

**CITY OF KERRVILLE, TEXAS**  
**APPROVED BUDGET**  
**FISCAL YEAR 2024**



**LOOKING UP**

# REQUIRED DISCLOSURE

## City of Kerrville Fiscal Year 2023-2024

This budget will raise more revenue from property taxes than last year's budget by an amount of \$994,030 which is a 6.8 percent increase from last year's budget and of that amount, \$246,437 is generated from new property added to the tax roll this year. (This paragraph is included in accordance with Sections 102.005 and 102.007, Tx. Local Gov't Code.)

The **overall** property tax rate will decrease from \$0.5752 to \$0.5595 resulting in an overall tax rate decrease of 2.7%. The **Maintenance & Operations (M&O) rate will be reduced from the FY2023 rate of \$0.4341 to \$0.4185 in FY2024.** The Interest and Sinking (I&S), which is portion allocated to pay debt, will slightly decrease from \$0.1411 in FY2023 to \$0.1410 in FY2024.

The recorded vote for each member of the governing body, by name, voting on the adoption of the Fiscal Year 2023 (FY2023) budget is as follows:

Recorded Votes		
Councilmember	September 12, 2023	September 26, 2023
Judy Eychner, Mayor	Yes	Yes
Roman Garcia, Place 1	No	No
Jeff Harris, Place 2	Yes	Yes
Joe Herring Jr., Place 3	Yes	Yes
Brenda Hughes, Place 4	Yes	Yes

Property Tax Rate Comparison		
	2022-2023	2023-2024
Total Tax Rate	\$ 0.5752	\$ 0.5595
No-New-Revenue Rate	\$ 0.4611	\$ 0.5360
No-New-Revenue M&O Rate	\$ 0.3980	\$ 0.4064
Voter-Approval Rate	\$ 0.5752	\$ 0.5616
Maintenance & Operations (M&O) Rate	\$ 0.4341	\$ 0.4185
Debt Rate (I&S)	\$ 0.1411	\$ 0.1410

At the end of FY2023, the total debt obligation (outstanding principal) for the City of Kerrville secured by property taxes will be \$114,273,571. Of this amount, \$49,763,571 is paid for with Water Fund Revenue, \$9,165,000 is paid for by Economic Improvement Corporation (EIC) 4B Sales Tax Revenue, and \$55,345,000 is paid for with Property Tax Revenue. As in all prior years, the City expects that Water Fund and EIC 4B Sales Tax Revenue will be sufficient for debt obligations of these funds. More information regarding the City's debt obligations, including payment requirements for current and future years, can be found in the Debt Service Funds section of this document.



# BUDGET AWARD



GOVERNMENT FINANCE OFFICERS ASSOCIATION

## *Distinguished Budget Presentation Award*

PRESENTED TO

**City of Kerrville  
Texas**

For the Fiscal Year Beginning

**October 01, 2022**

*Christopher P. Morill*

**Executive Director**

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Kerrville for its annual budget for the fiscal year beginning October 1, 2022.

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.

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# CITY MANAGER'S MESSAGE



# CITY MANAGER'S MESSAGE

Dear Honorable Mayor Judy Eychner, Councilmembers, and Citizens of Kerrville,

It is my privilege to submit the Fiscal Year 2024 (FY2024) Proposed Budget for the City of Kerrville. Over the past few years, the City of Kerrville and its citizens have been faced with unprecedented challenges that have impacted the entire community, beginning with the COVID-19 pandemic in 2020, followed by two winter storms, unprecedented inflation and ongoing drought conditions. Through all of the challenges, the City of Kerrville has remained fiscally and operationally strong.

Throughout FY2023, the City focused heavily on the implementation of action items identified within the Kerrville 2050 Comprehensive Plan. FY2023 accomplishments include:

- Significant progress on the design / build process for the new Public Safety Facility
- Adoption of the updated Water / Wastewater Master Plan
- Issuance of \$11.5M in Water Revenue Bonds to support projects within the Water / Wastewater Master Plan
- Over \$1M in street reconstruction efforts and pedestrian sidewalk enhancements
- \$2 million in street maintenance activity
- Downtown revitalization to include grant, EIC, and TIRZ funded projects to improve walkability
- Continued implementation of Advanced Metering Infrastructure (AMI)
- Update to Pavement Condition Assessment plan
- Initiation of a new phase of the River Trail providing more access to downtown
- Completion of Lower Lois Street Drainage project
- Continued efforts on design of Heart of the Hills Heritage Center project
- Strategic adjustments to Public Safety Step Plans to aid in personnel recruitment and retention efforts
- Facilitation of Killdeer Mountain Manufacturing's business development efforts, employment growth, and new facility construction in Kerrville
- Significant progress on the new single-family workforce housing neighborhood in partnership with Lennar Homes
- Installation of an Outdoor Fitness Court (funded with grant, EIC and Parkland monies) to provide citizens a **free** place to exercise
- Completion of Police Body / In-Car Camera project to enhance officer safety
- Installation of public Wi-Fi at the Library Campus
- Completion of installation of effluent water lines at Loop 534 damaged by floodwaters
- Initiation of several Water / Wastewater projects outlined in the newly adopted master plan
- City staff completed paving the Crosswind Runway at the Kerrville Kerr County Airport
- EIC approved \$5M infrastructure grant for workforce housing development
- Partnered with Kerrville Convention and Visitors Bureau and The Community Foundation of the Texas Hill Country to create the Community Arts Program
- Adoption of the Singing Wind Park Master Plan

# CITY MANAGER'S MESSAGE

The theme chosen for the FY2024 Budget, **Looking Up**, is indicative of the City's anticipation of continued leveling of inflation, continued upward movement of Council and community priorities and, of course, the April 2024 Solar Eclipse that will have the community and visitors "looking up" to witness this once-in-a-lifetime event.

The City has historically utilized a priority-based budgeting approach. Given the unprecedented inflation that impacted FY2022 and the building of the FY2023 budget, staff took a different approach when creating the FY2024 budget. The City is subject to the same inflationary factors and supply shortages faced by citizens, therefore, the FY2023 budget saw heavy increases in all areas. With recent leveling of inflation, increases are not predicted to continue to grow to the levels experienced in FY2022 and FY2023. Because of this, staff used more of a baseline budget approach for FY2024. The FY2024 operational budget used FY2023 as a baseline. Using trends and current data, staff increased only in areas that continue to experience larger increases and decreased categories (such as fuel and chemicals). All operations of the City support Kerrville 2050, however, early in FY2023, staff created a new budget team with the purpose of completing a full inventory of all rolling stock, equipment and facilities. The long-term goal of this team is to create a long-range asset replacement plan including maintenance to facilities that is outside normal operations and plans for facility replacement as they reach end of life.

Allocation of funds within the FY2024 Proposed Budget supports the implementation of the community's vision as expressed via the guiding principles outlined in the Kerrville 2050 Comprehensive Plan, as well as specific strategic initiatives of the City Council. Some of the major initiatives slated for FY2024 are as follows (categorized within their respective Kerrville 2050 Key Priority Area):

## **Community & Neighborhood Character / Placemaking**

- An update of the Kerrville 2050 Comprehensive Plan, to include evaluation of potential overlay Zoning districts and further study of key select Strategic Catalyst Areas such as the medical district (Strategic Catalyst Area #2), Nimitz Lake (Strategic Catalyst Area #3), and the area around Schreiner University / Legion neighborhood (Strategic Catalyst Area #9)
- Revisions to various planning and development Codes and Ordinances

## **Downtown Revitalization**

- Continued implementation of the vision set forth by the Kerrville Urban Trail System for Clay Street South
- Potential historic designation of the proposed Heart of the Hills Heritage Center followed by next steps for design / build process
- Continued efforts to attract a downtown hotel
- Downtown beautification to attract visitors and improve business sustainability

# CITY MANAGER'S MESSAGE

## **Economic Development**

- Continued focus on regional retail recruitment
- Supporting the efforts of the Kerr Economic Development Corporation in local workforce development efforts, bringing high-quality primary jobs to the community, as well as retaining and expanding existing local employers
- Support Kerr Economic Development Corporation with efforts to support local child care centers to increase availability of child care for working families

## **Housing**

- Potential creation of a new Tax Increment Reinvestment Zone to encourage workforce housing development
- Partnering with the private sector to facilitate the continued expansion of workforce housing developments in the community

## **Mobility / Transportation**

- Adopt new Pavement Master Plan based on findings from Pavement Condition Assessment completed in FY2023
- Continued enhancement to funding levels for annual street maintenance activity
- Investment in sidewalks, pedestrian safety improvements, and other multi-modal transportation enhancements, especially through opportunities presented via state-wide grant funding

## **Parks, Open Space & the River Corridor**

- Initiation of the design phase of the River Trail Downtown Extension (EIC funded)
- Continue the implementation of the City's newly updated Parks and Recreation Master Plan and Singing Wind Park Master Plan
- Investment in the community's tourism economy via community event support, and quality of life assets that serve both the residents of the community as well as visitors
- Encourage additional public art installations and more consistent funding mechanisms for public art in the community in coordination with the Community Arts Program

## **Public Facilities & Services**

- Continued emphasis on recruiting, training and development of a high-quality City workforce to improve retention
- Building a high-performing City organization by empowering employees through a continued focus on training and leadership development
- Continue to address the community's priority to ensure the highest level of public safety operations to best serve the citizens
- Replace aging assets and equipment so that personnel can perform their essential duties safely, efficiently, and effectively
- Initiating a facility master planning process based on a space needs assessment for all City operations



# CITY MANAGER'S MESSAGE

## **Water, Wastewater & Drainage**

- Initiate projects outlined within the City's newly updated Water / Wastewater Master Plan
- Update resolution for multi-year water / wastewater rates
- Continued implementation of the City's Long Range Water Supply Plan, with an emphasis on local conservation efforts during the continued drought

## **Budget Philosophy**

The FY2024 Proposed Budget is built upon a conservative fiscal philosophy, with a key priority of ensuring fiscal sustainability of City operations and service delivery to the community. Leveling of nationwide price increases for labor, fuel / energy sources, and supplies that created heavy increases in FY2023 were factored into the development of the FY2024 budget. City staff have been challenged with implementing cost-saving measures both for the remainder of FY2023, and throughout the budget process for FY2024; focusing on maintaining current levels of quality public services for citizens first and foremost.

The City remains operationally strong and fiscally healthy. Long-range planning efforts are continuing to be updated for successful implementation of the community's long-term vision. These plans help proactively manage the overall health of City assets and operating systems in order to best serve our citizens and allow for the creation of strong financial forecasting models to ensure the continued wellbeing of Kerrville.

## **Conclusion**

The FY2024 Proposed Budget reflects the City's efforts to meet the community's desired levels of services and fiscal discipline while maintaining service levels. The new budget allocates resources in a way that supports the community's vision expressed in Kerrville 2050. The budget emphasizes continued focus on the City's three "E's" approach toward achievement of public service excellence: Engagement (strengthening relationships and building trust), Empowerment (investing in and developing our City personnel), and Execution (implementing Kerrville 2050 through strategic planning).

As we move to FY2024, city staff remain committed to upholding the Vision, Mission and Core Values of the City in a way that best represents the needs of the citizens and visitors of Kerrville.

Respectfully,



Kimberly Meisner  
Interim City Manager



# STRATEGIC GOALS



# STRATEGIC GOALS

## **Kerrville 2050 Key Priority Areas**

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

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

Every function performed by the City ties directly back to one of these Kerrville 2050 Key Priority Areas to ensure implementation of community priorities. The Key Priority Areas govern the preparation of the budget as well as the operation of each department. Accordingly, the following section focuses on the Kerrville 2050 specific accomplishments and objectives. More granular accomplishments and objectives along with performance measures are located throughout this document within departmental information sections of each fund.

Action items are identified within each Key Priority Area to guide City Council and staff during the budget process and in decision making throughout the year.

The Kerrville 2050 Comprehensive Plan can be viewed in its entirety at [www.kerrville2050.com](http://www.kerrville2050.com).

# STRATEGIC GOALS

## **Kerrville 2050 by Key Priority Area & Guiding Principals**

### **Economic Development**

- E1: Support a more holistic approach to economic development, housing and quality of life for people of all economic strata
- E2: Develop policies, processes and programs, including economic incentives, which are clear and consistently applied by a team of City and partner economic development entities working with stakeholders and focused on attracting, retaining and expanding business
- E3: Continue to focus on quality of life attributes and enhancements as a high priority, balancing growth with community and individual well-being and the need to preserve a healthy/beautiful environment unique to Kerrville
- E4: Balance, broaden and diversify the City's tax base, shifting the tax burden away from residential property owners
- E5: Provide access to creative sources of capital for businesses
- E6: Support access to the infrastructure necessary to accommodate the future growth of housing and business (water, wastewater, power, communications, roads)
- E7: Create an identity for Kerrville as the capital or hub of the Hill Country
- E8: Emphasize greater support for growth of the tourism industry
- E9: Foster/leverage higher education and entrepreneurship as community assets
- E10: Continue to leverage Kerrville as a great place for retirement living
- E11: Promote new retail development while considering its impacts on existing business
- E12: Nurture continued growth and quality of the medical/health care industry in Kerrville

### **Housing**

- H1: Provide a diverse range of housing options to meet the needs and desires of all age groups, income levels, and lifestyles
- H2: Maintain the quality and value of existing neighborhoods
- H3: Continue to leverage Kerrville as a retirement living destination

### **Community & Neighborhood Character / Place making**

- C1: Promote "aging in place" or full life-cycle amenities to address the needs and desires of children, teens, young families and single professional adults
- C2: Seek to attract a range of housing options to provide choices for people with a variety of ages, incomes, lifestyles, etc.
- C3: Promote the use of inclusive processes to capture the voices of the citizenry in decision making
- C4: Promote design that is in keeping with Kerrville, its natural beauty, history, culture and diversity using art, landscaping and other aesthetic features, including "random order" (sameness that doesn't seem forced); encourage design that promotes interaction, a sense of community and gatherings

# STRATEGIC GOALS

## **Kerrville 2050 by Key Priority Area & Guiding Principals**

C5: Establish clear regulations for code enforcement and zoning, educate the public on the value and importance of property maintenance, and focus on proactive code enforcement and maintaining minimum property standards

C6: Celebrate and honor the character of each neighborhood and its culture; revitalize neighborhoods and create gathering places within them while avoiding the displacement of citizens and their cultures

C7: Promote walkability and complete streets, focusing on community health in the review of new development proposals and supporting pleasing, well-kept neighborhoods that maintain their value and help sustain economic development

### **Mobility / Transportation**

M1: Promote a safe, reliable, sustainable and affordable transportation system

M2: Promote a transportation infrastructure that encourages safety and a healthy lifestyle

M3: Place an emphasis on preserving and incorporating the natural environment and aesthetic features into transportation infrastructure planning and design for a more enjoyable user experience

M4: Place a high priority on the maintenance of existing streets

M5: Consider policies and technology that mitigate traffic congestion and improve traffic flow

M6: Develop a more comprehensive, multi-modal transportation plan that addresses both daily transportation needs and recreational interests (pedestrian, trails and bicycle, etc.) with an emphasis on filling gaps and creating interconnectivity for both local and tourist traffic

M7: Accommodate and promote regional commuters and commuting options (for example, provision and use of park and ride lots)

M8: Enhance efforts to educate the public regarding the variety of existing transportation options and plans for the future

### **Water, Wastewater & Drainage**

W1: Develop and maintain long-range water plans that prioritize infrastructure needs and identify funding sources.

W2: In the development of the long-range water plan, anticipate growth, consider all sources and plan for future droughts

W3: Address water quality challenges with proven solutions

W4: Preserve natural riparian areas

W5: Update and maintain the City's long-range plan for wastewater management, addressing and prioritizing infrastructure needs and identifying funding sources

W6: Consider alternative solutions to standard wastewater service methods to address specific conditions and for cost effectiveness

W7: Develop and maintain a long-range plan for storm water/drainage management, addressing and prioritizing infrastructure needs and identifying funding sources

# STRATEGIC GOALS

## **Kerrville 2050 by Key Priority Area & Guiding Principals**

W8: Focus more on on-site green/bio storm water infrastructure to support water quality and quantity goals

W9: Enhance efforts aimed at water conservation, better storm water management on private property and measures such as rain harvesting and other innovative approaches to help manage water usage

W10: Expand ongoing education efforts regarding water issues

W11: Encourage water conservation through the use of xeriscape and other low-irrigation, low maintenance landscape techniques

## **Public Facilities & Services**

F1: Commit to maintaining high-quality, cost-effective public services and facilities consistent with anticipated growth and ensure cost-effective use and maintenance of these assets

F2: Place the highest priority on public safety (police, fire, EMS).

F3: Address long-term technology needs through public-private partnerships to support public safety, information services and the library

F4: Support responsible long-range waste management policies and practices

F5: Consider opportunities for interlocal agreements and collaborations with other government entities and partner agencies for the provision of services

F6: Focus close attention on building architecture and scale to preserve Kerrville's small-town charm

F7: Be thoughtful when considering land uses and provide facilities and services that promote and enhance local parks, green spaces and the River Trail

F8: Place a stronger focus on public health through enhanced code enforcement, including providing for the demolition, clean-up and improvement of derelict properties to meet minimum standards

F9: Recognize public services and facilities as potential catalysts for growth and redevelopment that can promote economic development and cultural enrichment

## **Parks, Open Space & The River Corridor**

P1: Enhance the aesthetics and mitigate the ecological impacts of development on the river corridor while preserving scenic views and the natural beauty of the area

P2: Identify, educate and promote the use of natural and native flora and fauna on private property and in public spaces

P3: Preserve and protect the natural riparian buffer (natural vegetation surrounding river) and ensure that development prioritizes environmental responsibility and a respect for natural areas

P4: Update the Parks Master Plan, other applicable codes and ordinances and capital planning and funding priorities to support Kerrville 2050

P5: Focus on enhancing/investing in existing parks, their purpose or repurpose and improving accessibility before acquiring land for new parks

# STRATEGIC GOALS

## **Kerrville 2050 by Key Priority Area & Guiding Principals**

P6: Focus on connecting businesses, neighborhoods, major destinations and other amenities with parks, open spaces and the river corridor

P7: Promote and market all City parks and recreation amenities, including the Guadalupe River

P8: Provide recreational opportunities for people of all ages and abilities, both residents and tourists

## **Downtown Revitalization**

D1: Create a “living room” for the community and a “front door” for visitors—a full service destination that attracts anchor uses and increased residential and mixed-use development

D2: Foster a downtown that tells the community’s history/story/lore by preserving and enhancing historic features and a sense of place, celebrating and connecting downtown to the Guadalupe River and developing a brand and a unified identity for downtown

D3: Maintain and support small businesses with a local identity

D4: Encourage and program downtown public events and create more gathering places that promote and enhance downtown as an arts, culture and music center

D5: Promote a walkable, useable, uniform and pedestrian-oriented public space linking downtown to the surrounding neighborhoods through streetscape elements, access, connections and crossings

D6: Promote preservation and reinvestment in single-family and historic components in the areas around and near downtown

D7: Encourage reinvestment in downtown businesses by identifying and addressing regulatory hurdles and providing incentives to attract development consistent with the community’s vision

D8: Encourage reinvestment in downtown in the form of vertical mixed-use development, including residential uses



# CITY PROFILE

# CITY PROFILE

## **City of Kerrville Profile**

Kerrville is ideally located in the heart of the Texas Hill Country, 65 miles northwest of San Antonio and 103 miles southwest of Austin. Other major metropolitan areas, Dallas and Houston, are both less than 300 miles from Kerrville. Kerrville is the county seat for Kerr County and easily accessible from Interstate Highway 10 or State Highways 16, 27, and 173.

Kerrville is a home-rule charter city and operates under a Council-Manager form of government. A mayor and four council members are elected by a majority of the entire city. Elections typically take place on the first Saturday in May.

### **Kerrville's 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 Kerrville and was established as the new county seat of Kerr County. Eventually, no one knows why or when, the "s" in Kerrville 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.

### **Climate**

At an elevation of 1,645 feet above sea level, Kerrville has a semi-arid climate, averaging approximately 32 inches of rain per year. August is the warmest month with an average high temperature in the mid-nineties. January is the coldest month with average lows in the mid-thirties.

### **Topography**

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



# KERRVILLE CITY COUNCIL



**Pictured left to right: Roman Garcia Place 1, Jeff Harris Place 2, Judy Eychner Mayor, Joe Herring Jr. Place 3, and Brenda Hughes Place 4**

The City of Kerrville operates as a Council-Manager system of government. The Kerrville City Council (comprised of a mayor and four council members) serves as the policy-making body for the City. All members of City Council are elected by the citizens of Kerrville. City Council determines the overall goals and objectives for the City, provides direction for City services and adopts the annual operating budget. This body also appoints the City Manager, City Attorney, Municipal Judges and members of boards and commissions. The City Manager is directly responsible for the overall operations of the City.

City Council meetings are held on the second and fourth Tuesday of each month at 6:00 p.m. (with some variation during the holidays) in the Council Chambers at City Hall. These meetings are open to the public and citizen input is welcome. To watch the City Council meetings live or to view past recordings go to: [www.kerrvilletx.gov/1328/Kerrville-City-Channel](http://www.kerrvilletx.gov/1328/Kerrville-City-Channel).

# VISSION, MISSION, AND CORE VALUES

## Vision Statement

To provide economic opportunity that is fostered by a high quality of life

## Mission Statement

Ensure a high quality of life through engagement with citizens and empowerment of employees

## City of Kerrville Core Values

### Standards

The City will be held to higher standards in terms of integrity, productivity and quality of work.

### Tone

The City will demonstrate a citizen centric and team approach.

### Expectations

The City will be innovative, data driven for evidence-based decision making, and accountable.

### Pace

The City will instill a sense of urgency for responding and delivering results.



# CITY OF KERRVILLE

## BOARDS & COMMISSIONS

### **Building Board of Adjustments and Appeals**

Jennifer Hyde	Wayne K. Uecker	Daniel Lowery
Mack Edmiston	Caleb B. Mizell	Bob Rue

### **Economic Improvement Corporation**

Celeste Hamman	Kim Clarkson	Kyle A. Bond
Joe Herring Jr.	Gary Cochrane	John Anderson
Gregg D. Appel		

### **Food Service Advisory Board**

Marcus Willis	Rebecca Dittmar	Shonna K. Ebert
Larry L. Wray	Elena Ramirez	Wendy Massey
Anthony Lee Howard		

### **Library Advisory Board**

Melinda Kay Stewart	Lana G. Tatsch	Jennifer Daschel
Megan Bean	Barbara A. Jansen	

### **Main Street Advisory Board**

Diana L. Howard	Travis R. Lindner	Teresa M. Craighead
Meredith Tilley Crook	Bethany Mikeska	Katherine A. Howard
Lanza M. Teague	Sarah Lewis	Michael Gonzalez

### **Parks and Recreation Advisory Board**

Lisa Nye-Salladin	Stephen A. Lynch	Lynn Paulo
Cabe D. Johnson	Dalton Dover	Wynita Y. Yancy
Russell C. Nemky	David K. Bartels	Karen M. Yanez

### **Planning and Zoning Commission**

Michael Sigerman	Kimberly D. Richards	Charles D. Swallow
John K. Bernhard	John D. Lipscomb	Tabor H. McMillan
Abram A. Bueche		

### **Recovery Community Coalition**

Joseph Piszczor	Joseph R. Duprie	Thomas J. Hurt
Deanna K. Allen	Christa G. Lovett	Katelyn Christopher
Cynthia A. Tate		

### **Senior Services Advisory Committee**

Waverly Jones	Karen Mattox	Mike Ezer
Christine Klima	Marilyne Cizmich	Sandra G. Yarbrough
Tammie Heathman	Theresa Standage	

### **Tax Increment Reinvestment Zone**

Kenneth R. Early	Bruce John Stracke	Patrick Murray
Mindy N. Wendele	Katherine A. Howard	Fred L. Gamble
John Harrison		

### **Zoning Board of Adjustments**

Pablo Brinkman	Donald J. Chute	Michael Killeen
Sam Ligon	Lynn Niles	Aimee N. Chockley

# DEMOGRAPHICS

## DEMOGRAPHIC AND ECONOMIC INFORMATION

<b>POPULATION</b>		<b>MEDIAN HOUSEHOLD INCOME</b>	\$ 53,644
Population Estimate July 1, 2023	24,579	<b>PER CAPITA INCOME</b>	\$ 33,733
2022 Estimated Population	24,527		
2020 Census	24,278	<b>HOUSING</b>	
		Median home value	\$ 343,800
<b>AVERAGE HOUSEHOLD SIZE</b>	2.3	Home values:	
		up to \$149,999	39.6%
<b>MEDIAN AGE</b>	40.4	\$150,000 to \$199,999	17.4%
		\$200,000 to \$299,999	23.5%
<b>POPULATION BY MEDIAN AGE</b>		\$300,000 to \$499,999	13.5%
Under 18 years	21.0%	\$500,000 to \$999,999	5.4%
18 years and over	49.7%	\$1,000,000 or more	0.6%
65 and over	29.3%		
		Total housing units*	11,324
<b>POPULATION BY GENDER</b>		<b>UNEMPLOYMENT RATE (May 2023)</b>	3.8%
Female	53.0%		
Male	47.0%		
		<b>MEAN TRAVEL TIME TO WORK (minutes)</b>	15.8
<b>POPULATION BY RACE</b>		<b>MAJOR EMPLOYERS IN KERR COUNTY</b>	<b>EMPLOYEES</b>
White	66%	Peterson Health	1,315
Hispanic or Latino	29%	James Avery Craftsman	775
African American	2%	Kerrville State Hospital	710
Asian	1%	Kerrville Independent School District	678
Other	2%	Schreiner University	660
		H-E-B	650
<b>EDUCATION (AGE 25+)</b>		Kerrville Veteran's Administration Hospital	475
No High School Diploma	9%	City of Kerrville	339
High School Diploma	28%	Kerr County	327
College, No Diploma	25%	Walmart	288
Associate's Degree	8%	Total Employed by Major Employers	6,217
Bachelor's Degree	19%	All Others	16,907
Graduate/Professional Degree	11%	<b>TOTAL EMPLOYED</b>	<b>23,124</b>

\*Housing units include single family and multi-family dwelling units.

Sources: 2022 ACFR, US Bureau of Labor Statistics, US Census Bureau, Kerrville Economic Development Corporation ZIP atlas, Best Places, Census Reporter, U.S. Population, Point 2 Homes, and Town Charts

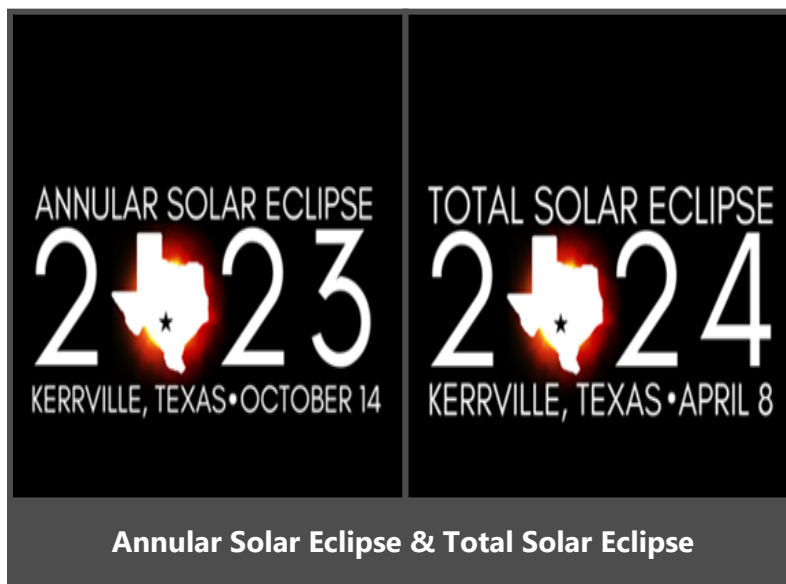


# EVENTS, FESTIVALS, CULTURE, AND RECREATION

## EVENTS AND FESTIVALS

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

- Kerrville Folk Festival
- Robert Earl Keen's 4th on the River
- Kerrville Triathlon Festival
- Kerrville Sports Complex Tournaments
- Mountain Bike Festival
- Annular Solar Eclipse & Total Solar Eclipse
- Holiday Lighted Parade
- River Roadster Show
- Family Fright Night
- Kerrville River Festival
- Concerts by the River
- Scott Schreiner Municipal Golf Course Tournaments



## CULTURE AND RECREATION

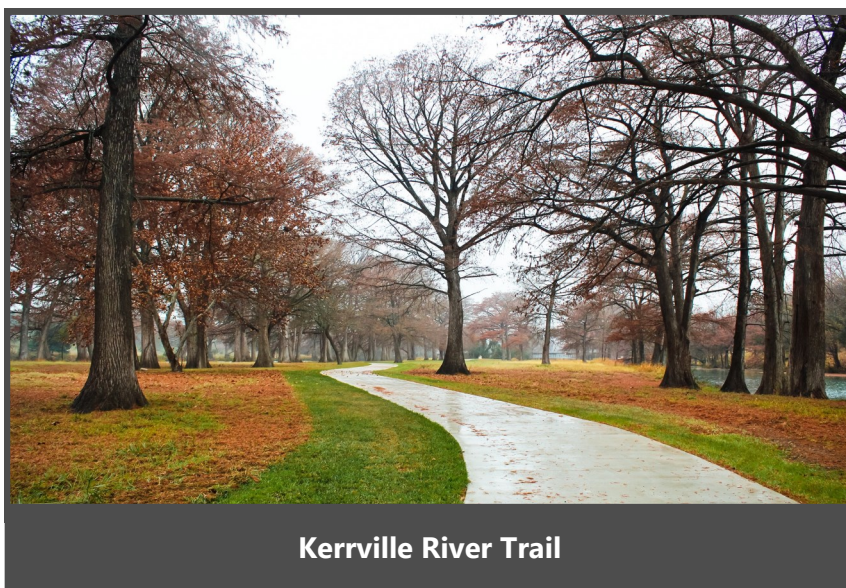
Cultural and recreational opportunities are abundant in Kerrville. The numerous parks, trails, sports fields, museums, historical areas, and planned events are all reasons to visit the City of Kerrville.

### Museums & Cultural Centers

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

### Recreation

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



# CITY PROFILE - MAKE A DIFFERENCE COMMITTEE

## City of Kerrville Make a Difference Committee

**Motto:** "Let's all help make a difference"

**Functions:** The Make a Difference Committee (MDC) is an employee volunteer group made up of employees from various departments within the City. The MDC was created as part of a planned, managed effort to motivate and enable City employees to effectively serve community needs. The MDC plays a part in this effort by encouraging volunteer participation of City employees for both City-sponsored and other volunteer opportunities.

**Importance:** The City encourages participation because the City believes volunteering:

- Builds a stronger community
- Benefits and supports specific community functions and needs
- Boosts employee morale, teamwork, loyalty, productivity, and motivation
- Allows employees to include their family in volunteer efforts
- Helps build positive role models and provide learning opportunities for others
- Develops and enhances the professional and leadership skills of employees



### **Some MDC activities includes:**

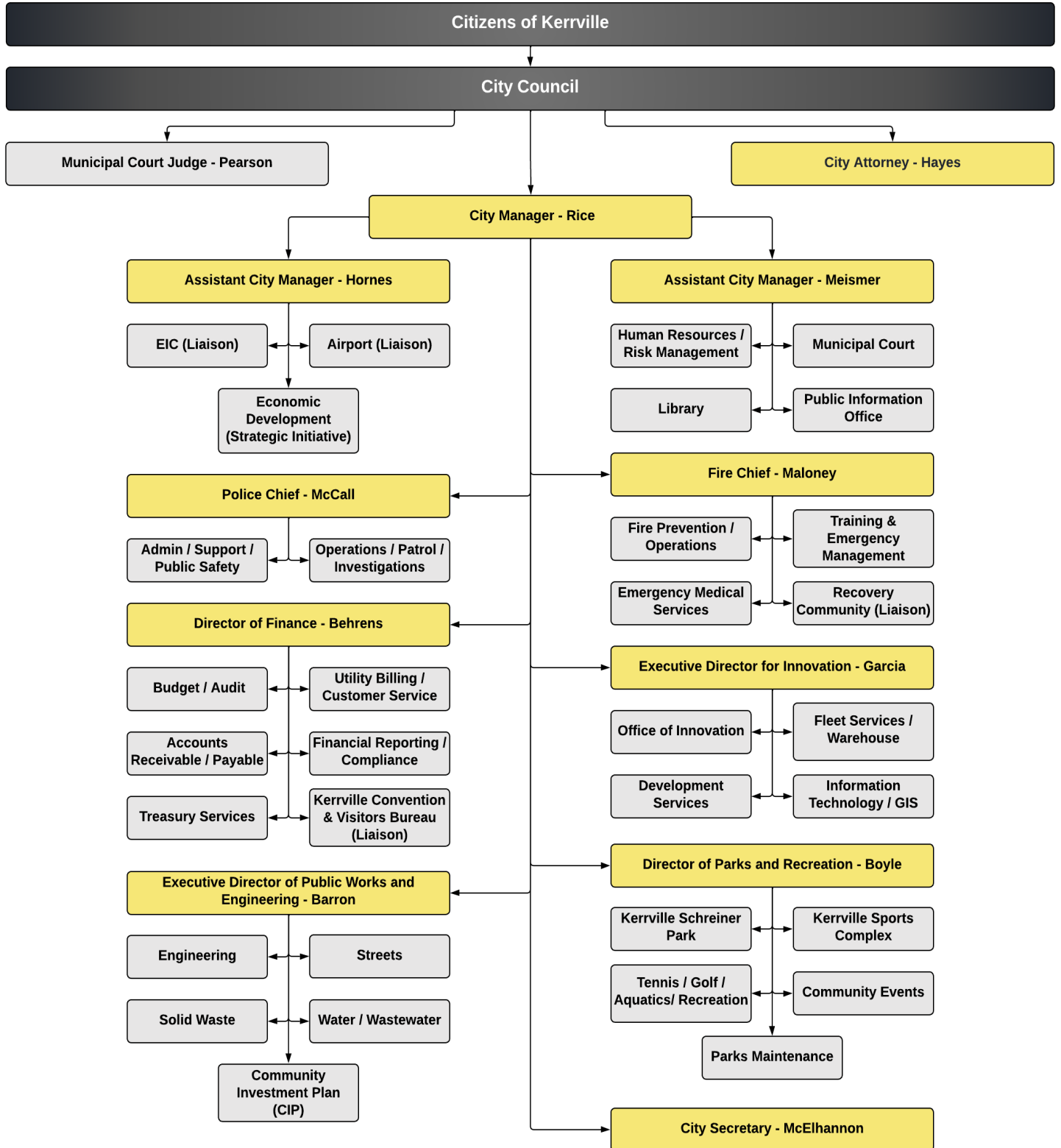
- Mega Food Bank (monthly)
- Adopt-A-Highway Trash Pickup (quarterly)
- Thanksgiving meal service and delivery at the Kroger Center
- Assist with the Holiday Parade
- Upper Guadalupe River Authority River Clean Up
- Military Appreciation Dinner
- The American Cancer Society Relay for Life
- Blue Santa
- Notre Dame Food Drive



### **Did you know?**

In FY2023, City employees provided more than 211 volunteer hours of service to help assist within the Kerrville community.

# CITY OF KERRVILLE ORGANIZATIONAL CHART





# FY2024 HOLIDAY SCHEDULE

## City of Kerrville FY2024 Holiday Schedule

Veteran's Day	Friday, November 10, 2023
Thanksgiving Day	Thursday, November 23, 2023
Friday After Thanksgiving	Friday, November 24, 2023
Christmas Eve Holiday	Monday, December 25, 2023
Christmas Day Holiday	Tuesday, December 26, 2023
New Year's Day Holiday	Monday, January 1, 2024
Martin Luther King Day	Monday, January 15, 2024
President's Day	Monday, February 19, 2024
Good Friday	Friday, March 29, 2024
Memorial Day	Monday, May 27, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Floating Holiday	Two Days of Employee Choice* (Supervisor Approval Required)

### \*For Fire Fighters Only

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

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

# BUDGET PROCESS

# BUDGET PROCESS

Building the City's budget is a year-round process that is based on the Key Priority Areas outlined with the City of Kerrville's Comprehensive Plan, Kerrville 2050. Priorities from this plan are included in the Strategic Goals section of this document and Kerrville 2050 in its entirety can be viewed on the City's website: [www.kerrvilletx.gov](http://www.kerrvilletx.gov). Every department within the City is responsible for building and maintaining a business plan defining specific action items used to develop work plans and metrics to measure the success of the business plan. Business plans are presented by departments to the City Manager twice each year as a form of communication of each department's continued support of Kerrville 2050. Departmental budgets are designed to support these business plans and the guiding principals outlined within Kerrville 2050 including services provided to citizens and guests. Annually, City Council assesses accomplishments and identifies top priorities for the upcoming fiscal year. These priorities are utilized as a guide, especially when implementing the City's Community Investment Plan (CIP).

## **Fiscal Approach to FY2024 Budget**

1. Sustainability - The City's budget uses conservative revenue projections based on history, trends and economic indicators and does not use one-time revenues to fund on-going or recurring expenditures.
2. Balanced - For the City's largest operating funds, General and Water, expenditures do not exceed revenues.
3. Use of fund balance - Fund balance is not used to meet regular, recurring expenditures.

During the budget process, the Finance Department identifies the amount of available resources by estimating the largest revenue sources for the upcoming year. Departments that directly generate revenue, such as EMS, Development Services, and Parks and Recreation estimate those revenues and review with Finance for final determination. Each department submits budget expense requests based on the operational costs of services provided to citizens and guests as well as other needs to support business plans. Resources are allocated based on operational costs of current services and alignment with Kerrville 2050. Performance metrics are gathered to create accountability for results and to continually monitor progress.

## **Asset Budget Team**

In October 2022, the City of Kerrville established a new Asset Budget Team comprised of key staff. The sole purpose of this team is to identify and assess the condition of City assets including rolling stock, heavy equipment, light equipment, facilities and structures, and other infrastructure.

The information gathered by this team was compiled to form a comprehensive Citywide inventory age and condition report and to determine approximate replacement year and cost. This team will continue to work on a long-term asset replacement plan along with a facilities maintenance plan to include potential future capital projects. This multi-year approach to addressing aging assets and infrastructure is designed to build a budget that will support the maintenance of City assets over time.

### **Team members include:**

- |   |   |
|---|---|
| • Ashlea Boyle, Director of Parks and Recreation                  | • Kim Meismer, Interim City Manager                         |
| • Brandon Kelly, Assistant Streets Manager                        | • Kyle Burrow, Director of Engineering                      |
| • Charvy Tork, Director, of Information Technology                | • Michael Hornes, Interim Deputy City Manager               |
| • Chris McCall, Police Chief                                      | • Trina Rodriguez, Assistant Director of Finance            |
| • Danielle Brigati, Library Director                              | • Deidre Flores, Assistant Director of Parks and Recreation |
| • David Barrera, Director of Utilities                            | • Jacob Bogusch, Finance Compliance Coordinator             |
| • Eric Maloney, Fire Chief  | • Julie Behrens, Director of Finance                        |
| • Guillermo Garcia, Executive Director of Innovation              | • Stefanie Daily, Public Works Administrative Assistant     |
| • Justin LaQuey, Superintendent of Park Operations and Facilities |   |

# BUDGET PROCESS - PURPOSE & PROCESS

## PURPOSE

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

1. Policy Tool – The budget process allows City Council, City Manager, and all department directors to comprehensively review the direction of the City and to direct activities by allocating financial resources to achieve goals. The budget process also facilitates the evaluation of City programs to determine their effectiveness and allocates resources to 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 scope of activities.
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 needs for the current year's operations and long-term forecasting. The budget takes into account unforeseen contingencies and provides a process for periodic adjustments.
4. Communication Medium – The budget book provides management, City Council, citizens, and readers of the budget book comprehensive information regarding City activities. The budget process seeks to communicate a clear level of detail to City employees, significant policy and other issues 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 as part of budget process:

1. Council identifies specific priorities, in alignment with Kerrville 2050, at annual retreat
2. Available resources (revenues) are identified
3. Department priorities are identified and aligned with service levels and Kerrville 2050
4. Departments submit budget requests to support operational needs
5. Finance conducts preliminary budget review, coordinates with departments, and makes recommendations to Budget Committee
6. Budget Committee conducts a final budget review
7. City Council Budget Workshops (open to the public) are held to present preliminary information and provide opportunity for Council and public input and feedback
8. Metrics are tracked for ongoing service and program evaluation
9. Proposed Budget is presented to Council and the public
10. Proposed Budget & Property Tax Rate must be adopted by ordinance

# BUDGET PROCESS - PURPOSE & PROCESS

## PROCESS CONTINUED

**City Council Retreat** - The City Council retreat is held annually to provide a forum for open communication between Council and staff. Council is provided with an update on current action items using Kerrville 2050 as a guide along with economic trends and updates that may impact operations. Council identifies its top priorities, providing staff direction for both budget and future projects.

**Preliminary Budget Concepts** - Preliminary budget concepts are presented to City Council during a series of budget workshops in June and July. These early discussions focus on priorities for the coming year and summarize preliminary revenues and expenditures by fund.

**Proposed Budget** - Utilizing guidance from City Council, the proposed budget is formally submitted in accordance with the City Charter, on or by July 31st. The proposed budget is available for review by all interested parties on the City's website, in the City Secretary's office, and in the City's library (Butt-Holdsworth Memorial Library). Questions or comments regarding the proposed budget can be directed to members of City Council, the Finance Department, or the City Manager. The proposed budget includes revenues and expenditures of all funds and all departments. The proposed budget is publicly presented to Council shortly after the submittal.

**Public Hearings and Adoption** - Per Tax Code Section 26.05, a public hearing on the property tax rate is required if the proposed rate exceeds the lower of the No-New-Revenue Rate or Voter-Approval Tax Rate. Per the City's Charter and Section 102.006 of the Local Government Code, a public hearing for the proposed budget is required to be held after the proposed budget is submitted. Following required public hearings, the City Council approves separate ordinances, each requiring two readings and two votes, adopting the budget and the property tax rate before the end of September. The new budget is effective October 1st.

## MONITORING AND AMENDMENT

**Monitoring** - During the fiscal year, actual revenues and expenditures are closely monitored in comparison to the budget. Monthly reports are provided by Finance staff to the City's management team. In addition, all departments have access to the City's financial software to facilitate continuous monitoring of departmental budgets and financial activity. Each department director is responsible for ensuring all divisions under their supervision operate within their approved budget and make adjustments as necessary based on revenue forecasts. Financial updates are given to City Council during regular City Council meetings for all major funds and any other funds being impacted by current economic conditions or with major variances from budget.

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

# BUDGET PROCESS - BUDGET CALENDAR

## FY2024 BUDGET CALENDAR

### October - April 2022-2023

City Asset Budget Team Meetings

#### February 2023

Departments begin evaluation of operational needs

Finance begins revenue estimates

Human Resources begins personnel estimates

#### March 2023

Deadline for departments to enter budget requests

Deadline for personnel budget entry (HR)

Deadline for departments to submit department page information to Finance

Deadline for departments to submit proposed fee schedules to Finance

#### April 2023

Preliminary property tax roll received from Kerr Central Appraisal District (KCAD)

Finance & Budget Committee begin review of budget requests

#### May 2023

Budget Committee prioritizes requests

City Council Retreat

#### June 2023

Staff review of budget alignment with Council priorities

Community Investment Plan preliminary budget prepared

June 20 - City Council Budget Workshop (public)

#### July 2023

July 18 - City Council Budget Workshop (public)

July 25 - Certified tax roll received from Chief Appraiser, KCAD

July 28 - Effective Tax Rate Calculation from Kerr County Tax Assessor Collector

July 31 - Proposed Budget filed with City Secretary

#### August 2023

August 8 - Presentation of the City's Proposed Budget (public)

Resolution to Set Proposed Tax Rate (public)

#### September 2023

September 12 - Public Hearing - Budget and Tax Rate

First Reading - Budget Ordinance & Tax Rate Ordinance

September 26 - Second Reading - Budget Ordinance & Tax Rate Ordinance

#### October 2023

October 1 - FY2024 Budget implemented

# BUDGET PROCESS - 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, grant fund 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 collected 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 are generally recorded when a liability is incurred, as under accrual accounting.

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

## BASIS OF BUDGETING

In most cases, the City's budget follows the same basis as the accounting and financial reporting previously described. Exceptions to this 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. Depreciation expense is not budgeted but is recorded in the Annual Comprehensive Financial Report (ACFR). Capital items are depreciated over the useful life of the item.

