemical toilet waste spill surcharge (@ Treatment Facility only)	per incident	$75.00

MANIFEST BOOKS:	per book	$5.00

Return to Table of Contents

CITY OF KERRVILLE
FEE SCHEDULE

WATER, WATER RECLAMATION AND LABORATORY (continued)

LABOR AND EQUIPMENT FOR REQUESTED SERVICES:

Labor - Business Hours	per hour/person	$27.50
Labor - After Business Hours/Holidays/Weekends (**4 hour minmum**)	per hour/person	$41.25
Backhoe/Loader	per hour	$45.00
Dump Truck	per truck	$30.00
Crane Truck	per hour	$40.00
Vac-con Hydro-jet Cleaner/Vaccum Truck	per hour	$95.00
Air Compressor	per hour	$12.50
Televising Wastewater Mains (per hour - includes crew and equipment)	per hour	$150.00
Service Truck with tools	per hour	$25.00
Backflow Prevention Test - Reduced Pressure Zone Device	per test	$100.00
Backflow Prevention Test - Double Check Device	per test	$70.00
Scale Fee	each	$1.00
Water Violation Reconnect Fee	each account	$25.00
Sewer Only Customers	each account	$50.00
Inspection Fee For Privately installed water + wastewater tap	each account	$50.00

WATER WELL LICENSE APPLICATION:	each license	$50.00

LABORATORY SERVICES (by parameter, per each test):

Alkalinity (as CaCO2)	per test	$20.00
Ammonia Nitrogen	per test	$30.00
Total BOD5	per test	$33.00
Carbonaceous BOD5	per test	$40.00
Chloride	per test	$10.00
Conductivity	per test	$5.00
Iron	per test	$15.00
Hardness, Total	per test	$15.00
Nitrogen, Nitrate	per test	$18.00
Nitrogen, Nitrite	per test	$18.00
Oil and Grease	per test	$45.00
Phosphorus, Total	per test	$20.00
Solids, Total Dissolved	per test	$35.00
Solids, Total Suspended	per test	$15.00
Solids, Volatile Suspended	per test	$15.00
Sulfate	per test	$15.00
Total Organic Carbon	per test	$50.00

BACTEROLOGICAL TEST:

Total Coliform/E. Coli (presence/absense)	per test	$18.00
Total Coliform/E. Coli Enumeration (Quanti-Tray)	per test	$20.00

SAMPLE COLLECTION FEE

Water Sample Collection Fees (inside of city limits only)	per test	$25.00

STANDARD ANAYLSIS PACKAGE (DRINKING WATER)

Included: Alkalinity, chlorides, conductivity, total hardness, Iron, Nitrate, Sulfate, total dissolved solids, total coliform/E. coli	per test	$100.00

Return to Table of Contents

CITY OF KERRVILLE
FEE SCHEDULE

WATER RECORDS/FINANCE DEPARTMENT

RETURNED ITEM HANDLING:		
(Checks, bank drafts, credit or debit cards)	per item	$25.00
LIEN FILING FEE	ACTUAL COST	
NEW ACCOUNT FEE (water, sewer, garbage):	per account	$25.00
NEW ACCOUNT FEE (water, sewer, garbage - with auto payment option):	per account	$15.00
UTILITY CUSTOMER DEPOSIT:		
Residential	per account	$75.00
Commercial	per account	$75 or 2x Avg Usage
SERVICE CHARGE: (new account turn-on, pull or lock meter, additional trips to meter locations, and accounts not paid in full by 5:00 p.m. on due date)		
During regular business hours	per account	$25.00
After regular business hours, weekends, holidays	per account	$50.00
WATER RATES - INSIDE CITY LIMITS:		
Residential		
Monthly Account Maintenance Fee **plus**	per account	$11.43
0 - 6000 gallons	per 1,000	$3.06
6,001 - 15,000 gallons	per 1,000	$3.46
15,001 - 25,000 gallons	per 1,000	$4.38
25,001 - 50,000 gallons	per 1,000	$5.57
50,001 and up gallons	per 1,000	$7.12
Commercial		
Monthly Account Maintenance Fee **plus**	per account	$11.43
0 - 25,000 gallons	per 1,000	$3.43
25,001 - 50,000 gallons	per 1,000	$3.88
50,001 and up gallons	per 1,000	$4.41
Irrigation		
Monthly Account Maintenance Fee **plus**	per account	$11.43
0 -15,000 gallons	per 1,000	$4.38
15,001 - 25,000 gallons	per 1,000	$5.38
25,001 and up gallons	per 1,000	$6.87
Fire Hydrant		
Monthly Account Maintenance Fee **plus**	per account	$62.40
Deposit (refundable)	per account	$2,750.00
Meter Set-up or Move	per account	$200.00
New Account Fee	per account	$25.00
0 -15,000 gallons	per 1,000	$4.38
15,001 - 25,000 gallons	per 1,000	$5.38
25,001 and up gallons	per 1,000	$6.87