Compensated Absences - Compensated absences, which include accrued (earned) but not used vacation leave, are not budgeted. This item is reported as an expense in the ACFR.

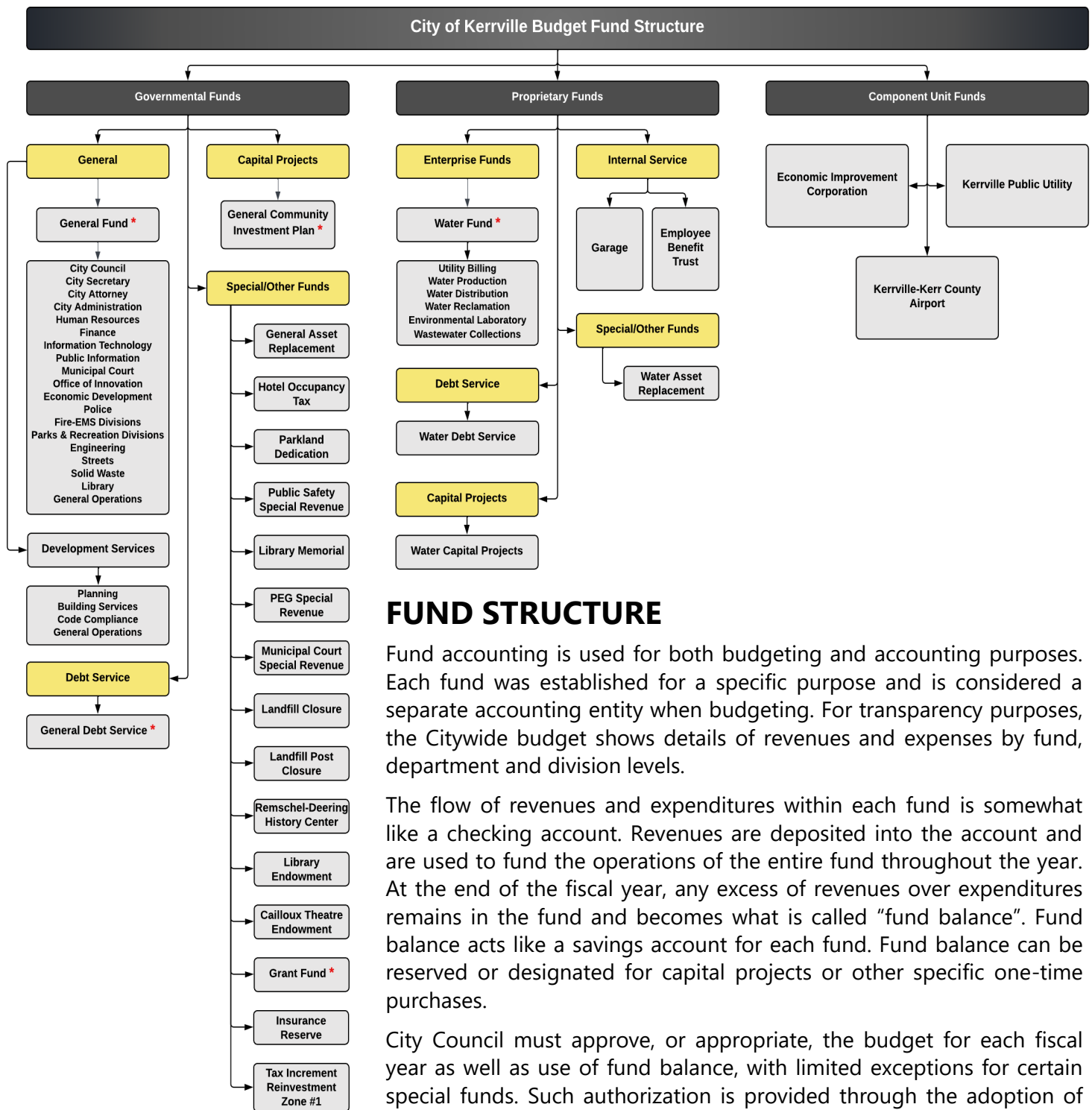
Debt Service - The City budgets for all debt service payments, both principal and interest, as an expenditure in the appropriate debt service fund. In the ACFR, principal payments reduce the balance sheet liability for debt in the government wide and enterprise fund statements.

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

Pension and Other Postemployment Benefits - Actuarially estimated liabilities and deferred amounts are recorded for financial statement presentation in the ACFR in accordance with GASB Statements No. 68 and 75. These non-cash adjustments are not budgeted.



# BUDGET PROCESS - FUND STRUCTURE



## FUND STRUCTURE

Fund accounting is used for both budgeting and accounting purposes. Each fund was established for a specific purpose and is considered a separate accounting entity when budgeting. For transparency purposes, the Citywide budget shows details of revenues and expenses by fund, department and division levels.

The flow of revenues and expenditures within each fund is somewhat like a checking account. Revenues are deposited into the account and are used to fund the operations of the entire fund throughout the year. At the end of the fiscal year, any excess of revenues over expenditures remains in the fund and becomes what is called "fund balance". Fund balance acts like a savings account for each fund. Fund balance can be reserved or designated for capital projects or other specific one-time purchases.

City Council must approve, or appropriate, the budget for each fiscal year as well as use of fund balance, with limited exceptions for certain special funds. Such authorization is provided through the adoption of the budget or through the budget amendment process.

Different from the budget, the City's Annual Comprehensive Financial Report (ACFR) is grouped by overall fund type for financial reporting purposes. The ACFR includes both major and non-major funds. Major funds are represented with an asterisk (\*) in the table above. Readers can view the City's ACFR on the City's website: [www.kerrvilletx.gov/315/Financial-Reporting](http://www.kerrvilletx.gov/315/Financial-Reporting).

# BUDGET PROCESS - BUDGETARY FUND STRUCTURE

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

1. General Fund
2. Development Services Fund

**Community Investment Plan** - The following funds are funds used to account for resources that are restricted, committed or assigned to expenditure for capital projects within the community investment plan:

1. General Capital Projects
2. Water Capital Projects

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

1. General Asset Replacement
2. Hotel Occupancy Tax
3. Parkland Dedication
4. Public Safety Special Revenue
5. Library Memorial
6. PEG Special Revenue
7. Municipal Court Special Revenue
8. Landfill Closure
9. Landfill Post Closure
10. Remschel-Deering History Center
11. Library Endowment
12. Cailloux Theatre Endowment
13. Grant
14. Insurance Reserve
15. Tax Increment Reinvestment Zone (TIRZ) #1
16. Water Asset Replacement

**Debt Service Funds** - The following funds are known as Interest and Sinking (I&S) funds and are used to account for the accumulation and expenditure of funds required to make principal and interest payments on debt:

1. General Debt Service
2. Water Debt Service

**Enterprise Fund** - The following fund is a proprietary fund used to account for business - type activities that are financed primarily through fees charged for goods or services provided:

1. Water Fund

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

1. Garage Fund
2. Employee Benefit Trust Fund

**Component 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 non-profit 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 Annual Comprehensive Financial Report. The City's Component Unit Funds presented in this book are:

1. Economic Improvement Corporation (EIC)
2. Kerrville-Kerr County Airport

Note: Only EIC budget and City allocated funds for capital projects at the Kerrville-Kerr County Airport are presented in this document

# BUDGET PROCESS - GUIDE TO DEPT. PAGES

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

Department name


Description of department responsibilities

## WATER FUND - WASTEWATER COLLECTIONS

The Wastewater Collection (WWC) department maintains the entire wastewater collection system throughout the City of Kerrville, including all general and mechanical maintenance, major repairs and new construction.

### DEPARTMENT RESPONSIBILITIES

- **Collection System:** Responsible for maintaining and repairing 26 lift stations, over 200 miles of collection lines and 5,381 manholes and cleanouts
- **System Infrastructure:** Responsible for maintaining the integrity of the sanitary sewer system including 24/7 customer service calls, collection line cleaning and emergency repair, sewer tap installation, manhole repairs, lift station maintenance and repair, CCTV inspections, pipeline locates and chemical dosing regimens to control odors, roots and grease
- **System Monitoring:** Responsible for utilization of SCADA and GIS software which allows monitoring of lift station activity, detection of pump faults and monitoring of sanitary sewer system flow



Operators are performing voltage checks to ensure that pumps are within operating parameters.

### DEPARTMENT ACCOMPLISHMENTS

Over the last year, we've:

- W5: Cleaned over 425,000 feet of collection lines
- W3: Responded to 246 after-hour emergencies
- Documented over 11,700 man-hours on repairs
- W3: Rehabilitated or repaired 66 manholes
- F1: Completed chemical feed system at Legion Lift Station for asset protection, H2S and Odor Control
- W5: Completed the review of 16 major construction projects

### FY2024 OBJECTIVES

- F1: Conduct smoke testing with special attention for inflow reduction in Comanche Trace to allow additional Living Unit Equivalent's that will directly affect future expansion possibilities
- W5: Planning phase of Airport Lift Station, as indicated in the Master Plan
- F1: Plan for replacement of 18 manhole covers on First Street, as indicated in Master Plan
- F3: Using Asset Essential Solutions Software, inspect, tag and reinstall 116 Pumps for asset tracking

### Did you know?

Wastewater Collections personnel removed over 1,700 cubic feet of inorganic material from the collection system. That's enough material to fill nearly 13 dump trucks! Removal increases capacity and reduces stoppages.

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

Department summary

Department accomplishments

Specific department objectives to be completed in FY2024

Letters and Numbers at the beginning of Accomplishments and Objectives correlate to the Guiding Principles and Action Items of Kerrville 2050 Comprehensive Plan. To view Kerrville 2050 and its entirety please visit [www.kerrvilletx.gov/1617/Kerrville-2050-Comprehensive-Plan](http://www.kerrvilletx.gov/1617/Kerrville-2050-Comprehensive-Plan).

kerrvilletx.gov

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# BUDGET PROCESS - GUIDE TO DEPT. PAGES

The next page of the department section present line item detail for expenditures.

Department name

## WATER FUND - WASTEWATER COLLECTIONS

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2024 Proposed Budget	\$ Change Compared to FY2023 Original	% Change Compared to FY2023 Original
Salaries	296,322	354,422	354,422	398,542	44,120	12.4%
Benefits	95,773	122,431	122,431	149,156	26,725	21.8%
Travel and Training	3,604	7,000	7,000	5,820	(1,180)	-16.9%
<b>Total Personnel Services</b>	<b>395,699</b>	<b>483,854</b>	<b>483,854</b>	<b>553,519</b>	<b>69,665</b>	<b>14.4%</b>
Office Supplies	603	616	616	625	9	1.5%
Tools and Equipment	9,721	13,170	13,170	8,387	(4,783)	-36.3%
Chemical and Medical	8,291	30,250	30,250	18,300	(11,950)	-39.5%
Fuel	18,971	24,042	24,042	17,935	(6,107)	-25.4%
Wearing Apparel	7,455	11,231	11,231	8,185	(3,046)	-27.1%
Postage and Shipping	276	297	297	225	(72)	-24.2%
Other Supplies	7,769	7,000	7,000	6,800	(200)	-2.9%
<b>Total Supplies and Materials</b>	<b>53,087</b>	<b>86,606</b>	<b>86,606</b>	<b>60,457</b>	<b>(26,149)</b>	<b>-30.2%</b>
Building, Structure, Land Maintenance	12,639	9,270	9,270	9,620	350	3.8%
Vehicle	15,918	2,311	2,311	3,996	1,685	72.9%
Equipment	9,440	12,854	12,854	11,650	(1,204)	-9.4%
Street	3,040	5,350	5,350	1,962	(3,388)	-63.3%
Wastewater System Maintenance	69,177	85,513	85,513	87,572	2,059	2.4%
<b>Total Maintenance and Repairs</b>	<b>110,212</b>	<b>115,298</b>	<b>115,298</b>	<b>114,800</b>	<b>(498)</b>	<b>-0.4%</b>
Utilities	95,037	103,187	103,187	106,416	3,229	3.1%
Lease / Rent	1,160	3,000	3,000	3,000	-	0.0%
<b>Total Services</b>	<b>96,198</b>	<b>106,187</b>	<b>106,187</b>	<b>109,416</b>	<b>3,229</b>	<b>3.0%</b>
Other	419	480	480	359	(121)	-25.2%
<b>Total Other Expenses</b>	<b>419</b>	<b>480</b>	<b>480</b>	<b>359</b>	<b>(121)</b>	<b>-25.2%</b>
Building and Structures	-	-	-	3,000	3,000	0.0%
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>3,000</b>	<b>0.0%</b>
<b>Total Expenditures</b>	<b>\$ 655,615</b>	<b>\$ 792,425</b>	<b>\$ 792,425</b>	<b>\$ 841,550</b>	<b>\$ 49,126</b>	<b>6.2%</b>

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

Certain chemicals are purchased every other year, in bulk, for overall savings to the City. This, combined with leveling of inflation, caused the Chemical line item to be less in FY2024 than FY2023.

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

FY2023 Budget includes both the original and current budget. The original budget represents the budget adopted by City Council. The current budget represents changes in line items made throughout the year and/or any budget amendments approved by City Council.

Note: The City's Financial Management Policy allows expenses to be reallocated between departments / line items if they are within the same fund, if needed, as long as there is no net impact to the overall fund.

# KERRVILLE 2050 CITYWIDE PERFORMANCE MEASURES

# CITYWIDE HIGHLIGHTS

GOAL: IMPROVE COMMUNITY & NEIGHBORHOOD CHARACTER AND PLACEMAKING	
FY2023 ACCOMPLISHMENTS	
	Adopted the following to ensure the City is prepared for future growth: Short-Term Rental Ordinance, Dark Sky Ordinance, Tree Preservation Policy
	Completed new public art murals throughout the City
	Added a 3-way stop at Clay & Water Street to help improve downtown walkability
	Neighborhood Enhancement Team (NET) hosted multiple neighbor cleanup projects
	Partnered with Kerrville Convention and Visitors Bureau and The Community Foundation of the Texas Hill Country to create the Community Arts Program
FY2024 OBJECTIVES	
	Continue to review and improve internal planning and zoning processes and education for developers
	Implement new communication tools for citizen engagement
	Update the Kerrville 2050 Comprehensive Plan

GOAL: DOWNTOWN REVITALIZATION	
FY2023 ACCOMPLISHMENTS	
	Secured funding for downtown pedestrian projects with grant, EIC, and TIRZ funds
	Secured funding and began design work on the River Trail Downtown Extension
	Completed Tranquility Island Lighting
	Improved pedestrian crossings at 2 intersections by installing LED crosswalk flasher devices
	Continued effort on the design of Heart of the Hills Heritage Center project
	Installation of public Wi-Fi at the Library Campus
FY2024 OBJECTIVES	
	Continue to improve Main Street outreach
	Continue and expand partnerships with downtown merchants
	Create an engaging culture that motivates, develops, and promotes safety
	Continue implementation of the vision set forth by the Kerrville Urban Trail System for Clay Street South
	Continue efforts to attract a downtown hotel
	Downtown beautification to attract visitors and improve business sustainability

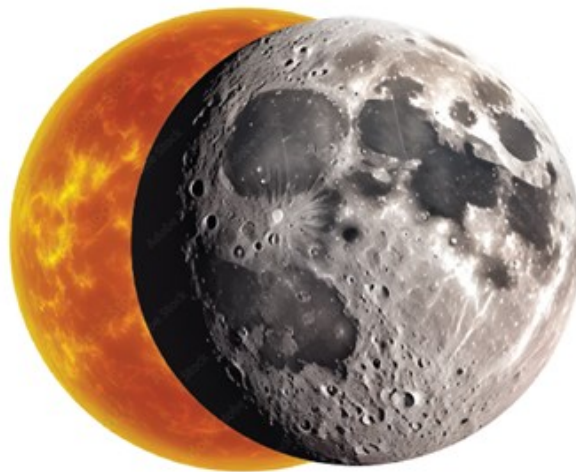




# CITYWIDE HIGHLIGHTS

GOAL: ECONOMIC DEVELOPMENT	
FY2023 ACCOMPLISHMENTS	
	Supported Kerr Economic Development Corporation (KEDC) in local workforce development to bring high-quality primary jobs to the community
	Worked in conjunction with Killdeer Mountain Manufacturing in its business development efforts, employment growth, and new facility construction
	Created and adopted a Work Plan as a guideline for the Main Street Advisory Board
	Worked with KEDC on multiple economic development projects to attract new business to Kerrville
	Established a Solar Eclipse Ad Hoc Committee
	Significant progress on the new single-family workforce housing neighborhood in partnership with Lennar
	Hosted third annual Kerrville River Festival attracting over 7,000 attendees
	EIC approved \$5M infrastructure grant for workforce housing development with Lennar
	City staff completed paving the Crosswind Runway at the Kerrville Kerr County Airport
FY2024 OBJECTIVES	
	Track and report status of Kerrville 2050 action items
	Build an organizational learning culture to encourage innovation
	Continued focus on regional retail recruitment
	Continue to support the efforts of Kerr Economic Development Corporation in local workforce development efforts, bringing high-quality primary jobs to the community, as well as retaining and expanding existing local employers
	Focus on Strategic Catalyst areas from Kerrville 2050 for retail recruitment
	Plan for the 2024 Total Solar Eclipse Event

GOAL: MOBILITY/ TRANSPORTATION	
FY2023 ACCOMPLISHMENTS	
	Completed the 2023 Street Maintenance Plan
	Completed the Westminster Street Reconstruction and Utility Improvements
	Helped keep roads and bridges safe to travel around the clock during the 2023 Winter Storm
	Updated Pavement Condition Assessment plan
FY2024 OBJECTIVES	
	Assist with public safety efforts by improving pavement markings, damaged roadways, and maintaining visibility for drivers
	Plan to provide safe routes around and through the City during and after the 2024 Total Solar Eclipse Event
	Implement new Streets Master Plan
	Continued enhancement to funding levels for annual street maintenance activity
	Investment in sidewalks, pedestrian safety improvements, and other multi-modal transportation enhancements, especially through opportunities presented via state-wide grant funding





# CITYWIDE HIGHLIGHTS

GOAL: HOUSING	
FY2023 ACCOMPLISHMENTS	
	Initiated new workforce housing partnerships
	Fostered relationships with developers in an effort to address work for housing needs
FY2024 OBJECTIVES	
	Ongoing search for public and private partnerships for workforce housing
	Continue to encourage the development of workforce housing in the City
	Work with City Admin to support new housing initiatives
	Potential creation of a new Tax Increment Reinvestment Zone to encourage workforce housing development
	Partner with the private sector to facilitate the continued expansion of workforce housing developments in the community

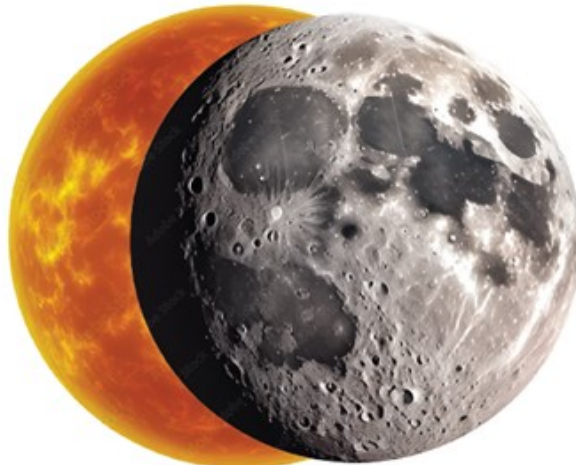
GOAL: PARKS, OPEN SPACE & THE RIVER CORRIDOR	
FY2023 ACCOMPLISHMENTS	
	Approved EIC funding for River Trail Extension to Downtown
	Hosted the department's first-ever Disc Golf Tournament and Adult Basketball Tournament
	Hosted 14 baseball / softball tournaments with 390 teams and 4,043 players (D-BAT)
	Increased the City's number of wildflower meadows
	Facilitated two local youth soccer leagues and served as the home field for a local high school's soccer program
	Installed new Outdoor Fitness Court at Louise Hays Park
	Installed several commemorative benches along the River Trail and within parks
	EIC and City Council approved the sale of sales tax revenue bonds for quality of life projects
	Adopted the Singing Wind Park Master Plan
FY2024 OBJECTIVES	
	Increase marketing opportunities to improve participation in special events and sports leagues
	Create awareness of parks system and programming
	Continue to support opportunities for programming and special events
	Kick-off quality of life projects approved by EIC and City Council
	Continue the implementation of the City's newly updated Parks and Recreation Master Plan and Singing Wind Master Plan
	Investment in the community's tourism economy via community event support, and quality-of-life assets that serve both residents of the community as well as visitors
	Encourage additional public art installations and more consistent funding mechanisms for public art in the community in coordination with the Community Arts Program
	Kick-off quality of life projects approved by EIC and City Council



# CITYWIDE HIGHLIGHTS

GOAL: PUBLIC FACILITIES & SERVICES	
FY2023 ACCOMPLISHMENTS	
	Initiated a Fire Safety Survey to supplement Fire Inspections
	Updated the City's Fire Code
	Responded to over 8,000 EMS, 2,000 Medical First Responder, and 500 Fire calls for service
	Completion of Police Body / In-Car Camera project to enhance officer safety
	Implemented the new Public Safety Communication System
	Begin design work on the new Public Safety Facility
	Strategic adjustments to Public Safety Step Plans to aid in personnel recruitment and retention efforts
FY2024 OBJECTIVES	
	Continue to expand youth fire prevention and intervention programs in the community
	Assist with Public Safety Facility project planning, implementation and design build process
	Continued emphasis on recruiting, training and development of a high-quality City workforce to improve retention
	Build a high-performing City organization by empowering employees through a continued focus on training and leadership development
	Continue to address the community's priority to ensure the highest level of public safety operations to best service the citizens of Kerrville
	Replace aging assets and equipment so that personnel can perform their essential duties safely, efficiently, and effectively
	Initiate a facilities master planning process based upon a space needs assessment for all City operations

GOAL: WATER, WASTEWATER & DRAINAGE	
FY2023 ACCOMPLISHMENTS	
	Completed phase 1 of the waterline replacement project at Kerrville Schreiner Park
	Dedicated 2,500 staff hours to drainage maintenance and rehabilitation of drainage areas
	Completed the Lower Lois Street drainage
	Replaced Granular Activated Carbon media in all four vessels to improve TTHM numbers
	Continually monitored water conditions of surface water, wells, etc. to ensure adequate supply of water during drought
	Issued \$11.5M in Water Revenue Bonds to support projects within the Water / Wastewater Master Plan
FY2024 OBJECTIVES	
	Complete the waterline replacement project at Kerrville Schreiner Park
	Transition Kerrville Schreiner Park from well water to City's water system
	Replace 2 units of GAC media
	Replace filter modules in Membrane Unit
	Continue to maintain and upgrade infrastructure through consistent meter maintenance processes
	Continue to update and replace outdated equipment to maintain highest quality control standards for water quality testing
	Complete the final phase of Advanced Metering Infrastructure project
	Continue to implementation of Water / Wastewater Master Plan projects
	Update resolution for multi-year Water / Wastewater rates
	Continued implementation of the City's Long Range Water Supply Plan, with an emphasis on local conservation efforts during the continued drought





LOOKING  
UP

# BUDGET SUMMARY

This year the City of Kerrville's Finance Department created the City's first ever Budget in Brief document for Fiscal Year 2024 (FY2024). The FY2024 Budget in Brief is intended to provide a high level overview of the City's FY2024 Budget, including projected revenues and expenditures for the entire City. This Budget in Brief will highlight funds that have significant budgetary impact. To view the City of Kerrville's FY2024 Budget in Brief please visit: <https://www.kerrvilletx.gov/DocumentCenter/View/43272/FY24-Budget-in-Brief->

# BUDGET SUMMARY

## City of Kerrville Consolidated Budget Totals by Fund FY2024

PROGRAM FUNDS						
#	Fund Name	Estimated Beginning Fund Balance	Revenue	Expenditures	Change in Net Position	Estimated Ending Fund Balance
1	General	\$ 13,817,477	\$ 37,639,074	\$ 37,639,074	-	\$ 13,817,477
2	Water	4,200,729	15,543,926	15,543,926	-	4,200,729
3	Garage	41,383	461,182	459,462	1,720	43,103
5	Employee Benefit Trust	314,714	4,423,557	4,423,557	-	314,714
8	Parkland Dedication	191,419	112,432	45,000	67,432	258,851
13	Public Safety Special Revenue	198,750	18,879	10,800	8,079	206,829
15	Library Memorial	2,827,604	70,814	154,862	(84,048)	2,743,556
18	General Asset Replacement	1,225,458	757,741	1,169,849	(412,108)	813,350
19	Water Asset Replacement	965,108	543,000	408,546	134,454	1,099,562
20	Hotel Occupancy Tax	2,134,197	1,919,117	1,972,102	(52,985)	2,081,212
21	P.E.G. Special Revenue	93,284	62,428	59,950	2,478	95,762
22	Muni Court Special Revenue	134,573	77,552	56,444	21,108	155,681
26	Landfill	905,647	52,498	50,000	2,498	908,145
28	Landfill Post Closure	2,531,608	41,108	-	41,108	2,572,715
29	Development Services	(14,922)	1,179,629	1,179,629	-	(14,922)
50	General Debt Service	1,455,290	5,096,711	4,789,500	307,211	1,762,501
51	TIRZ #1	327,985	342,621	-	342,621	670,606
53	Water Debt Service	1,858,831	4,265,229	4,265,229	-	1,858,831
68	History Center	220,329	17,771	19,661	(1,890)	218,439
70	General Capital Projects	48,638,763	2,237,620	25,790,179	(23,552,559)	25,086,204
71	Water Capital Projects	11,640,812	1,094,546	6,441,782	(5,347,236)	6,293,576
83	Library Endowment	1,288,346	65,736	7,000	58,736	1,347,082
84	Cailloux Theater Endowment	602,671	27,273	25,000	2,273	604,944
85	Grant	1,124	1,814,541	1,749,541	65,000	66,124
90	Insurance Reserve	259,662	153,846	153,250	596	260,258
	TOTAL	\$ 95,860,842	\$ 78,018,829	\$ 106,414,343	\$ (28,395,514)	\$ 67,465,327

### COMPONENT UNIT FUND

40	Economic Improvement Corp	\$ 8,971,367	\$ 5,423,270	\$ 3,760,106	\$ 1,663,164	\$ 10,634,531
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Note: EIC is a component unit fund and is, therefore, not considered part of the City's total revenue or expenditures. However, transfers in from EIC for debt and administrative services are considered revenues and debt paid by the City on behalf of the EIC is considered expenses.

# **BUDGET SUMMARY - CONSOLIDATED BUDGET**

## **CONSOLIDATED CITY BUDGET**

The FY2024 budget for all funds totals \$78,018,829 in revenues and \$106,414,343 in expenditures, including transfers between funds and capital project components. Transfers in and out are balanced within all funds and total \$9,006,108. These totals exclude EIC's budgeted revenues and expenditures because EIC is a component unit fund. The budget is fiscally sustainable and the City's two largest funds, General and Water, are both balanced as required by policy. The twenty-three other funds included in the consolidated budget show expenses exceeding revenues by \$28,395,514 due primarily to large capital project expenditures anticipated in the upcoming year. The largest capital project currently underway is the construction of a new Public Safety Facility with a total voter-approved cost of \$45M. The debt for this facility was issued in FY2022 so revenue from the sale of the bonds was recorded in FY2022. In FY2023, the City sold \$11.5M in Water / Wastewater System Revenue Bonds dedicated to address large system needs and future growth projects identified within the City's Water / Wastewater Master Plan (updated and adopted by Council in FY2023). Expenditures for large capital projects, such as the Public Safety Facility, span over multiple years which is why expenditures from one year are larger than revenues in that same year. All projects are funded before contracts are awarded. In accordance with the City's purchasing policy, City Council approves all contracts and project expenditures for projects that exceed \$50K.

## **CONSOLIDATED CITY BUDGET NET OF TRANSFERS**

Accounting standards require the City to account for financial transactions in separate funds to ensure that proper accounting is used for each fund type. Funds are grouped for financial reporting purposes within the City's Annual Comprehensive Financial Report (ACFR) but are shown independently in the budget to improve transparency and readability of this document.

Transfers into a fund are shown as revenues for that fund and transfers out of a fund are shown as expenses to that fund. When the revenue of one fund is considered the expense of another fund, the result is essentially a double counting when the budget is reviewed at a consolidated level.

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

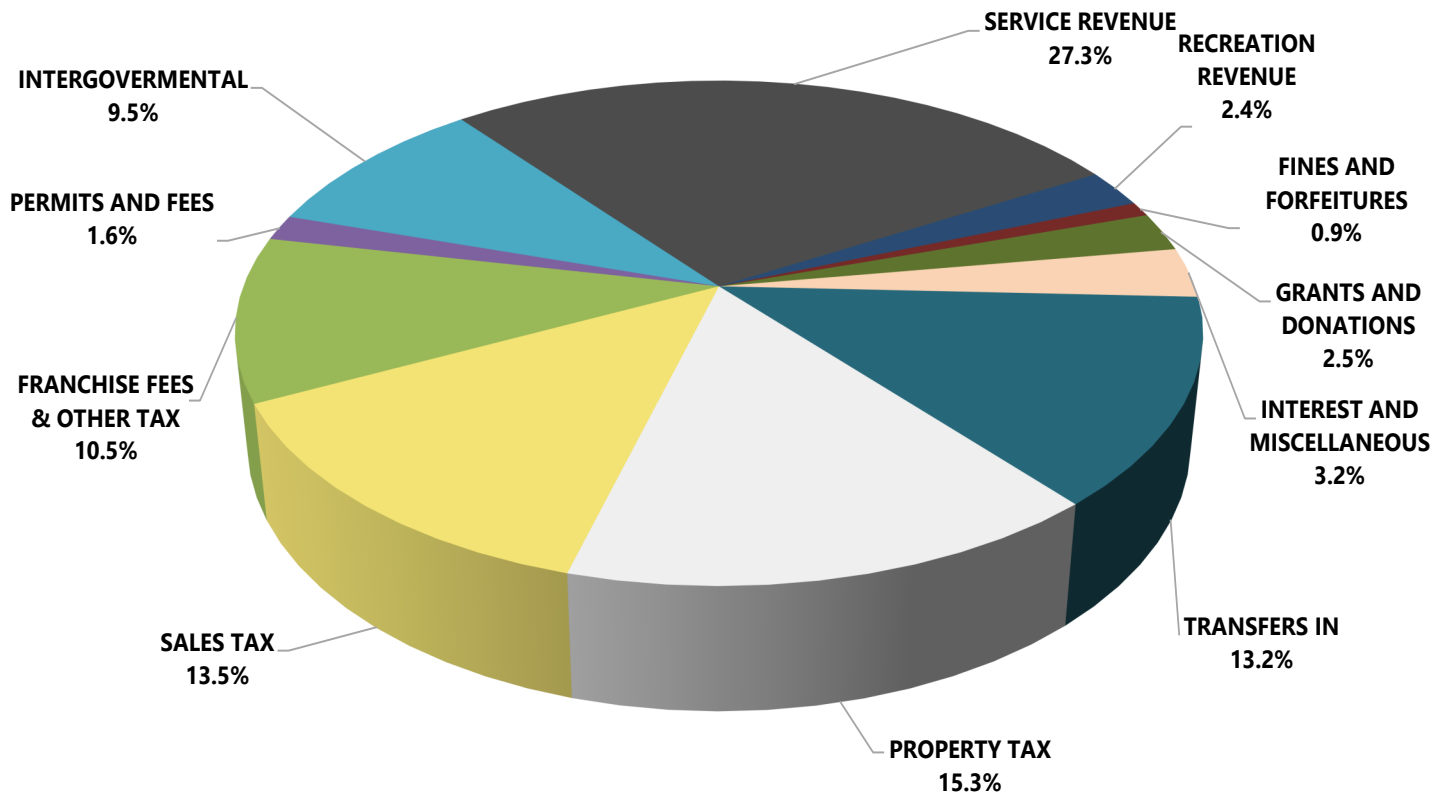
Transfers in and out are balanced within all funds and total \$9,006,108. After eliminating this interfund activity (transfers in / transfers out), the consolidated revenue budget for FY2024 is \$69,012,721 and the expenditures total \$97,408,235.



# BUDGET SUMMARY - CONSOLIDATED REVENUES

## CONSOLIDATED REVENUES

### FY2024 REVENUES BY SOURCE



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

**PROPERTY TAX** was calculated using a rate for FY2024 of \$0.5595, which is levied on each \$100 of assessed property value. \*See page 1 for more information regarding the property tax rate.\* Property valuations are determined by the Kerr Central Appraisal District and provided to tax entities in late July. Detailed information regarding property tax is located in the General Fund and Debt Fund Sections.

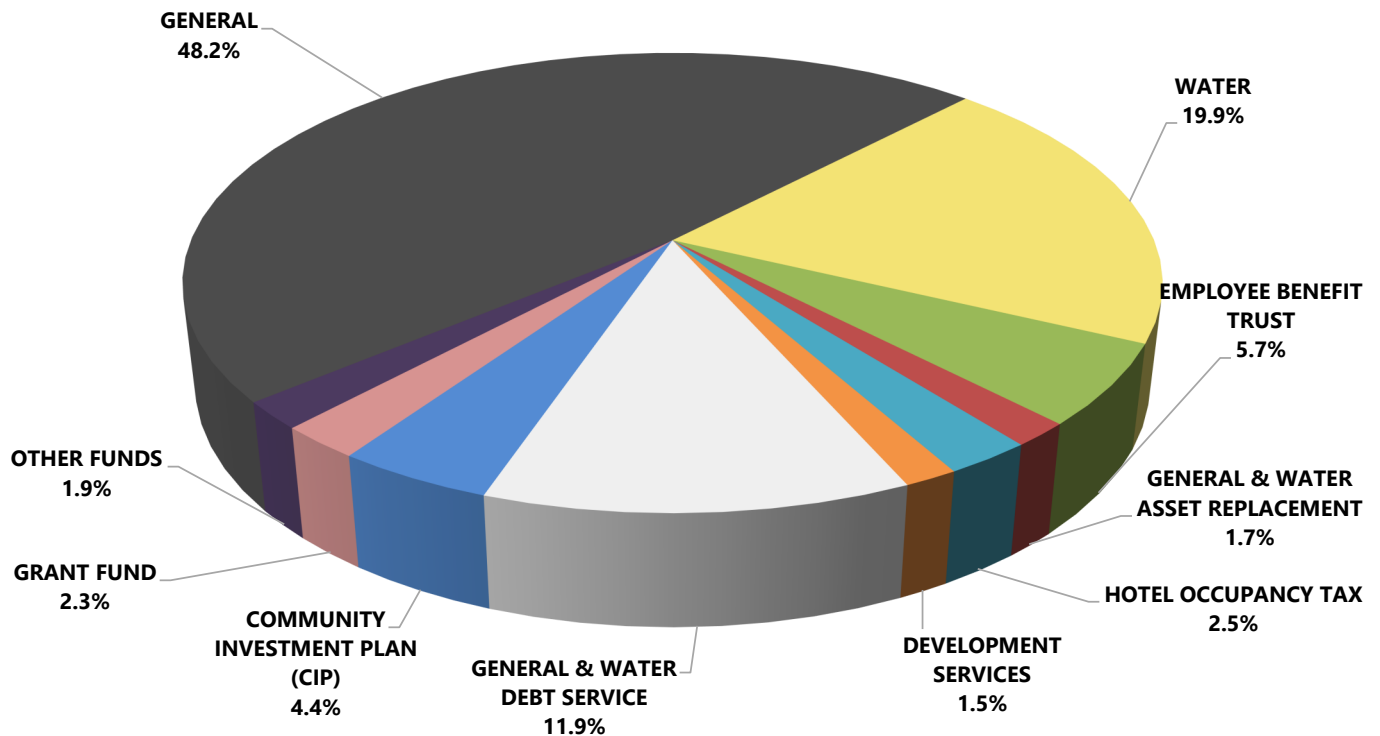
**SALES TAX** is a 1% tax levied on eligible retail sales, rentals, leases, and taxable services. Sales Tax is received monthly from the Texas Comptroller and has a two month lag time, meaning the City receives sales tax from sales made in October in December of each year.

**INTERGOVERNMENTAL REVENUE** includes Kerrville ISD payments for the shared cost of School Resource Officers, payments from Kerr County for Fire and EMS services, and other smaller reimbursements.



# BUDGET SUMMARY - REVENUES BY FUND

FY2024 REVENUES BY FUND



**General Fund** - Revenue sources include Property Tax and Sales Tax, Franchise Fees, Service Fees such as EMS, Solid Waste, Parks & Recreation, and other small revenue streams. The General Fund also receives grants and donations to help offset expenses related to free services and events provided to citizens and guests. State and Federal grants are recorded in the Grant Fund.

**Water Fund** - Revenues include fees for services provided such as water and wastewater, installation of new taps and meters, and other services.

**Development Services Fund** - Revenue sources include Permits and Fees related to development & construction projects. Because this department provides services for both, the Water Fund and General Fund provide Transfers-In to this fund to offset any revenue shortfalls, creating a balanced budget. For financial reporting, Development Services is part of the General Fund.

**Hotel Occupancy Tax Fund** - Revenues are generated from a 7% occupancy tax paid by guests of hotels and short-term rentals. These funds are heavily restricted and can only be used to support tourism-related events, Convention and Visitor's Bureau, and promotion of the arts.

**General Debt Service Fund** - Revenues come from Property Tax and Interest Revenue.

**Water Debt Service Fund** - Revenues are transferred from the Water Fund to cover debt expense. For financial reporting purposes, this fund is part of the Water Fund.

**All Other Funds** - For Example: Library Memorial, Employee Benefit Trust, General & Water Capital Projects, etc.

See specific fund pages for full details.

# BUDGET SUMMARY - EXPENDITURES BY CATEGORY

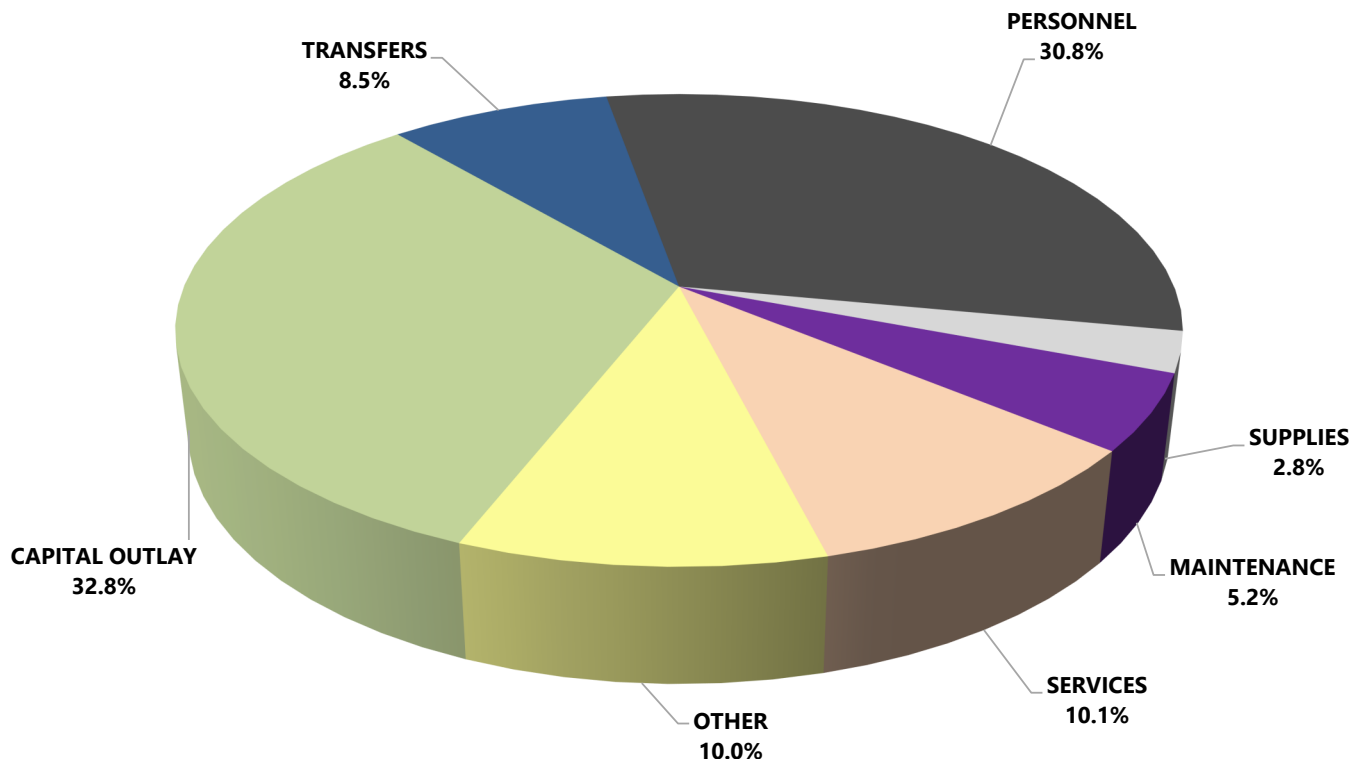
## CONSOLIDATED EXPENDITURES

Consolidated Citywide expenditures for FY2024 are budgeted at \$106,414,343 including internal transfers. As previously mentioned, these numbers do not include expenditures for the Economic Improvement Corporation, which is presented as a separate component unit fund.

### EXPENDITURES BY CATEGORY

Personnel is the largest category of expenditures, representing 30.8% of the total. In FY2024, general government employees are budgeted to receive an average 3% merit increase. Public Safety employees are scheduled to receive their regular STEP increases. All City employees are budgeted to receive a cost-of-living-adjustment (COLA) of 3%. Employee group insurance increased nearly 15% and the actuarial calculated retirement contribution rate increased from 10.50% in FY2023 to 10.84% in FY2024. The Capital Projects category is unusually large in FY2024 due to the construction of the new Public Safety Facility, which has a total project cost of \$45M. There are several Water / Wastewater projects currently underway as well. Details about these and other projects can be found in the Community Investment Plan (CIP) section of this book.

**FY2024 CITYWIDE EXPENDITURES BY CATEGORY**

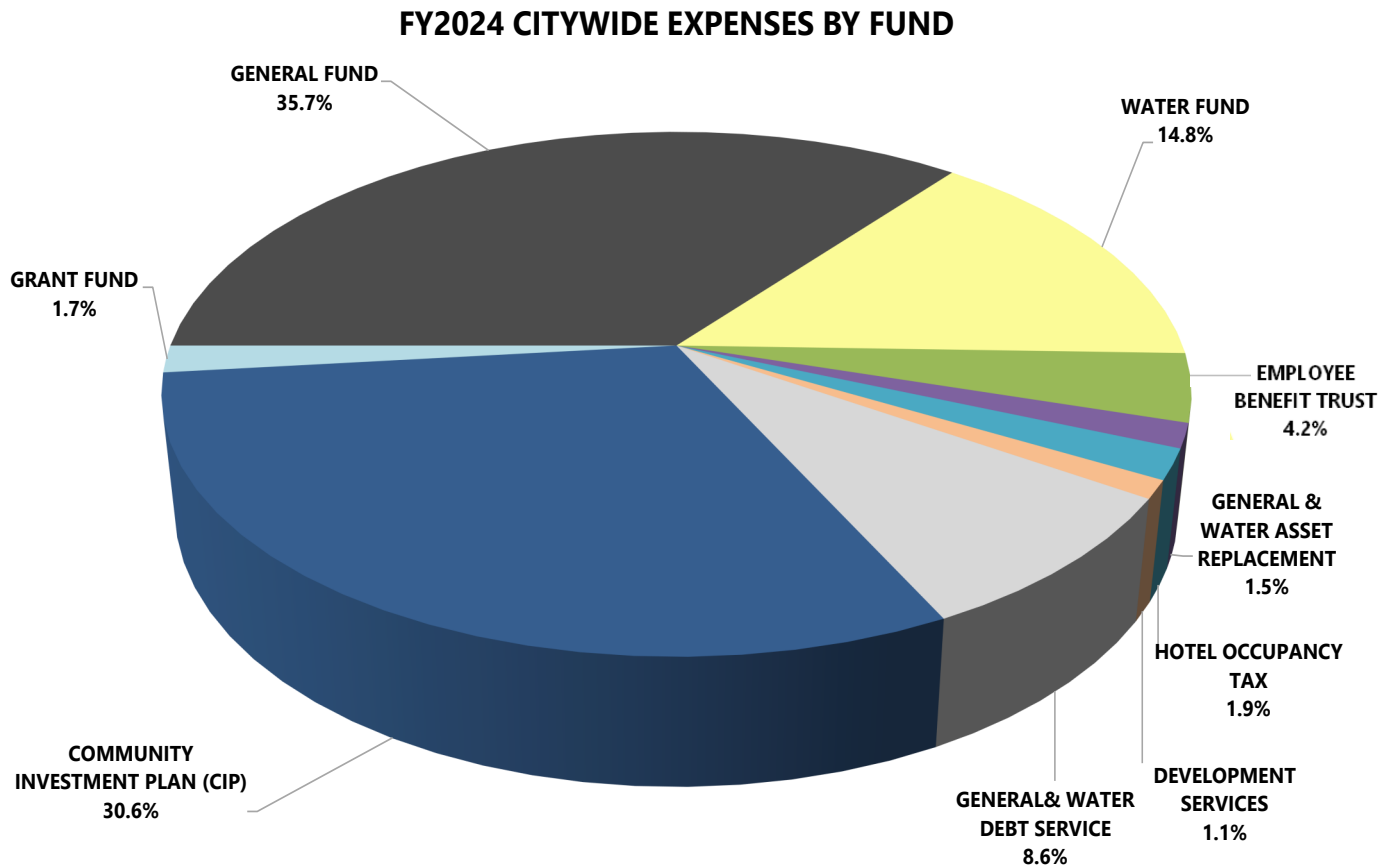


EIC is not included in the Consolidated Budget

# BUDGET SUMMARY - EXPENDITURES BY FUND

## EXPENDITURES BY FUND

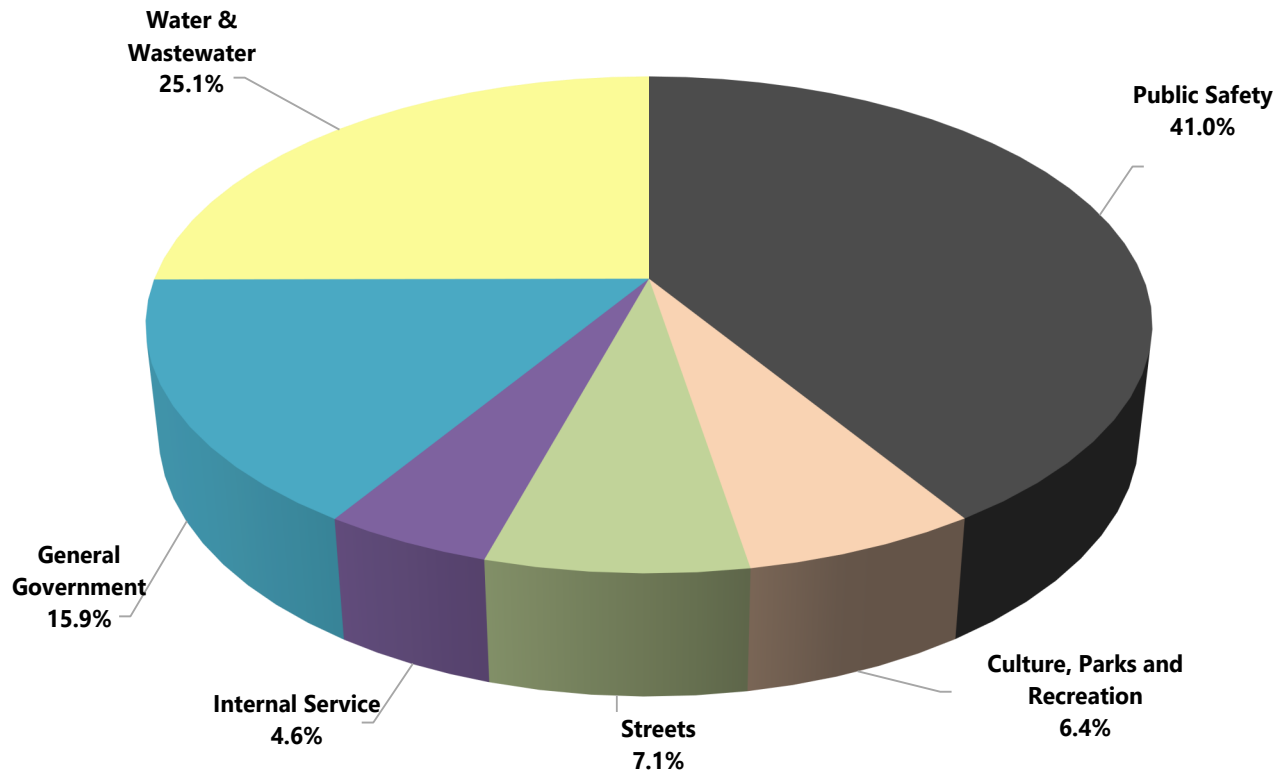
The General Fund accounts for 35.7% of the City's expenditures. Police, Fire-EMS, Streets, and Parks and Recreation are the major departments included in this fund. Capital projects within the Community Investment Plan (CIP) account for 30.6% of the FY2024 Citywide Budget, which is larger than prior years. The City is in the process of constructing a new Public Safety Facility, which will incur large expenses in FY2024 and there are several large Water / Wastewater projects underway as well. Details regarding these and other capital projects can be found in the Community Investment Plan section of this document. The Water Fund with Water Production, Water Reclamation, Water Distribution, Wastewater Collections, Environmental Laboratory and Utility Billing divisions represent 14.8% of the expenses, and smaller funds make up the remaining amount.



EIC is not included in the Consolidated Budget

# BUDGET SUMMARY - EXPENDITURES BY FUNCTION

## CITYWIDE EXPENDITURES BY FUNCTION (INCLUDES DEBT SERVICE & CIP)



When looking at expenses by function, it is clear that Public Safety is a top priority of the City. The City places a heavy emphasis on all areas of Public Safety in order to ensure adequate response time and services to citizens. It is important to note that the City Fire-EMS provides services to residents of Kerr County as a whole, including those who live outside the City limits. The City has a contract with Kerr County to provide such services for which Kerr County compensates the City. These revenues are part of the Intergovernmental category. In FY2024, construction efforts will begin on the new Public Safety Facility for which funding was approved by voters in May of 2022. The City is expected to spend more than \$20M on this project in the upcoming year.

Water is another huge priority of the City. In FY2023, the City Council approved an updated Water / Wastewater Master plan which outlined current and future maintenance and future project needs. To support these projects, Council approved the issuance of \$11.5M in Revenue Bonds in FY2023.

In FY2024, the City expects to spend more than \$6M on Water / Wastewater projects. These capital expenditures are encompassed in the percentages reflected in the graph.

The General Government functional category includes expenditures that support the City as a whole and are not specifically dedicated to one function.

EIC is not included in the Consolidated Budget

# GENERAL FUND

# FIVE YEAR FORECAST

## GENERAL FUND - FIVE YEAR FORECAST FISCAL FORECAST

	FY2022 Actual	FY2023 Original Budget	FY2023 Estimate	FY2024 Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast
BEGINNING FUND BALANCE	\$11,738,186	\$ 12,115,106	\$ 12,115,106	\$13,817,477	\$ 13,817,477	\$ 13,817,477	\$ 13,817,477	\$ 13,695,920
REVENUES								
Property Tax	10,891,138	11,426,842	11,534,326	11,957,339	12,555,206	13,245,742	13,974,258	14,742,842
Sales Tax	9,760,511	10,539,565	10,056,927	10,523,261	10,891,575	11,285,295	11,680,281	12,089,090
Other Taxes & Franchise Fees	2,093,445	2,041,275	2,005,648	2,233,534	2,300,540	2,369,556	2,440,643	2,513,862
Permits and Fees	111,154	179,884	189,180	235,610	237,966	240,346	242,749	245,177
Intergovernmental Revenue	1,475,812	1,679,980	1,628,871	1,872,507	1,966,132	2,025,116	2,095,995	2,158,875
Service Revenues	4,524,820	4,581,617	5,113,962	5,621,288	5,958,565	6,196,908	6,382,815	6,574,300
Recreation Revenues	743,537	1,813,950	1,724,056	1,876,551	1,932,848	2,000,497	2,070,515	2,132,630
Grant Revenue	54,538	52,800	101,694	44,902	46,025	48,326	50,742	52,772
Fines and Forfeitures	398,162	446,700	383,705	429,500	438,090	446,852	455,789	455,789
Interest and Miscellaneous	389,492	322,963	1,119,915	432,724	445,690	454,604	463,696	472,970
Operating Transfer In	2,276,115	2,271,464	2,583,010	2,411,858	2,508,332	2,596,124	2,674,008	2,740,858
TOTAL REVENUES	32,718,724	35,357,039	36,441,295	37,639,074	39,280,968	40,909,366	42,531,491	44,179,165
EXPENDITURES								
Personnel	22,804,207	25,160,450	24,921,179	26,841,827	28,143,919	29,551,115	30,954,792	32,375,145
Supplies	1,562,337	1,918,012	1,921,074	1,865,153	1,921,108	1,978,741	2,038,103	2,099,246
Maintenance	3,094,618	3,979,009	3,546,919	4,098,039	4,190,980	4,296,710	4,400,611	4,507,629
Services	2,388,542	2,862,947	2,797,250	3,082,478	3,159,962	3,254,761	3,352,404	3,452,976
Other Expenses	286,120	629,511	335,237	703,193	705,000	705,000	705,000	705,000
Capital Outlay	71,865	15,000	25,155	-	-	-	-	-
Operating Transfers Out								
Transfer Out CIP (Future Projects)	860,241	-	-	100,000	100,000	100,000	100,000	100,000
Transfer Out CIP (Facility Reserve)	-	-	-	100,000	150,000	150,000	150,000	150,000
Transfer Out Streets Maintenance	249,948	-	400,000	-	-	-	-	-
Transfer Out Asset Replacement	883,925	600,000	600,000	650,000	700,000	725,000	725,000	725,000
Transfer Out Development Services	140,000	192,110	192,110	198,384	210,000	218,400	227,136	236,221
Total Transfers Out	2,134,114	792,110	1,192,110	1,048,384	1,160,000	1,193,400	1,202,136	1,211,221
TOTAL EXPENDITURES	32,341,803	35,357,039	34,738,924	37,639,074	39,280,968	40,979,726	42,653,047	44,351,218
CHANGE IN NET POSITION	376,921	-	1,702,371	-	-	-	(121,557)	(172,053)
ENDING FUND BALANCE	\$12,115,106	\$ 12,115,106	\$ 13,817,477	\$13,817,477	\$ 13,817,477	\$13,817,477	\$ 13,695,920	\$ 13,523,867
DEV SVCS OPERATING EXP	\$ 1,029,198	\$ 1,071,214	\$ 1,107,213	\$ 1,179,629	\$ 1,238,610	\$ 1,300,541	\$ 1,365,568	\$ 1,433,846
Reserve %	36.3%	33.3%	38.5%	35.6%	34.1%	32.7%	31.1%	29.5%
Reserve Target (25%)	8,342,750	9,107,063	8,961,534	9,704,676	10,129,894	10,570,067	11,004,654	11,446,266
Over (Under) Reserve	3,772,355	3,008,042	4,855,943	4,112,801	3,687,582	3,247,410	2,691,266	2,077,601

Forecasting tools are updated throughout the year for current and future years as conditions that impact the City's overall financials change. Factors include changes in the economy due to inflationary pressures, growth in commercial and residential spectrums, and national outlooks. One-time or special circumstances or events are excluded when forecasting.

# GENERAL FUND BUDGET SUMMARY



# GENERAL FUND - BUDGET SUMMARY

## GENERAL FUND - BUDGET SUMMARY

	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
BEGINNING FUND BALANCE	\$ 11,738,186	\$ 12,115,106	\$ 12,115,106	\$ 12,115,106	\$ 13,817,477
REVENUES					
Property Tax	10,891,138	11,426,842	11,426,842	11,534,326	11,957,339
Sales Tax	9,760,511	10,539,565	10,539,565	10,056,927	10,523,261
Other Taxes & Franchise Fees	2,093,445	2,041,275	2,041,275	2,005,648	2,233,534
Permits and Fees	111,154	179,884	179,884	189,180	235,610
Intergovernmental Revenue	1,475,812	1,679,980	1,679,980	1,628,871	1,872,507
Service Revenue	4,524,820	4,581,617	4,581,617	5,113,962	5,621,288
Recreation Revenue	743,537	1,813,950	1,813,950	1,724,056	1,876,551
Fines and Forfeitures	398,162	446,700	446,700	383,705	429,500
Grant Revenue	54,538	52,800	52,800	101,694	44,902
Interest and Miscellaneous	389,492	322,963	322,963	1,119,915	432,724
Operating Transfer In	2,276,115	2,271,464	2,271,464	2,583,010	2,411,858
TOTAL REVENUES	32,718,724	35,357,039	35,357,039	36,441,295	37,639,074
EXPENDITURES					
Personnel	22,804,207	25,160,450	25,444,925	24,921,179	26,841,827
Supplies	1,562,337	1,918,012	1,969,975	1,921,074	1,865,153
Maintenance	3,094,618	3,979,009	3,949,766	3,546,919	4,098,039
Services	2,388,542	2,862,947	2,817,929	2,797,250	3,082,478
Other Expenses	286,120	629,511	342,288	335,237	703,193
Capital Outlay	71,865	15,000	40,047	25,155	-
Operating Transfers Out	2,134,114	792,110	1,192,110	1,192,110	1,048,384
TOTAL EXPENDITURES	32,341,803	35,357,039	35,757,039	34,738,924	37,639,074
CHANGE IN NET POSITION	376,921	-	(400,000)	1,702,371	-
ENDING FUND BALANCE	\$ 12,115,106	\$ 12,115,106	\$ 11,715,106	\$ 13,817,477	13,817,477
DEV SVCS OPERATING EXP	\$ 1,029,198	\$ 1,071,214	\$ 1,071,214	\$ 1,107,213	\$ 1,179,629
Reserve %	36.3%	33.3%	31.8%	38.5%	35.6%
Reserve Target (25%)	8,342,750	9,107,063	9,207,063	8,961,534	9,704,676
Over (Under) Reserve	3,772,355	3,008,042	2,508,042	4,855,943	4,112,801

### Note:

The Golf Fund was merged with the General Fund in FY2023 for financial reporting purposes. Golf revenues & expenditures **are** included in FY2023 & FY2024 Budget, but **are not** included in FY2022 Actual column. FY2023 Estimated Operating Transfers-In includes a one-time transfer of cash and cash equivalents in the amount of \$311K from the Golf Fund as part of this merger.

# 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 - EMS, Streets, and Parks and Recreation. In addition, administrative and internal services such as City Council, City Secretary, City Attorney, City Administration, Information Technology, Public Information, Human Resources, and Finance are part of the General Fund. These services are funded primarily by Property Tax, Sales Tax, EMS, Solid Waste and other services provided. Recreation Revenue from Golf and Kerrville-Schreiner Park also contribute to the General Fund. For accounting and financial reporting purposes, this is considered a governmental type fund that uses the modified accrual basis of accounting.

The FY2024 budget for the General Fund includes \$37.6 million in revenues and expenditures, resulting in a balanced budget. Variance analysis on the significant changes in revenues and expenditures between the FY2023 **original** budget and FY2024 budget is as follows:

1. Property Tax - up 4.6% - This category, includes taxes expected to be collected in FY2024 for taxes to be billed in October of 2023 as well as estimated collections for unpaid taxes from prior years. The General Fund retains the Maintenance & Operations (M&O) portion of property tax only. Property taxes collected for debt service are represented in the debt section of this book. Property taxes owed from prior years are not calculated as part of the property tax rate but are budgeted based on historical data. The Maintenance and Operations (M&O) portion of the rate decreased from \$0.4341 in FY2023 to \$0.4185 in FY2024. **This represents a 1.5 cent drop in the M&O rate compared to FY2023.**
2. Sales Tax - down .2% - This is a very slight budget reduction compared to the FY2023 budget. While the City saw very large increases in sales tax revenues during the pandemic and since the onset of inflation, those double digit increases are leveling. The change in the estimated sales tax revenues are not indicative of slowing of economic development in the City. The City continues to experience healthy sales tax growth when compared to "normal" years as proven by the fact that FY2023 to-date is expected to end the year 38% higher than FY2019. FY2019 indicates a somewhat "normal" year because it was prior to the pandemic that generated large influxes of cash from the federal government and prior to high inflation. Sales Tax is especially difficult to project due to the economic volatility. Kerrville's position as a regional retail hub, in addition to sales tax revenue received from online sales, provide strategic advantages. The City closely analyzes sales tax information each month to help ensure accurate estimations.
3. Service Revenue - up 22.7% - Service revenue includes EMS charges, Solid Waste fees (not curbside garbage pickup) and other smaller fees. This increase is directly related to an increase in EMS revenues. In FY2019 and FY2020, EMS saw a revenue decline during the height of the pandemic. Because of those declines and the unknown effects of the pandemic, the City budgeted FY2021 and FY2022 flat with FY2020. EMS performed strong in FY2022. FY2023 revenues for EMS were based on historical data, using no change in volume, plus fee increases in several areas. FY2024 increases are based on updated, post pandemic data, as well as applicable fee increases.
4. Intergovernmental Revenue - up 11.5% - Intergovernmental Revenue includes contractual payments from Kerr County for the City to provide Emergency Medical Services within the county, beyond the City limits. Payments from Kerrville ISD for Kerrville Police Officers who serve as School Resource Officers (SRO) for KISD during the school year are also included in this category. In FY2023, KISD requested two additional SRO positions for added campus security. Revenue received from this partnership will be offset by the expense incurred by the City to add these positions to the Police Department. FY2024 budget assumes all 4 SRO positions will be filled.

# GENERAL FUND - BUDGET SUMMARY

5. Interest and Miscellaneous - up 34% - This category is up primarily due to the interest rate trends which have risen considerably due to inflation. Interest rates are expected to remain constant throughout FY2024 due to the Federal Reserve Board change in rates and inflationary factors. Interest revenue is only a small portion of the overall general fund revenue.
6. Personnel - up 6.7% - The increase is driven by a nearly 15% increase in the cost of group health insurance and changes in salaries. The FY2024 budget includes a 3% cost-of-living adjustment (COLA) for all City staff as well as a merit increase that has historically been included in annual budgets. Over the past 24 months, significant changes have been made to Public Safety salaries in order to remain competitive and increase recruiting and retention efforts. With Public Safety being labeled *the top priority* in both Kerrville 2050 and by City Council, these adjustments were necessary in order to help solve staffing shortages faced by these departments for several years. A formal compensation study was completed during FY2023. The COLA included in the FY2024 budget will compensate for market adjustments needed to remain competitive to help ensure retention of other personnel.
7. Other Expenses - up 11.7% - The largest change in this category is a 10% or \$25,000 increase in contingency for unforeseen expenses. The FY2024 budget is very tight, operationally. With the large increases experienced in Personnel and Supplies in FY2023 driven by inflation, the FY2024 budget assumes smaller percent increases in all areas. The flattening of expense increases is due to anticipated continued leveling of inflation.
8. Operating Transfers Out - up 32.4%- Over the past few years, a heavy emphasis has been placed on replacement of aging assets. A special budget team was created in FY2023 to complete a citywide inventory and condition assessment of all vehicles and equipment. Infrastructure and facilities are also in the process of being assessed. The goal of this budget team is to create a long-term replacement plan that aligns with the budget in order to level the year-over-year expense to Asset Replacement and ensure the City's assets meet operational needs in order to provide services to citizens. The transfer out to the General Asset Replacement Fund is budgeted at \$650,000 compared to \$600,000 in FY2023 in an effort to build fund balance for future asset purchases made evident with stronger long term forecasting of asset needs. Transfers Out also includes a \$200,000 transfer to Community Investment Plan (CIP), of which \$100,000 will be set aside to begin building a balance dedicated to non-routine repair and/or replacement of facilities or systems.

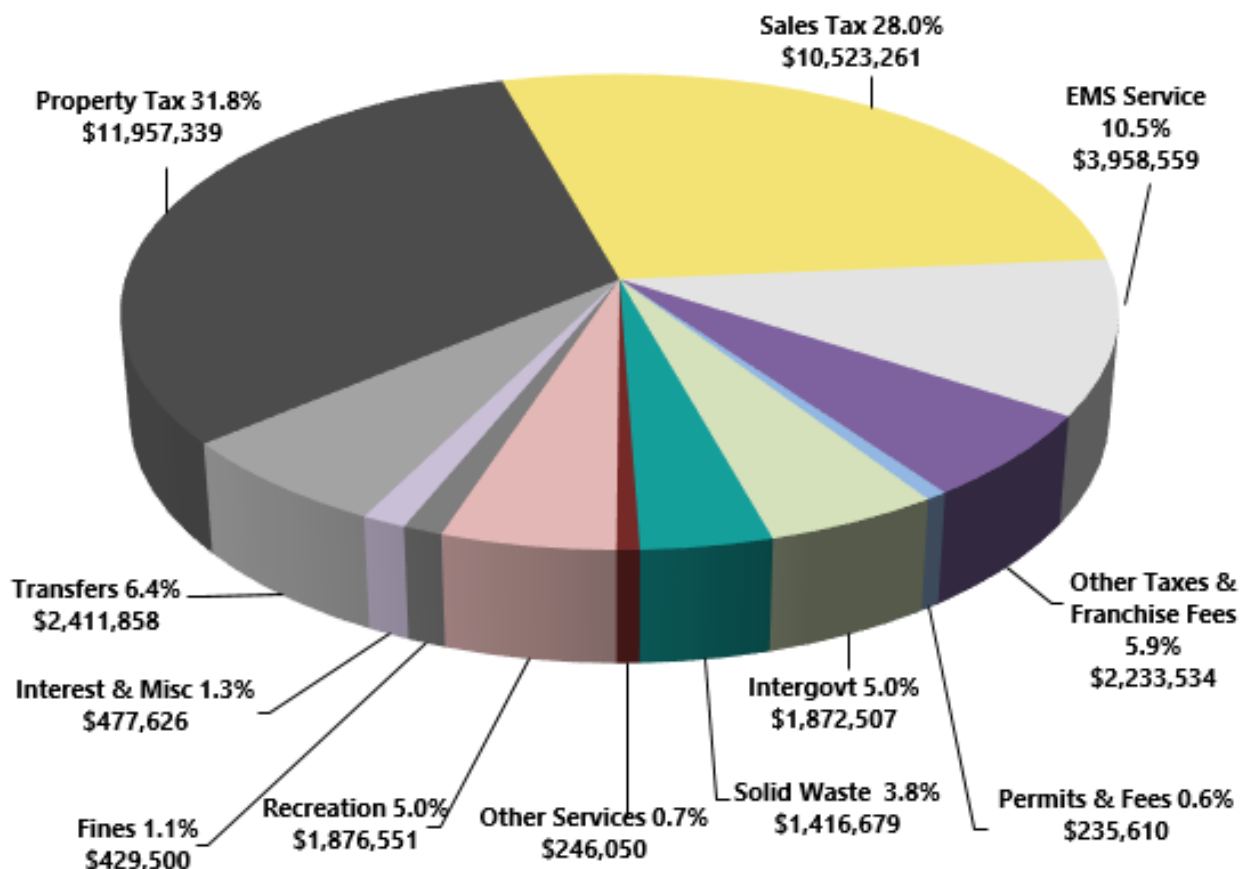
# GENERAL FUND REVENUES

# GENERAL FUND - REVENUES

## GENERAL FUND REVENUES

FY2024 budgeted revenue of \$37,639,074, which is 6.5% higher than the FY2023 **original budget**. The FY2023 budget was heavily impacted by inflation. The increase in Property Tax Revenue is based on a the **Maintenance & Operations (M&O) portion of the tax rate of \$0.4185/ \$100 of assessed value, which is lower than the rate of \$0.4341 from the FY2023 budget** and includes budgeted taxes to be received from prior years, which is not part of the property tax rate calculation. As sales tax and service revenues continue to grow, the burden on property taxpayers is lessened. Property tax and sales tax are the largest revenues categories, accounting for 59.8% of total revenue.

### General Fund - Revenue Sources



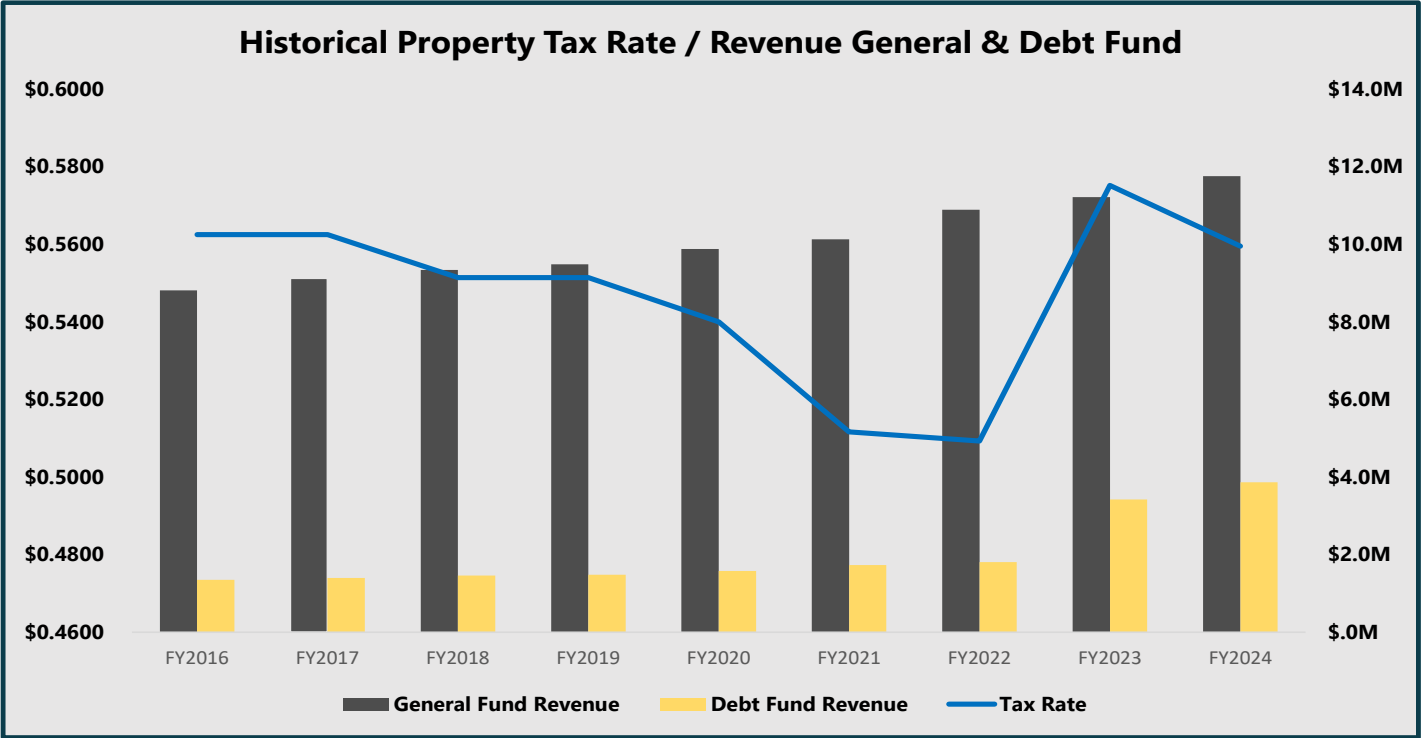
# GENERAL FUND - REVENUES

## PROPERTY TAX

The City’s largest revenue source, Property Tax, is budgeted to increase 4.6% to \$11,957,339 in the General Fund in FY2024. Property tax collections include taxes due from **current year** as well as estimates from taxes owed from **prior year taxes** (past due). **The FY2024 budget includes a decrease in both the overall property tax rate and the Maintenance and Operations (M&O) portion of the rate, which is the portion that supports the General Fund.** The FY2024 M&O rate of \$0.4185 is lower than the FY2023 M&O rate of \$0.4341. This decrease is in response to overall reduction in percent increases to General Fund expenses compared to FY2023, an increase in property valuations and the addition of nearly \$45 million in new properties added to the City’s tax base.

Property valuations are determined by the Kerr Central Appraisal District (KCAD) for all taxing entities KCAD represents. The increase in valuations along with the Senate Bill 2 changes to the property tax law, creates a reduction in the M&O portion of the tax rate. SB2 limits taxing entities to an increase of no more than 3.5% over the M&O No New Revenue Rate (NNR). The Property Tax Rate Calculation Worksheet is located in the appendix section of this document. **Information about the debt service (I&S) portion of the property tax rate can be found in the Debt section of this document.**

Year	Tax Rate	M&O	I&S
FY2010	\$ 0.5625	\$0.4851	\$ 0.0774
FY2011	\$ 0.5625	\$0.4890	\$ 0.0735
FY2012	\$ 0.5625	\$0.4890	\$ 0.0735
FY2013	\$ 0.5625	\$0.4890	\$ 0.0735
FY2014	\$ 0.5625	\$0.4890	\$ 0.0735
FY2015	\$ 0.5625	\$0.4890	\$ 0.0735
FY2016	\$ 0.5625	\$0.4890	\$ 0.0735
FY2017	\$ 0.5625	\$0.4890	\$ 0.0735
FY2018	\$ 0.5514	\$0.4779	\$ 0.0735
FY2019	\$ 0.5514	\$0.4779	\$ 0.0735
FY2020	\$ 0.5400	\$0.4665	\$ 0.0735
FY2021	\$ 0.5116	\$0.4381	\$ 0.0735
FY2022	\$ 0.5093	\$0.4358	\$ 0.0735
FY2023	\$ 0.5752	\$0.4341	\$ 0.1411
FY2024 Proposed	\$ 0.5595	\$0.4185	\$ 0.1410



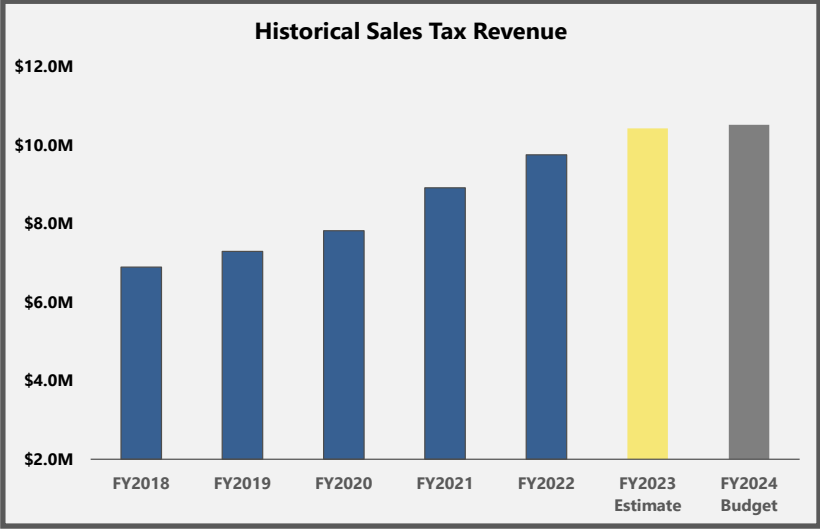
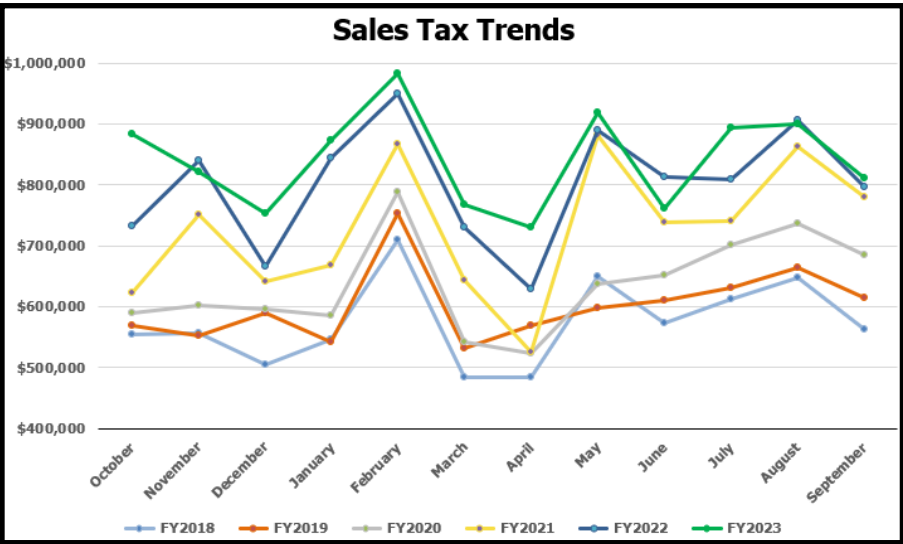


# GENERAL FUND - REVENUES

## SALES TAX

Sales Tax is the City’s second largest revenue source. Sales Tax is expected to generate \$10,523,261 in FY2024 revenue, which is a slight decrease from the FY2023 budget. The flattening of the budget is due to the changing sales tax trends over the past 12 months. City staff constantly analyze and monitor sales tax trends, utilizing this analysis as a budgeting and estimation tool. Another great predictor of sales tax trends is activity in Hotel Occupancy Tax Revenue. Inflationary pressures and economic conditions have slowed spending due to assumed decreased expendable income. Even with this reduction in the budget, the City’s overall sales tax remains very healthy. Sales tax grew at a record pace during the pandemic creating unusual increases. FY2023 is expected to end the year 3% ahead of FY2022. FY2023 to-date is 38% ahead of the last “normal” economic year, FY2019. The slowing is not an indication of economic downturn. Instead, it is more of a “normalizing” event and a “slowing” because of the factors already described.

Kerrville is a regional retail hub for rural areas within approximately a 100 mile radius. Kerrville’s retail and food service expansion, as well as very stable large sales taxpayers, help stabilize the City’s sales tax revenue. Continued growth in sales tax provides relief to property owners by offsetting the City’s reliance on property tax for general operations, but it is a volatile resource and careful consideration has to be given when projections are made. Due to the volatility, the FY2024 budget is very conservative.



# GENERAL FUND REVENUES BY LINE ITEM

# GENERAL FUND - REVENUES

	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
<b>Revenues</b>					
Property Tax - Current	\$ 10,620,905	\$ 11,216,842	\$ 11,216,842	11,312,982	\$ 11,757,339
Property Tax - Prior Year	143,034	110,000	110,000	125,151	115,000
Property Tax - Penalty & Interest	127,199	100,000	100,000	96,194	85,000
Sales And Use Tax	9,760,511	10,539,565	10,539,565	10,056,927	10,523,261
Mixed Beverage Tax	113,550	105,000	105,000	121,051	120,000
Franchise Fee - KPUB	1,394,660	1,390,200	1,390,200	1,319,388	1,508,434
Franchise Fee - Natural Gas	249,493	180,000	180,000	238,979	270,000
Telephone R.O.W. Use Fee	34,682	50,000	50,000	34,600	35,000
Franchise Fee - Taxicabs	75	75	75	133	100
Franchise Fee - Cable	300,984	316,000	316,000	291,497	300,000
<b>Total Taxes &amp; Franchise Fees</b>	<b>22,745,093</b>	<b>24,007,682</b>	<b>24,007,682</b>	<b>23,596,902</b>	<b>24,714,134</b>
KPD - Parade Permits	50	-	-	50	-
KPD - Alarm Permit Fee	1,450	2,500	2,500	1,450	1,500
Environmental/Stormwater Fee	81,889	145,434	145,434	150,084	195,660
Alcoholic Beverage License	15,370	20,000	20,000	10,495	15,000
Sidewalk Fee	500	500	500	500	500
Tent Permit	420	500	500	440	350
Fire Sprinkler - Repair/Remodel	1,500	1,000	1,000	1,000	1,000
Fire Alarm - Commercial Only	-	-	-	2,700	-
Fire Alarm - Repair/Remodel	2,000	4,000	4,000	1,950	4,000
Fire Permit - Misc.	1,925	1,500	1,500	65	3,000
Fire Plan Review Fee	-	-	-	13,922	7,000
Waterflow Test Permit	4,500	2,000	2,000	3,600	5,000
Flood Plain Permit Fee	425	250	250	575	200
Manifest Books	-	1,200	1,200	900	1,200
Banner Admin. Fee	1,125	1,000	1,000	1,450	1,200
<b>Total Permits and Fees</b>	<b>111,154</b>	<b>179,884</b>	<b>179,884</b>	<b>189,180</b>	<b>235,610</b>
State - Emergency Management	14,118	-	-	-	-
Kerr County - Emergency Mgt	1,590	1,300	1,300	1,293	1,300
Kerr County- Fire/EMS Contract	1,317,791	1,383,680	1,383,680	1,383,680	1,463,934
KISD-School Resource Officer	142,313	295,000	295,000	243,898	407,274
<b>Total Intergovernmental</b>	<b>1,475,812</b>	<b>1,679,980</b>	<b>1,679,980</b>	<b>1,628,871</b>	<b>1,872,507</b>

# GENERAL FUND - REVENUES

	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
<b>Revenues</b>					
Child Support - Admin Fee	983	1,000	1,000	940	1,000
Library - Non-Resident Fees	2,618	2,500	2,500	2,630	2,500
Library - Equip Rental Fees	280	-	-	54	50
Library - Meeting Room	415	1,000	1,000	1,170	1,200
Library - Copies	1,345	1,000	1,000	1,125	1,000
Library - Fax Machine	-	-	-	33	50
Library - Internet Printing	6,523	5,500	5,500	7,753	5,500
Library - Inter-Library Mailing	1,108	1,500	1,500	1,102	1,200
Fire - TEEX Classes	800	800	800	1,800	1,000
KPD - Accident Reports	2,277	2,500	2,500	2,653	2,500
KPD - Letters Of Clearance	10	-	-	40	50
KPD - Oversize Load Escort	1,550	2,000	2,000	100	-
Requested Service/Repairs	635	2,000	2,000	5,500	5,000
SW - Recycling Proceeds	5,015	2,000	2,000	2,343	3,000
SW - Curbside Recycle Proceeds	5,208	6,000	6,000	-	4,500
SW - Hauler Fee	200	-	-	120	-
SW - Admin Fee	108,611	111,600	111,600	111,778	115,504
SW - Surcharge	1,090,405	1,244,400	1,244,400	1,273,218	1,293,675
EIC - Admin Svc Fee	195,000	200,000	200,000	200,000	205,000
EMS - Medical Records	4,721	4,000	4,000	3,480	4,000
EMS - Base Rate	5,081,179	5,405,765	5,405,765	5,961,080	6,507,421
EMS - Mileage	1,850,336	1,962,961	1,962,961	2,012,238	2,252,462
EMS - Transfer Agreement	7,087	4,000	4,000	12,590	8,000
EMS - On-Site Standby	19,546	14,000	14,000	7,388	10,000
EMS - Aid Only	30,810	34,000	34,000	17,940	30,000
EMS - Response Fee	12,000	11,000	11,000	15,105	15,000
EMS - Charges Disallowed	(2,594,635)	(2,800,000)	(2,800,000)	(4,147,240)	(3,004,500)
EMS - Bad Debt Write-Off	(1,329,186)	(1,656,409)	(1,656,409)	(394,638)	(1,859,824)
<b>Total Services</b>	<b>4,524,820</b>	<b>4,581,617</b>	<b>4,581,617</b>	<b>5,113,962</b>	<b>5,621,288</b>

# GENERAL FUND - REVENUES

	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
<b>Revenues</b>					
KSP - Annual Permit	28,134	29,000	29,000	26,981	28,250
KSP - Day Pass	40,717	43,000	43,000	32,677	46,088
KSP - Excess Vehicle Fee	3,525	4,000	4,000	3,420	7,000
KSP - Pecan Loop-30 Amp	63,908	70,000	70,000	70,297	79,000
KSP - Deerfield Loop-30 Amp	127,707	130,000	130,000	108,854	147,860
KSP - Sycamore Circle-50 Amp	90,520	95,000	95,000	86,960	106,375
KSP - Tent Site	37,694	40,000	40,000	40,293	40,000
KSP - Mountain View Loop (W/E)	64,120	63,000	63,000	46,589	73,500
KSP - Mini Cabins	106,696	100,000	100,000	100,245	103,292
KSP - Park Cabin	12,735	13,000	13,000	11,631	15,000
KSP - Ranch House	11,800	13,000	13,000	12,391	14,500
KSP - Group Recreation Hall	15,010	13,000	13,000	20,785	18,500
KSP - Group Dining Hall	4,785	3,800	3,800	4,520	4,900
KSP - Equipment Rental	825	250	250	780	500
KSP - Dump Station	875	600	600	900	1,000
KSP - Cancellation Fee	26,305	15,500	15,500	12,948	17,000
KSP - Leased Concession	5,366	5,800	5,800	4,737	5,600
KSP - Ancillary Item Sales	4,639	5,500	5,500	2,097	4,300
KSP - Public Deer Hunt	3,600	3,600	3,600	3,600	3,600
Aquatics - Admissions	15,528	12,000	12,000	14,289	13,000
Aquatics - Programs	18,634	17,000	17,000	20,090	17,236
Aquatics - Rentals	7,350	3,300	3,300	6,850	6,000
Aquatics- Concessions	1,744	600	600	1,724	1,000
Parks And Rec - Programs	32,151	35,000	35,000	31,848	35,350
Parks And Rec - Rentals	14,140	11,000	11,000	16,684	15,000
KSC - Soccer - Field Rental	1,180	1,000	1,000	1,370	1,200
KSC - Concessions	3,850	7,000	7,000	4,647	6,000
Golf - Green Fees	-	460,000	460,000	470,200	465,500
Golf - Cart Rentals	-	275,000	275,000	248,682	275,000
Golf - Membership Dues	-	60,500	60,500	48,139	61,500
Golf - Private Cart Fees	-	4,500	4,500	3,720	4,500
Golf - Driving Range Fees	-	39,000	39,000	37,015	39,000
Golf - Merchandise Sales	-	100,000	100,000	125,530	110,000
Golf - Food Sales	-	30,000	30,000	30,007	30,000
Golf - Beer Sales	-	80,000	80,000	72,556	80,000
Golf - Trade Rounds	-	30,000	30,000	-	-
<b>Total Recreation</b>	<b>743,537</b>	<b>1,813,950</b>	<b>1,813,950</b>	<b>1,724,056</b>	<b>1,876,551</b>

# GENERAL FUND - REVENUES

	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
<b>Revenues</b>					
MC - City Portion Omnibase	1,004	1,200	1,200	632	1,000
MC - Time Payments/City	230	1,500	1,500	60	500
MC - Time Pmts/Adm. Of Justice	6,671	5,000	5,000	6,499	6,000
MC - Municipal Court Fine	304,039	350,000	350,000	283,932	340,000
MC - 10% Collection Fee	19,358	20,000	20,000	20,779	20,000
MC - Warrant Fees Collected	17,762	14,000	14,000	13,464	12,000
MC - Arrest Fee Collected	13,190	17,600	17,600	14,080	13,500
MC - Special Expense Fee	21,994	22,000	22,000	30,736	24,000
MC - Jury Trial Fee	259	150	150	284	200
MC - Traffic	4,440	7,000	7,000	5,070	5,000
MC - Contempt Fine	400	500	500	-	-
MC - Judicial Support Fee/City	-	-	-	307	-
Library - Extended Use Fees	6,157	5,500	5,500	5,799	5,800
Library - Lost Books/Equipment	2,009	1,500	1,500	2,063	1,500
Library - Past Due Collections	-	250	250	-	-
KPD - False Alarm Fees	650	500	500	-	-
<b>Total Fines and Forfeitures</b>	<b>398,162</b>	<b>446,700</b>	<b>446,700</b>	<b>383,705</b>	<b>429,500</b>
Cailloux Foundation	-	10,000	10,000	-	-
Republic Services Reimbursement	-	8,300	8,300	6,216	6,800
July 4th Fireworks-Sponsor	12,000	12,000	12,000	12,000	12,000
Police - Grants/Donations	4,852	-	-	-	-
Fire - Grants/Donations	800	-	-	-	-
Donation - Parks	34,323	22,500	22,500	80,828	22,500
Miscellaneous Donation	2,563	-	-	2,650	3,602
<b>Total Grants and Donations</b>	<b>54,538</b>	<b>52,800</b>	<b>52,800</b>	<b>101,694</b>	<b>44,902</b>
Returned Item Fee	30	-	-	-	-
Election Filing Fee	600	300	300	360	300
UPS - Lease	17,368	17,500	17,500	16,309	18,247
Building Lease	88,085	90,000	90,000	71,168	72,207
Radio Control Airplane Lease	100	100	100	100	100
Land Lease	-	-	-	15,695	15,970
Purchasing Card Rebate	6,607	10,000	10,000	9,183	10,000
Purchasing Co-Op Rebate	851	1,000	1,000	2,876	1,400
Recovering Bad Debts	-	-	-	793	-
EMS - Bad Debt Recovered	55,604	60,000	60,000	95,068	70,000
Mowing/Cleaning	929	500	500	13,047	500
Interest Revenue	94,116	127,563	127,563	791,432	234,000
Library - Merchandise Sales	-	1,000	1,000	-	-
Miscellaneous Revenue	125,202	15,000	15,000	103,884	10,000
<b>Total Interest and Miscellaneous</b>	<b>389,491</b>	<b>322,963</b>	<b>322,963</b>	<b>1,119,915</b>	<b>432,724</b>
Transfer In - Water Fund	2,231,115	2,186,464	2,186,464	2,186,463	2,326,858
Transfer In - Golf	-	-	-	311,546	-
Transfer In - HOT	45,000	85,000	85,000	85,000	85,000
<b>Total Transfer In</b>	<b>2,276,115</b>	<b>2,271,464</b>	<b>2,271,464</b>	<b>2,583,010</b>	<b>2,411,858</b>