Return to Table of Contents

CITY OF KERRVILLE

FEE SCHEDULE

WATER RECORDS/FINANCE DEPARTMENT (continued)

WATER RATES - OUTSIDE CITY LIMITS

Residential		
Monthly Account Maintenance Fee **plus**	per account	$17.15
0 - 6000 gallons	per 1,000	$4.59
6,001 - 15,000 gallons	per 1,000	$5.19
15,001 - 25,000 gallons	per 1,000	$6.57
25,001 - 50,000 gallons	per 1,000	$8.36
50,001 and up gallons	per 1,000	$10.68
Commercial		
Monthly Account Maintenance Fee **plus**	per account	$17.15
0 - 25,000 gallons	per 1,000	$5.15
25,001 - 50,000 gallons	per 1,000	$5.82
50,001 and up gallons	per 1,000	$6.62
Irrigation		
Monthly Account Maintenance Fee **plus**	per account	$17.15
0 -15,000 gallons	per 1,000	$6.57
15,001 - 25,000 gallons	per 1,000	$8.07
25,001 and up gallons	per 1,000	$10.31
Fire Hydrant		
Monthly Account Maintenance Fee **plus**	per account	$93.60
Deposit	per account	$2,750.00
Meter Set-up or Move	per account	$200.00
New Account Fee	per account	$25.00
0 -15,000 gallons	per 1,000	$6.57
15,001 - 25,000 gallons	per 1,000	$8.07
25,001 and up gallons	per 1,000	$10.31

EFFLUENT OR RE-USE WATER (pumped):

Monthly Account Maintenance Fee **plus**	per account	$11.43
(unless otherwise agreed to in separate contract)	per/1,000 gallons	$0.38

WATER BY THE TRUCK LOAD:

Re-Use Water		
0 - 3,000 gallons	per load	$10.00
3,000 - 8,000 gallons	per load	$17.50
Potable Water		
0 - 3,000 gallons	per load	$12.50
3,000 - 8,000 gallons	per load	$20.00

CITY OF KERRVILLE
FEE SCHEDULE

WATER RECORDS/FINANCE DEPARTMENT (continued)

SEWER RATES - INSIDE CITY LIMITS:

Residential

Monthly Account Maintenance Fee **plus**	per account	$8.55
New account with no consumption history	4,000 gallon min.	$20.68
Per 1,000 gallons (winter average of Dec-Jan-Feb consumption)	per/1,000 gallons	$5.17

Commercial

Monthly Account Maintenance Fee **plus**	per account	$8.55
Per 1,000 gallons	per/1,000 gallons	$5.50

Wholesale

Wholesale Sewer rate	per/1,000 gallons	$5.10
Wholesale sewer rate excess capacity	per day	$1,000.00

SEWER RATES - OUTSIDE CITY LIMITS:

Residential

Monthly Account Maintenance Fee **plus**	per account	$12.83
Per 1,000 gallons	per/1,000 gallons	$7.76

Commercial

Monthly Account Maintenance Fee plus	per account	$12.83
Per 1,000 gallons	per/1,000 gallons	$8.25

Wholesale

Wholesale Sewer rate	per/1,000 gallons	$5.10
Wholesale sewer rate excess capacity	per day	$1,000.00

NOTE: Outside city limits - water and sewer rates are 1 1/2 times inside city limits rates.

Return to Table of Contents

END