<b>Total Revenues</b>	<b>\$ 32,718,724</b>	<b>\$ 35,357,039</b>	<b>\$ 35,357,039</b>	<b>\$ 36,441,295</b>	<b>\$ 37,639,074</b>
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kerrvilletx.gov

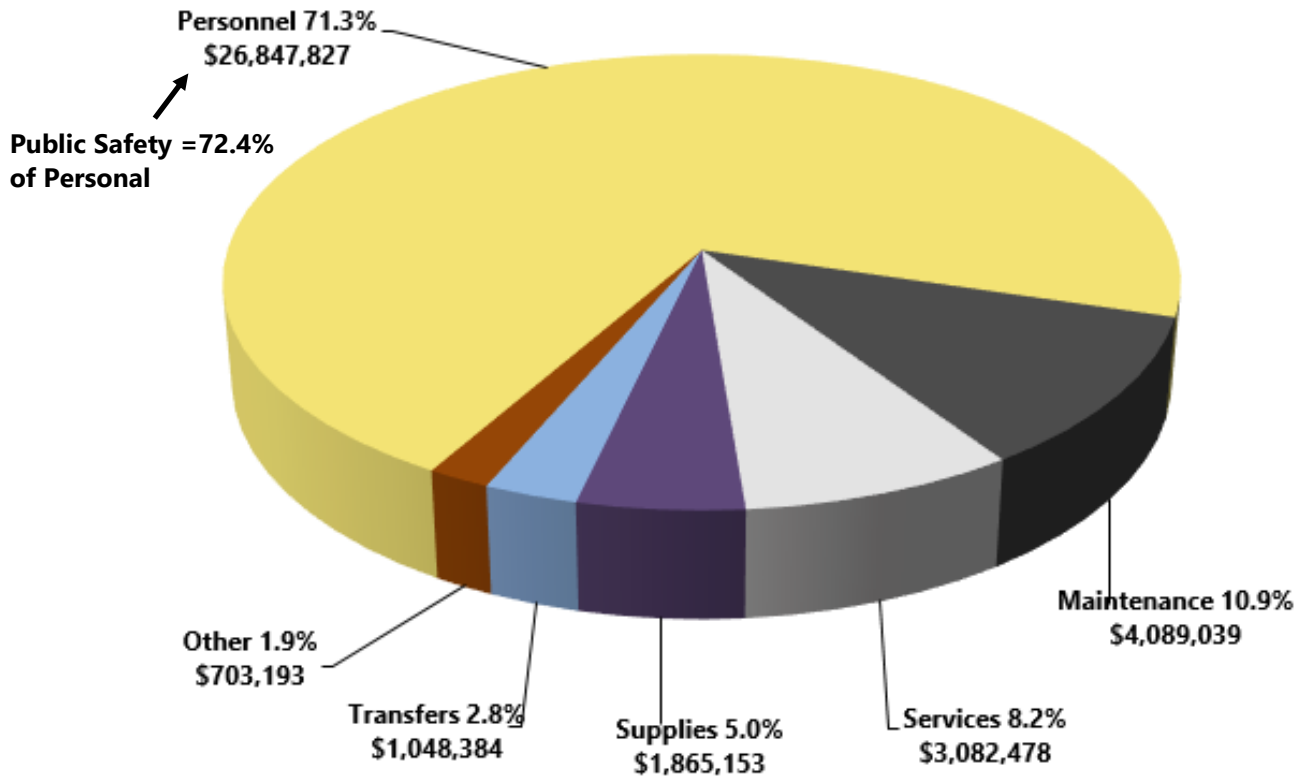




# GENERAL FUND EXPENDITURES

# GENERAL FUND - EXPENDITURES

## General Fund - Expenditures by Category



## BY CATEGORY

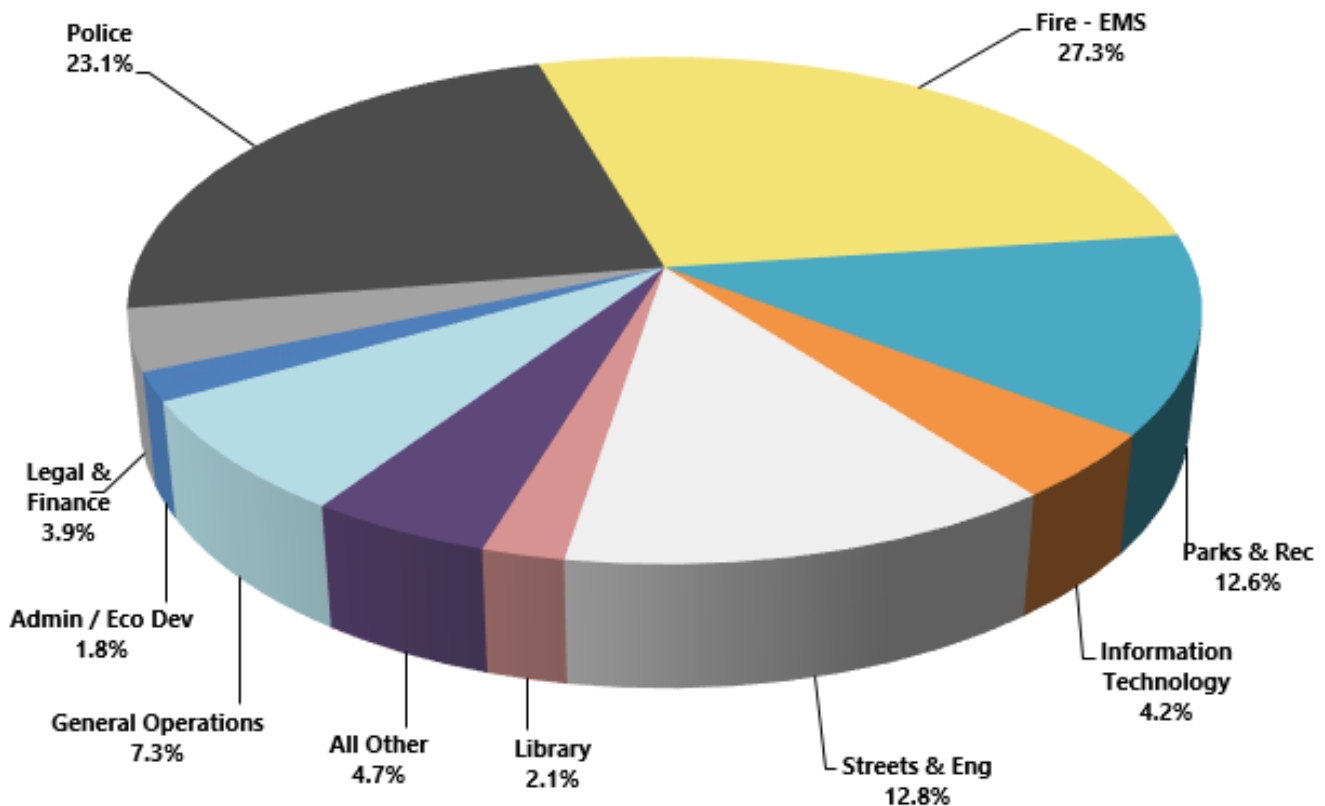
At 71.3% of expenditures, Personnel is the largest spending category in the General Fund. **Public Safety accounts for 72.4% of all Personnel costs.** When considering the percentage dedicated to Personnel for Public Safety, support departments such as IT, Finance, Legal, Admin, etc. are not considered. If all time dedicated to Public Safety were *considered*, this percentage would be much higher. Kerrville 2050 identified Public Safety as the top priority and City funds are allocated accordingly. The Maintenance category is the second largest expense of the General Fund, which includes streets maintenance. Streets were also identified as a top priority in Kerrville 2050. Over the past 5 years, the City has focused heavily on pavement conditions and adopted a Pavement Master Plan. Resources allocated for streets in both General Fund and Community Investment Plan (CIP) have increased substantially based on Kerrville 2050 and Council direction. Supplies includes items such as chemicals, fuel, tools and equipment, safety equipment, technology equipment and other items. Transfers account for movement of money from the General Fund to other funds such as General Asset Replacement and General CIP. These funds are part of the General Fund for financial reporting purposes, but are separated for transparency within the budget. More details regarding these expenditures can be found within the individual fund pages in the Other Funds section of this book.

# GENERAL FUND - EXPENDITURES

## BY DEPARTMENT

As is evident in Kerrville 2050, **Public Safety** (Police and Fire-EMS) is the top priority for Kerrville and accounts for **50.4% of the General Fund budget**. Streets also remain a top priority in FY2024, which supports Kerrville 2050. The City updated the Pavement Condition Assessment in FY2023. The current plan has been utilized to allocate resources annually to streets. Once adopted, the new plan will help guide future efforts. Recreation expenses make up 12.6% of the General Fund budget. In line with Kerrville 2050, the Parks and Recreation Department continues to find new ways to enhance the quality of life for citizens and visitors. Both Golf and Kerrville-Schreiner Park generate substantial revenue streams for the fund.

Expenses By Department







LOOKING  
UP

# GENERAL FUND EXPENDITURES BY DEPARTMENT



# GENERAL FUND - CITY COUNCIL

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

## DEPARTMENT RESPONSIBILITIES

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

## DEPARTMENT ACCOMPLISHMENTS

- E2: Adopted the following to ensure the City is prepared for future growth:
  - Short-Term Rental Ordinance
  - Dark Sky Ordinance
  - Tree Preservation Policy
- F1: Completed CRASE Training to ensure preparedness
- F1: Approved sale of Water Revenue Bonds in the amount of \$11.5m to make needed repairs/upgrades to the City's Water / Wastewater System for future sustainability
- C2: Continued to work with staff and developers to improve available workforce housing availability
- P6: Approved EIC funding for River Trail Extension to Downtown
- W1: Adopted new Water / Wastewater Master Plan
- F2: Approved construction contract for Public Safety Facility
- Adopted new Electioneering Policy

## FY2024 OBJECTIVES

- E3: Consider solution for upgrades to quality of life facilities
- C5: Continue to address needed updates to City codes and ordinances
- E8: Continue to engage in Solar Eclipse planning efforts
- Consider establishment of new TIRZ for workforce housing
- Work with KEDC to support business growth



**Mayor Judy Eychner issues a proclamation to the Kerrville Fire Department proclaiming October 2023 as Fire Prevention Month**

# GENERAL FUND - CITY COUNCIL

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	7,086	6,500	6,500	6,425	6,500
Benefits	542	478	478	492	478
Travel and Training	15,976	13,309	15,293	15,710	16,075
<b>Total Personnel Services</b>	<b>23,605</b>	<b>20,287</b>	<b>22,271</b>	<b>22,627</b>	<b>23,053</b>
Office Supplies	207	200	200	112	511
<b>Total Supplies and Materials</b>	<b>207</b>	<b>200</b>	<b>200</b>	<b>112</b>	<b>511</b>
Utilities	1,965	2,220	2,220	1,903	2,220
<b>Total Services</b>	<b>1,965</b>	<b>2,220</b>	<b>2,220</b>	<b>1,903</b>	<b>2,220</b>
Other	260	284	100	-	300
<b>Total Other Expenses</b>	<b>260</b>	<b>284</b>	<b>100</b>	<b>-</b>	<b>300</b>
<b>Total Expenditures</b>	<b>\$ 26,036</b>	<b>\$ 22,991</b>	<b>\$ 24,791</b>	<b>\$ 24,641</b>	<b>\$ 26,084</b>

Note: Members of City Council are compensated in the amount of \$25 per meeting. They receive no compensation for the work they do outside of meeting times.



# GENERAL FUND - CITY SECRETARY

The City Secretary's Office (CSO) serves as the Records Management Department for the City and is dedicated to providing accurate and efficient record keeping and election services for City Council, Boards and Commissions, staff, and citizens of Kerrville.

## DEPARTMENT RESPONSIBILITIES

- **Document Management:** Responsible for preserving official records of the City, including Charter, Code of Ordinances, resolutions, contracts, leases, studies and the City's legislative history
- **Recording Secretary:** Responsible for preparing and posting agendas for all meetings, attending meetings, and preparing minutes for City Council, Economic Improvement Corporation, TIRZ, etc.
- **Boards and Commissions:** Responsible for processing all appointments to City Boards and Commissions providing government rules and procedures training and performing all statements and oaths of office for employees and City officials
- **Elections:** Responsible for managing all City elections in accordance with state law
- **Open Records Requests:** Responsible for processing all public information requests in accordance with state law

## DEPARTMENT ACCOMPLISHMENTS

- City Secretary nominated as the Texas Municipal Clerk Association (TMCA) Clerk of the Year; and the TMCA Hill Country Chapter Clerk of the Year
- The City Secretary began Texas Registered Municipal Clerk (TRMC) recertification program
- The Deputy City Secretary completed the Texas Municipal Clerk certification (TRMC) requirements and will graduate in January 2024
- Served on both, TMCA HCC Fundraiser Committee and 2025 Seminar Committee
- Attended the Secretary of State Election Law Seminar

## FY2024 OBJECTIVES

- Continue archiving paper to electronic files
- Continue to enhance safety measures for the City Secretary's Office and situational emergency management of historical documents

### Did you know?

The City Secretary's Office not only serves our citizens, but also our Mayor, City Council members, Boards & Commissions, City Managers, City Attorneys, City Departments, and employees. Both staff are members of the Texas Municipal Clerks Association and the Hill Country Chapter.



Shelley McElhannon, City Secretary

# GENERAL FUND - CITY SECRETARY

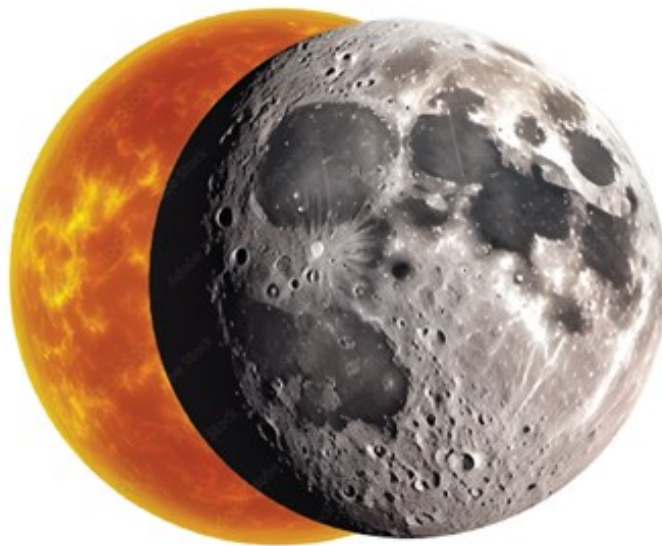
Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	153,831	141,028	143,996	144,171	154,099
Benefits	46,911	43,423	43,423	43,363	48,700
Travel and Training	3,190	5,623	7,687	7,951	6,125
<b>Total Personnel Services</b>	<b>203,932</b>	<b>190,073</b>	<b>195,106</b>	<b>195,485</b>	<b>208,924</b>
Office Supplies	674	1,200	528	325	850
Tools and Equipment	-	-	66	66	-
Other Supplies	219	250	564	767	980
<b>Total Supplies and Materials</b>	<b>893</b>	<b>1,450</b>	<b>1,157</b>	<b>1,157</b>	<b>1,830</b>
Technology	-	-	350	350	1,000
<b>Total Maintenance and Repairs</b>	<b>-</b>	<b>-</b>	<b>350</b>	<b>350</b>	<b>1,000</b>
Utilities	438	564	683	675	47
Professional Services	7,464	7,000	2,753	2,300	8,000
Insurance	350	350	350	350	350
Advertising	9,951	7,000	7,000	6,134	9,000
<b>Total Services</b>	<b>18,203</b>	<b>14,914</b>	<b>10,786</b>	<b>9,459</b>	<b>17,397</b>
Other	6,810	12,674	11,712	10,952	23,650
<b>Total Other Expenses</b>	<b>6,810</b>	<b>12,674</b>	<b>11,712</b>	<b>10,952</b>	<b>23,650</b>
<b>Total Expenditures</b>	<b>\$ 229,839</b>	<b>\$ 219,111</b>	<b>\$ 219,111</b>	<b>\$ 217,403</b>	<b>\$ 252,800</b>



# GENERAL FUND - CITY SECRETARY

## PERFORMANCE MEASURES

City Secretary									
Key Priority Area	Measure	FY2021 Actual	FY2022 Actual	FY2023 Q1	FY2023 Q2	FY2023 Q3	FY2023 Q4	FY2023 Actual	FY2024 Target
Public Facilities & Services	Open Records Requests	272	285	52	87	81	82	302	N/A
	Agendas Processed	226	268	73	60	64	75	272	270
	City Notary Services	127	336	38	51	34	47	170	200
	Publications Produced	91	85	24	19	18	26	87	85



# GENERAL FUND - CITY ATTORNEY

The City Attorney is the legal advisor to and representative of the City Council, City Staff and City Boards for all legal matters pertaining to City business. He reports directly to the City Council. The goal of the Legal Department is to provide accurate, timely, and efficient legal services in an informative and understandable manner, while helping the City achieve its missions in a defensible, law-abiding manner.

## DEPARTMENT RESPONSIBILITIES

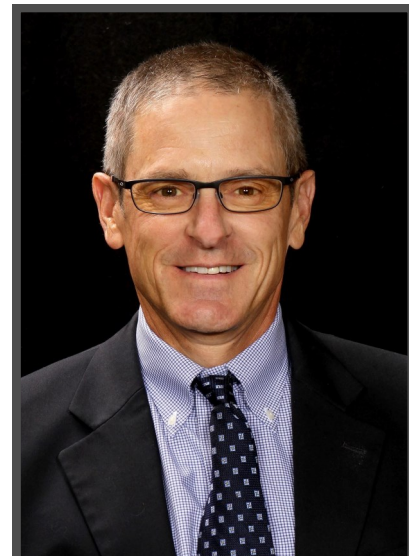
- **General Counsel:** Responsible for providing legal advice and preparing or approving ordinances, resolutions, contracts and other legal documents
- **Legal Representation:** Responsible for representing or monitoring the representation of the City in civil litigation and other proceedings
- **Prosecution:**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

## DEPARTMENT ACCOMPLISHMENTS

- F1: Provided legal guidance to City Council, staff and boards.
- Monitored the 88th Texas Legislative Session and provided guidance on bills that impacted the City and continuously advised Council action and/or staff on status as necessary
- Coordinated with and supported efforts of outside counsel defending the City
- Updated Municipal Court website as to legal options for those responding to citations
- Prepared agreements related to City Business
- Assisted Finance and Bond Counsel with preparation for debt issuance

## FY2024 OBJECTIVES

- F1: Provide legal guidance to City Council, staff, and boards including the anticipation of potential legal issues
- F8: Continue reviewing City's Code of Ordinances, including drafting of amendments
- F5: Maintain individual Municipal Accreditation with the Texas City Attorneys Association
- F8: Facilitate discussions with the Charter Review Committee
- Assist Finance with updated procurement compliance measures



**Mike Hayes** City Attorney

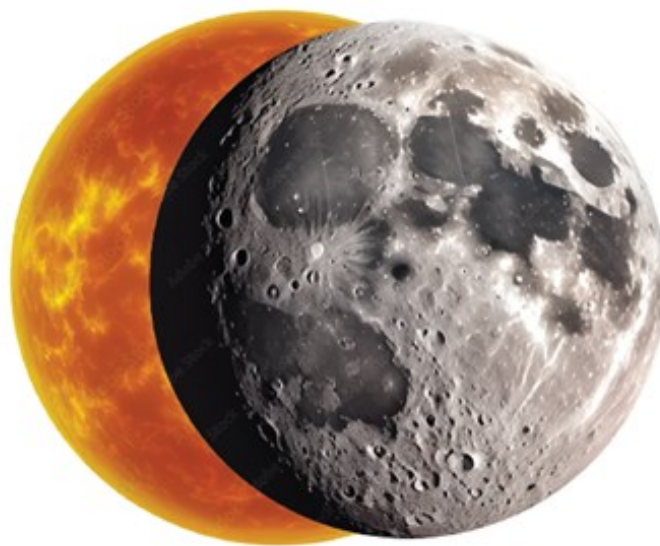
### **Did you know?**

Each attorney is required to obtain ongoing legal education each year to maintain state licenses.



# GENERAL FUND - CITY ATTORNEY

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	301,189	317,462	321,262	321,284	339,559
Benefits	73,130	74,764	77,876	77,327	82,277
Travel and Training	9,821	7,509	7,509	7,743	11,250
<b>Total Personnel Services</b>	<b>384,141</b>	<b>399,735</b>	<b>406,647</b>	<b>406,355</b>	<b>433,086</b>
Office Supplies	329	750	750	49	500
Postage	10	200	200	96	100
<b>Total Supplies and Materials</b>	<b>1,676</b>	<b>950</b>	<b>950</b>	<b>145</b>	<b>600</b>
Professional Services	27,659	30,000	1,088	851	27,000
<b>Total Services</b>	<b>28,859</b>	<b>30,000</b>	<b>1,088</b>	<b>851</b>	<b>27,000</b>
Other	4,759	6,435	4,435	4,258	5,545
<b>Total Other Expenses</b>	<b>4,759</b>	<b>6,435</b>	<b>4,435</b>	<b>4,258</b>	<b>5,545</b>
<b>Total Expenditures</b>	<b>\$ 419,435</b>	<b>\$ 437,120</b>	<b>\$ 413,120</b>	<b>\$ 411,608</b>	<b>\$ 466,231</b>





# GENERAL FUND - CITY ADMINISTRATION

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

## DEPARTMENT RESPONSIBILITIES

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

## DEPARTMENT ACCOMPLISHMENTS

- F2: Made significant progress on Public Safety Facility
- E1: Initiated new workforce housing partnerships
- E8: Continued planning for Solar Eclipse events
- Utilized departmental business plans to help monitor departmental performance and provide support
- C4: Initiated the Community Arts Program in partnership with the Kerrville Convention and Visitors Bureau
- E6: Supported Finance Department with debt issuances as directed by City Council
- H1: Supported Economic Development division in efforts to seek workforce housing solution

## FY2024 OBJECTIVES

### **Key Priority Area: Public Facility and Services**

- F2: Enter construction phase for the Public Safety Facility
- M4: Implement plans to support and update Pavement Condition Assessment

### **Key Priority Area: Water, Wastewater & Drainage**

- W1: Continue to monitor water conditions and encourage conservation
- W1: Continue long range planning efforts for the City's water supply

### **Key Priority Area: Economic Development**

- E1: Continue to encourage the development of workforce housing in the City
- E1: Encourage local workforce development initiative



**Dalton Rice   City Manager**  
**Welcomed October 2023**

# GENERAL FUND - CITY ADMINISTRATION

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	584,029	482,010	479,582	476,332	507,694
Benefits	182,318	122,285	140,534	140,022	133,518
Travel and Training	17,785	9,599	10,699	11,805	11,360
<b>Total Personnel Services</b>	<b>784,132</b>	<b>613,894</b>	<b>630,815</b>	<b>628,159</b>	<b>652,572</b>
Office Supplies	1,828	900	900	1,453	1,000
Tools and Equipment	2,631	-	2,151	2,261	-
Postage & Shipping	-	50	50	10	-
Other Supplies	1,600	1,200	1,200	1,159	1,200
<b>Total Supplies and Materials</b>	<b>6,058</b>	<b>2,150</b>	<b>4,301</b>	<b>4,884</b>	<b>2,200</b>
Technology	6,366	-	-	-	-
<b>Total Maintenance and Repairs</b>	<b>6,366</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Utilities	3,828	-	-	-	888
Professional Services	1,726	1,332	1,332	823	-
Insurance	883	350	350	350	350
Advertising	447	-	-	-	-
<b>Total Services</b>	<b>6,884</b>	<b>1,682</b>	<b>1,682</b>	<b>1,173</b>	<b>1,238</b>
Other	6,729	5,310	5,010	5,225	5,350
<b>Total Other Expenses</b>	<b>6,729</b>	<b>5,310</b>	<b>5,010</b>	<b>5,225</b>	<b>5,350</b>
<b>Total Expenditures</b>	<b>\$ 810,169</b>	<b>\$ 623,036</b>	<b>\$ 641,808</b>	<b>\$ 639,440</b>	<b>\$ 661,360</b>

City Administration is represented in three divisions in order to show better alignment of resources and improve transparency. One Assistant City Manager as well as the Senior Management Analyst are in the Economic Development budget for FY2023 and FY2024. A portion of the Executive Director of Innovation salary formerly charged to City Administration is now budgeted in the Office of Innovation division.



# GENERAL FUND - HUMAN RESOURCES

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

## DEPARTMENT RESPONSIBILITIES

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



Pictured from left to right: Chad Hierholzer, Rebecca Priess, and Mary Pierce.

## DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

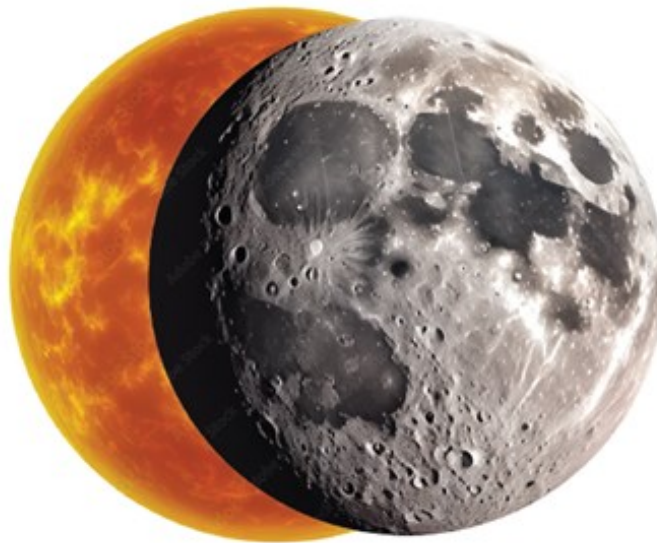
- Successfully negotiated an employee benefits package with no cost impact to employees
- Completed a Formal Compensation Study to ensure equitable employee pay scales
- Provided Workplace Harassment training for all employees
- Implemented new Human Resources management software for electronic employment applications and employee management
- Planned and hosted employee appreciation events

## FY2024 OBJECTIVES

- Continue to improve the productivity and efficiency of the Human Resources Operations
- Increase educational opportunities for Human Resources staff
- Conduct an update to the Formal Compensation Study
- Negotiate annual employee benefits package
- Update the City's Drug and Alcohol Policy
- Update the City's Personnel Policy Manual

# GENERAL FUND - HUMAN RESOURCES

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	212,296	183,224	185,524	175,640	168,304
Benefits	68,356	60,070	60,070	55,142	61,671
Travel and Training	5,557	6,865	4,865	3,060	5,075
<b>Total Personnel Services</b>	<b>286,210</b>	<b>250,159</b>	<b>250,459</b>	<b>233,842</b>	<b>235,051</b>
Office Supplies	2,500	4,000	2,500	2,180	2,200
Tools and Equipment	-	-	1,000	927	500
Postage and Shipping	51	-	250	237	100
Other Supplies	376	100	150	33	200
<b>Total Supplies and Materials</b>	<b>2,927</b>	<b>4,100</b>	<b>3,900</b>	<b>3,377</b>	<b>3,000</b>
Technology	8,048	16,340	16,340	16,339	25,000
<b>Total Maintenance and Repairs</b>	<b>8,048</b>	<b>16,340</b>	<b>16,340</b>	<b>16,339</b>	<b>25,000</b>
Utilities	664	600	-	37	444
Professional Services	51,366	41,423	39,223	39,698	47,769
Insurance	300	600	600	300	400
Advertising	2,383	2,300	2,800	2,649	2,500
<b>Total Services</b>	<b>54,713</b>	<b>44,923</b>	<b>42,623</b>	<b>42,684</b>	<b>51,113</b>
Other	27,347	28,755	22,555	22,635	30,670
<b>Total Other Expenses</b>	<b>27,347</b>	<b>28,755</b>	<b>22,555</b>	<b>22,635</b>	<b>30,670</b>
<b>Total Expenditures</b>	<b>\$ 379,245</b>	<b>\$ 344,277</b>	<b>\$ 335,877</b>	<b>\$ 318,878</b>	<b>\$ 344,835</b>



# GENERAL FUND - HUMAN RESOURCES

## PERFORMANCE MEASURES

Human Resources									
Key Priority Area	Measure	FY2021 Actual	FY2022 Actual	FY2023 Q1	FY2023 Q2	FY2023 Q3	FY2023 Q4	FY2023 Actual	FY2024 Target
Public Facilities & Services	Number of Full-Time Employees	304	310	313	313	316	318	315	320
	Turnover Rate	14.18%	15.20%	4.40%	3.60%	2.80%	4.40%	15.20%	15.00%
	New Property & Liability Claims Processed	144	30	4	3	7	3	17	35
	FMLA Leave Cases Processed	48	52	10	12	5	8	35	40
	Closed Insurance Claims	25	37	4	3	6	6	19	35





# GENERAL FUND - FINANCE

The Finance Department provides good stewardship of public resources and assets through sound financial management practices that ensure fiscal sustainability, ensures compliance with City financial policies, and provides support to all City Departments.

## DEPARTMENT RESPONSIBILITIES

- **Budgeting:** Responsible for preparing and monitoring the City's annual budget, including preparation of the budget document, and dissemination of regular financial updates to City departments and City Council
- **Financial Reporting:** Responsible for preparing and reporting financial statements in accordance with governmental accounting standards, including coordination of the annual audit and Annual Comprehensive Financial Report
- **Financial Management:** Responsible for accounts payable, accounts receivable, general ledger, fixed asset management, and investment services
- **Compliance :** Responsible for ensuring Citywide compliance related to procurement, community service agreements, short-term rentals, required annual reporting, occupancy tax, sales tax, and federal funding, etc.

## DEPARTMENT ACCOMPLISHMENTS

In the last year, we;

- Updated water consumption model
- Issued Water/Wastewater Revenue Bonds to support masterplan projects
- Updated internal policies for purchasing cards
- Standardized Community Service Agreements
- Created the City's first Popular Annual Financial Report (PAFR)
- Accounts Payable Specialist received Accounts Payable Certification
- Received GFOA Excellence in Financial Reporting, Budget Presentation Award & PAFR Award making the City of Kerrville a GFOA Triple Crown City

## DEPARTMENT ACCOMPLISHMENTS CONTINUED

- Completed Stop the Bleed & CRASE training
- Completed the City's first Budget in Brief Document
- Assisted with the implementation of Facility Condition Assessment
- Supported Economic Development division efforts in creation of a new TIRZ

## FY2024 OBJECTIVES

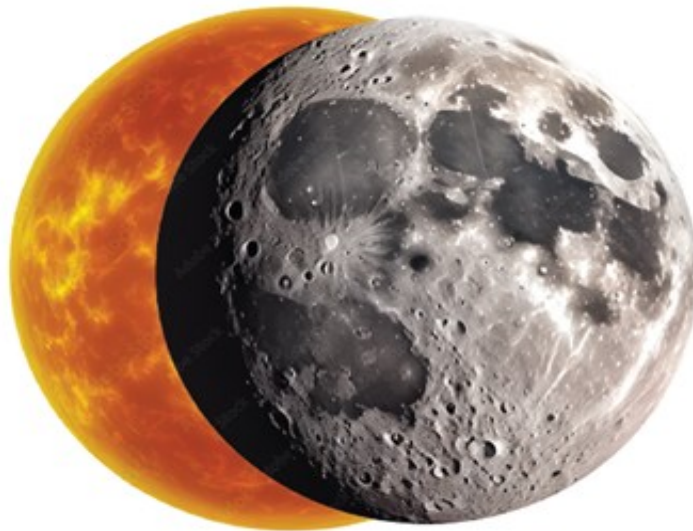
- Assist with long-range Facility Maintenance Plan
- Increase Citywide training opportunities using Benchmark software
- Close Tax Notes to fund fire trucks
- Complete long-range Asset Replacement Plan
- Create an online vendor portal
- Improve purchasing compliance measures
- Complete sale of EIC Sales Tax Revenue Bonds
- Assist legal in creation of standardized small project contracts



Pictured from left to right: Julie Behrens, Tara Rodgers, Kristin Akers, Randi VanWinkle, Trina Rodriguez, Sureena Cripps, and Jacob Bogusch

# GENERAL FUND - FINANCE

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	318,888	354,861	350,691	343,662	377,971
Benefits	107,622	107,134	108,234	106,567	118,358
Travel and Training	6,100	6,212	6,212	4,759	9,091
<b>Total Personnel Services</b>	<b>432,610</b>	<b>468,207</b>	<b>465,137</b>	<b>454,988</b>	<b>505,420</b>
Office Supplies	1,895	2,255	2,255	1,604	1,900
Tools and Equipment	3,561	4,400	3,900	4,037	2,900
Postage and Shipping	112	100	100	-	100
Other Supplies	610	350	350	270	300
<b>Total Supplies and Materials</b>	<b>6,178</b>	<b>7,105</b>	<b>6,605</b>	<b>5,910</b>	<b>5,575</b>
Utilities	600	-	-	60	-
Professional Services	365,300	453,900	461,870	456,341	489,800
Insurance	875	675	675	675	575
<b>Total Services</b>	<b>366,775</b>	<b>454,575</b>	<b>462,545</b>	<b>457,076</b>	<b>490,375</b>
Other	2,138	1,450	2,550	2,553	1,725
<b>Total Other Expenses</b>	<b>2,138</b>	<b>1,450</b>	<b>2,550</b>	<b>2,553</b>	<b>1,725</b>
<b>Total Expenditures</b>	<b>\$ 807,701</b>	<b>\$ 931,337</b>	<b>\$ 936,837</b>	<b>\$ 920,528</b>	<b>\$ 1,003,095</b>





# GENERAL FUND - FINANCE PERFORMANCE MEASURES

Finance									
Key Priority Area	Measure	FY2021 Actual	FY2022 Actual	FY2023 Q1	FY2023 Q2	FY2023 Q3	FY2023 Q4	FY2023 Actual	FY2024 Target
Public Facilities & Services / Economic Development	Investment Revenue	226,829	(248,228)	1,274,280	1,073,603	1,322,819	1,289,601	4,960,303	2,100,000
	Average Short Term Rental Payer	43	49	71	62	72	69	69	75
	Short Term Rental Occupancy Tax Revenue	128,291	161,607	60,377	34,935	40,023	53,114	188,449	200,000
	Invoices Processed for Payment	8,335	8,784	1,750	2,167	2,233	3,017	9,167	9,200
	Payment Count (Checks & EFT)	10,385	8,721	1,549	1,235	1,220	1,230	5,234	6,000
	Staff Continuing Education Hours	33	256	79	68	85	15	247	200
	%Check Payments	44%	39%	32%	40%	41%	41%	39%	37%
	%EFT	56%	61%	68%	60%	59%	59%	62%	63%



# GENERAL FUND - INFORMATION TECHNOLOGY

Information Technology (IT) provides the highest quality technology based services, in the most cost effective manner to facilitate the City's mission. IT coordinates with all City departments to implement new projects involving software, hardware, security, Wi-Fi, etc.

## DEPARTMENT RESPONSIBILITIES

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

## DEPARTMENT ACCOMPLISHMENTS

- Implemented a Next Gen firewall system
- Completed network switch upgrades
- Expansion of threat intelligence with Managed Detection and Response Solution
- City network buildout at the Sheriff Office and at Harper Rd. Fire Station
- Security camera installation in Council Chambers and at Water sites
- Installed Public Wi-Fi at Library Campus
- Assisted KPD in implementation of new In Car and Body Worn Camera (BWC) system
- Assisted Solar Eclipse Planning Events
- Assisted with IT-related design needs for new Public Safety Facility

## FY2024 OBJECTIVES

- Key Priority Area: Economic Development
- Replace 15 year old phone system
- Upgrade critical backup systems
- Replace critical servers
- Increase remote capabilities
- Evaluate new Computed-Aided Design (CAD) / Record Management Systems (RMS)
- Implement two factor authentication where needed
- Continue Office 365 deployment
- Improve security posture



## **Did you know?**

The I.T. department manages over 250 terabytes of data (including videos). The size of the ENTIRE internet in 1997 was 88 terabytes.

# GENERAL FUND - INFORMATION

## TECHNOLOGY

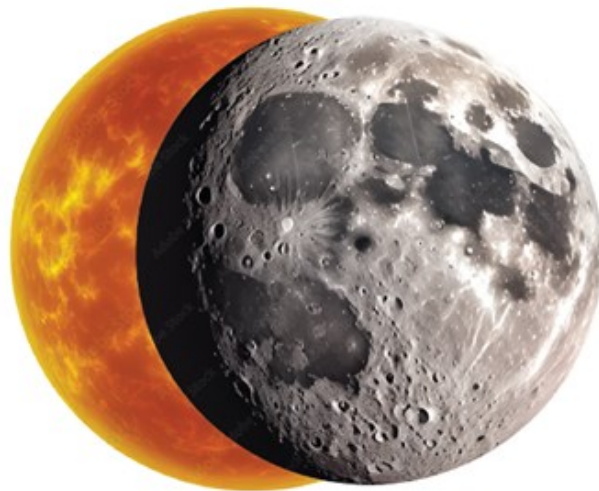
Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	434,485	485,060	485,160	474,579	520,565
Benefits	136,726	141,138	147,338	145,812	156,648
Travel and Training	11,300	13,347	31,672	30,781	13,033
<b>Total Personnel Services</b>	<b>582,511</b>	<b>639,545</b>	<b>664,170</b>	<b>651,172</b>	<b>690,246</b>
Office Supplies	2,117	1,044	1,044	759	1,000
Tools and Equipment	72,603	81,650	102,850	100,968	112,150
Chemical and Medical	-	-	-	31	50
Fuel	360	534	534	287	490
Postage and Shipping	36	100	200	267	50
Other Supplies	400	317	267	306	309
<b>Total Supplies and Materials</b>	<b>75,515</b>	<b>83,645</b>	<b>104,895</b>	<b>102,618</b>	<b>114,049</b>
Building, Structure and Land	29,084	1,800	300	-	500
Vehicle	2,065	89	189	101	189
Equipment	87,594	126,152	105,702	104,537	133,050
Technology	309,815	398,730	372,870	372,154	407,330
<b>Total Maintenance and Repairs</b>	<b>428,557</b>	<b>526,771</b>	<b>479,061</b>	<b>476,793</b>	<b>541,069</b>
Utilities	133,886	168,236	158,821	158,803	179,576
Professional Services	7,637	-	4,210	4,210	15,000
<b>Total Services</b>	<b>141,523</b>	<b>168,236</b>	<b>163,031</b>	<b>163,013</b>	<b>194,576</b>
Other	23,017	28,845	20,345	20,257	57,000
<b>Total Other Expenses</b>	<b>23,017</b>	<b>28,845</b>	<b>20,345</b>	<b>20,257</b>	<b>57,000</b>
<b>Total Expenditures</b>	<b>\$1,251,123</b>	<b>\$ 1,447,041</b>	<b>\$ 1,431,501</b>	<b>\$ 1,413,853</b>	<b>\$ 1,596,939</b>



# GENERAL FUND - INFORMATION

## TECHNOLOGY PERFORMANCE MEASURES

Information Technology									
Key Priority Area	Measure	FY2021 Actual	FY2022 Actual	FY2023 Q1	FY2023 Q2	FY2023 Q3	FY2023 Q4	FY2023 Actual	FY2024 Target
Public Facilities & Services	Service Customer Survey Rating	5	4	4	4	4	5	4	5
	Network Uptime	100%	100%	100%	100%	100%	98%	100%	100%
	Average Work Orders Open End of Day	41	61	39	34	28	29	33	25
	Average Work Orders Closed Same Day (%)	86%	86%	91%	87%	90%	89%	89%	90%
	Blocked Network Attacks	2,571,162	1,278,893	274,731	354,762	291,333	411,545	1,332,371	1,500,000
	Average % Critical Priority Support Requests met	94%	95%	98%	98%	99%	98%	98%	100%
	Average % High Priority Support Requests met	92%	90%	92%	93%	92%	90%	92%	95%
	Average % Normal Priority Support Requests met	87%	84%	83%	86%	87%	81%	84%	90%
	Average % Low Priority Support Requests met	85%	81%	76%	81%	83%	79%	80%	85%
	Total Tickets Closed	4,376	5,437	801	738	909	615	3,063	3,500



# GENERAL FUND - PUBLIC INFORMATION

The Public Information Office (P.I.O.) serves as the single voice for the City by providing citizens, business owners, and City staff with a pertinent information about City news and events through press releases, social media posts, the City's website, and local newspapers. P.I.O. is also responsible for managing recordings and audio/video support for all City meetings.

## DEPARTMENT RESPONSIBILITIES

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

## DEPARTMENT ACCOMPLISHMENTS

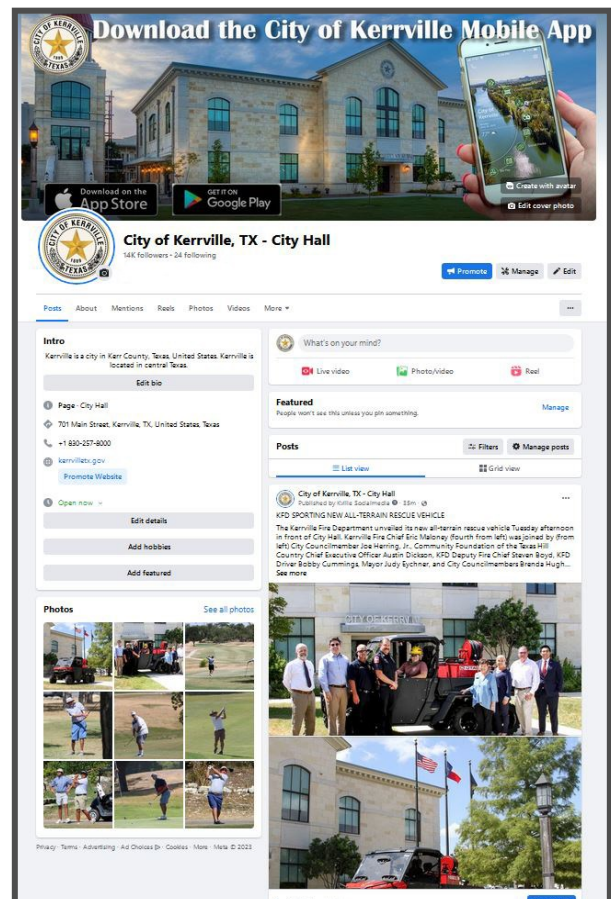
- In FY2023, the Public Information Office (PIO) coordinated 258 press releases and 766 Facebook posts
- Increased the City's social media presence on Facebook to over 14,000 followers
- Regularly issued short video clips to keep citizens informed about fun and important happenings
- Highlighted City staff on social media
- Installed technology upgrades in Council Chambers
- Updated the City's Website

### Did you know?

The PIO is responsible for the recording and posting of all City Council, EIC, TIRZ, and Planning and Zoning Meetings on the City's Website and YouTube.

## FY2024 OBJECTIVES

- F9: Continue to promote City departments, functions and activities
- Continue to ensure that Kerrville citizens are well informed about City business and events using various media outlets
- Maintain user-friendly website
- Ensure accuracy of information provided to the public on social media outlets, newspaper articles, and news reports
- Maintain up-to-date Facebook, Instagram, and YouTube accounts to ensure citizens have multiple options to receive information
- Continue good working relationships with community organizations



# GENERAL FUND - PUBLIC INFORMATION

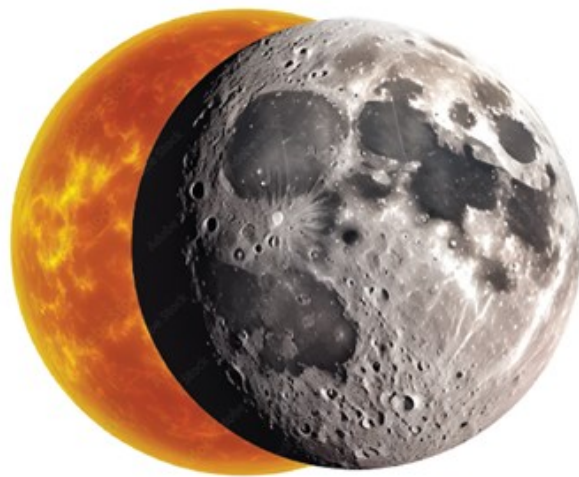
Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	134,982	141,710	143,510	143,429	151,629
Benefits	48,229	43,545	51,045	51,225	48,252
Travel and Training	70	-	-	-	-
<b>Total Personnel Services</b>	<b>183,281</b>	<b>185,255</b>	<b>194,555</b>	<b>194,653</b>	<b>199,881</b>
Office Supplies	75	-	-	194	75
Tools and Equipment	572	-	4,440	4,845	1,500
Other Supplies	313	-	-	-	225
<b>Total Supplies and Materials</b>	<b>960</b>	<b>-</b>	<b>4,440</b>	<b>5,039</b>	<b>1,800</b>
Technology	2,316	3,000	3,000	2,983	3,000
<b>Total Maintenance and Repairs</b>	<b>2,316</b>	<b>3,000</b>	<b>3,000</b>	<b>2,983</b>	<b>3,000</b>
Utilities	701	1,128	1,128	906	1,128
Professional Services	-	3,400	1,400	-	-
Advertising	788	800	1,300	1,361	1,400
<b>Total Services</b>	<b>1,489</b>	<b>5,328</b>	<b>3,828</b>	<b>2,267</b>	<b>2,528</b>
Other	751	1,125	625	801	1,000
<b>Total Other Expenses</b>	<b>751</b>	<b>1,125</b>	<b>625</b>	<b>801</b>	<b>1,000</b>
<b>Total Expenditures</b>	<b>\$ 188,797</b>	<b>\$ 194,708</b>	<b>\$ 206,448</b>	<b>\$ 205,744</b>	<b>\$ 208,209</b>





# GENERAL FUND - PUBLIC INFORMATION PERFORMANCE MEASURES

Public Information									
Key Priority Area	Measure	FY2021 Actual	FY2022 Actual	FY2023 Q1	FY2023 Q2	FY2023 Q3	FY2023 Q4	FY2023 Actual	FY2024 Target
Community & Neighborhood Character /	Press Releases	222	276	67	53	79	59	258	270
	Social Media - Facebook Followers	10,832	13,004	13,336	13,701	13,993	14,225	14,225	14,500
	Videos Filmed	177	134	27	27	21	25	100	120
Placemaking / Public	YouTube Views	12,158	6,596	1,963	1,600	1,900	2,723	8,186	8,250
Facilities & Services	Social Media Posts - Facebook	756	884	175	200	237	154	766	775





# GENERAL FUND - MUNICIPAL COURT

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

## DEPARTMENT RESPONSIBILITIES

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

## DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- F2: Filed approximately 4,200 cases
- F2: Filed 100% of cases within 24 hours of the citation issuance
- Continued to offer zoom hearings for persons not able to appear in person
- Entered contract with Linebarger, Goggan, Blair & Sampson, LLP, for collections of delinquent fines and fees
- F2: Conducted court procedures orientation for new police officers
- Deputy Court Clerk, Tracy Lewis, obtained Level I Court Clerk Certification
- Participated in National Night Out
- Participated in Municipal Court Week on November 6-10, 2023

### Did you know?

More people come in contact with municipal courts than all other Texas courts combined.

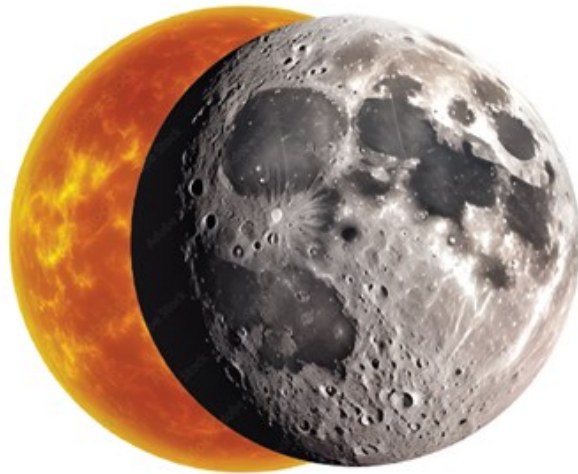
## FY2024 OBJECTIVES

- Attend annual Texas Municipal Courts Educations Center seminars to help educate staff regarding changes in legislation and to keep certifications up-to-date
- Update all forms used within the court
- F2: Provide traffic information on lobby TV
- F2: Provide information to the public regarding National School Bus Safety Week.



# GENERAL FUND - MUNICIPAL COURT

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	263,679	311,930	305,120	289,968	329,657
Benefits	93,833	91,700	96,100	95,499	104,156
Travel and Training	3,372	2,808	3,123	3,123	4,805
<b>Total Personnel Services</b>	<b>360,884</b>	<b>406,438</b>	<b>404,343</b>	<b>388,589</b>	<b>438,618</b>
Office Supplies	3,510	3,429	3,114	3,061	3,500
Tools and Equipment	1,764	299	343	44	425
Fuel	1,679	1,268	1,268	1,614	1,680
Wearing Apparel	574	395	351	169	1,940
Other Supplies	268	192	192	170	220
<b>Total Supplies and Materials</b>	<b>7,795</b>	<b>5,582</b>	<b>5,268</b>	<b>5,058</b>	<b>7,765</b>
Building, Structure and Land	752	1,189	3,599	3,105	900
Vehicle	239	479	563	604	394
<b>Total Maintenance and Repairs</b>	<b>1,200</b>	<b>1,668</b>	<b>4,162</b>	<b>3,708</b>	<b>1,294</b>
Utilities	6,331	6,790	6,790	6,561	7,164
Professional Services	402	1,732	1,648	494	1,050
Insurance	575	450	450	375	450
<b>Total Services</b>	<b>7,308</b>	<b>8,972</b>	<b>8,888</b>	<b>7,430</b>	<b>8,664</b>
Other	43	118	118	98	150
<b>Total Other Expenses</b>	<b>43</b>	<b>118</b>	<b>118</b>	<b>98</b>	<b>150</b>
<b>Total Expenditures</b>	<b>\$ 377,230</b>	<b>\$ 422,779</b>	<b>\$ 422,779</b>	<b>\$ 404,883</b>	<b>\$ 456,491</b>



# GENERAL FUND - MUNICIPAL COURT PERFORMANCE MEASURES

Municipal Court									
Key Priority Area	Measure	FY2021 Actual	FY2022 Actual	FY2023 Q1	FY2023 Q2	FY2023 Q3	FY2023 Q4	FY2023 Actual	FY2024 Target
Public Facilities & Services	Court Online Payments	639	554	135	183	182	183	683	700
	Cases Dismissed After Driver Safety Course	721	562	116	189	143	168	616	600
	New Cases Filed Within 24 Hours	100%	100%	100%	100%	100%	100%	100%	100%
	Warrants Served Within 60 Days	27%	51%	45%	21%	62%	62%	48%	60%
	New Cases Filed	4,445	3,658	1,031	1,246	1,305	1,099	4,681	4,800
	New Cases Adjudicated	3,925	4,081	907	1,165	1,159	1,146	4,377	4,500



# GENERAL FUND - OFFICE OF INNOVATION

The Office of Innovation is a division of City Administration with the purpose of planning, developing, and monitoring employee training, departmental operational plans, and the Kerrville 2050 Comprehensive Plan to ensure forward movement of the organization. The City's greatest resource engine for innovation is its employees. Through engagement and empowerment the City will achieve the highest levels of performance excellence.

## DEPARTMENT RESPONSIBILITIES

- **Process Improvement:** Responsible for training, implementation, and oversight of both the Lean Six Sigma program and Leadership Academy
- **Employee Education:** Provide supplemental educational opportunities for employees
- **Strategic Alignment:** Responsible for monitoring strategic planning through operational plans and tracking of City-wide accomplishments related to Kerrville 2050 action items

## DEPARTMENT ACCOMPLISHMENTS

- F2: Completed second annual City Leadership Academy to develop future Leaders of the organization
- F3: Implemented Envisio software for tracking of Kerrville 2050 action items
- Implemented Benchmark Learning Management System as a scheduling tool and to reach a greater portion of the workforce through virtual training



The Class of 2023 City University Leadership Academy tours City Facilities to learn more about duties and operations of other departments within the City.

## FY2024 OBJECTIVES

- F1: Increase customer satisfaction through superior service and support
- E2: Track and report status of Kerrville 2050 action items
- Identify and reduce operational costs
- E2: Build an organizational learning culture to encourage innovation
- F1: Develop and enhance leadership and professional skills within departments
- Maintain fiscal responsibility of assigned budget

### Did you know?

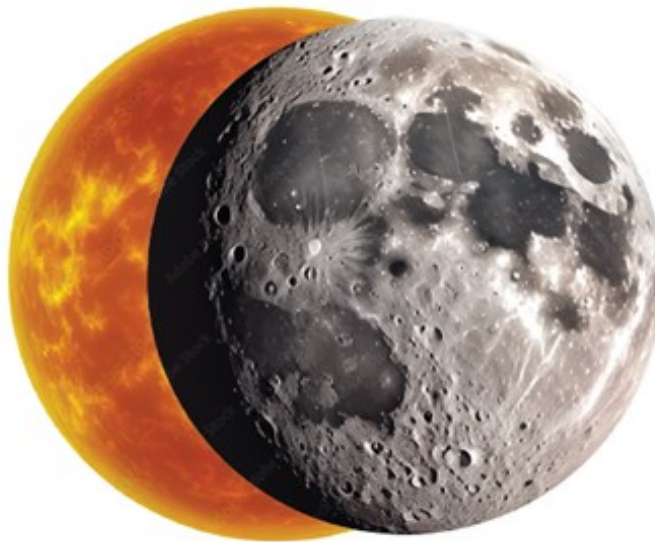
The class of 2023 City University Leadership Academy participants represented a wide range of City departments with diverse skill sets including Finance, Development Services, Police, Parks & Recreation, Golf, and Garage.



# GENERAL FUND - OFFICE OF INNOVATION

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	<b>Included in City Admin in FY2022</b>	32,404	32,404	32,920	34,832
Benefits		8,070	9,470	9,567	8,906
Travel and Training		-	625	294	-
<b>Total Personnel Services</b>		<b>40,474</b>	<b>42,499</b>	<b>42,781</b>	<b>43,738</b>
Office Supplies		1,108	1,608	1,500	650
<b>Total Supplies and Materials</b>		<b>1,108</b>	<b>1,608</b>	<b>1,500</b>	<b>650</b>
Professional Services		11,005	8,480	6,967	9,000
Insurance		-	-	100	-
<b>Total Services</b>		<b>11,005</b>	<b>8,480</b>	<b>7,067</b>	<b>9,000</b>
Other		24,888	26,788	26,496	27,504
<b>Total Other Expenses</b>		<b>24,888</b>	<b>26,788</b>	<b>26,496</b>	<b>27,504</b>
<b>Total Expenditures</b>	\$ -	\$ 77,474	\$ 79,374	\$ 77,845	\$ 80,892

Note: This division was created in FY2023 to better align budgetary resources with actual staff responsibilities, to improve transparency, and to more efficiently track accomplishments and objectives. This division was formerly part of the City Administration budget and includes a portion of the salary for the Executive Director of Innovation, who also oversees Development Services and the City Garage. **No new positions were created in the formation of this division.**





# GENERAL FUND - ECONOMIC DEVELOPMENT

The City's Economic Development Department, created in FY2023, is under the supervision of City Administration. This division is responsible for working with both internal & external parties to facilitate responsible growth within the City and the Extraterritorial Jurisdiction (ETJ) in accordance with the Kerrville 2050 Comprehensive Plan, with a primary focus on housing, sustainable business development, and the downtown area.

## DEPARTMENT RESPONSIBILITIES

- **Workforce Housing:** Responsible for engaging with developers to promote development of housing for the local workforce
- **Retail Recruitment:** Responsible for attracting new retail establishments to the City and matching the needs of the community to appropriate development opportunities through data studies and marketing strategies
- **Business Industry:** Responsible for coordinating with the Kerrville Economic Development Corporation (KEDC), Kerrville Economic Improvement Corporation (EIC), and other organizations to attract potential business to Kerrville and improve quality of life
- **Main Street:** Responsible for serving as Main Street Board Liaison to facilitate revitalization of the downtown area

## DEPARTMENT ACCOMPLISHMENTS

- E4: Supported Kerr Economic Development Corporation (KEDC) to bring high-quality primary jobs to the community
- E4: Worked with Killdeer Mountain Manufacturing in its business development efforts, employment growth and new facility construction
- E1: Created and adopted a Work Plan as a guideline for the Main Street Advisory Board
- C4: Facilitated development of a Community Arts Program with Convention Visitor's Bureau
- D5: Secured funding for downtown pedestrian projects with grant, EIC and TIRZ funds
- E3: Facilitated funding discussions with EIC and City Council for upgrades to Quality of Life Facilities

## FY2024 OBJECTIVES

- E11: Continued retail recruitment
- C1: Continue to facilitate Quality of Life projects
- E4: Continue partnership with KEDC to recruit and expand primary jobs and retail jobs in Kerrville
- E11: Focus on Strategic Catalyst areas from Kerrville 2050 for retail recruitment
- H1: Continue to seek public and private partnerships for workforce housing
- C5: Continue to review and improve planning and zoning processes
- D1: Continue to improve Main Street outreach
- D3: Continue and expand partnerships with downtown merchants
- F7: Help facilitate expansion of the River Trail



### Did you know?

Assistant City Manager, Michael Hornes, has led the city's economic development efforts with a special emphasis on attracting developers to build workforce housing.

# GENERAL FUND - ECONOMIC DEVELOPMENT

Expenditures		FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	<b>Included in City Admin in FY2022</b>		234,442	241,442	241,491	250,701
Benefits			59,915	62,815	64,330	66,189
Travel and Training			8,404	10,104	9,564	13,990
<b>Total Personnel Services</b>			<b>302,761</b>	<b>314,361</b>	<b>315,385</b>	<b>330,880</b>
Office Supplies			100	100	24	50
Tools and Equipment			-	-	215	-
<b>Total Supplies and Materials</b>			<b>100</b>	<b>100</b>	<b>239</b>	<b>50</b>
Utilities			-	-	528	-
Insurance			275	275	100	444
<b>Total Services</b>			<b>275</b>	<b>275</b>	<b>628</b>	<b>444</b>
Other			4,960	4,960	2,863	4,470
<b>Total Other Expenses</b>			<b>4,960</b>	<b>4,960</b>	<b>2,863</b>	<b>4,470</b>
<b>Total Expenditures</b>		\$ -	\$ 308,096	\$ 319,696	\$ 319,115	\$ 335,844

Note: This division was created in FY2023 to better align budgetary resources with actual staff responsibilities to improve transparency and to more efficiently track responsibilities and accomplishments. This division was formerly part of the City Administration budget. The primary focus of one ASM, in conjunction with support staff, is Economic Development to ensure Kerrville's financial sustainability. **No new positions were created in the formation of this division.**





# GENERAL FUND - POLICE

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

## DEPARTMENT RESPONSIBILITIES

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



**Darby, Kerrville's K9 Officer and his handler Officer Robitaille**

## DEPARTMENT ACCOMPLISHMENTS

- F2: Responded to 14,543 calls for service and investigated 501 traffic accidents
- E3: Conducted 36 community outreach programs such as Coffee with a Cop, Tea with KPD, KPD Community Picnic, and Citizens Police Academy
- F1: Implemented the new Public Safety Communication System
- F2: Deployed Body Worn by Utility in-car and body worn camera technology
- F9: Assisted in the recommendation of a Design Build Team for the Public Safety Facility Project
- F5: Partnered with KISD to add two additional School Resource Officers to school campuses

## FY2024 OBJECTIVES

- F2: Deploy grant funded Automatic License Plate Reader Project
- F2: Re-deploy Traffic and Special Investigations Units
- F2: Focus on improving the status of the fleet
- F1: Assist with Public Safety Facility project planning, implementation and design build process
- Review, update, and organize policy and procedure manual with the assistance of Lexipol
- Plan and prepare an Emergency Management Plan for April 8, 2024 Solar Eclipse Event

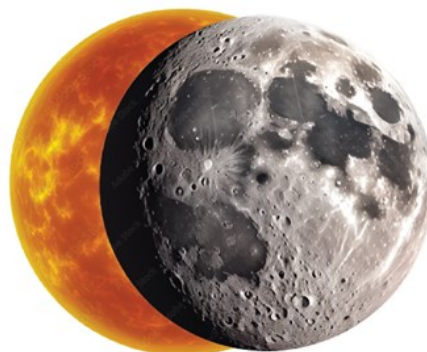
### **Did you know?**

The Kerrville Police Department Dispatch Center answered 35,640 calls last year.

# GENERAL FUND - POLICE

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	4,978,120	5,470,309	5,461,110	5,378,154	5,925,121
Benefits	1,517,022	1,673,786	1,653,686	1,653,527	1,877,860
Travel and Training	111,454	142,040	108,940	101,632	130,700
<b>Total Personnel Services</b>	<b>6,606,596</b>	<b>7,286,135</b>	<b>7,223,736</b>	<b>7,133,313</b>	<b>7,933,682</b>
Office Supplies	10,435	14,387	11,387	11,665	11,250
Tools and Equipment	8,761	9,023	60,422	56,729	47,711
Chemical and Medical	10,581	16,900	12,900	12,163	15,290
Fuel	118,280	140,400	125,900	125,915	112,400
Wearing Apparel	49,258	88,665	97,365	96,453	89,456
Postage and Shipping	876	600	600	486	600
Other Supplies	58,753	57,714	73,714	72,851	58,771
<b>Total Supplies and Materials</b>	<b>256,944</b>	<b>327,689</b>	<b>382,288</b>	<b>376,262</b>	<b>335,478</b>
Building, Structure and Land	11,968	12,940	16,340	15,055	12,240
Vehicle	44,600	50,650	53,790	48,270	46,100
Equipment	6,900	31,902	14,902	11,201	74,140
Technology	59,163	156,908	93,408	73,039	113,548
<b>Total Maintenance and Repairs</b>	<b>122,632</b>	<b>252,400</b>	<b>178,439</b>	<b>147,565</b>	<b>246,028</b>
Utilities	56,121	55,696	60,576	60,312	70,476
Professional Services	56,274	77,350	65,350	64,856	83,300
Insurance	400	300	300	600	400
Leases/Rents	22,924	3,160	7,460	7,373	4,800
<b>Total Services</b>	<b>135,719</b>	<b>136,506</b>	<b>133,686</b>	<b>133,141</b>	<b>158,976</b>
Other	12,958	22,927	25,927	24,218	27,472
<b>Total Other Expenses</b>	<b>12,958</b>	<b>22,927</b>	<b>25,927</b>	<b>24,218</b>	<b>27,472</b>
Machinery, Tools and Equipment	48,152	-	-	-	-
<b>Total Capital Outlay</b>	<b>48,152</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$ 7,183,000</b>	<b>\$ 8,025,656</b>	<b>\$ 7,944,076</b>	<b>\$ 7,814,498</b>	<b>\$ 8,701,636</b>

The City allocated \$1,275,000 of ARPA funds to replace and improve KPD Fleet (included in the Grant Fund budget)



# GENERAL FUND - POLICE PERFORMANCE MEASURES

Kerrville Police Department									
Key Priority Area	Measure	FY2021 Actual	FY2022 Actual	FY2023 Q1	FY2023 Q2	FY2023 Q3	FY2023 Q4	FY2023 Actual	FY2024 Target
Public Facilities & Services	Officers Trained by KPD	313	240	105	52	81	82	320	N/A
	Number of Reports Processed	3,383	3,936	722	750	795	773	3,040	N/A
	Total Call for Service Responses	36,463	35,640	3,862	3,672	4,034	4,068	15,636	N/A
	Calls for Service on KISD campuses	1,040	898	284	494	367	252	1,397	N/A
	Number of Offenses	2,487	2,895	686	726	787	854	3,053	N/A
	Number of Evidency Items Processed and Stored	4,243	3,211	466	516	546	530	2,058	N/A
	Accident Investigations Completed	491	501	182	152	187	147	668	N/A
	Subpoenas & Court Orders Processed	568	443	159	152	134	173	618	N/A
	Reports from Crimes and Emergency Response	3,383	3,936	933	1,271	1,239	5,461	8,904	N/A
	Reactive Criminal Investigations Completed	390	502	112	131	102	116	461	N/A
	Avg Response Time to All Calls (min)	3.60	3.58	4.10	3.40	3.49	3.20	3.55	N/A
	Avg Response Time to Emergency Calls (min)	2.96	2.51	3.10	2.80	2.80	2.60	2.83	N/A



# GENERAL FUND - CONSOLIDATED FIRE DEPARTMENT

**Mission:** *Exceptional Team, Efficient Methods, Excellent Service*

**Vision:** We will be an innovative, responsive, and customer-focused fire service dedicated to the safety of our community.

**Core Values:** Professionalism, Integrity, Commitment, Teamwork

**Slogan:** Setting the Public Safety Standard

## Section Organization

The Fire Department is divided into 3 separate divisions that report to the Fire Chief Including:

**Fire - EMS Division:** provides fire & emergency medical services to the City and EMS services to Kerr County (per an interlocal agreement with Kerr County)

**Emergency Management & Training Division:** manages Emergency Operations for the City and coordinates with other entities to include Kerr County, Peterson Regional Medical Center, area school districts, and other entities to ensure adequate preparedness procedures are in place in the event of an emergency including weather events, public health, or other emergencies. This division is also responsible for all departmental training, continuing education and certifications.

**Fire Prevention Division:** conducts plan reviews for new construction, City-wide fire inspections for businesses, schools, hospitals, child care facilities and conducts fire investigations and code enforcement.



**A Shift showing off new radios acquired as part of the Public Safety Communication Project paid for by ARPA funds.**

### Did you know?

The Kerrville Police & Fire Departments had a historic change to the communication system from a conventional VHF radio system to a 700MHz trunked system. This change expanded the capacity from 2 channels to multiple talk groups to include a dedicated tone out channel.

# GENERAL FUND - FIRE - EMS DIVISION

**Vision:** We will be an innovative, responsive, and customer-focused fire service dedicated to the safety of our community.

The fire department provides 24/7 fire protection and EMS to the citizens of Kerrville and the greater Kerrville South area under an Interlocal Agreement with Kerr County.

## DEPARTMENT RESPONSIBILITIES

- **Emergency Operations:** Responsible for providing 24/7 all-hazards response for Emergency Medical Services, Medical First Responder, Fire Suppression, Heavy Rescue, Wildland Fire, Technical Rescue (Scuba, High-Angle, and Swift-Water), and Special Operations Unit Tactical Paramedic support
- **Administration:** Responsible for overseeing Operations, Emergency Management, Training, Support Services, and Fire Prevention
- **Community Service:** Responsible for community programs to include Stop The Bleed, AED familiarization, fire safety education, home safety surveys, smoke detector programs, school presentations, City-sponsored programs, and support for community programs
- **Billing and Collections:** Responsible for monitoring the billing and collections for over 8,000 EMS customers each year

## DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- F2: Responded to over 8,000 EMS, 2,000 Medical First Responder and 500 Fire calls for service
- F2: Maintained an EMS response time of just over 5 minutes within the City limits
- Graduated 6 firefighters from the paramedic course at UT Health Science Center in San Antonio & San Antonio College
- Received the FY2023 Southwest Texas Regional Advisory Council EMS Trauma Care System Grant for \$17,575 for EMS equipment

## FY2024 OBJECTIVES

- F5: Collaborate with Kerr County to renew the interlocal agreement for EMS Services
- F2: Research and implement the Texas Fire Chief Association Best Practices program
- F1: Expand community education programs
- F2: Implement a Wildland Response Team for local, regional and statewide disasters



Introducing Whole Blood Program to EMS

## Did you know?

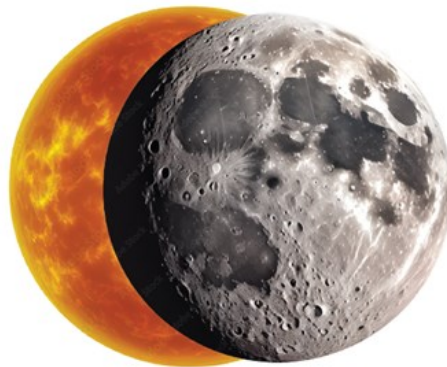
In 2023, KFD initiated the Whole Blood Program in coordination with South Texas Blood & Tissue Center. This program allows paramedics to administer whole blood to critical trauma patients in the field reducing wait time for critical blood supply.



# GENERAL FUND - FIRE - EMS DIVISION

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	5,975,771	6,323,589	6,406,889	6,405,756	6,497,153
Benefits	1,828,895	1,840,774	1,950,034	1,949,484	1,997,910
Travel and Training	6,530	9,152	6,152	5,715	7,694
<b>Total Personnel Services</b>	<b>7,811,197</b>	<b>8,173,515</b>	<b>8,363,075</b>	<b>8,360,955</b>	<b>8,502,757</b>
Office Supplies	3,859	4,394	3,294	3,273	4,390
Tools and Equipment	55,466	51,885	55,585	55,752	59,505
Chemical and Medical	200,121	175,138	169,038	169,093	182,236
Fuel	155,109	169,190	141,190	140,982	121,930
Wearing Apparel	92,971	101,862	105,162	105,324	103,807
Postage and Shipping	382	240	240	547	240
Other Supplies	18,567	13,200	16,300	17,348	14,085
<b>Total Supplies and Materials</b>	<b>526,473</b>	<b>515,909</b>	<b>490,809</b>	<b>492,320</b>	<b>486,192</b>
Building, Structure and Land	37,933	34,225	46,625	47,099	36,860
Vehicle	96,538	97,989	143,989	143,702	93,179
Equipment	61,513	45,620	50,320	50,862	78,616
Technology	12,197	11,800	400	395	28,399
<b>Total Maintenance and Repairs</b>	<b>208,181</b>	<b>189,633</b>	<b>241,334</b>	<b>242,059</b>	<b>237,054</b>
Utilities	73,417	69,960	78,980	80,336	77,560
Professional Services	224,633	329,140	270,840	270,657	382,510
Insurance	200	200	200	200	200
Leases/Rents	49,610	50,466	50,466	50,499	51,339
<b>Total Services</b>	<b>347,860</b>	<b>449,766</b>	<b>400,486</b>	<b>401,692</b>	<b>511,609</b>
Other	13,726	16,932	22,832	22,326	16,397
<b>Total Other Expenses</b>	<b>13,726</b>	<b>16,932</b>	<b>22,832</b>	<b>22,326</b>	<b>16,397</b>
<b>Total Expenditures</b>	<b>\$ 8,907,438</b>	<b>\$ 9,345,756</b>	<b>\$ 9,518,536</b>	<b>\$ 9,519,351</b>	<b>\$ 9,754,009</b>

Beginning in FY2023, the Fire and EMS divisions were combined as one division titled Fire-EMS. These two divisions share resources including staff and equipment. Combining these two divisions creates more efficient financial management. For comparison purposes, both divisions are included in prior year budgets.



# GENERAL FUND - FIRE - EMS DIVISION

## PERFORMANCE MEASURES

Kerrville Fire Department									
Key Priority Area	Measure	FY2021 Actual	FY2022 Actual	FY2023 Q1	FY2023 Q2	FY2023 Q3	FY2023 Q4	FY2023 Actual	FY2024 Target
Public Facilities & Services	Fire Prevention Inspections	520	569	172	230	225	296	923	900
	Average Fire Response Time (%<5m20s)	100%	66%	67%	75%	100%	100%	86%	70%
	Average First Responder Response Time (%<5m)	100%	61%	67%	54%	57%	54%	58%	60%
	Average EMS Response Time (%<6m)	100%	61%	66%	58%	58%	54%	59%	60%
	Total Fire Call Volume	889	650	177	130	155	230	692	700
	Total First Responder Call Volume	2,137	2,085	535	515	510	488	2,048	2,100
	Total EMS Call Volume	7,939	8,217	2,189	2,068	2,194	2,083	8,534	8,700
	Continuing Education (hours)	10,561	10,402	2,047	1,900	1,908	1,239	7,094	8,000





# GENERAL FUND - EMERGENCY MANAGEMENT AND TRAINING

The function of Kerrville's Emergency Management and Training Division is to ensure the emergency preparedness of the City in order to maintain safety for all citizens. This division also ensures compliance with all Texas Commission on Fire Protection & Department of State Health Service continuing education requirements.

## DEPARTMENT RESPONSIBILITIES

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

## DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- F2: Coordinated Active Threat Planning with Kerrville Police, Kerr County Sheriffs Office, Peterson Health, Kerr County ISDs, Kerr County VFDs, MHDD, and other volunteer organizations
- F2: Planned and prepared for the Annular Eclipse event in 2023 and the Total Solar Eclipse event in 2024
- F2: Conducted mass casualty drills and HazMat exercises with Peterson Regional Medical Center
- F2: Secured FEMA IPAWS software for emergency notification of citizens & visitors in the City limits
- F2: Activated Emergency Operations Center (EOC) in response to Winter Storm Mara
- F2: Actively monitored threats of potential wildland fires
- F2: Provide Stop The Bleed training for City staff and City Council

## FY2024 OBJECTIVES

- F2: Plan, prepare and exercise emergency training and drills
- F1: Improve the hands-on training through the Live-Fire Training program, EMS training, Medical Director engagement, and other educational opportunities
- F2: Conduct more community emergency preparedness training and education for citizens and businesses
- F1: Continue to provide certifications for Technical Rescue Team, Wildland Response Team, Fire & EMS instructors, Officers, and Driver Operators
- F3: Revise and review the basic plan to include cyber threats.



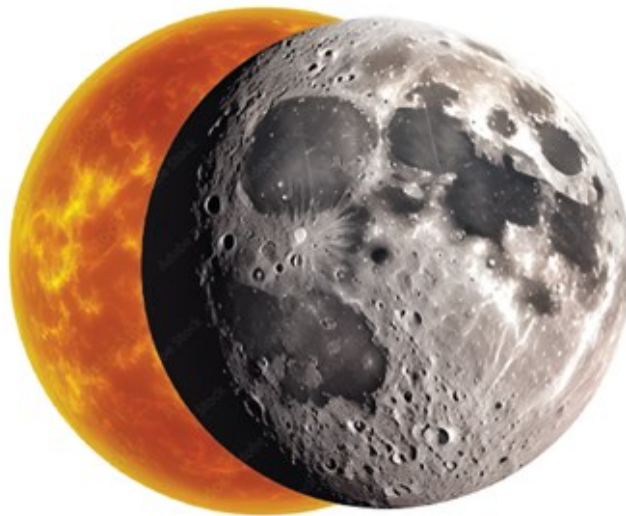
**Multi-departmental Emergency Operations  
Planning Sessions**

### **Did you know?**

Emergency Management started planning for the 2024 Total Solar Eclipse started in 2019. Emergency Management continues to collaborate with City of Kerrville departments, Kerr County, and the State of Texas to ensure the safety of our community during the April 8, 2024 Total Solar Eclipse event.

# GENERAL FUND - EMERGENCY MANAGEMENT AND TRAINING

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	96,572	100,194	102,342	101,703	104,872
Benefits	23,321	27,020	24,020	24,423	29,387
Travel and Training	61,683	82,791	61,343	61,045	71,144
<b>Total Personnel Services</b>	<b>181,577</b>	<b>210,004</b>	<b>187,704</b>	<b>187,170</b>	<b>205,403</b>
Office Supplies	-	-	-	162	-
Tools & Equipment	1,522	9,178	4,178	3,226	11,828
Fuel	2,199	2,568	1,568	1,540	1,820
Wearing Apparel	-	300	100	-	200
Other Supplies	286	300	300	376	500
<b>Total Supplies and Materials</b>	<b>4,007</b>	<b>12,346</b>	<b>6,146</b>	<b>5,305</b>	<b>14,348</b>
Vehicle	46	143	143	711	143
Technology	358	1,840	1,840	1,790	1,790
<b>Total Maintenance and Repairs</b>	<b>404</b>	<b>1,983</b>	<b>1,983</b>	<b>2,501</b>	<b>1,933</b>
Utilities	4,813	5,652	4,652	4,230	5,748
<b>Total Services</b>	<b>4,813</b>	<b>5,652</b>	<b>4,652</b>	<b>4,230</b>	<b>5,748</b>
Other	5,830	10,795	4,895	5,330	7,055
<b>Total Other Expenses</b>	<b>5,830</b>	<b>10,795</b>	<b>4,895</b>	<b>5,330</b>	<b>7,055</b>
<b>Total Expenditures</b>	<b>\$ 196,630</b>	<b>\$ 240,779</b>	<b>\$ 205,379</b>	<b>\$ 204,535</b>	<b>\$ 234,487</b>



# GENERAL FUND - FIRE PREVENTION

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

## DEPARTMENT RESPONSIBILITIES

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

## DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- F8: Updated the City's Fire Code
- F2: Initiated a Fire Safety Survey to supplement Fire Inspections
- F2: Provided fire safety education to over 3,000 children at local schools and early childhood centers
- F3: Contracted with a company to monitor and track the compliance for all fire sprinkler and protection systems

### Did you know?

First attempts at firefighting can be traced as far back as the 2nd century. It was then that an Egyptian from Alexandria named Ctesbus built a basic hand pump that could squirt a jet of water. The idea was lost until the fire pump was reinvented about AD 1500.

## FY2024 OBJECTIVES

- F8: Continue to review Fire Codes to identify opportunities for improvement
- F2: Continue to expand youth fire prevention and intervention programs in the community
- F2: Continue to increase fire safety education for citizens
- F1: Increase the number of pre-fire plans and fire safety surveys in response to citizen feedback
- Research credentialing opportunities to enhance Fire Marshal and Deputy Fire Marshal professional development



Fire Prevention Week

# GENERAL FUND - FIRE PREVENTION

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	203,889	201,078	201,728	201,648	215,391
Benefits	57,616	54,163	57,063	57,335	59,797
Travel and Training	2,547	6,405	5,405	5,064	5,614
<b>Total Personnel Services</b>	<b>264,053</b>	<b>261,646</b>	<b>264,196</b>	<b>264,047</b>	<b>280,802</b>
Office Supplies	266	250	250	150	50
Tools and Equipment	2,723	1,000	1,000	634	1,000
Fuel	2,670	4,070	2,970	2,901	2,800
Wearing Apparel	1,175	750	750	963	750
Postage and Shipping	13	140	140	-	75
Other Supplies	1,596	1,370	1,370	1,344	4,120
<b>Total Supplies and Materials</b>	<b>8,443</b>	<b>7,580</b>	<b>6,480</b>	<b>5,993</b>	<b>8,795</b>
Vehicle	523	989	1,939	2,477	989
Technology	7,809	2,071	2,071	2,472	2,071
<b>Total Maintenance and Repairs</b>	<b>8,333</b>	<b>3,060</b>	<b>4,010</b>	<b>4,949</b>	<b>3,060</b>
Utilities	1,848	2,016	2,016	1,777	2,016
<b>Total Services</b>	<b>1,848</b>	<b>2,016</b>	<b>2,016</b>	<b>1,777</b>	<b>2,016</b>
Other	1,671	13,487	5,687	5,609	12,810
<b>Total Other Expenses</b>	<b>1,671</b>	<b>13,487</b>	<b>5,687</b>	<b>5,609</b>	<b>12,810</b>
<b>Total Expenditures</b>	<b>\$ 284,347</b>	<b>\$ 287,789</b>	<b>\$ 282,389</b>	<b>\$ 282,375</b>	<b>\$ 307,482</b>





# GENERAL FUND - PARKS & RECREATION DEPARTMENT

The City of Kerrville Parks and Recreation Department provides quality, innovative, diverse, and safe parks, facilities and recreation programs to improve the quality of life that makes Kerrville a special place to live, work, visit, and play. This department also is responsible for building and grounds maintenance and janitorial services for the entire City.

## Section Organization

Parks and Recreation is divided into 8 separate divisions. All divisions report to the Director of Parks and Recreation. This section shows detail of all divisions including:

**Kerrville-Schreiner Park**  
**Tennis Complex**  
**Aquatics**  
**Parks Maintenance**  
**Kerrville Sports Complex**  
**Recreation**  
**Community Events**  
**Scott Schreiner Golf Course**



***GET OUTDOORS. BE ACTIVE. PLAY.***

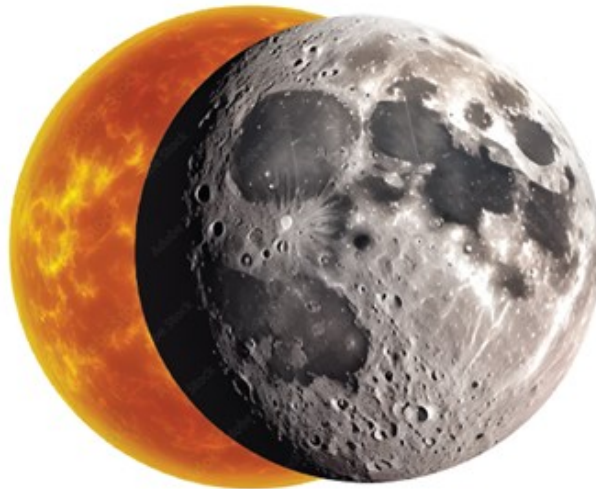
Note: In FY2020, Parks & Recreation assumed responsibilities for the supervision of the Scott Schreiner Golf Course. Due to an abundance of shared resources the Golf Fund was merged into the General Fund in FY2023.



# GENERAL FUND - PARKS & RECREATION

## DEPARTMENT PERFORMANCE MEASURES

Parks & Recreation									
Key Priority Area	Measure	FY2021 Actual	FY2022 Actual	FY2023 Q1	FY2023 Q2	FY2023 Q3	FY2023 Q4	FY2023 Actual	FY2024 Target
Parks, Open Space, & The River Corridor	Kerrville Sports Complex Baseball/ Softball Tournament Teams	665	352	83	161	339	78	661	600
	Kerrville Sports Complex Soccer League Participation	840	3,500	950	1,050	1,612	1,912	5,524	1,200
	Special Event Applications	N/A	16	3	3	7	3	16	10
	Building Maintenance Work Orders	140	128	33	34	32	-	99	100
	Swim Lesson Participants	213	200	N/A	N/A	141	74	215	200
	Daddy Daughter Dance Attendance	460	434	N/A	450	N/A	N/A	450	450
	Park Rentals (Non-Kerrville Schreiner Park)	550	291	68	63	147	114	392	250
	Golf Rounds Played	25,582	25,582	5,117	6,168	6,588	5,864	23,737	25,000





# GENERAL FUND - KERRVILLE SCHREINER PARK

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

## DEPARTMENT RESPONSIBILITIES

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

## DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- P1: Continued beautification efforts throughout the park
- P7: Processed 19,706 reservations
- Continued sales of branded merchandise
- Attended the 2023 Austin RV Expo to promote KSP in Austin and surrounding areas
- F3: Implemented a new cloud-based reservation software system
- P5: Constructed a metal fence at the entrance of the park, along with a safety barrier fence at the Parks Office entrance
- W1: Completed phase 1 of the waterline replacement project and began phase 2
- P5: Added another mile of hike / bike trail with the help of volunteers

## FY2024 OBJECTIVES

- W1: Complete waterline replacement project
- P5: Continue signage improvement project
- P8: Provide recreation and promotional events to tourists and local community
- P5: Maintain a quality park and facilities
- P7: Increase public usage of the park through tourism and marketing efforts
- P5: Continue to identify and invest in park improvements to address aging infrastructure
- Continue to provide excellent customer service to all visitors
- E8: Host a largest customer base for the April 8th, 2024 Total Solar Eclipse



### Did you know?

The Hillside Tepee was moved due to storm damage to the park's riverside. It stands 18 feet tall and can be rented for overnight camping or themed birthday parties.



# GENERAL FUND - KERRVILLE SCHREINER PARK

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	283,764	314,729	314,882	291,410	352,598
Benefits	109,239	129,089	113,189	107,834	145,276
Travel and Training	308	-	-	64	621
<b>Total Personnel Services</b>	<b>393,311</b>	<b>443,819</b>	<b>428,072</b>	<b>399,309</b>	<b>498,495</b>
Office Supplies	6,385	4,470	5,303	4,838	5,625
Tools and Equipment	12,156	8,120	8,144	7,724	8,120
Chemical and Medical	1,039	2,700	1,700	1,980	1,900
Fuel	8,228	10,922	10,178	9,184	9,894
Wearing Apparel	2,031	3,025	3,025	2,182	2,625
Postage and Shipping	30	50	50	-	-
Other Supplies	13,060	12,611	10,054	9,543	13,055
<b>Total Supplies and Materials</b>	<b>42,929</b>	<b>41,898</b>	<b>38,454</b>	<b>35,451</b>	<b>41,219</b>
Building, Structure and Land	19,270	17,753	16,703	15,699	16,106
Vehicle	3,034	1,707	7,007	6,544	3,500
Equipment	7,540	7,595	1,989	2,053	6,500
Technology	3,454	12,000	13,238	13,238	3,500
<b>Total Maintenance and Repairs</b>	<b>33,298</b>	<b>39,055</b>	<b>38,936</b>	<b>37,534</b>	<b>29,606</b>
Utilities	74,712	77,224	80,633	83,798	95,284
Professional Services	100	100	107	107	-
Insurance	300	600	600	400	700
Advertising	-	-	-	318	-
Leases/Rents	202	250	65	-	200
<b>Total Services</b>	<b>75,314</b>	<b>78,174</b>	<b>81,405</b>	<b>84,623</b>	<b>96,184</b>
Other	273	100	278	278	180
<b>Total Other Expenses</b>	<b>273</b>	<b>100</b>	<b>278</b>	<b>278</b>	<b>180</b>
<b>Total Expenditures</b>	<b>\$ 545,125</b>	<b>\$ 603,045</b>	<b>\$ 587,145</b>	<b>\$ 557,195</b>	<b>\$ 665,684</b>



# GENERAL FUND - TENNIS COMPLEX

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

## **DEPARTMENT RESPONSIBILITIES**

- The Tennis Complex is operated by a contracted tennis professional. This department does not track any responsibilities, accomplishments, or performance measures.



**Adult Tournament**

## **FY2024 OBJECTIVES**

- P7: Maintain professional relationship with the contracted tennis professional
- Assist with social media marketing
- Increase programming
- C1: Encourage an active lifestyle to improve quality of life of Kerrville citizens



**Youth Tennis Program**



**Hill Country Tennis Academy**

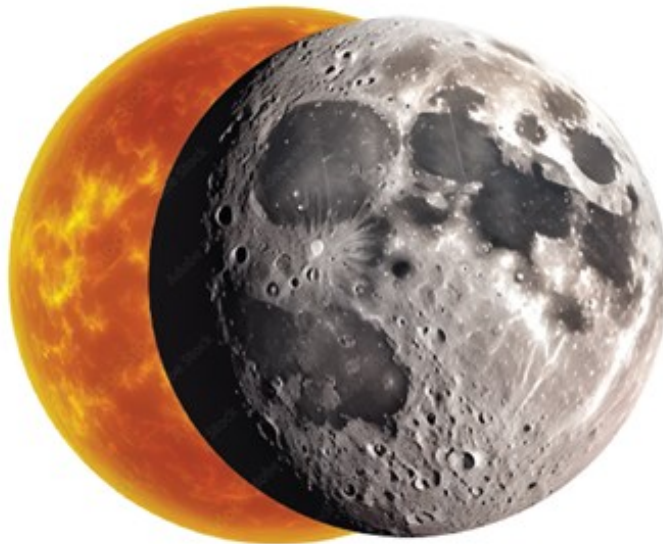
## **Did you know?**

The Kerrville Tennis Complex has courts that are striped for pickle ball.



# GENERAL FUND - TENNIS COMPLEX

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Tools and Equipment	-	1,000	1,000	-	500
Chemical and Medical	65	1,240	240	-	-
Other Supplies	343	1,500	2,000	2,000	1,500
<b>Total Supplies and Materials</b>	<b>408</b>	<b>3,740</b>	<b>3,240</b>	<b>2,000</b>	<b>2,000</b>
Building, Structure and Land	6,470	3,250	3,250	1,506	2,500
Equipment	5	500	500	16	-
<b>Total Maintenance and Repairs</b>	<b>6,475</b>	<b>3,750</b>	<b>3,750</b>	<b>1,523</b>	<b>2,500</b>
Utilities	6,095	8,542	7,542	6,364	8,678
<b>Total Services</b>	<b>6,095</b>	<b>8,542</b>	<b>7,542</b>	<b>6,364</b>	<b>8,678</b>
<b>Total Expenditures</b>	<b>\$ 12,978</b>	<b>\$ 16,032</b>	<b>\$ 14,532</b>	<b>\$ 9,887</b>	<b>\$ 13,178</b>





# GENERAL FUND - AQUATICS

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

## DEPARTMENT RESPONSIBILITIES

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

## DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- P8: In FY2023, we had 17,013 open swim patrons during the summer; 1,109 water aerobics attendees; 366 lap swimmers; 215 group swim lessons participants; and 24 private swim lessons, 9 private swim lessons
- The City of Kerrville competitive lifeguard team has competed at the state-level competition since 2013



**Competitive Lifeguard Team**

## FY2024 OBJECTIVES

- C1: Invest in improvements and updates to address aging infrastructure, evolve with current trends, and to increase opportunities for programming, recreation and leisure activities
- F1: Invest in staff by providing adequate resources, staffing levels and training opportunities
- C1: Provide quality services to the community
- Increase marketing opportunities
- Continue training competitive lifeguard teams
- Work toward plans to improve aquatics facility
- C7: Encourage an active lifestyle to improve quality of life in Kerrville

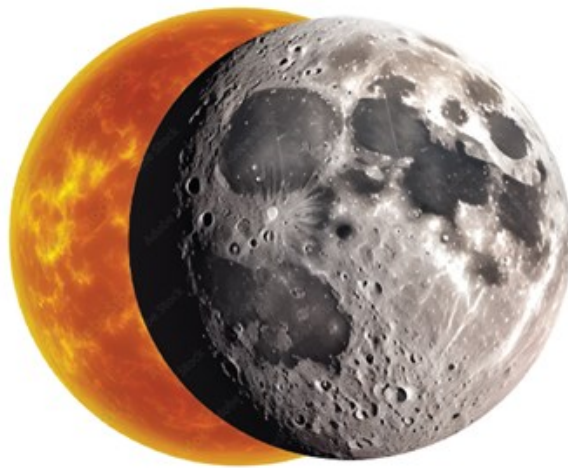


### **Did you know?**

On opening day in FY2023, we had record breaking attendance with 498 patrons visiting the pool. June is the busiest month of the summer.

# GENERAL FUND - AQUATICS

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	82,545	98,764	100,064	100,524	101,726
Benefits	6,315	7,259	7,259	7,690	7,477
Travel and Training	5,120	7,075	5,075	5,169	6,553
<b>Total Personnel Services</b>	<b>93,980</b>	<b>113,098</b>	<b>112,398</b>	<b>113,383</b>	<b>115,756</b>
Office Supplies	256	100	100	79	-
Tools and Equipment	17,177	790	7,000	6,999	880
Chemical and Medical	26,440	20,691	25,791	25,288	28,690
Wearing Apparel	2,717	2,775	2,775	2,682	3,277
Other Supplies	4,973	8,220	5,836	4,516	7,260
<b>Total Supplies and Materials</b>	<b>51,562</b>	<b>32,576</b>	<b>41,502</b>	<b>39,564</b>	<b>40,107</b>
Building, Structure and Land	9,508	5,750	3,750	2,305	11,050
Equipment	630	2,190	2,190	1,208	1,500
<b>Total Maintenance and Repairs</b>	<b>10,138</b>	<b>7,940</b>	<b>5,940</b>	<b>3,514</b>	<b>12,550</b>
Utilities	32,195	32,224	38,024	36,882	35,272
Professional Services	6,093	6,220	11,264	11,264	6,265
Advertising	830	750	977	976	2,000
<b>Total Services</b>	<b>39,118</b>	<b>39,194</b>	<b>50,265</b>	<b>49,123</b>	<b>43,537</b>
Other	43	175	95	95	95
<b>Total Other Expenses</b>	<b>43</b>	<b>175</b>	<b>95</b>	<b>95</b>	<b>95</b>
<b>Total Expenditures</b>	<b>\$ 194,841</b>	<b>\$ 192,982</b>	<b>\$ 210,200</b>	<b>\$ 205,679</b>	<b>\$ 212,045</b>





# GENERAL FUND - PARKS MAINTENANCE

Parks Maintenance is responsible for grounds and structure maintenance at City parks, custodial, and routine maintenance of City buildings, right-of-ways, and other City-owned sites, capital projects, beautification, and other projects.

## DEPARTMENT RESPONSIBILITIES

- **Parks / Grounds Maintenance:** Responsible for maintaining the grounds and facilities at City parks, along rights-of-ways, well sites, and all other City owned sites
- **Building Maintenance:** Responsible for routine maintenance to all 38 city buildings and for custodial services for more than 15 City buildings
- **Projects:** Responsible for planning and construction of park renovations

## DEPARTMENT ACCOMPLISHMENTS

- Assistant Director obtained a Certified Park and Recreation Executive (CPRE) designation
- P4: Developed and adopted the Singing Wind Park Master Plan
- E8: Established a Solar Eclipse Ad Hoc Committee
- D2: Secured EIC funding and began design work on the River Trail Downtown Extension
- P7: Secured EIC funding and initiated a feasibility study for the River Trail Nimitz Lake Extension
- C1: Installed a shade structure over the playground at Carver Park
- P1: Installed several commemorative benches along the River Trail and within parks
- C1: Increased Public Art in the parks system and City facilities
- C1: Assisted with the Louise Hays Park / Library Ramp Project
- Celebrated the 10th anniversary of the Kerrville River Trail
- C1: Designed and installed a concrete pad and walkway for the new Outdoor Fitness Court
- Painted the maintenance building at Singing Wind Park
- W1: Assisted with KSP waterline project
- F1: Built custom gates at Legion Crossing and at the entrance of KSP

## FY2024 OBJECTIVES

- P5: Maintain quality parks and facilities for the community as a whole
- Invest in staff by providing adequate resources for staff and training opportunities
- P5: Invest in improvements and updates to address aging infrastructure, evolve with current trends, and to increase opportunities for programming, recreation and leisure activities
- Provide quality services
- P2: Continue to establish wildflower meadows
- Implement work order system for building and grounds maintenance



**City of Kerrville Parks Maintenance Team**

### **Did you know?**

Parks Maintenance does more than just clean and maintain parks. The Parks Maintenance staff are involved with all city departments and provides Citywide building and grounds maintenance and janitorial services.

# GENERAL FUND - PARKS MAINTENANCE

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	801,610	1,004,551	999,051	881,595	1,080,709
Benefits	288,046	375,314	375,314	319,876	424,462
Travel and Training	5,753	9,620	12,310	11,042	12,350
<b>Total Personnel Services</b>	<b>1,095,409</b>	<b>1,389,485</b>	<b>1,386,675</b>	<b>1,212,513</b>	<b>1,517,522</b>
Office Supplies	1,525	900	900	568	900
Tools and Equipment	24,875	28,936	28,996	29,630	27,700
Chemical and Medical	15,682	19,995	17,995	16,907	18,572
Fuel	30,436	41,492	37,992	29,215	34,655
Wearing Apparel	6,274	8,000	8,000	7,707	7,550
Postage and Shipping	-	50	50	38	0
Other Supplies	38,386	54,040	52,319	50,463	48,750
<b>Total Supplies and Materials</b>	<b>117,179</b>	<b>153,413</b>	<b>146,252</b>	<b>134,529</b>	<b>138,127</b>
Building, Structure and Land	59,409	66,300	68,900	65,462	62,200
Vehicle	20,541	11,612	15,012	15,015	11,612
Equipment	7,669	12,362	10,922	10,281	13,800
<b>Total Maintenance and Repairs</b>	<b>87,620</b>	<b>90,274</b>	<b>94,834</b>	<b>90,758</b>	<b>87,612</b>
Utilities	69,396	71,230	73,230	72,255	77,628
Leases/Rents	71	750	750	770	650
<b>Total Services</b>	<b>69,731</b>	<b>71,980</b>	<b>73,980</b>	<b>73,025</b>	<b>78,278</b>
Other	5,479	400	964	963	1,064
<b>Total Other Expenses</b>	<b>5,479</b>	<b>400</b>	<b>964</b>	<b>963</b>	<b>1,064</b>
Vehicles	7,510	-	-	-	-
<b>Total Capital Outlay</b>	<b>7,510</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$ 1,382,927</b>	<b>\$ 1,705,551</b>	<b>\$ 1,702,704</b>	<b>\$ 1,511,789</b>	<b>\$ 1,822,602</b>



# GENERAL FUND - KERRVILLE SPORTS COMPLEX

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

## DEPARTMENT RESPONSIBILITIES

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

## DEPARTMENT ACCOMPLISHMENTS

- F1: Maintained 11 baseball and softball fields
- F1: Maintained 18 soccer fields and four off-site multi-purpose fields
- P8: Facilitated two local youth soccer leagues and served as the home field for a local high school's soccer program
- P8: Hosted one local youth baseball / softball league as well as a year round co-ed softball and senior softball leagues
- P8: Hosted 14 baseball / softball tournaments with 390 teams and 4,043 players (D-BAT)



## FY2024 OBJECTIVES

- F1: Maintain fields and facilities to the highest standards
- F1: Invest in staff by providing adequate resources for staffing levels and training opportunities
- Continue to support opportunities for programming and special events
- Provide excellent customer service



Thousands of local and out of town athletes and guests enjoy the KSC all year long!



### Did you know?

Kerrville Sports Complex is home to D BAT, Hill Country United Soccer and the Hill Country Youth Soccer Association.

# GENERAL FUND - KERRVILLE SPORTS COMPLEX

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	261,839	274,734	278,934	277,230	295,492
Benefits	95,507	103,736	103,736	101,004	115,899
Travel and Training	1,525	2,285	3,421	3,334	3,960
<b>Total Personnel Services</b>	<b>358,871</b>	<b>380,756</b>	<b>386,092</b>	<b>381,569</b>	<b>415,351</b>
Office Supplies	594	433	433	163	345
Tools and Equipment	8,546	6,150	8,045	8,042	6,050
Chemical and Medical	48,194	53,495	53,345	53,573	49,810
Fuel	8,507	11,580	7,790	7,471	7,800
Wearing Apparel	1,525	2,830	2,079	1,686	1,921
Other Supplies	63,864	53,823	37,163	36,157	48,110
<b>Total Supplies and Materials</b>	<b>131,231</b>	<b>128,311</b>	<b>108,855</b>	<b>107,092</b>	<b>114,036</b>
Building, Structure and Land	8,864	16,165	17,235	16,077	12,155
Vehicle	600	1,300	550	615	700
Equipment	22,377	21,205	21,705	22,556	22,560
<b>Total Maintenance and Repairs</b>	<b>31,841</b>	<b>38,670</b>	<b>39,490</b>	<b>39,247</b>	<b>35,415</b>
Utilities	44,755	47,767	55,517	55,230	60,230
Professional Services	2,410	3,103	23,353	23,860	2,700
Insurance	100	100	100	-	-
Leases/Rents	27,146	24,100	14,450	14,450	-
<b>Total Services</b>	<b>74,412</b>	<b>75,070</b>	<b>93,420</b>	<b>93,540</b>	<b>62,930</b>
Other	1,455	805	1,155	1,330	1,250
<b>Total Other Expenses</b>	<b>1,455</b>	<b>805</b>	<b>1,155</b>	<b>1,330</b>	<b>1,250</b>
Machinery, Tools and Equipment	8,096	-	-	-	-
<b>Total Capital Outlay</b>	<b>8,096</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$ 605,906</b>	<b>\$ 623,612</b>	<b>\$ 629,012</b>	<b>\$ 622,779</b>	<b>\$ 628,982</b>





# GENERAL FUND - RECREATION

Recreation provides community based programming for youth and adults, including sports leagues and special events.

## DEPARTMENT RESPONSIBILITIES

- **Programs:** Responsible for creating and operating recreational programs such as sports leagues (soccer, flag football, and kickball), tournaments, and more
- **Special Events:** Responsible for planning community-wide special events throughout the year such as the Family Fright Night, Haunted Ghouls Pool, Kids Triathlon, Running Home for the Holidays 5K, and more

## DEPARTMENT ACCOMPLISHMENTS

- Recreation Manager obtained Certified Park and Recreational Professional designation
- P8: Hosted the department's first-ever Disc Golf Tournament and Adult Basketball Tournament
- Enhanced marketing and social media presence
- P8: In FY2023, hosted 78 participants in the 27<sup>th</sup> annual Kids Triathlon
- P8: In FY2023, hosted three adult sports leagues: Soccer (two seasons) 16 teams; Kickball (one season) 5 teams

### Did you know?

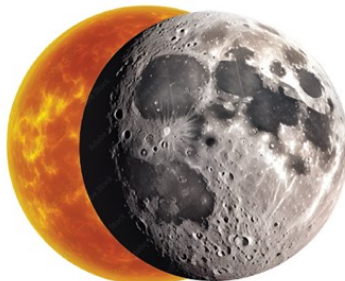
The Kerrville Parks and Recreation department consistently has over 380 adult athletes in City sports leagues and tournaments.

## FY2024 OBJECTIVES

- P8: Ensure continued success of events by providing adequate resources, staffing levels and training opportunities
- P8: Provide quality programming and special events for citizens of all ages and areas of interest
- P7: Increase marketing opportunities to improve participation in special events and sports leagues
- P7: Create awareness of parks system and programming
- C1: Encourage an active lifestyle to improve quality of life within Kerrville
- Continue to improve and add additional free events to bring the community together



**Cornhole Tournament**



# GENERAL FUND - RECREATION

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	103,801	112,856	113,956	112,389	121,318
Benefits	34,503	46,859	46,159	36,728	42,765
Travel and Training	3,923	2,458	2,988	2,847	3,820
<b>Total Personnel Services</b>	<b>142,226</b>	<b>162,173</b>	<b>163,103</b>	<b>151,964</b>	<b>167,902</b>
Office Supplies	1,119	860	560	484	700
Tools and Equipment	634	925	3,140	2,788	2,155
Fuel	1,399	1,287	1,287	1,077	1,516
Wearing Apparel	586	1,800	1,800	999	600
Other Supplies	11,656	18,165	12,030	11,869	18,170
<b>Total Supplies and Materials</b>	<b>15,505</b>	<b>23,037</b>	<b>18,817</b>	<b>17,217</b>	<b>23,141</b>
Vehicle	545	215	628	506	243
Technology	772	-	-	332	-
<b>Total Maintenance and Repairs</b>	<b>1,317</b>	<b>215</b>	<b>628</b>	<b>839</b>	<b>243</b>
Utilities	926	1,128	1,128	1,143	1,128
Professional Services	21,992	21,605	18,005	17,865	20,250
Insurance	200	200	200	200	200
Advertising	15,636	12,562	20,342	19,842	20,780
Leases/Rents	1,300	1,040	280	228	1,015
<b>Total Services</b>	<b>40,054</b>	<b>36,535</b>	<b>39,955</b>	<b>39,278</b>	<b>43,373</b>
Other	1,990	2,045	1,673	1,987	2,233
<b>Total Other Expenses</b>	<b>1,990</b>	<b>2,045</b>	<b>1,673</b>	<b>1,987</b>	<b>2,233</b>
<b>Total Expenditures</b>	<b>\$ 201,093</b>	<b>\$ 224,005</b>	<b>\$ 224,177</b>	<b>\$ 211,285</b>	<b>\$ 236,892</b>





# GENERAL FUND - COMMUNITY EVENTS

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

## DEPARTMENT RESPONSIBILITIES

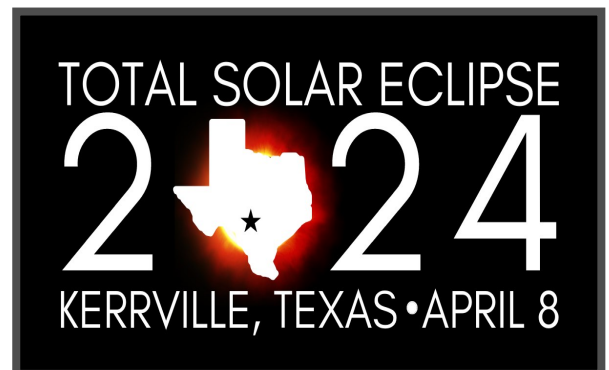
- **Programming:** Responsible for planning community events and activities and designing programs in order to attract tourism and provide local opportunities including: Kerrville River Festival, Holiday Lighted Parade, Wet N' Wag, Family Fright Night, Light the Island, Movies in the Park, Concerts by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

## DEPARTMENT ACCOMPLISHMENTS

- E8: Increased marketing and social media presence
- E8: Organized and assisted planning committees for FY2023 & FY2024 Eclipse events
- E8: In FY2023, hosted third annual Kerrville River Festival attracting over 7,000 attendees
- P7: Established Kerrville Parks and Recreation Department's Facebook page

## FY2024 OBJECTIVES

- Plan diverse community events that cater to the interest of citizens
- E8: Plan Solar Eclipse celebration in anticipation of the 2024 Total Solar Eclipse event
- E3: Plan programming to support Kerrville's tourism industry in conjunction with Kerrville area Convention and Visitors Bureau and area businesses



### Did you know?

The City of Kerrville is in the path of totality for a Total Solar Eclipse on April 8, 2024 which will bring thousands of visitors to the City.

# GENERAL FUND - COMMUNITY EVENTS

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	18,185	44,603	44,603	42,841	48,085
Benefits	5,938	17,077	17,077	13,823	19,106
Travel and Training	1,059	933	1,325	1,398	2,710
<b>Total Personnel Services</b>	<b>25,182</b>	<b>62,613</b>	<b>63,005</b>	<b>58,061</b>	<b>69,901</b>
Office Supplies	145	-	-	-	-
Tools and Equipment	555	1,600	1,600	1,590	2,000
Wearing Apparel	-	770	770	468	520
Postage and Shipping	223	20	20	-	-
Other Supplies	14,152	55,150	30,200	27,890	50,870
<b>Total Supplies and Materials</b>	<b>15,076</b>	<b>57,540</b>	<b>32,590</b>	<b>29,947</b>	<b>53,390</b>
Utilities	518	564	564	428	564
Professional Services	45,774	63,495	42,495	42,468	49,350
Insurance	200	100	100	100	100
Advertising	7,036	11,600	6,600	6,527	9,710
Leases/Rents	18,043	23,940	31,846	31,233	25,065
<b>Total Services</b>	<b>71,570</b>	<b>99,699</b>	<b>81,605</b>	<b>80,755</b>	<b>84,789</b>
Other	2,957	4,526	2,487	2,448	3,339
<b>Total Other Expenses</b>	<b>2,957</b>	<b>4,526</b>	<b>2,487</b>	<b>2,448</b>	<b>3,339</b>
<b>Total Expenditures</b>	<b>\$ 114,785</b>	<b>\$ 224,378</b>	<b>\$ 179,688</b>	<b>\$ 171,212</b>	<b>\$ 211,419</b>



# GENERAL FUND - SCOTT SCHREINER GOLF COURSE

Scott Schreiner Golf Course is a division of the Parks and Recreation Department. The course provides citizens and guests of Kerrville with an exceptional golfing experience including excellent customer service and a challenging course layout for all levels of golfing enthusiasts at a reasonable price.

## DEPARTMENT RESPONSIBILITIES

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

## DEPARTMENT ACCOMPLISHMENTS

- F1: Over-seeded greens
- E8: Hosted Texas UIL Region IV 3A boys and girls tournaments
- E8: Hosted the 76th anniversary of the Heart of the Hills annual golf tournament
- F3: Updated irrigation system software



**Scott Schreiner Municipal Golf Course  
Pro Shop Team**

## FY2024 OBJECTIVES

- Elevate instruction by utilizing staff members to teach, coach, and lead clinics
- Continue to improve and increase marketing efforts
- E8: Continue to foster the relationship with Texas UIL in an effort to continue hosting the Region IV 3A boys and girls golf tournaments
- F1: Assist with Course improvement project to include the replacement of the greens & other Course improvements



**Scott Schreiner Municipal Golf Course  
Maintenance Team**



### **Did you know?**

Scott Schreiner Golf Course will be turning 100 years old in 2024!

# GENERAL FUND - SCOTT SCHREINER GOLF COURSE

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	344,908	430,448	392,948	388,241	462,842
Benefits	38,622	115,237	121,337	106,185	133,733
Travel and Training	1,576	1,936	1,936	2,973	4,518
<b>Total Personnel Services</b>	<b>385,106</b>	<b>547,621</b>	<b>516,221</b>	<b>497,398</b>	<b>601,093</b>
Office Supplies	3,012	3,910	3,910	3,909	3,600
Tools and Equipment	17,132	8,828	10,428	10,467	10,000
Chemical and Medical	28,534	38,062	31,537	30,150	40,075
Fuel	6,862	12,550	13,550	13,586	9,430
Wearing Apparel	2,563	3,475	3,475	3,412	3,395
Postage and Shipping	-	150	150	36	-
Cost of Goods Sold	153,055	113,000	155,800	155,853	123,000
Other Supplies	6,188	32,285	35,060	34,132	31,020
<b>Total Supplies and Materials</b>	<b>217,345</b>	<b>212,260</b>	<b>253,910</b>	<b>251,544</b>	<b>220,520</b>
Building, Structure, Land Maintenance	46,492	8,150	11,650	11,282	20,100
Vehicle	15	529	529	(20)	429
Equipment	64,253	34,681	37,931	37,653	29,366
<b>Total Maintenance and Repairs</b>	<b>138,698</b>	<b>43,360</b>	<b>50,110</b>	<b>48,915</b>	<b>49,895</b>
Utilities	71,173	80,771	85,418	82,779	79,641
Professional Services	805	700	700	993	700
Insurance	32,411	600	600	100	600
Advertising	-	500	500	-	500
Equipment Lease	77,492	7,505	-	-	-
<b>Total Services</b>	<b>181,882</b>	<b>90,076</b>	<b>87,218</b>	<b>83,872</b>	<b>81,441</b>
Other	9,225	5,470	3,870	3,559	8,174
<b>Total Other Expenses</b>	<b>9,225</b>	<b>5,470</b>	<b>3,870</b>	<b>3,559</b>	<b>8,174</b>
Machinery, Tools, & Equipment	9,644	-	-	-	-
<b>Total Capital Outlay</b>	<b>9,644</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$ 941,900</b>	<b>\$ 898,788</b>	<b>\$ 911,330</b>	<b>\$ 885,289</b>	<b>\$ 961,123</b>

Note: For presentation comparison purposes, Golf Fund was merged into the general fund in FY2023. For presentation purposes, General fund financials only contain information from Golf in columns FY2023 Original Budget, FY2023 Current Budget, FY2023 Estimated, and FY2024 Budget.

# GENERAL FUND - ENGINEERING

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

## DEPARTMENT RESPONSIBILITIES

- **Design Services:** Responsible for providing in-house review of civil construction plans, details, and specifications for various capital projects
- **Capital Projects Management:** Responsible for Capital Projects program that includes designing, inspecting, and managing contracts for the City's Community Investment Plan
- **Development Services:** Responsible for reviewing plans for private development involving public infrastructure to ensure compliance with City specifications
- **Floodplain Administration:** Responsible for managing development in order to mitigate hazards within flood plain areas located in the City limits



**Guadalupe River Crossing project located at Loop 534 near Kerrville Schreiner Park**

### **Did you know?**

The Engineering Department manages all City and EIC development / construction projects from bid process, overseeing contractors, inspections, and requests for payment.

## DEPARTMENT ACCOMPLISHMENTS

- F1: Completed Butt-Holdsworth Memorial Library lighting replacement project
- W8: Completed the Lower Lois Street drainage project
- D2: Completed the Guadalupe River Utility Crossing project
- M4: Managed and inspected the 2023 list of street maintenance for crack seal and slurry seal projects
- M4: Completed the Westminster Street Reconstruction and Utility Improvements
- D2: Completed Tranquility Island Lighting
- F1: Assisted with Public Safety Facility project
- W1: Assisted with Water / Wastewater Master Plan

## FY2024 OBJECTIVES

- D2: Begin design of downtown extension of River Trail
- Provide fiscal oversight of project budgets
- Update policies and procedures for development design specifications
- Improve communication processes for citizens, consultants, and staff in order to promote City and private development projects
- F7: Complete design phase for River Trail Extension
- H1: Work with City Admin to support new housing initiatives
- F1: Oversee Facilities Condition Assessment
- F1: Oversee Public Safety Facility project



# GENERAL FUND - ENGINEERING

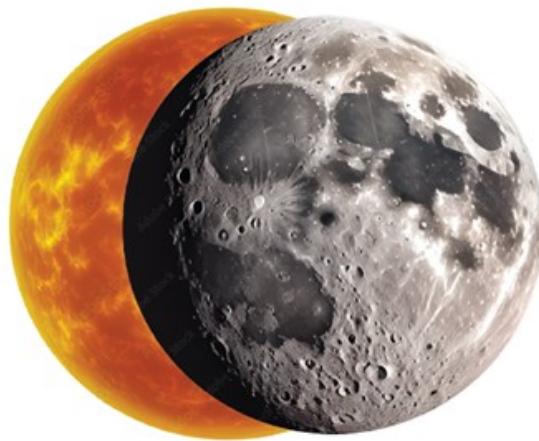
Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	463,048	473,425	472,880	466,413	505,602
Benefits	151,641	139,057	150,057	148,542	153,939
Travel and Training	6,628	19,958	8,958	7,106	15,556
<b>Total Personnel Services</b>	<b>621,317</b>	<b>632,441</b>	<b>631,896</b>	<b>622,060</b>	<b>675,097</b>
Office Supplies	642	1,800	1,800	1,499	1,000
Tools and Equipment	11,486	9,640	6,335	7,625	6,100
Fuel	4,842	7,800	5,400	5,347	4,800
Wearing Apparel	2,074	3,550	3,550	3,163	3,450
Postage and Shipping	-	-	-	-	-
Other Supplies	85	300	550	292	250
<b>Total Supplies and Materials</b>	<b>19,130</b>	<b>23,090</b>	<b>17,635</b>	<b>17,925</b>	<b>15,600</b>
Vehicle	2,465	1,418	1,418	451	950
Technology	4,491	15,600	3,600	2,860	3,500
<b>Total Maintenance and Repairs</b>	<b>6,956</b>	<b>17,018</b>	<b>5,018</b>	<b>3,312</b>	<b>4,450</b>
Utilities	8,129	5,484	3,984	3,846	5,604
Professional Services					
<b>Total Services</b>	<b>8,129</b>	<b>5,484</b>	<b>3,984</b>	<b>3,846</b>	<b>5,604</b>
Other	683	1,000	1,000	233	680
<b>Total Other Expenses</b>	<b>683</b>	<b>1,000</b>	<b>1,000</b>	<b>233</b>	<b>680</b>
<b>Total Expenditures</b>	<b>\$ 656,214</b>	<b>\$ 679,033</b>	<b>\$ 659,533</b>	<b>\$ 647,376</b>	<b>\$ 701,431</b>





# GENERAL FUND - ENGINEERING PERFORMANCE

Engineering									
Key Priority Area	Measure	FY2021 Actual	FY2022 Actual	FY2023 Q1	FY2023 Q2	FY2023 Q3	FY2023 Q4	FY2023 Actual	FY2024 Target
Parks, Open Space, & The River Corridor	% of capital project plans reviewed in 21 days or less	92%	100%	100%	100%	0%	100%	100%	100%
	% of private development plans reviewed in 21 days or less	92%	78%	100%	83%	50%	0%	86%	100%
	% of floodplain applications processed in 10 days or less	83%	100%	0%	100%	100%	67%	71%	100%
	% of fireflow applications processed in 10 days or less	100%	100%	100%	100%	100%	100%	100%	100%
	# of reviews completed	35	58	7	8	2	1	18	N/A
	Staff training hours	15	20	-	-	23	1	24	N/A
	Fireflow applications received	24	27	7	11	5	3	26	N/A
	Floodplain applications received	13	13	1	1	2	3	7	N/A
	Capital improvement project plans received	6	5	1	2	-	1	4	N/A
	Private development plans received	29	51	6	6	2	-	14	N/A



# GENERAL FUND - STREETS

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

## DEPARTMENT RESPONSIBILITIES

- **Streets/ROW:** Responsible for street and right-of-way maintenance and drainage including herbicide, street sweeping, alley repair, sight obstruction removal, tree trimming, and bridge maintenance and repair
- **Traffic/Street Lighting:** Responsible for the installation, maintenance, inspection, repairing signals, school flashers, pavement markings, and LED traffic signs. Additional responsibilities include collecting traffic data, sign fabrication, and managing requests for street light installation and repair. Street lights are operated and maintained by Kerrville Public Utility Board (KPUB) but paid for from the Street Budget.
- **Paving:** Responsible for all pavement rehabilitation including crack seal, pothole repair, utility cut repair, milling, overlay, slurry seal prep, and reconstruction

## DEPARTMENT ACCOMPLISHMENTS

- Won the 2022 Texas Quality Asphalt Pavement Award for overlay paving project of Rawson Street
- W7: Dedicated 2,500 staff hours to drainage maintenance and rehabilitation
- M1: Helped keep roads and bridges safe to travel around the clock during the 2023 Winter Storm
- M4: Purchased new paver and roller for the paving program
- M4:Fulfilled Year 4 maintenance projects outlined in the Pavement Master Plan
- D5: Improved pedestrian crossings at two intersections by installing LED crosswalk flasher devices
- Completed crosswind runway paving project at Kerrville-Kerr County Airport

## FY2024 OBJECTIVES

- W8: Installation of high water sensors at low water crossings citywide
- M4: Assist with public safety efforts by improving pavement markings, damaged roadways, and maintaining visibility for drivers
- F1: Utilize in-house expertise and strategic outsourcing to maximize project delivery
- F2: Assist with planning and implementation of both eclipse events to ensure safety for citizens and guests
- M4: Implement new Pavement Master Plan
- Assist EMS operations during the Total Solar Eclipse event



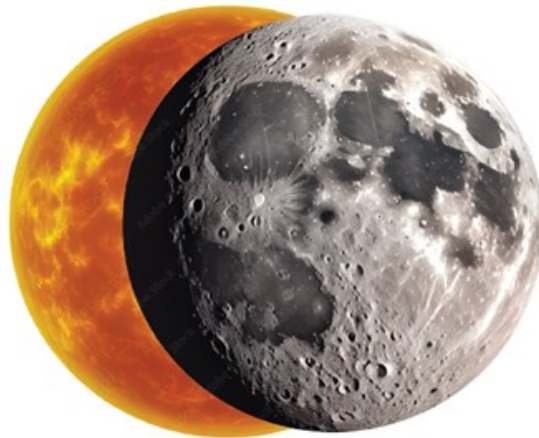
Keeping streets safe during the March 2022 winter storm

### Did you know?

There are 4.09 million miles of roads in the United States.

# GENERAL FUND - STREETS

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	897,577	879,798	893,676	829,551	922,308
Benefits	312,449	321,152	321,152	290,652	354,184
Travel and Training	5,301	4,281	3,781	3,206	4,081
<b>Total Personnel Services</b>	<b>1,215,327</b>	<b>1,205,230</b>	<b>1,218,608</b>	<b>1,123,409</b>	<b>1,280,573</b>
Office Supplies	2,344	1,524	1,644	1,990	1,520
Tools and Equipment	62,370	32,298	64,351	64,101	40,698
Chemical and Medical	1,342	2,500	10,225	10,403	5,280
Fuel	68,635	69,375	60,975	55,959	48,680
Wearing Apparel	13,935	17,523	20,218	19,596	16,663
Postage and Shipping	37	100	100	33	50
Other Supplies	74,511	87,348	58,303	55,367	66,100
<b>Total Supplies and Materials</b>	<b>223,173</b>	<b>210,668</b>	<b>215,816</b>	<b>207,448</b>	<b>178,991</b>
Building, Structure and Land	8,837	3,000	16,630	16,572	5,000
Vehicle	54,309	14,880	30,080	30,823	20,220
Equipment	88,683	5,000	66,160	66,556	74,198
Technology	-	-	13,844	13,844	16,000
Street	1,609,121	2,294,399	2,189,372	1,832,823	2,244,282
<b>Total Maintenance and Repairs</b>	<b>1,760,950</b>	<b>2,317,279</b>	<b>2,316,086</b>	<b>1,960,618</b>	<b>2,359,700</b>
Utilities	278,289	297,492	269,042	267,726	272,772
Professional Services	24,272	35,184	26,320	25,276	18,200
Leases/Rents	6,068	5,000	5,934	6,048	5,984
<b>Total Services</b>	<b>308,629</b>	<b>337,676</b>	<b>301,296</b>	<b>299,051</b>	<b>296,956</b>
Other	311	200	160	143	250
<b>Total Other Expenses</b>	<b>311</b>	<b>200</b>	<b>160</b>	<b>143</b>	<b>250</b>
Buildings and Structures	-	15,000	15,000	-	-
Machinery, Tools and Equipment	-	-	15,337	15,337	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>15,000</b>	<b>30,337</b>	<b>15,337</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$ 3,508,391</b>	<b>\$ 4,086,053</b>	<b>\$ 4,082,303</b>	<b>\$ 3,606,006</b>	<b>\$ 4,116,470</b>



# GENERAL FUND - STREETS

## PERFORMANCE MEASURES

Streets									
Key Priority Area	Measure	FY2021 Actual	FY2022 Actual	FY2023 Q1	FY2023 Q2	FY2023 Q3	FY2023 Q4	FY2023 Actual	FY2024 Target
Mobility / Transportation	Man-hours of general ROW maintenance	2,900	3,566	1,026	1,794	712	442	3,974	N/A
	Man-hours for traffic operations and maintenance	3,424	1,911	352	319	146	225	1,042	N/A
	Man-hours of drainage operation and Maintenance	1,210	863	639	149	436	219	1,443	N/A
	Potholes repaired	866	429	158	76	101	134	469	N/A
	Overlay miles	6.9	4.8	-	-	4.9	1.8	6.7	N/A
	Slurry Seal Miles	N/A	N/A	6.5	-	-	-	6.5	N/A
	Reconstructed miles	0.1	0.4	-	-	-	2.3	2.3	N/A



# GENERAL FUND - SOLID WASTE

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

## DEPARTMENT RESPONSIBILITIES

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



**Yard waste/brush collection limitations**

## DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- F3: Further enhanced a work order system (implemented in 2021) to improve efficiencies
- F8: Removed approximately 600 animal carcasses throughout the City
- F1: Issued nearly 1,500 vouchers for bulk waste—a 38% increase over the prior year

## FY2024 OBJECTIVES

- F5: Coordinate with Republic Services to provide excellent customer service
- F8: Coordinate with Code Compliance division and evaluate bulk waste collections
- F5: Coordinate with local agencies to conduct Household Hazardous Waste collection event
- F4: Increase educational awareness of all Solid Waste services
- F5: Begin evaluating contract renewals for Landfill Operations and Residential Collections

### **Did you know?**

The City of Kerrville Solid Waste program provides service to over 8,300 homes. Services include collections for garbage, recycling, yard waste, and bulky items. This program results in approximately 8,200 combined tons collected at the curb. This equates to 16,400,000 pounds of waste.



# GENERAL FUND - SOLID WASTE

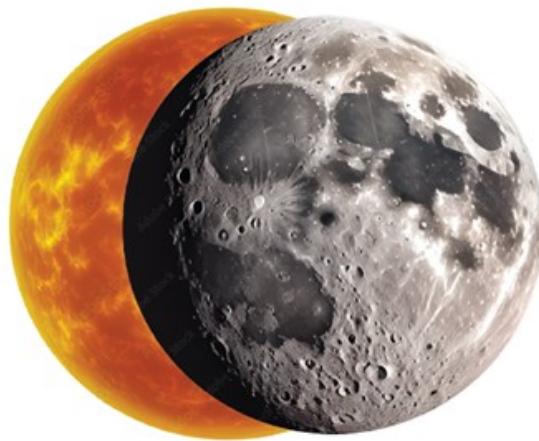
Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	38,656	41,140	41,140	38,789	43,134
Benefits	12,797	16,458	16,458	13,071	18,209
Travel and Training	395	1,241	1,241	1,245	1,509
<b>Total Personnel Services</b>	<b>51,847</b>	<b>58,838</b>	<b>58,838</b>	<b>53,105</b>	<b>62,852</b>
Office Supplies	221	8,705	4,055	4,012	4,400
Tools and Equipment	1,984	2,825	1,975	1,034	650
Chemical and Medical	25	173	173	-	250
Fuel	3,460	5,265	2,665	2,593	3,060
Wearing Apparel	518	1,257	1,257	679	1,355
Postage and Shipping	(2)	-	2,250	2,231	2,500
Other Supplies	529	919	919	266	650
<b>Total Supplies and Materials</b>	<b>6,735</b>	<b>19,144</b>	<b>13,294</b>	<b>10,813</b>	<b>12,865</b>
Building, Structure and Land	40	175	175	62	-
Vehicle	2,334	1,044	1,044	733	929
Equipment	-	300	300	180	200
Technology	207	3,550	3,550	3,904	-
<b>Total Maintenance and Repairs</b>	<b>2,581</b>	<b>5,069</b>	<b>5,069</b>	<b>4,878</b>	<b>1,129</b>
Utilities	708	840	840	670	1,008
Professional Services	1,627	2,740	1,640	1,235	2,000
<b>Total Services</b>	<b>2,335</b>	<b>3,580</b>	<b>2,480</b>	<b>1,905</b>	<b>3,008</b>
Other	8,851	10,045	6,545	8,862	9,710
<b>Total Other Expenses</b>	<b>8,851</b>	<b>10,045</b>	<b>6,545</b>	<b>8,862</b>	<b>9,710</b>
<b>Total Expenditures</b>	<b>\$ 72,349</b>	<b>\$ 96,676</b>	<b>\$ 86,226</b>	<b>\$ 79,564</b>	<b>\$ 89,564</b>





# GENERAL FUND - SOLID WASTE PERFORMANCE MEASURES

Solid Waste									
Key Priority Area	Measure	FY2021 Actual	FY2022 Actual	FY2023 Q1	FY2023 Q2	FY2023 Q3	FY2023 Q4	FY2023 Actual	FY2024 Target
Public Facilities, & Services	Curbside garbage tons	6,464	6,253	1,563	1,545	1,643	1,532	6,283	N/A
	Curbside recycled tons	1,147	1,065	270	266	291	282	1,109	N/A
	Curbside yard waste tons	964	774	153	178	229	131	691	N/A
	Solid waste diversion rate	24%	23%	21%	22%	24%	21%	22%	N/A
	Bulk Waste Vouchers Issued	736	1,073	333	533	457	387	1,710	N/A
	Landfill tons	10,103	9,298	2,157	2,544	2,214	1,938	8,853	N/A
	Transfer station tons	81,182	80,062	18,849	19,015	20,178	20,151	78,193	N/A
	Dead Animals Collected	665	622	125	118	120	121	484	N/A



# GENERAL FUND - LIBRARY

The Library serves as an information center for our community and visitors to Kerrville, offering a diverse collection of materials and programs for the education, entertainment, and enrichment of all, in a welcoming environment. The Kerr Regional History Center is also the responsibility of the Library and offers historical information, exhibits, and programming for citizens and visitors.

## 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
- **Programs:** Responsible for providing opportunities for patrons of all ages to participate in library activities and programs to encourage lifelong learning
- **Outreach:** Responsible for providing information on City services and making library resources and programming available to those unable to visit the library



**New Mobile Library Van serving the community**

## DEPARTMENT ACCOMPLISHMENTS

- F3: Implemented a video streaming platform, Biblio+, for patron use
- Utilized the library van weekly to inform citizens about library services and events
- Participated in city and community events
- E8: Hosted a Solar Eclipse kick-off party for the community that included a mobile planetarium, speakers, crafts and refreshments
- Conducted a series of focus groups to gain qualitative data on library services and patrons needs
- Offered 354 programs that were attended by 10,487 citizens
- Implemented scanning and faxing services

## FY2024 OBJECTIVES

- Continue to expand outreach opportunities by utilizing the library van at community events
- F3: Expand access to historical document collection by digitizing historic documents and photographs
- Increase the diversity of educational and recreational programming offered by 10 percent
- E8: Assist with Total Solar Eclipse planning efforts

### **Did you know?**

The most popular language patrons learned on the Mango language app this year was Korean!

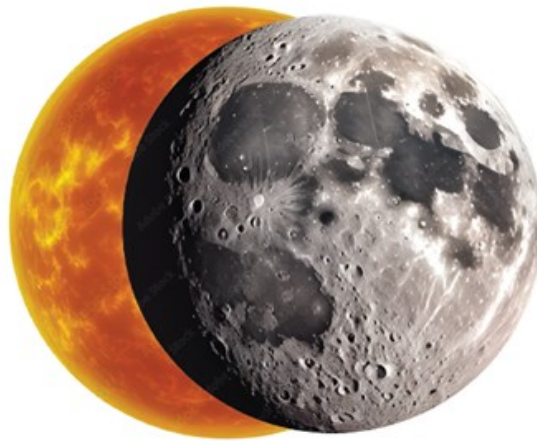
# GENERAL FUND - LIBRARY

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	414,485	460,364	460,364	457,713	485,135
Benefits	128,701	162,628	162,628	145,020	179,675
Travel and Training	31	1,500	1,500	1,534	1,692
<b>Total Personnel Services</b>	<b>543,217</b>	<b>624,492</b>	<b>624,492</b>	<b>604,266</b>	<b>666,502</b>
Office Supplies	4,999	5,931	5,931	5,830	5,500
Tools and Equipment	2,543	639	639	464	4,540
Chemical and Medical	-	25	25	-	25
Fuel	379	1,365	1,365	410	680
Postage and Shipping	3,608	4,000	-	-	2,800
Other Supplies	6,885	9,016	9,016	8,374	6,520
<b>Total Supplies and Materials</b>	<b>18,414</b>	<b>20,976</b>	<b>16,976</b>	<b>15,077</b>	<b>20,065</b>
Building, Structure and Land	6,169	11,254	11,254	8,997	10,742
Vehicle	83	129	1,129	1,258	129
Equipment	5,533	158	558	943	-
Technology	16,559	13,933	17,633	17,620	15,827
<b>Total Maintenance and Repairs</b>	<b>28,344</b>	<b>25,474</b>	<b>30,574</b>	<b>28,817</b>	<b>26,698</b>
Utilities	26,688	32,540	30,720	30,478	26,696
Professional Services	18,551	20,277	20,277	19,904	19,200
Advertising	5,000	-	-	-	4,200
<b>Total Services</b>	<b>50,238</b>	<b>52,817</b>	<b>50,997</b>	<b>50,382</b>	<b>50,096</b>
Community Support	5,475	6,000	320	-	-
Other	31,604	36,895	28,895	28,859	37,671
<b>Total Other Expenses</b>	<b>37,079</b>	<b>42,895</b>	<b>29,215</b>	<b>28,859</b>	<b>37,671</b>
Library Collection	-	-	-	109	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>109</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$ 677,292</b>	<b>\$ 766,654</b>	<b>\$ 752,254</b>	<b>\$ 727,511</b>	<b>\$ 801,031</b>



# GENERAL FUND - LIBRARY PERFORMANCE MEASURES

Library									
Key Priority Area	Measure	FY2021 Actual	FY2022 Actual	FY2023 Q1	FY2023 Q2	FY2023 Q3	FY2023 Q4	FY2023 Actual	FY2024 Target
Public Facilities & Services	Physical material checkout	88,202	104,285	24,884	25,645	28,489	30,240	109,258	120,183
	Digital material checkout	19,255	21,317	5,665	5,859	5,165	5,787	22,466	24,713
	Public computer sessions	3,631	4,911	605	873	801	843	3,122	3,434
	Kerr Regional History Center attendance	288	625	107	283	165	127	682	725
	Library cards (inside city limits)	5,198	4,845	4,828	4,842	4,725	4,774	4,774	4,800
	Library cards (Kerr-outside city limits)	3,566	3,497	3,474	3,450	3,608	3,759	3,759	3,800
	Library cards (non county)	380	308	294	360	336	330	330	350



# GENERAL FUND - GENERAL OPERATIONS

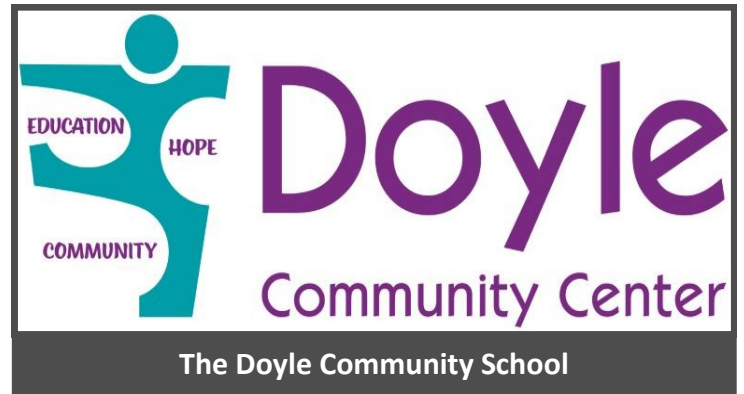
Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	9,277	(115,000)	4,000	3,090	(130,000)
Benefits	114,719	172,755	185,181	184,425	179,670
Travel and Training	34,795	34,000	37,270	37,104	37,000
<b>Total Personnel Services</b>	<b>158,791</b>	<b>91,755</b>	<b>226,451</b>	<b>224,619</b>	<b>86,670</b>
Office Supplies	2,735	5,616	4,616	4,456	4,500
Tools and Equipment	1,399	-	22,542	22,624	400
Chemical and Medical	-	-	1,000	1,858	-
Fuel	272	390	390	165	200
Postage and Shipping	10,661	10,440	11,440	10,613	12,500
Other Supplies	7,853	5,000	3,500	2,831	4,650
<b>Total Supplies and Materials</b>	<b>22,919</b>	<b>21,446</b>	<b>43,488</b>	<b>42,547</b>	<b>22,250</b>
Building, Structure and Land	47,872	43,000	74,900	74,181	39,500
Vehicle	276,184	336,553	336,553	336,353	344,805
Equipment	3,005	16,500	3,200	3,183	4,500
Technology	12,000	-	16,000	16,000	40,000
<b>Total Maintenance and Repairs</b>	<b>339,061</b>	<b>396,053</b>	<b>430,653</b>	<b>429,718</b>	<b>428,805</b>
Utilities	57,213	56,515	59,715	59,818	65,380
Professional Services	60,280	91,916	97,016	96,569	98,009
Insurance	377,636	450,619	509,132	509,132	553,311
Advertising	887	-	2,632	2,637	-
Leases/Rents	3,941	4,000	4,000	3,941	3,000
Joint Ventures	25,000	25,000	25,000	25,000	25,000
<b>Total Services</b>	<b>524,957</b>	<b>628,050</b>	<b>697,495</b>	<b>697,096</b>	<b>744,700</b>
Bad Debt Expense	(8,372)	-	-	(3,133)	-
Community Support	116,500	115,500	115,500	115,500	121,750
Other	12,831	267,366	20,806	20,490	295,700
<b>Total Other Expenses</b>	<b>120,959</b>	<b>382,866</b>	<b>136,306</b>	<b>132,857</b>	<b>417,450</b>
Machinery/Tools-Equipment	8,109	-	9,710	9,709	-
<b>Total Capital Outlay</b>	<b>8,109</b>	<b>-</b>	<b>9,710</b>	<b>9,709</b>	<b>-</b>
Transfer Out - Asset Replacement	883,925	600,000	600,000	-	650,000
Transfer Out - Development Services	140,000	192,110	192,110	1,192,110	198,384
Transfer Out - General CIP	1,110,189	-	400,000	-	200,000
<b>Total Transfers Out</b>	<b>2,134,114</b>	<b>792,110</b>	<b>1,192,110</b>	<b>1,192,110</b>	<b>1,048,384</b>
<b>Total Expenditures</b>	<b>\$ 3,308,909</b>	<b>\$ 2,312,280</b>	<b>\$ 2,736,213</b>	<b>\$ 2,728,656</b>	<b>\$ 2,748,259</b>

The General Operations department is used to account for expenditures that benefit the entire General Fund, but cannot be easily identified as relating to an individual department. Accordingly, the department only has budgeted expenditures with no responsibilities, accomplishments, objectives or performance measures. Anticipated salary savings for the entire General Fund are captured in the "Salaries" line item.

# COMMUNITY SUPPORT

The City provides funding to various organizations throughout the Kerrville community to support their individual missions. These organizations provide valuable and specialized services that align with the Kerrville 2050 \_\_\_\_\_ Plan and other operational goals.

The Doyle Community Center is a product of the historical Doyle School and Doyle Community dating back as far as 1909. The community center was founded in 2003 and is committed to uniting people and resources to provide quality services to the community including free transportation, onsite health services, and food events. The Doyle Community Center also hosts a number of enriching events such as celebrating Martin Luther King, Jr. Day, Black History Month, Cinco de Mayo, and community events such as, Coffee with a Cop, Blues Fest, and high school seniors celebration.



The Dietert Center was founded in 1969 by Harry W. Dietert with the goal of providing a community center for senior citizens. Mr. Dietert understood the difficulty forming lasting relationships after retirement and founded the center to help provide a healthy, social, and active community. Over 50 years later, the Dietert Center remains committed to proactively supporting a healthy and enriching lifestyle through community programming. The Center provides opportunities to promote an active and social lifestyle by offering, artistic opportunities, exercise classes, medical assistance, and other overall rewarding experiences. Additionally, the Dietert Center sponsors the local Meals on Wheels program, operated by volunteers.

Kerrville Pets Alive! is dedicated to giving Kerr County shelter animals the chance of a life they deserve through adoption services. Additionally, Pets Alive! collects materials such as food, toys, litter, and other necessities for shelter animals awaiting adoption. The organization also hosts microchipping and vaccination events in addition to spay and neuter events.





# COMMUNITY SUPPORT

The Hill Country Crisis Council is committed to assisting survivors of family violence, sexual assault and child abuse. The Crisis Council provides 24 hour emergency assistance, abuse and legal consultation and a temporary local shelter. This organization provides victims with a welcoming place to help restore their lives and obtain protection, direction, and justice.



K'STAR provides critical support for children and families in need including emergency shelter for children, mental health counseling, parenting classes, and support for victims of abuse. In addition to providing shelter and services in a difficult time, K'STAR also provides these children with a variety of personal items such as clothes, shoes, toys, hygienic items, and food. Last year, K'STAR provided a home for 67 children and also provided 1,857 counseling sessions to Children and Families in Kerr Counties.

Hill Country CASA volunteers work under a Guardian Ad Litem court appointment to assure every area foster child receives individual attention, necessary services and timely placement in a safe, loving and permanent home. Hill Country CASA's long-established primary goal is to provide a well-trained CASA volunteer for every child in CPS custody in our four county service area, who will conduct an independent investigation into the circumstances of the case, and make oral and written report to the presiding judiciary with best interest recommendations for the children involved.





LOOKING  
UP

# DEVELOPMENT SERVICES FUND

# DEVELOPMENT SERVICES FUND - BUDGET SUMMARY

## DEVELOPMENT SERVICES FUND - BUDGET SUMMARY

		<b>FY2022 Actual</b>	<b>FY2023 Original Budget</b>	<b>FY2023 Current Budget</b>	<b>FY2023 Estimated</b>	<b>FY2024 Budget</b>
BEGINNING FUND BALANCE	\$	78,754	\$ (6,856)	\$ (6,856)	\$ (6,856)	\$ (14,922)
REVENUES						
Permits and Fees		795,693	857,758	857,758	885,691	931,648
Operating Transfer In		147,895	213,456	213,456	213,456	247,980
TOTAL REVENUES		943,588	1,071,214	1,071,214	1,099,147	1,179,629
EXPENDITURES						
Personnel		927,880	952,587	944,247	963,309	1,056,458
Supplies		12,544	13,234	13,578	14,610	11,680
Maintenance		39,422	43,241	39,544	39,575	41,694
Services		38,819	28,292	70,281	86,169	41,967
Other Expenses		10,534	33,860	3,563	3,551	27,830
TOTAL EXPENDITURES		1,029,198	1,071,214	1,071,214	1,107,213	1,179,629
CHANGE IN NET POSITION		(85,610)	-	-	(8,066)	-
ENDING FUND BALANCE	\$	(6,856)	\$ (6,856)	\$ (6,856)	(14,922)	\$ (14,922)





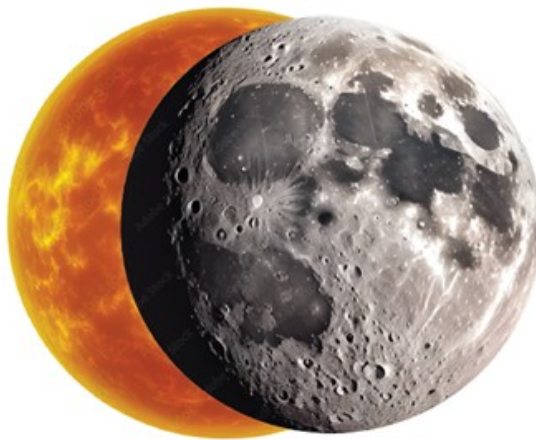
# DEVELOPMENT SERVICES FUND REVENUES

Account Name	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Contractor License	57,350	65,745	65,745	50,400	60,000
Building Permits	264,714	361,368	361,368	407,041	325,000
Electrical Permits	34,292	26,416	26,416	39,788	38,000
Plumbing And Gas Permits	34,850	30,384	30,384	32,150	37,000
Tear Down Permit	2,900	4,775	4,775	1,100	3,000
Zoning And Subdivision Fees	37,501	43,165	43,165	25,890	35,000
Mechanical Permits	27,676	30,092	30,092	39,454	40,000
Generator/ Solar Panel Permit	-	-	-	900	-
Sign Permit	-	-	-	3,057	500
Irrigation Permit	1,535	806	806	2,349	2,220
LP Gas Permit	2,025	1,580	1,580	1,200	2,000
Plan Check Fee	283,767	237,515	237,515	217,562	325,000
Health Permit - Pool	3,300	3,041	3,041	3,125	3,000
Health Permit - Mobile	2,700	1,878	1,878	3,825	2,500
Health Permit - Temporary	1,440	1,127	1,127	1,985	1,500
Health Permit - Fixed Facility	27,489	28,996	28,996	24,251	26,706
Hotel - Annual Permit	750	696	696	750	797
Health Permit - Inspection	280	499	499	360	200
Farmers Market	300	300	300	600	600
Vendor/Solicitor Permit	1,900	2,011	2,011	2,510	1,000
Group Home - Annual Permit	5,600	8,068	8,068	6,250	7,985
Group Home - Other Fees	375	500	500	-	140
Short Term Rental - New Application	-	-	-	10,700	2,500
Short Term Rental - Renewal	-	-	-	-	5,000
Interest Revenue	99	650	650	3,943	5,000
Administrative Fee	4,950	8,146	8,146	6,500	7,000
<b>Total Permits and Fees</b>	<b>795,693</b>	<b>857,758</b>	<b>857,758</b>	<b>885,691</b>	<b>931,648</b>
Transfer In - General Fund	140,000	192,110	192,110	192,110	198,384
Transfer In - Water Fund	7,895	21,346	21,346	21,346	49,596
<b>Total Transfers In</b>	<b>147,895</b>	<b>213,456</b>	<b>213,456</b>	<b>213,456</b>	<b>247,980</b>
<b>Total Revenues</b>	<b>\$ 943,588</b>	<b>\$ 1,071,214</b>	<b>\$ 1,071,214</b>	<b>\$ 1,099,147</b>	<b>\$ 1,179,629</b>

# DEVELOPMENT SERVICES FUND

## ALL DIVISIONS PERFORMANCE MEASURES

Development Services									
Key Priority Area	Measure	FY2021 Actual	FY2022 Actual	FY2023 Q1	FY2023 Q2	FY2023 Q3	FY2023 Q4	FY2023 Actual	FY2024 Target
Public Facilities, & Services	Total Cost of Parts	111,729	119,333	36,088	39,966	36,964	61,548	174,566	169,329
	Total Cost of Outsourcing	72,301	85,044	13,958	21,134	27,145	4,351	66,588	64,590
	Total Cost of Fuel	276,283	371,956	101,052	103,688	105,123	121,330	431,193	418,257
	Total Maintenance Cost	460,314	576,333	151,098	164,787	169,232	187,229	672,347	652,177
	Total Fuel Gallons Used	130,621	111,624	31,996	34,993	38,016	38,807	143,812	139,497
	Total Equipment Count	403	403	403	415	418	423	423	420
	Total Work Orders Completed	830	1,178	246	286	276	281	1,089	1,056
	Average Cost per Mile	\$0.37	\$0.57	\$0.79	\$0.74	\$0.69	\$0.78	\$0.75	\$0.73





# DEVELOPMENT SERVICES FUND - 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 Commissions:** Responsible for facilitating meetings and ordinance updates with the Planning & Zoning Commission (P&Z) and the Zoning Board of Adjustments (ZBA)
- **Customer Service:** Responsible for assisting property owners and developers in understanding current codes and ordinance that affect new development and reinvestments in our community

## DEPARTMENT ACCOMPLISHMENTS

- Assisted with the creation of the new Short-Term Rental Ordinance
- Implemented a Neighborhood Enhancement Team promoter score to measure program success
- 89.8% of plan reviews were completed in less than 10 days

## FY2024 OBJECTIVES

- Provide excellent customer service
- Increase efficiencies through technology
- D1: Create an engaging culture that motivates, develops, and promotes safety
- F1: Maximize the department budget
- Assist staff, council, and commissions with new projects.



City of Kerrville Planning Department received the American Planning Association award for Comprehensive Plan Implementation.

### Did you know?

In 1925 Cincinnati, Ohio, became the first major American city to officially endorse a comprehensive plan.

# DEVELOPMENT SERVICES FUND - PLANNING

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	230,700	239,440	239,440	242,664	261,955
Benefits	74,413	69,909	73,909	78,740	80,427
Travel and Training	2,946	2,274	2,411	2,411	2,326
<b>Total Personnel Services</b>	<b>308,058</b>	<b>311,624</b>	<b>315,761</b>	<b>323,815</b>	<b>344,708</b>
Office Supplies	281	500	354	354	450
Fuel		-	135	135	-
Wearing Apparel	67	160	-	-	160
<b>Total Supplies and Materials</b>	<b>2,288</b>	<b>660</b>	<b>489</b>	<b>489</b>	<b>610</b>
Utilities	1,942	888	758	754	888
Insurance	100	100	100	200	100
Advertising	3,987	2,700	3,254	4,023	2,500
<b>Total Services</b>	<b>6,029</b>	<b>3,688</b>	<b>4,112</b>	<b>4,976</b>	<b>3,488</b>
Other	246	1,065	1,169	1,169	1,240
<b>Total Other Expenses</b>	<b>246</b>	<b>1,065</b>	<b>1,169</b>	<b>1,169</b>	<b>1,240</b>
<b>Total Expenditures</b>	<b>\$ 316,621</b>	<b>\$ 317,037</b>	<b>\$ 321,532</b>	<b>\$ 330,450</b>	<b>\$ 350,046</b>



# DEVELOPMENT SERVICES FUND - BUILDING SERVICES

Through consistent enforcement of a well-defined building codes and a proactive relationships with the building industry, the Building Division commits to ensure that safety of buildings and structures in our community and work with the construction industry to maintain a high standard of construction quality in the City of Kerrville.

## DEPARTMENT RESPONSIBILITIES

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

## DEPARTMENT ACCOMPLISHMENTS

- Implemented a Neighborhood Enhancement Team promoter score to measure program success
- Achieved a 5 out of 10 Insurance Services Office Rating
- 89.8% of plan reviews completed in less than 10 days
- Average 6.28 days to complete plan review

## FY2024 OBJECTIVES

- Provide excellent customer service to developments of the general public
- Achieve operational excellence through efficiency and productivity
- Increase efficiencies through technology
- Create an engaging culture that motivates, develops, and promotes safety
- Maximize the department budget
- Assist with capital projects

### Did you know?

The building code of Hammurabi, King of the Babylonian Empire is the earliest known code of law, written in 2200 B.C. The exact requirements for construction are not given, however the code assessed penalties if the building is not properly constructed.



City of Kerrville Development Services  
Building Services Team

# DEVELOPMENT SERVICES FUND - BUILDING SERVICES

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	331,536	355,916	337,616	338,803	382,672
Benefits	114,265	113,598	114,403	116,954	129,783
Travel and Training	7,075	6,757	4,754	5,210	7,728
<b>Total Personnel Services</b>	<b>452,876</b>	<b>476,271</b>	<b>456,774</b>	<b>460,967</b>	<b>520,182</b>
Office Supplies	1,446	1,534	1,049	1,048	1,500
Tools and Equipment	1,191	898	2,642	3,510	550
Chemical and Medical	61	90	90	12	75
Fuel	2,858	4,404	2,509	2,508	2,665
Wearing Apparel	903	1,440	962	853	1,350
Other Supplies	1,645	50	1,205	1,204	1,100
<b>Total Supplies and Materials</b>	<b>8,105</b>	<b>8,416</b>	<b>8,456</b>	<b>9,135</b>	<b>7,240</b>
Vehicle	1,197	764	1,501	1,525	1,125
Technology	37,960	40,000	37,960	37,960	40,000
Other Maintenance	-	2,000	-	-	-
<b>Total Maintenance and Repairs</b>	<b>39,156</b>	<b>42,764</b>	<b>39,461</b>	<b>39,485</b>	<b>41,125</b>
Utilities	2,412	4,020	2,520	2,424	4,032
Professional Services	15,054	19,000	41,637	53,427	26,000
Insurance	100	300	-	-	300
Advertising	-	-	475	475	-
<b>Total Services</b>	<b>17,566</b>	<b>23,320</b>	<b>44,632</b>	<b>56,326</b>	<b>30,332</b>
Other	1,719	2,014	2,014	1,947	3,039
<b>Total Other Expenses</b>	<b>1,719</b>	<b>2,014</b>	<b>2,014</b>	<b>1,947</b>	<b>3,039</b>
<b>Total Expenditures</b>	<b>\$ 519,422</b>	<b>\$ 552,785</b>	<b>\$ 551,336</b>	<b>\$ 567,860</b>	<b>\$ 601,918</b>



# DEVELOPMENT SERVICES FUND - CODE COMPLIANCE

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

## DEPARTMENT RESPONSIBILITIES

- **Inspection:** Responsible for inspecting all commercial restaurants, commercial kitchens, pools, and convenience stores for health and safety hazards
- **Enforcement:** Responsible for enforcing codes related to buildings, grounds and nuisances
- **Customer Service:** Responsible for developing programs and relationships within the community.

## DEPARTMENT ACCOMPLISHMENTS

- Helped food service establishments receive an average food rating score of "A" through education
- C5: Completed 188 health inspections
- C5: Completed 222 Code Cases
- Maintained a 99.9% voluntary code compliance

## FY2024 OBJECTIVES

- Improve our service to provide excellent customer service
- Achieve operational excellence through efficiency and productivity
- Increase efficiencies through technology
- Create an engaging culture that motivates, develops, and promotes safety
- Maximize the department budget
- Continue to build relationships with the community
- Improve NET program and save more neighborhoods

### Did you know?

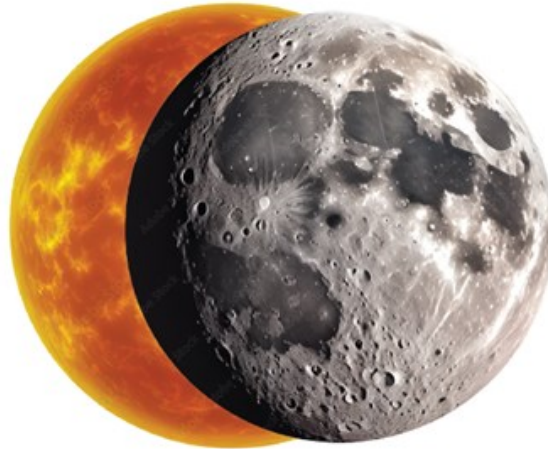
Code compliance is responsible for responding to citizen complaints regarding unsafe buildings and land within the City.



**City of Kerrville Code Compliance  
Team**

# DEVELOPMENT SERVICES FUND - CODE COMPLIANCE

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	116,369	120,470	120,470	123,601	134,133
Benefits	45,263	39,639	43,639	47,514	46,285
Travel and Training	4,036	4,584	561	372	4,350
<b>Total Personnel Services</b>	<b>165,668</b>	<b>164,692</b>	<b>164,669</b>	<b>171,487</b>	<b>184,768</b>
Office Supplies	348	434	465	439	400
Tools and Equipment	323	1,196	1,099	1,033	910
Fuel	1,026	1,580	880	816	1,680
Wearing Apparel	449	740	321	368	740
Other Supplies	5	208	68	67	100
<b>Total Supplies and Materials</b>	<b>2,151</b>	<b>4,158</b>	<b>2,833</b>	<b>2,723</b>	<b>3,830</b>
Vehicle	266	477	84	90	569
<b>Total Maintenance and Repairs</b>	<b>266</b>	<b>477</b>	<b>84</b>	<b>90</b>	<b>569</b>
Utilities	2,096	1,284	919	919	1,332
<b>Total Services</b>	<b>2,096</b>	<b>1,284</b>	<b>919</b>	<b>919</b>	<b>1,332</b>
Community Support	6,015	-	-	-	-
Other	378	580	380	434	575
<b>Total Other Expenses</b>	<b>6,393</b>	<b>580</b>	<b>380</b>	<b>434</b>	<b>575</b>
<b>Total Expenditures</b>	<b>\$ 176,575</b>	<b>\$ 171,191</b>	<b>\$ 168,884</b>	<b>\$ 175,654</b>	<b>\$ 191,074</b>





# DEVELOPMENT SERVICES FUND - GENERAL OPS

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

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Benefits	1,279	7,183	7,043	7,039	6,800
<b>Total Personnel</b>	<b>1,279</b>	<b>7,183</b>	<b>7,043</b>	<b>7,039</b>	<b>6,800</b>
Technology Equipment	-	-	-	462	-
Postage	1,800	1,800	1,800	1,800	1,500
<b>Total Supplies</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>2,262</b>	<b>1,500</b>
Legal Services	8,144	-	-	1,050	5,000
Technology Prof Services	-	2,601	2,001	2,001	1,815
Insurance	4,984	18,617	18,617	20,897	21,476
<b>Total Services</b>	<b>13,128</b>	<b>21,218</b>	<b>20,618</b>	<b>23,948</b>	<b>28,291</b>
Other Charges	375	-	-	-	-
<b>Total Other</b>	<b>375</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$ 16,582</b>	<b>\$ 30,201</b>	<b>\$ 29,461</b>	<b>\$ 33,249</b>	<b>\$ 36,591</b>





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# WATER FUND

# WATER FUND

Water, wastewater, and drainage is another key priority area of the Kerrville 2050 Comprehensive Plan. Due to the extreme drought across Texas and the growth within the City, water has been of particular interest to citizens. The City has done an incredible job of forward planning water resources over the past 30+ years. The City of Kerrville has a very unique water/wastewater system compared to other cities.

- Water Sources:
  - Surface water from the Guadalupe River
  - Runoff water from the Guadalupe River
  - Aquifer Storage and Recovery Wells (ASR)
  - Groundwater from several aquifers
  - Reclaimed Water
- Water Storage
  - ASR wells store over 1 billion gallons of water (over 300 days of supply)
  - Water storage tanks have capacity to store over 6 million gallons
- Water Treatment
  - Surface Water Treatment Plant uses microfiltration with 1.2 million gallon / day treatment capacity
  - Reuse System - Treats wastewater to a quality safe level for release into the river, per Texas Commission on Environmental Quality (TCEQ)
    - 90 million gallons of effluent water storage
    - Average 58 million gallons used for irrigation Citywide annually
    - Reduces amount of potable water used for irrigation

Costs associated with the maintenance of the City's water/wastewater systems are heavily fixed, meaning that the system must be maintained in the same manner, regardless of water consumption. Water consumption is heavily impacted by weather, especially rainfall. With 97% of the fund's revenues generated from consumption-based services, budgeting revenues for this fund is challenging. It is also important to note that most maintenance supplies and infrastructure are petroleum based. Because of this, the City saw drastic cost increases (15%-40%) on pipe, water meters, chemicals etc. during Fiscal Years 2022 and 2023 due to the increase in inflation. Inflation has slowly leveled, reducing the increases to certain expense line items in the FY2024 budget compared to the increases experienced in late FY2022 and FY2023. The City, with the help of a third party engineering firm, completed a Water/Wastewater Master Plan in FY2022 and a rate study analysis in FY2019. Both of these studies have helped outline future infrastructure and maintenance needs for the City's water/wastewater system and were instrumental in determining water and sewer rates necessary to ensure sustainability of the system.

When considering rate increases to water and wastewater, careful consideration was given to the impact of rate increases on system users, particularly average household users. Graphs presented throughout this section provide a breakdown of proposed residential water/wastewater rates and the impact to customers in each tier.

# FIVE YEAR FORECAST

WATER FUND - FIVE YEAR FORECAST									
	FY2022 Actual	FY2023 Original Budget	FY2023 Estimate	FY2024 Budget	FY2025 Forecast	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	
<b>BEGINNING FUND BALANCE</b>	\$ 3,632,554	\$ 4,198,553	\$ 4,198,553	\$ 4,200,729	\$ 4,200,729	\$ 4,200,729	\$ 4,200,729	\$ 4,200,729	
<b>REVENUES</b>									
Water Service	6,867,304	7,123,558	7,011,863	7,550,971	7,947,397	8,324,899	8,678,707	9,025,855	
Sewer Service	6,163,123	6,468,542	6,496,887	6,856,655	7,216,629	7,559,419	7,880,695	8,195,922	
Reuse Water	180,495	177,844	214,170	175,000	182,000	190,000	195,000	200,000	
Waste Disposal	381,562	415,000	328,535	350,000	365,000	375,000	365,000	375,000	
Taps, Meters, & Other Fees	477,478	467,000	429,285	471,800	515,095	551,107	643,570	723,670	
Interest and Miscellaneous	73,828	31,000	280,911	139,500	95,000	95,950	60,000	60,000	
<b>TOTAL REVENUES</b>	<b>14,143,790</b>	<b>14,682,944</b>	<b>14,761,651</b>	<b>15,543,926</b>	<b>16,321,122</b>	<b>17,096,376</b>	<b>17,822,972</b>	<b>18,580,448</b>	
<b>EXPENDITURES</b>									
<b>Operating Expenses</b>									
Personnel	3,636,993	4,055,517	3,998,623	4,431,141	4,741,321	5,040,507	5,339,938	5,660,334	
Supplies	789,376	936,779	922,440	911,280	961,691	995,219	1,035,929	1,080,625	
Maintenance	901,724	1,183,268	1,178,231	1,197,070	1,244,952	1,282,301	1,333,593	1,386,937	
Services	1,088,573	1,069,329	1,140,046	1,096,980	1,146,345	1,192,198	1,239,886	1,277,083	
Other Expenses	77,398	328,678	77,156	338,292	355,207	369,415	380,497	391,912	
Capital Outlay	136,493	143,920	152,527	144,980	152,229	158,318	163,068	167,960	
<b>Total Operating Expenses</b>	<b>6,630,557</b>	<b>7,717,491</b>	<b>7,469,023</b>	<b>8,119,744</b>	<b>8,601,745</b>	<b>9,037,958</b>	<b>9,492,911</b>	<b>9,964,850</b>	
<b>Operating Transfers Out</b>									
Street Use Fee	565,752	574,780	574,780	621,757	652,845	683,855	712,919	743,218	
Admin Fee to GF	1,665,364	1,611,684	1,611,684	1,705,101	1,756,254	1,800,160	1,854,165	1,900,519	
Development Services	7,895	21,345	21,345	49,596	51,000	52,530	54,106	55,729	
Asset Replacement	350,000	500,000	825,000	500,000	500,000	525,000	525,000	525,000	
<b>Total Operating Transfers Out</b>	<b>2,589,011</b>	<b>2,707,809</b>	<b>3,032,809</b>	<b>2,876,454</b>	<b>2,960,099</b>	<b>3,061,545</b>	<b>3,146,190</b>	<b>3,224,466</b>	
<b>Community Investment Plan (CIP) Transfers Out</b>									
Capital Projects	50,000	100,000	100,000	300,000	200,000	200,000	200,000	200,000	
Facility/System Replacement	-	-	-	25,000	50,000	50,000	50,000	50,000	
<b>Total CIP Transfer</b>	<b>50,000</b>	<b>100,000</b>	<b>100,000</b>	<b>325,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	
<b>Debt Service Transfer</b>									
(details in Water Debt Service Summary)	4,308,222	4,157,643	4,157,643	4,222,729	4,509,278	4,746,871	4,933,873	5,141,133	
<b>Total Transfers Out</b>	<b>6,947,233</b>	<b>6,965,452</b>	<b>7,290,452</b>	<b>7,424,183</b>	<b>7,719,377</b>	<b>8,058,416</b>	<b>8,330,063</b>	<b>8,615,599</b>	
<b>TOTAL EXPENDITURES</b>	<b>13,577,790</b>	<b>14,682,944</b>	<b>14,759,475</b>	<b>15,543,926</b>	<b>16,321,122</b>	<b>17,096,376</b>	<b>17,822,972</b>	<b>18,580,448</b>	
<b>CHANGE IN NET POSITION</b>	<b>566,000</b>	<b>-</b>	<b>2,176</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>ENDING FUND BALANCE</b>	<b>\$ 4,198,553</b>	<b>\$ 4,198,553</b>	<b>\$ 4,200,729</b>	<b>\$ 4,200,729</b>	<b>\$ 4,200,729</b>	<b>\$ 4,200,729</b>	<b>\$ 4,200,729</b>	<b>\$ 4,200,729</b>	
CURRENT (OR ESTIMATED) CASH + RECEIVABLES	\$ 4,180,627	\$ 4,180,627	\$ 3,862,302	\$ 4,195,627	\$ 4,447,365	\$ 4,714,206	\$ 4,997,059	\$ 5,296,882	
RESERVE %	30.8%	28.5%	26.2%	27.0%	27.2%	27.6%	28.0%	28.5%	
RESERVE TARGET (25%)	\$ 3,394,448	\$ 3,670,736	\$ 3,689,869	\$ 3,885,982	\$ 4,080,281	\$ 4,274,094	\$ 4,455,743	\$ 4,645,112	

Note: Current Cash + Receivables is adjusted at year-end close

Because the Water Fund uses an accrual form of accounting for financial reporting, fund balance reserve percentage is calculated using cash plus receivables. Cash and receivables are updated at the end of each fiscal year and estimated for future years. The Government Finance Officer's Association (GFOA) recommends a fund balance reserve of at least 15 percent. The City's Financial Management Policy states that "the Water Fund's cash and current receivables should be between 15 and 25 percent of the fund's annual operating expenses". For budgeting and forecasting purposes, a minimum goal of 25 percent is maintained, allowing for emergency expenditures without allowing the fund to fall below the policy minimum.





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# **WATER FUND BUDGET SUMMARY**

# WATER FUND - BUDGET SUMMARY

The Water Fund accounts for the provision of water and wastewater services to the residents of the City and certain limited areas outside the city limits. All activities necessary to provide those services are accounted for in this fund including transfers to pay Water Fund Debt Service, transfers for current and future capital project needs, and asset replacement. Water Fund departments include Water Production, Water Reclamation, Water Distribution, Wastewater Collections, Environmental Laboratory, and Utility Billing. For accounting and financial reporting purposes, the Water Fund is considered an enterprise fund that uses the full accrual basis of accounting.

The FY2024 proposed budget for the Water Fund includes \$15.5 million in revenues and expenditures, resulting in a balanced budget. This budget anticipates having cash and current receivables on hand of \$4.2 million at the end of FY2024, creating a reserve of 27% of cash and receivables, per the City's Financial Management Policy. Variance analysis on notable changes to revenues and expenses compared to the FY2023 budget is as follows:

1. Revenues - up 5.9% over FY2023 budget. Revenues for the Water Fund's two largest revenue sources (Water Service and Sewer Service) are proposed to increase 6% compared to FY2023. Smaller categories such as waste disposal, sale of taps, meters, and other fees also contribute to revenues. Interest and miscellaneous revenue for FY2024 is proposed at \$139,500 compared to \$31,000 in FY2023 due to the current and projected interest rates to be earned on investments. See the City's Investment Policy for more information on how the City invests funds to help offset some revenue needs.
2. Personnel - up 9.3% or \$376K over FY2023 original budget. This increase is heavily driven by the 15% increase in the cost of group health insurance compared to the 5% increase in FY2023. The FY2024 proposed budget includes a Cost-of-Living Adjustment (COLA) for all staff and assumes a 3% average merit increase for all general government employees (which includes Water Fund employees). The Water Production budget includes one new position to increase proactive system maintenance. Personnel also includes other benefits such as retirement and professional development expenses.
3. Supplies - down 2.7% due to leveling of inflation, particularly on petroleum based items such as fuel, chemicals, pipe and other infrastructure supplies. FY2023 saw increases to these items in excess of 20% on many supplies due to record nationwide inflationary and supply chain issues. June of 2023 ended with an inflation rate of 2.9% compared to 9.1% in June of 2022.
4. Maintenance - up 1.2% or \$14K. This is down substantially from the increase of the FY2023 budget over FY2022. FY2023 also included the addition of an annual expense for the replacement of Granular Activated Carbon (GAC) at the Water Production plant, at a cost of \$190K. This filtration system has a significant impact on the reduction of Trihalomethanes (TTHM) in the City's drinking water and helps ensure compliance with the Safe Drinking Water Act of 1974.
5. Operating Transfers Out - up 6.6% or \$459K compared to the FY2023 Original Budget. When compared to the FY2023 Current Budget, this category is increased only by 1.8%. The change is directly related to a Council approved budget amendment in FY2023 allocating excess funds (revenues over expenses) from FY2022 to the Water Asset Replacement Fund. The increase in FY2024 compared to FY2023 is driven by an increase in the transfer to the Community Investment Plan (CIP) for future projects and for a newly created line item within CIP to specifically be set aside for facility and system replacement in the future.

# WATER FUND - BUDGET SUMMARY

## WATER FUND - BUDGET SUMMARY

	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
BEGINNING FUND BALANCE	\$ 3,632,554	\$ 4,198,553	\$ 4,198,553	\$ 4,198,553	\$ 4,200,729
REVENUES					
Water Service	6,867,304	7,123,558	7,123,558	7,011,863	7,550,971
Sewer Service	6,163,123	6,468,542	6,468,542	6,496,887	6,856,655
Reuse Water	180,495	177,844	177,844	214,170	175,000
Waste Disposal	381,562	415,000	415,000	328,535	350,000
Taps, Meters, & Other Fees	477,478	467,000	467,000	429,285	471,800
Interest and Miscellaneous	73,828	31,000	31,000	280,911	139,500
TOTAL REVENUES	\$ 14,143,790	\$ 14,682,944	\$ 14,682,944	\$ 14,761,651	\$ 15,543,926
EXPENDITURES					
Personnel	3,636,993	4,055,517	4,176,750	3,998,623	4,431,141
Supplies	789,376	936,779	967,852	922,440	911,280
Maintenance	901,724	1,183,268	1,220,765	1,178,231	1,197,070
Services	1,088,573	1,069,329	1,192,056	1,140,046	1,096,980
Other Expenses	77,398	328,678	180,031	77,156	338,292
Capital	136,493	143,920	166,039	152,527	144,980
Operating Transfers Out	6,947,233	6,965,452	7,290,452	7,290,452	7,424,183
TOTAL EXPENDITURES	\$ 13,577,790	\$ 14,682,944	\$ 15,193,944	\$ 14,759,475	\$ 15,543,926
CHANGE IN NET POSITION	566,000	-	(511,000)	2,176	-
ENDING FUND BALANCE	\$ 4,198,553	\$ 4,198,553	\$ 3,687,553	\$ 4,200,729	\$ 4,200,729
CASH + RECEIVABLES	\$ 4,180,627	\$ 4,180,627	\$ 4,180,627	\$ 3,862,302	\$ 4,195,627
FUND BALANCE RESERVE %	30.8%	28.5%	27.5%	26.2%	27.0%
RESERVE TARGET	\$ 3,394,448	\$ 3,670,736	\$ 3,798,486	\$ 3,689,869	\$ 3,885,982

### Notes:

- \* Negative Change in Net Position in FY2023 Current Budget is due to Council approved budget amendment allocating excess funds from FY2022.
- \* Fund Balance includes only unrestricted funds.
- \* Per the City's Financial Management Policy, the Water Fund must maintain a fund balance between 15-25% of cash and current receivables.

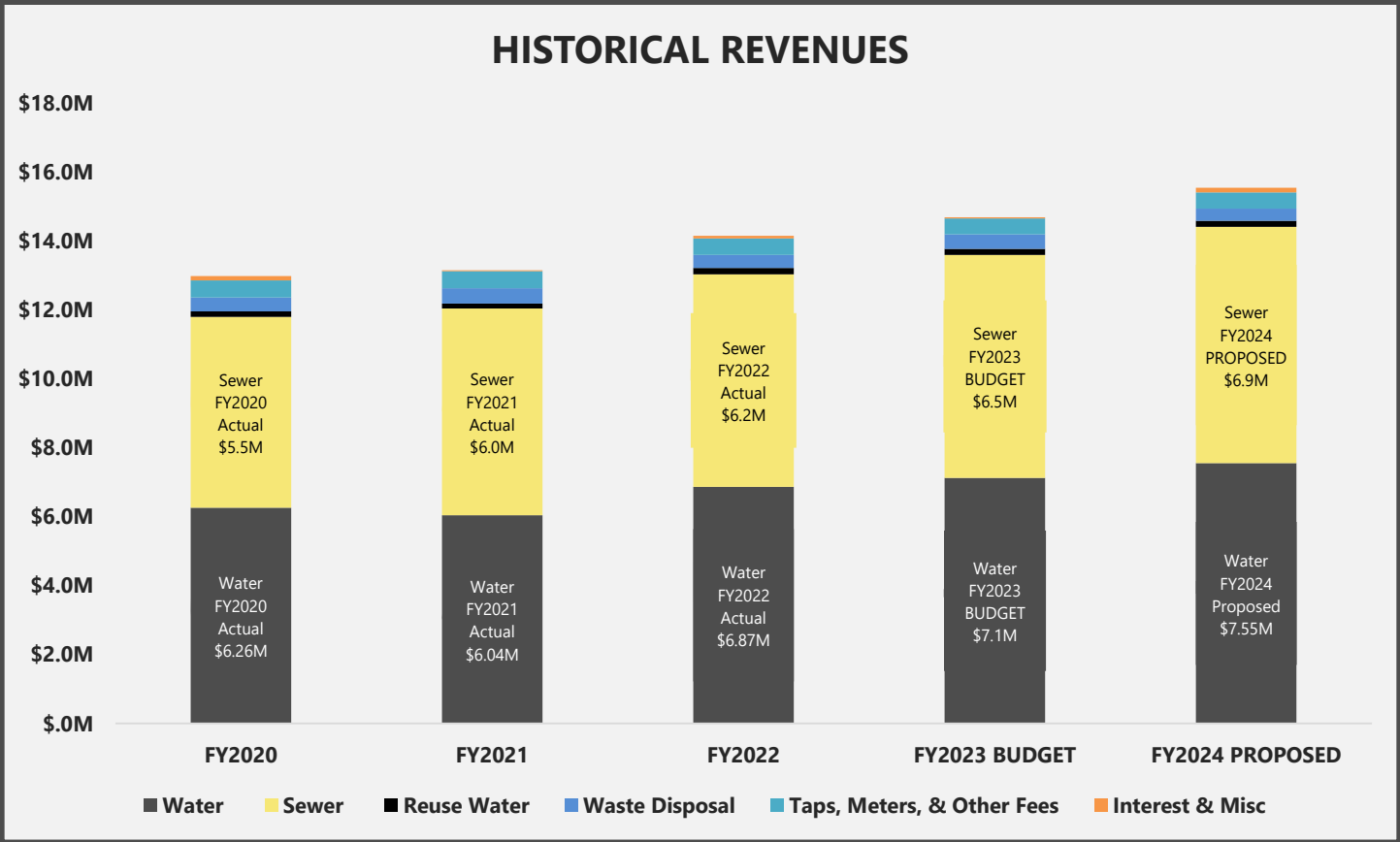


LOOKING  
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# WATER FUND REVENUES

# WATER FUND - REVENUES

Water Fund revenues have increased, over time, due to residential and commercial growth within the community, increases in rates to consumption-based services and increases in various fees and other services provided by the fund. FY2023 saw the largest percent increase due to extreme inflationary factors that heavily impacted the entire nation. The Water Fund was heavily impacted because of the use of high percentage of petroleum based supplies used to maintain the water/wastewater system such as gasoline, pipe, meters, chemicals, etc. More detailed information is provided throughout this document.





# WATER FUND - REVENUES

## FY2024 PROPOSED RATES

### Residential Water Rate Comparison

Tier	Current Rate	Proposed Rate	\$ Increase	# Residential Accounts (Jan 2023)	% Residential Accounts (Jan 2023)
Base Rate (includes 1,000 gallons)	\$17.60 per account	\$19.36 per account	\$1.76 per account	8,572	100%
0-1,000 gallons	\$0.00 per 1,000 gallons	\$0.00 per 1,000 gallons	\$0.00 per 1,000 gallons	1,150	13.4%
1,001-6,000 gallons	\$3.51 per 1,000 gallons	\$3.51 per 1,000 gallons	\$0.00 per 1,000 gallons	5,553	64.8%
6,001-15,000 gallons	\$4.65 per 1,000 gallons	\$4.70 per 1,000 gallons	\$0.05 per 1,000 gallons	1,465	17.1%
15,001-25,000 gallons	\$5.92 per 1,000 gallons	\$6.04 per 1,000 gallons	\$0.12 per 1,000 gallons	218	2.5%
25,001-50,000 gallons	\$7.40 per 1,000 gallons	\$7.55 per 1,000 gallons	\$0.15 per 1,000 gallons	115	1.3%
50,000 gallons and up	\$9.24 per 1,000 gallons	\$9.42 per 1,000 gallons	\$0.18 per 1,000 gallons	71	0.8%

### Residential Wastewater Rate Comparison

Rate Type	Current Rate	Proposed Rate	\$ Increase
Monthly Account Fee (plus)	\$16.50 per account	\$18.15 per account	\$1.65 per account
Residential Sewer Average	\$0.00 first 1,000 gallons	\$0.00 first 1,000 gallons	\$0.00 first 1,000 gallons
Residential Sewer Average	\$5.83 per 1,000 gallons > 1,001	\$6.12 per 1,000 gallons > 1,001	\$0.29 per 1,000 gallons

### Water & Sewer Combined Rates

#### Monthly Bill Comparison

Gallons	Current	Proposed FY24	\$ Monthly	\$ Annually
1,000	\$ 34.10	\$ 37.51	\$ 3.41	\$ 40.92
2,000	\$ 43.44	\$ 47.14	\$ 3.70	\$ 44.40
3,000	\$ 52.78	\$ 56.77	\$ 3.99	\$ 47.88
4,000	\$ 62.12	\$ 66.40	\$ 4.28	\$ 51.36
5,000	\$ 71.46	\$ 76.03	\$ 4.57	\$ 54.84
5,300	\$ 74.26	\$ 78.92	\$ 4.66	\$ 55.88
6,000	\$ 80.80	\$ 85.66	\$ 4.86	\$ 58.32
7,000	\$ 91.28	\$ 96.48	\$ 5.20	\$ 62.40
8,000	\$ 101.76	\$ 107.30	\$ 5.54	\$ 66.48
9,000	\$ 112.24	\$ 118.12	\$ 5.88	\$ 70.56
10,000	\$ 122.72	\$ 128.94	\$ 6.22	\$ 74.64
15,000	\$ 175.12	\$ 183.04	\$ 7.92	\$ 95.04
20,000	\$ 233.87	\$ 243.84	\$ 9.97	\$ 119.64
25,000	\$ 292.62	\$ 304.64	\$ 12.02	\$ 144.24
30,000	\$ 358.77	\$ 372.99	\$ 14.22	\$ 170.64
40,000	\$ 491.07	\$ 509.69	\$ 18.62	\$ 223.44
50,000	\$ 623.37	\$ 646.39	\$ 23.02	\$ 276.24
60,000	\$ 774.07	\$ 801.79	\$ 27.72	\$ 332.64

# WATER FUND - REVENUES

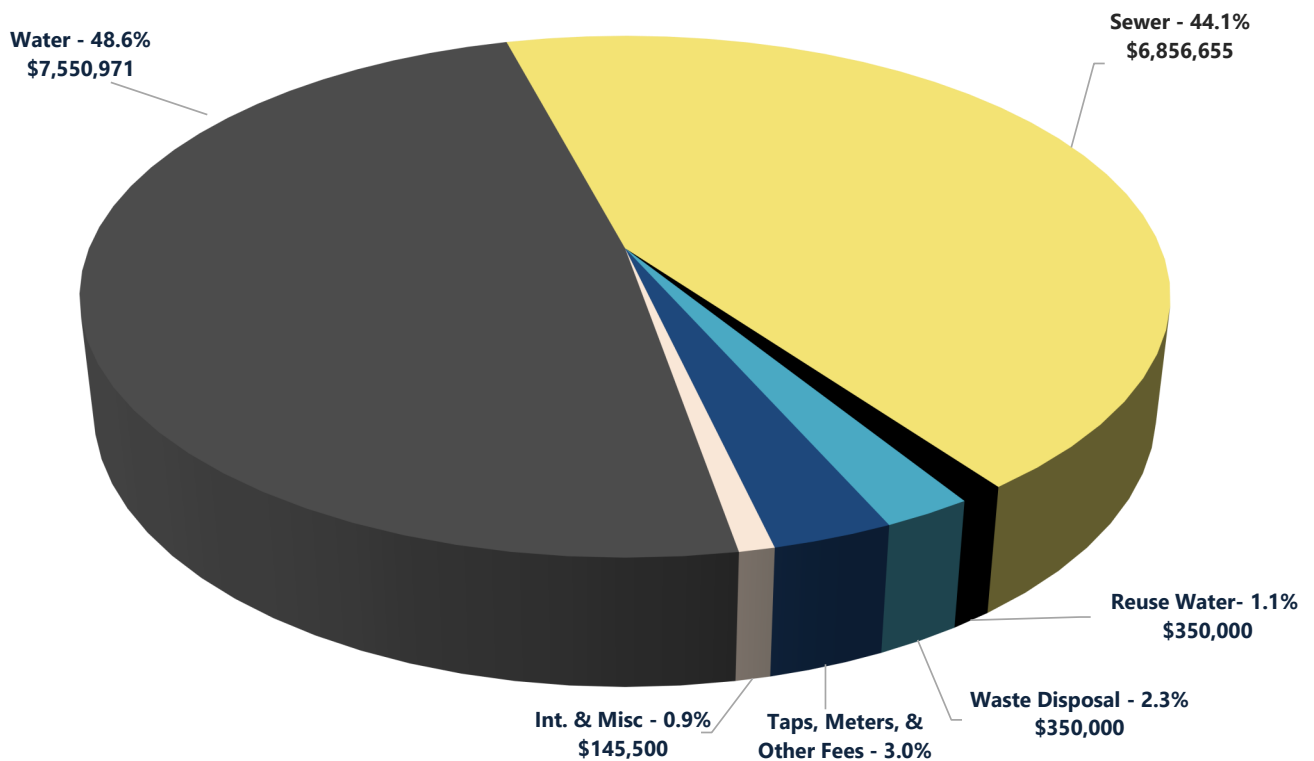
## WATER FUND REVENUES

FY2024 Water Fund revenues are budgeted at \$15,543,926, which is a 5.9% increase over FY2023. Water Sales, comprise 48.6% of the total revenue. Sewer Services are the next largest revenue source at 44.1% of the total revenue. Other revenues include waste disposal fees from septage haulers as well as items such as tap fees, sale of new meters, service charges, etc.

Staff use the Water Fund Forecast to track trends and project future operational needs for the fund. The Water/Wastewater Master Plan is used to determine capital needs and the Asset Replacement model is used to project expenses related to the replacement of aging assets. Utilizing these models in addition to the City's water consumption model, rates for water and sewer service are proposed at levels necessary to provide services that will meet the needs of system users. Because the Water Fund is an enterprise fund, it operates as a business and is, therefore, self-supported by revenues generated by the fund. For this reason, careful tracking is conducted and consideration is given to all aspects of the system.

FY2023 saw the largest percentage increase in water and sewer rates and revenues due to the extreme inflationary pressures experienced nationwide. Inflation has drastically reduced since the high of 9.1% in June of 2022, when the FY2023 budget was being built. FY2024 assumes an overall lower increase percentage than FY2023. The coming pages provide detailed information regarding proposed water and sewer rates for FY2024.

## WATER FUND REVENUE SOURCES



# **WATER FUND REVENUES BY LINE ITEM**

# WATER FUND - REVENUES

## REVENUES BY LINE ITEM

Account Name	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Backflow Inspection Fee	6,572	5,000	5,000	7,837	5,000
Manifest Books	1,359	2,000	2,000	1,152	1,000
Water Service	6,867,304	7,123,558	7,123,558	7,011,863	7,550,971
Reuse Water Sales	180,495	177,844	177,844	214,170	175,000
Water Taps	91,752	94,000	94,000	77,821	97,750
Sewer Service	6,163,123	6,468,542	6,468,542	6,496,887	6,856,655
Sewer Taps	40,167	37,000	37,000	17,215	42,000
Waste Disposal	381,562	415,000	415,000	328,535	350,000
Sale of Meters	49,715	53,000	53,000	62,735	53,000
Requested Service/Repair	32,039	20,000	20,000	18,943	24,000
Water Sample Test	24,106	26,000	26,000	20,753	25,000
Wastewater Sample Test	1,021	2,000	2,000	129	3,000
Capacity Analysis	-	-	-	800	-
Service Charge	57,197	57,000	57,000	49,042	54,050
New Account Fee	41,545	43,000	43,000	41,070	40,000
Late Fee / Penalty	132,204	128,000	128,000	131,789	127,000
<b>Total Services</b>	<b>14,070,162</b>	<b>14,651,944</b>	<b>14,651,944</b>	<b>14,480,740</b>	<b>15,404,426</b>
Returned Item Fee	6,000	5,000	5,000	5,722	4,500
Interest Revenue	31,808	18,000	18,000	273,008	130,000
Miscellaneous Revenue	35,821	8,000	8,000	2,181	5,000
<b>Total Interest and Miscellaneous</b>	<b>73,629</b>	<b>31,000</b>	<b>31,000</b>	<b>280,911</b>	<b>139,500</b>
<b>Total Revenues</b>	<b>\$ 14,143,790</b>	<b>\$ 14,682,944</b>	<b>\$ 14,682,944</b>	<b>\$ 14,761,651</b>	<b>\$ 15,543,926</b>

### Notable Descriptions:

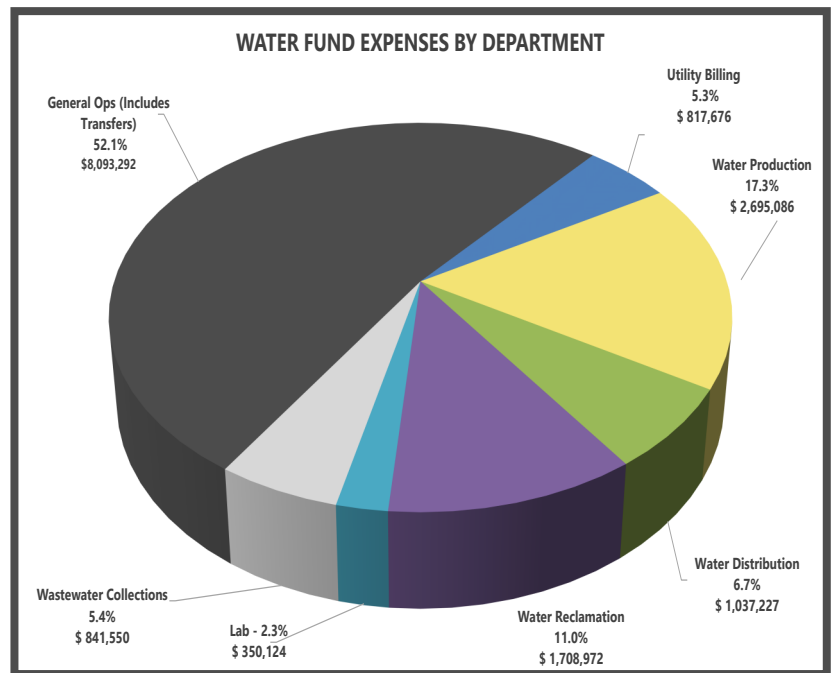
- Waste Disposal - The Wastewater Plant allows dumping of septage by septic hauling and portable toilet companies in order to ensure proper waste disposal of this type of sewage. These customers are billed monthly through the Utility Billing Department.
- Sale of Meters - Customers/developers purchase meters for water service at new properties or add meters at existing properties. Meter Technicians (Utility Billing Department) inventory a variety of meters and install at properties as needed. All meters installed within the City's infrastructure are required to be purchased through the City to ensure uniformity and compatibility with the City's metering software.
- Service Charge - This fee is charged to customers whose water service is disconnected for non-payment, per City ordinance. The fee covers the cost of labor involved in physically going to the meter for disconnection and reconnection of service.
- Misc. - Included in this line are items such as sale of scrap metal, rebates from vendors, public information requests that require payment per policy, etc.

# WATER FUND EXPENDITURES

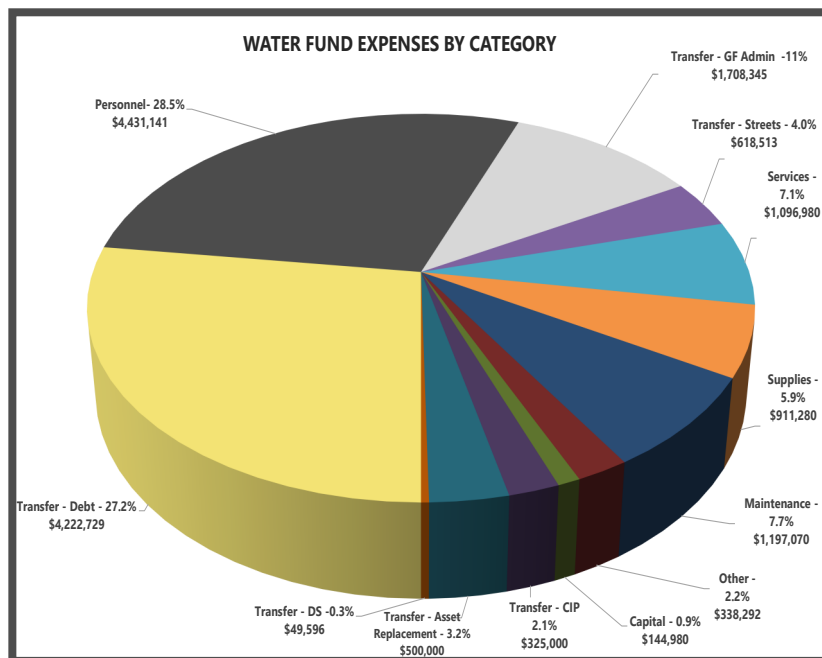
# WATER FUND - EXPENDITURES

## BY DEPARTMENT

The Water Fund is home to six departments and General Operations, which contains expenses that are shared by the entire fund. Water Production, the largest department, is responsible for collection, storage, treatment and distribution of water to the City. Other departments include Water Reclamation (treats wastewater) Water Distribution (maintains City water distribution lines and installs new lines), Wastewater Collections (maintains City wastewater lines), Lab (conducts water testing) and Utility Billing (metering and billing). Each department has a page in this section with specific details about the departmental responsibilities, goals, and accomplishments. Transfers from this fund include debt service, streets use fee, and administrative fee to general fund for services such as Finance and Legal.



## BY CATEGORY



The City's Annual Comprehensive Financial Report (ACFR) groups the Water Fund, Water Debt Service Fund, Water Asset Replacement Fund, and Water Capital Projects together into a single "fund". For transparency, each fund is budgeted separately so that readers of the budget can clearly see details of all revenues and expenses. Because revenues service the entire Water Fund, transfers out of the Water Fund are considered an expense to the Water Fund and revenue to the fund receiving the transfer. Graphical representation of each transfer shows this detail and line item and narrative detail is provided throughout this document. Like other funds, Personnel is the largest operating cost of the Water Fund followed by Maintenance, Services and Supplies.



# **WATER FUND EXPENDITURES BY DEPARTMENT**

# WATER FUND - UTILITY BILLING

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

## DEPARTMENT RESPONSIBILITIES

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

## DEPARTMENT ACCOMPLISHMENTS

- W1: Completed phase 2 of Advanced Metering Infrastructure (AMI) project
- W1: Updated and replaced outdated curb stops and aging meter infrastructure
- W10: Maintained great customer service and response time for service calls
- Completed Texas Municipal League safety courses
- Completed lifesaving courses offered by Kerrville Fire - EMS
- W10: Increased percentage of customers receiving bills via email to reduce printing and postage costs
- W10: Crossed-trained staff members on utility billing process

### Did you know?

Refilling a 16 oz. water bottle 2,322 times with City of Kerrville tap water is the equivalent cost of one \$0.99 bottle of water.

## FY2024 OBJECTIVES

- W1: Continue to maintain and upgrade infrastructure through consistent meter maintenance processes
- W1: Continue to upgrade meter antennas for improved readability
- W1: Complete the Advanced Metering Infrastructure (AMI) project
- W10: Continue to increase the number of E-billing and automatic payments to reduce costs
- W10: Reduce bad debt balance
- Cross-train employees for better customer service and efficiency
- F1: Replace the Utility Billing Drive Through components



**Utility Billing Meter Technicians responded to a busted curb stop.**

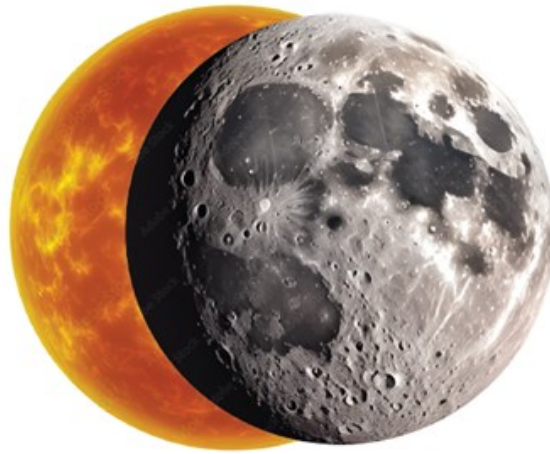
# WATER FUND - UTILITY BILLING

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	370,775	375,045	374,610	365,749	398,887
Benefits	126,601	139,984	139,984	133,070	160,219
Travel and Training	1,255	2,075	2,290	2,195	2,863
<b>Total Personnel Services</b>	<b>498,631</b>	<b>517,104</b>	<b>516,884</b>	<b>501,014</b>	<b>561,969</b>
Office Supplies	1,054	2,220	2,220	1,701	2,070
Tools and Equipment	11,032	5,863	4,238	3,799	5,195
Chemical and Medical	110	200	265	244	200
Fuel	6,546	7,926	5,676	5,462	6,052
Wearing Apparel	2,453	4,084	3,834	3,246	3,868
Postage and Shipping	43,971	42,000	42,000	36,760	42,000
Other Supplies	1,471	1,600	2,500	1,661	1,975
<b>Total Supplies and Materials</b>	<b>66,637</b>	<b>63,893</b>	<b>60,733</b>	<b>52,872</b>	<b>61,360</b>
Vehicle Maintenance	5,719	2,744	5,344	4,385	2,866
Equipment Maintenance	7,296	7,503	7,503	6,313	11,281
Technology Equipment Maintenance	14,543	23,195	23,195	20,731	17,209
Water System Maintenance	69,158	72,000	68,860	66,626	75,000
<b>Total Maintenance and Repairs</b>	<b>96,716</b>	<b>105,441</b>	<b>104,901</b>	<b>98,054</b>	<b>106,357</b>
Utilities	2,172	4,356	4,356	3,714	5,244
Professional Services	11,918	14,905	14,905	11,881	14,721
Insurance	1,141	675	775	775	775
<b>Total Services</b>	<b>15,231</b>	<b>19,936</b>	<b>20,036</b>	<b>16,370</b>	<b>20,740</b>
Bad Debt	16,956	10,000	10,000	7,723	15,000
Other	270	255	255	193	250
<b>Total Other Expenses</b>	<b>17,226</b>	<b>10,255</b>	<b>10,255</b>	<b>7,917</b>	<b>15,250</b>
Water System	50,718	50,000	56,250	55,623	52,000
<b>Total Capital Outlay</b>	<b>50,718</b>	<b>50,000</b>	<b>56,250</b>	<b>55,623</b>	<b>52,000</b>
<b>Total Expenditures</b>	<b>\$ 745,157</b>	<b>\$ 766,629</b>	<b>\$ 769,059</b>	<b>\$ 731,850</b>	<b>\$ 817,675</b>

Capital Outlay in this department consists of expenses related to components of new meters and other infrastructure added to the water system. The total of this line item is capitalized as a whole and added to the City's overall assets. These assets are included in the City's Annual Comprehensive Financial Report (ACFR). Maintenance is not considered a new asset and is not capitalized as such.

# WATER FUND - UTILITY BILLING PERFORMANCE MEASURES

Utility Billing									
Key Priority Area	Measure	FY2021 Actual	FY2022 Actual	FY2023 Q1	FY2023 Q2	FY2023 Q3	FY2023 Q4	FY2023 Actual	FY2024 Target
Public Facilities & Services	E-Bills (%)	37%	43%	43%	44%	45%	44%	44%	47%
	AMI Service Orders Completed	1,259	1,575	81	167	211	288	747	N/A
	Total Service Orders Completed	10,437	11,699	2,038	1,798	2,154	2,115	8,105	N/A
	In-Office Payments Received	42,582	39,692	8,707	8,838	9,405	8,419	35,369	34,000
	Bank Draft Payments Received	27,442	32,833	8,658	8,947	9,112	9,225	35,942	37,000
	Online & App Payments Received	17,511	18,242	4,530	4,692	4,414	4,664	18,300	N/A
	Online Autopay Received	10,400	24,394	6,113	6,435	6,194	6,519	25,261	N/A
	Phone System (IVR) Payments Received	6,068	6,192	1,566	1,676	1,526	1,534	6,302	N/A
	Text-to-Pay Payments Received	325	770	293	349	440	423	1,505	N/A

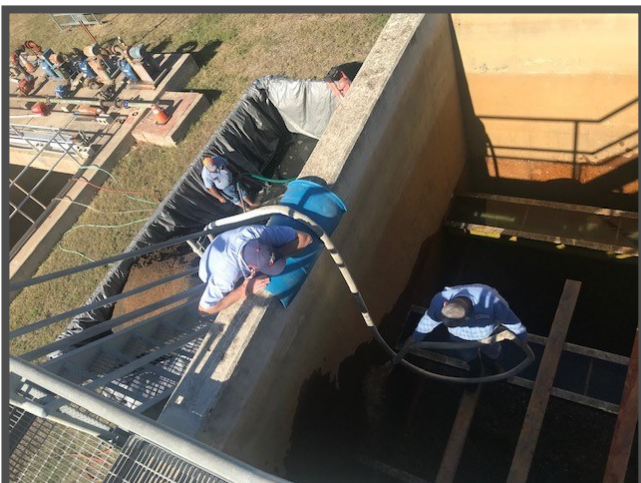


# WATER FUND - WATER PRODUCTION

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

## DEPARTMENT RESPONSIBILITIES

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



Water Production employees are removing the filter media from the plant to inspect and repair the floor below.

## DEPARTMENT ACCOMPLISHMENTS

- W3: Replaced Granular Activated Carbon media in all four vessels to better filter water
- W3: Made repairs to filter gallery to reduce TTHMS
- W5: Replaced HVAC unit at the sewage treatment plant
- W3: Updated SWTP-1 Raw Flow Control Valve
- W5: Replaced heater in membrane unit
- W3: Continually monitored water conditions of surface water, wells, etc. to ensure adequate supply of water during drought

## FY2024 OBJECTIVES

- W3: Rehab SWTP #1 filters
- W3: Replace filter modules in Membrane Unit
- W1: Access condition of all transducers for wells
- W3: Replace check valves on Stadium pumps
- W3: Change out Granular Activated Carbon (GAC) pumps
- W3: Replace 2 units of GAC media
- W2: Rehab H Street Well
- W1: Transition Kerrville Schreiner Park from well to City's water system
- W3: Repair/replace tank level sight gauges

### **Did you know?**

A swimming pool can lose 1,000 gallons of water per month through evaporation.

# WATER FUND - WATER PRODUCTION

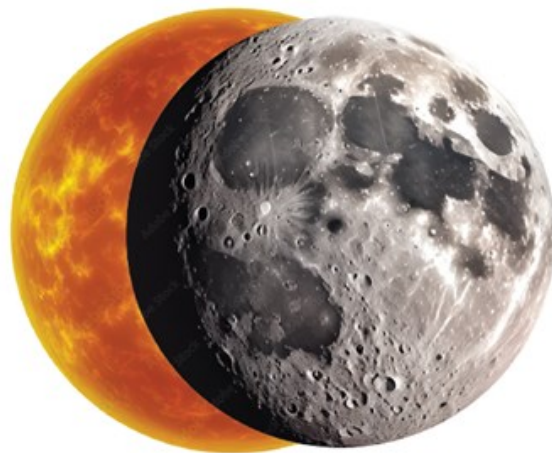
Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	798,586	965,618	1,007,200	1,005,826	1,032,479
Benefits	272,216	299,993	330,993	330,890	346,430
Travel and Training	10,950	11,991	12,632	10,901	12,568
<b>Total Personnel Services</b>	<b>1,081,751</b>	<b>1,277,603</b>	<b>1,350,826</b>	<b>1,347,617</b>	<b>1,391,477</b>
Office Supplies	2,178	2,130	2,130	1,809	2,270
Tools and Equipment	16,171	6,095	27,103	26,839	21,850
Chemical and Medical	199,640	269,900	268,043	268,042	250,300
Fuel	11,067	13,380	10,280	9,940	10,315
Wearing Apparel	5,929	12,785	7,585	6,363	9,071
Postage and Shipping	539	900	3,408	3,408	1,850
Other Supplies	7,841	6,668	7,899	6,370	7,354
<b>Total Supplies and Materials</b>	<b>243,365</b>	<b>311,858</b>	<b>326,448</b>	<b>322,772</b>	<b>303,010</b>
Building, Structure, Land Maintenance	19,485	11,060	5,060	3,582	14,020
Vehicle Maintenance	2,666	7,600	4,491	4,252	5,672
Equipment Maintenance	93,477	78,029	77,759	77,545	117,120
Technology Equipment Maintenance	9,966	10,450	10,450	9,689	5,785
Water System Maintenance	217,809	387,550	2,143	2,143	398,389
Wastewater System Maintenance	-	-	-	-	1,000
<b>Total Maintenance and Repairs</b>	<b>343,403</b>	<b>494,689</b>	<b>599,088</b>	<b>596,263</b>	<b>541,986</b>
Utilities	424,038	378,182	398,290	408,355	371,032
Professional Services	21,868	44,850	48,301	46,863	39,475
Advertising	-	300	1,543	1,543	1,900
Lease / Rent	743	1,300	1,300	742	1,900
<b>Total Services</b>	<b>446,649</b>	<b>424,632</b>	<b>449,433</b>	<b>457,503</b>	<b>414,307</b>
Other	40,446	43,456	41,256	40,819	44,306
<b>Total Other Expenses</b>	<b>40,446</b>	<b>43,456</b>	<b>41,256</b>	<b>40,819</b>	<b>44,306</b>
Buildings and Structures	-	10,000	13,500	13,500	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>10,000</b>	<b>13,500</b>	<b>13,500</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$2,155,614</b>	<b>\$ 2,562,237</b>	<b>\$ 2,780,551</b>	<b>\$ 2,778,473</b>	<b>\$ 2,695,086</b>

- Salaries in this department includes all previously mentioned increases plus a new position budgeted for six months to assist with proactive water system maintenance.
- Chemicals saw a large increase in FY2023 due to inflationary pressures. Leveling of inflation resulted in an overall decrease in the amount budgeted in FY2024 compared to FY2023.
- Water System Maintenance includes the annual expense of replacing the Granular Activated Carbon (GAC) in two of the four tanks.
- Equipment Maintenance includes an annual maintenance agreement for the TTHM Filtration System.



# WATER FUND - WATER PRODUCTION PERFORMANCE MEASURES

Key Priority Area	Measure	Water Production							
		FY2021 Actual	FY2022 Actual	FY2023 Q1	FY2023 Q2	FY2023 Q3	FY2023 Q4	FY2023 Actual	FY2024 Target
Water, Wastewater, & Drainage	Total Water to Distribution in millions gallons (MG)	1,239	1,291	313	286	336	381	1,316	N/A
	Ground Water to Distribution (MG)	133	267	35	31	38	63	167	N/A
	Percent of Ground Water Permit Remaining (MG)	91%	81%	98%	98%	97%	96%	88%	N/A
	Surface Water stored in the ASR System (MG)	1,023	958	928	924	888	827	3,567	N/A
	Raw Surface Water Diverted from River (MG)	1,336	1,039	289	264	299	329	1,181	N/A
	Percent of Surface Water Permit Remaining (MG)	79%	61%	17%	33%	50%	70%	70%	N/A
	Customer Service Calls	73	111	35	21	20	50	126	N/A



# WATER FUND - WATER DISTRIBUTION

Water Distribution provides 24/7 on call support and maintenance for the City's water system and infrastructure. Water Distribution also installs all water and sewer taps for new development.

## DEPARTMENT RESPONSIBILITIES

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

## DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- W2: Installed 920 ft. of new water main to better serve the community
- W3: Completed (on a monthly average), 237 line locates and responded to all emergency line locates within the 2 hour requirement
- W3: Inspected and performed maintenance on 850 fire hydrants and exercised 630 operating valves throughout the City
- W3: Provided 24/7 customer support during weather events

## FY2024 OBJECTIVES

- W5: Continue to work with City's IT department to provide real time data to better support the GIS program
- W1: Track work orders through new software program to help locate and address issues before they arise
- W9: Coordinate with Streets department to make any necessary repairs or adjustments before new paving is installed
- W6: Exercise valves and fire hydrants to ensure water system is operating at full capacity
- W2: Implement procedures to better serve the community during extreme weather
- W1: Work diligently with City Engineer and Inspectors to ensure that contractors install infrastructure to City standards



### Did you know?

Using 811 for line locates to determine where utilities are can prevent line disruptions like you see here, shown above.

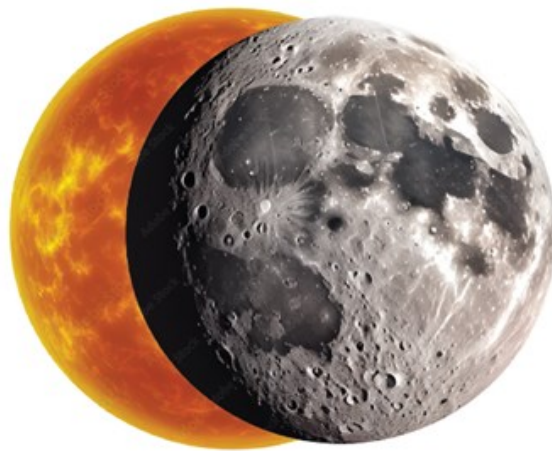
# WATER FUND - WATER DISTRIBUTION

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	461,031	524,020	498,266	455,232	541,895
Benefits	175,094	184,721	184,721	171,519	208,110
Travel and Training	3,538	3,235	3,335	2,184	3,235
<b>Total Personnel Services</b>	<b>639,663</b>	<b>711,976</b>	<b>686,322</b>	<b>628,934</b>	<b>753,240</b>
Office Supplies	626	299	299	262	278
Tools and Equipment	10,885	5,280	7,108	6,701	6,780
Chemical and Medical	181	285	285	145	266
Fuel	21,783	25,006	22,506	17,488	20,674
Wearing Apparel	9,579	11,570	11,673	9,778	11,700
Other Supplies	10,687	11,532	12,605	12,185	10,700
<b>Total Supplies and Materials</b>	<b>53,741</b>	<b>53,972</b>	<b>54,475</b>	<b>46,559</b>	<b>50,398</b>
Building, Structure, Land Maintenance	2,659	3,518	3,655	1,675	3,290
Vehicle Maintenance	17,012	19,210	21,272	18,796	20,795
Equipment Maintenance	3,836	14,430	6,563	3,124	11,740
Technology Equipment Maintenance	1,859	3,550	3,904	3,904	-
Street Maintenance	19,171	20,581	15,925	15,649	20,000
Water System Maintenance	33,882	68,069	68,069	63,555	70,000
Water Reclamation System Maintenance	3,419	3,200	3,200	1,523	3,200
<b>Total Maintenance and Repairs</b>	<b>81,838</b>	<b>132,558</b>	<b>122,588</b>	<b>108,224</b>	<b>129,025</b>
Utilities	10,210	11,268	11,268	10,190	11,652
<b>Total Services</b>	<b>10,210</b>	<b>11,268</b>	<b>11,268</b>	<b>10,190</b>	<b>11,652</b>
Other	1,213	3,152	1,029	641	2,932
<b>Total Other Expenses</b>	<b>1,213</b>	<b>3,152</b>	<b>1,029</b>	<b>641</b>	<b>2,932</b>
Water System	79,613	80,000	80,000	68,157	85,980
Water Reclamation System	6,161	3,920	3,920	2,879	4,000
<b>Total Capital Outlay</b>	<b>85,775</b>	<b>83,920</b>	<b>83,920</b>	<b>71,036</b>	<b>89,980</b>
<b>Total Expenditures</b>	<b>\$ 872,439</b>	<b>\$ 996,846</b>	<b>\$ 959,602</b>	<b>\$ 865,585</b>	<b>\$ 1,037,227</b>



# WATER FUND - WATER DISTRIBUTION PERFORMANCE MEASURES

Water Distribution									
Key Priority Area	Measure	FY2021 Actual	FY2022 Actual	FY2023 Q1	FY2023 Q2	FY2023 Q3	FY2023 Q4	FY2023 Actual	FY2024 Target
Water, Wastewater, & Drainage	Customer Service Calls	3,224	1,679	849	712	1,072	1,003	3,636	N/A
	Main Leak/Break Svc Calls	114	84	17	12	9	24	62	N/A
	New Water Taps	31	42	9	16	5	8	38	N/A
	New Sewer Taps	37	22	2	3	1	8	14	N/A
	Line Locates	2,265	2,625	468	536	890	893	2,787	N/A
	Fire Hydrants Serviced	720	857	263	215	327	192	997	N/A
	Valve Exercise Program	737	603	109	115	129	144	497	N/A
	Water Main Replaced (linear ft.)	1,225	180	73	33	27	26	159	N/A
	New Water Main Installed (linear ft.)	2,062	737	61	327	490	117	995	N/A



# WATER FUND - WATER RECLAMATION

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

## DEPARTMENT RESPONSIBILITIES

- **Wastewater Treatment:** Responsible for treating wastewater through biological, chemical, and filtration processes so that it meets all Texas Commission on Environmental Quality (TCEQ) and Environmental Protection Agency (EPA) standards and can be reused for irrigation or discharged back into Texas waterways
- **Plant Maintenance and Repair:** Responsible for operation, maintenance, and repair of the Water Reclamation Facility
- **Reclaimed Water System:** Responsible for the operation and maintenance of the Reclaimed Water Storage Pond and distribution pumping system as well as the regulatory oversight of all reclaimed water customer sites
- **Industrial Stormwater Permit:** Responsible for operating and maintaining TCEQ and EPA standards for the permit requirements of the facility Storm Water Pollution Prevention Plan (SWPPP)

## DEPARTMENT ACCOMPLISHMENTS

- W1: Treated over 711 million gallons of wastewater
- W3: Dewatered and transported more than 630 dry metric tons of treated sludge
- W1: Distributed more than 319 million gallons of reclaimed water that was used for irrigation purposes at 3 area golf courses, the Kerrville Sports Complex, Kerrville ISD, and Schreiner University
- W3: In house rehabilitation of Clarifier #1

## FY2024 OBJECTIVES

- W5: Maintain operational compliance with TCEQ
- W3: Complete clarifier #3 rehabilitation project
- W3: Replace Flow Equalization Basin (FEB)
- E9: Provide an environment that motivates staff and encourages professional development
- W1: Maintain fiscal responsibility for operations
- Achieve Five Year Engineering Certification of the reclaimed water storage pond



Reclaimed Water Storage Pond

### Did you know?

The City of Kerrville supplied more than 319 million gallons of reclaimed water to its 8 customers for irrigation purposes. This greatly reduced the amount of potable water used for irrigation in our community.

# WATER FUND - WATER RECLAMATION

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	547,658	577,844	587,848	585,732	627,679
Benefits	183,282	185,140	190,540	189,031	212,098
Travel and Training	5,738	11,494	11,524	4,084	17,450
<b>Total Personnel Services</b>	<b>736,677</b>	<b>774,478</b>	<b>789,913</b>	<b>778,847</b>	<b>857,227</b>
Office Supplies	4,283	6,296	1,496	1,307	5,582
Tools and Equipment	6,241	5,210	7,210	4,194	4,287
Chemical and Medical	294,243	330,512	327,431	326,741	347,497
Fuel	14,852	16,185	29,480	25,965	14,568
Wearing Apparel	8,398	7,705	10,657	8,570	9,096
Postage and Shipping	141	720	720	52	600
Other Supplies	2,899	3,732	4,943	3,602	5,566
<b>Total Supplies and Materials</b>	<b>331,057</b>	<b>370,360</b>	<b>381,937</b>	<b>370,430</b>	<b>387,195</b>
Building, Structure, Land Maintenance	13,201	15,182	21,982	18,610	20,429
Vehicle Maintenance	2,547	3,150	5,150	4,344	3,573
Equipment Maintenance	23,801	77,900	21,265	16,958	65,622
Technology Maintenance	3,793	5,448	5,448	3,904	1,898
Street Maintenance	-	700	700	-	700
Water Reclamation System	65,179	66,482	52,482	52,397	71,986
<b>Total Maintenance and Repairs</b>	<b>108,521</b>	<b>168,862</b>	<b>107,027</b>	<b>96,213</b>	<b>164,208</b>
Utilities	212,519	214,116	236,471	234,046	247,316
Professional Services	17,648	24,555	29,755	27,275	16,865
Lease / Rent	2,273	6,735	14,235	-	8,000
<b>Total Services</b>	<b>232,439</b>	<b>245,406</b>	<b>280,461</b>	<b>261,321</b>	<b>272,181</b>
Other	20,326	24,611	19,811	18,811	28,161
<b>Total Other Expenses</b>	<b>20,326</b>	<b>24,611</b>	<b>19,811</b>	<b>18,811</b>	<b>28,161</b>
Machinery, Tools and Equipment	-	-	12,369	12,369	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>12,369</b>	<b>12,369</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$ 1,429,020</b>	<b>\$ 1,583,717</b>	<b>\$ 1,591,517</b>	<b>\$ 1,537,991</b>	<b>\$ 1,708,972</b>

The increase in chemical costs in this department is driven by an increased depth in the water reclamation pond from 20' to 25'. This increased depth will require more chemicals to treat wastewater.



# WATER FUND - WATER RECLAMATION PERFORMANCE MEASURES

Water Reclamation									
Key Priority Area	Measure	FY2021 Actual	FY2022 Actual	FY2023 Q1	FY2023 Q2	FY2023 Q3	FY2023 Q4	FY2023 Actual	FY2024 Target
Water, Wastewater, & Drainage	Septage Received (million gallons)	3.89	3.30	0.64	0.76	0.80	0.62	2.82	3.00
	Septage Revenue	450,300	388,328	75,479	83,921	97,008	68,709	325,117	375,000
	Average Daily Influent Treated (million gallons)	2.17	1.94	2.04	2.05	2.06	2.20	2.09	2.10
	Total Influent Treated (million gallons)	801.52	711.67	187	185	188	177	737	750
	Total Effluent Water Discharged (million gallons)	555.03	430.28	117	137	132	10	396	450
	Reuse Water Sold (million gallons)	243.37	319.12	78	53	66	167	365	320
	Reuse Water Diverted to Pond (million gallons)	170.42	249.52	53	35	61	134	282	250
	Dewatered Sludge (tons)	647	631	146	159	134	121	560	580
	Process Control Tests	5,601	12,342	3,003	3,077	3,078	3,280	12,438	12,000



# WATER FUND - ENVIRONMENTAL LABORATORY

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

## DEPARTMENT RESPONSIBILITIES

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

## DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- F2: Performed over 3,600 lab tests for the Water Reclamation Plant
- F2: Performed over 900 lab tests for the Water Production department
- F2: Performed approximately 1,300 water analyses on public samples
- F2: Performed 480 tests on restaurant grease trap samples

## FY2024 OBJECTIVES

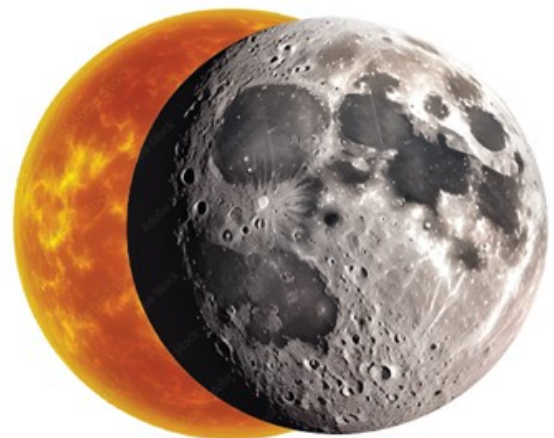
- W1: Maintain Laboratory's NELAC Accreditation
- F2: Maintain TCEQ Drinking Water Laboratory Approval
- F1: Provide quality testing for Water Production and Water Reclamation
- W1: Maintain fiscal responsibility for all laboratory and pretreatment operations
- W1: Monitor and increase efficiencies of the Granular Activated Carbon (GAC) system alongside Water Production
- W1: Continue to update and replace outdated equipment to maintain highest quality control standards for water quality testing



Lab Analyst Eva Fry runs a conductivity test on a groundwater sample for Water Production while Lab Manager Daniel Bigott runs an Ammonia test on a sample for Water Reclamation.

## **Did you know?**

The City of Kerrville Environmental Lab runs samples for public water systems in 12 counties surrounding Kerr, including Texas State Parks.



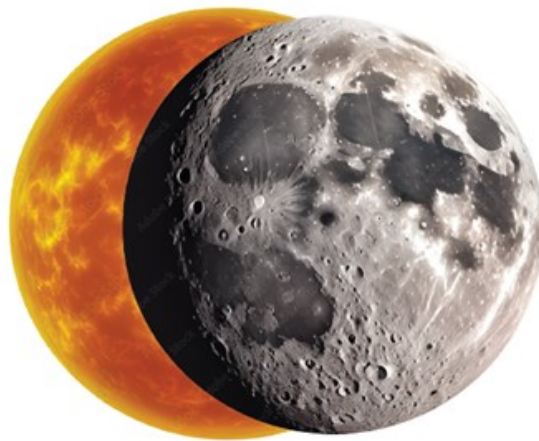
# WATER FUND - ENVIRONMENTAL LABORATORY

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	171,127	179,814	181,014	180,690	193,324
Benefits	76,889	68,560	81,860	80,847	79,001
Travel and Training	4,501	8,498	6,098	4,213	7,600
<b>Total Personnel Services</b>	<b>252,516</b>	<b>256,873</b>	<b>268,973</b>	<b>265,749</b>	<b>279,926</b>
Office Supplies	950	1,726	648	648	1,500
Tools and Equipment	3,544	10,120	8,256	8,141	5,140
Chemical and Medical	30,998	30,306	35,206	34,247	33,869
Fuel	430	858	858	508	691
Wearing Apparel	1,285	2,730	1,930	1,732	2,560
Postage and Shipping	76	250	250	-	200
Other Supplies	1,445	1,340	1,855	1,625	1,700
<b>Total Supplies and Materials</b>	<b>38,729</b>	<b>47,330</b>	<b>49,003</b>	<b>46,902</b>	<b>45,660</b>
Building, Structure, & Land Maintenance	145	1,400	1,974	1,360	1,800
Vehicle Maintenance	-	635	635	234	600
Equipment Maintenance	15,550	13,777	13,777	13,374	13,098
<b>Total Maintenance and Repairs</b>	<b>15,695</b>	<b>19,362</b>	<b>20,289</b>	<b>18,872</b>	<b>15,498</b>
Utilities	5,093	5,508	5,808	5,481	1,008
Professional Services	5,586	5,708	5,708	5,639	5,708
<b>Total Services</b>	<b>10,679</b>	<b>11,216</b>	<b>11,516</b>	<b>11,120</b>	<b>6,716</b>
Other	2,213	2,324	2,324	1,727	2,324
<b>Total Other Expenses</b>	<b>2,213</b>	<b>2,324</b>	<b>2,324</b>	<b>1,727</b>	<b>2,324</b>
<b>Total Expenditures</b>	<b>\$ 319,831</b>	<b>\$ 337,104</b>	<b>\$ 352,104</b>	<b>\$ 344,370</b>	<b>\$ 350,124</b>



# WATER FUND - ENVIRONMENTAL LABORATORY PERFORMANCE MEASURES

Environmental Laboratory									
Key Priority Area	Measure	FY2021 Actual	FY2022 Actual	FY2023 Q1	FY2023 Q2	FY2023 Q3	FY2023 Q4	FY2023 Actual	FY2024 Target
Water, Wastewater, & Drainage	Lab Tests for Grease Trap Samples	380	480	55	160	110	90	415	472
	Lab Tests for Water Reclamation	3,699	3,673	923	925	925	923	3,696	3,800
	Lab Test for Water Production	841	911	408	388	239	271	1,306	900
	Lab Tests for Accreditation	4,191	4,154	1,075	1,141	1,061	1,040	4,317	4,400
	Staff Training Hours	16	20	5	5	5	5	20	20



# WATER FUND - WASTEWATER COLLECTIONS

The Wastewater Collection (WWC) division maintains the entire wastewater collection system throughout the City of Kerrville, including all general and mechanical maintenance, major repairs and new construction.

## DEPARTMENT RESPONSIBILITIES

- **Collection System:** Responsible for maintaining and repairing 26 lift stations, over 200 miles of collection lines and 5,381 manholes and cleanouts
- **System Infrastructure:** Responsible for maintaining the integrity of the sanitary sewer system including 24/7 customer service calls, collection line cleaning and emergency repair, sewer tap installation, manhole repairs, lift station maintenance and repair, CCTV inspections, pipeline locates and chemical dosing regimens to control odors, roots and grease
- **System Monitoring:** Responsible for utilization of SCADA and GIS software which allows monitoring of lift station activity, detection of pump faults and monitoring of sanitary sewer system flow
- **City Growth and Development:** Responsible for the inspection and review of integral City planning and construction projects as it relates to sanitary sewer



Operators are performing voltage checks to ensure that pumps are within operating parameters.

## DEPARTMENT ACCOMPLISHMENTS

Over the last year, we've:

- W5: Cleaned over 425,000 feet of collection lines
- W3: Responded to 246 after-hour emergencies
- W5: Documented over 11,700 man-hours on repairs
- W3: Rehabilitated or repaired 66 manholes
- F1: Completed chemical feed system at Legion Lift Station for asset protection, H2S and Odor Control
- W5: Completed the review of 16 major construction projects

## FY2024 OBJECTIVES

- F1: Conduct smoke testing with special attention for inflow reduction in Comanche Trace to allow additional Living Unit Equivalent's that will directly affect future expansion possibilities
- W5: Planning phase of Airport Lift Station, as indicated in the Master Plan
- F1: Plan for replacement of 18 manhole covers on First Street, as indicated in Master Plan
- F3: Using Asset Essential Solutions Software, inspect, tag and reinstall 116 Pumps for asset tracking

### Did you know?

Wastewater Collections personnel removed over 1,700 cubic feet of inorganic material from the collection system. That's enough material to fill nearly 13 dump trucks! Removal increases capacity and reduces stoppages.

# WATER FUND - WASTEWATER COLLECTIONS

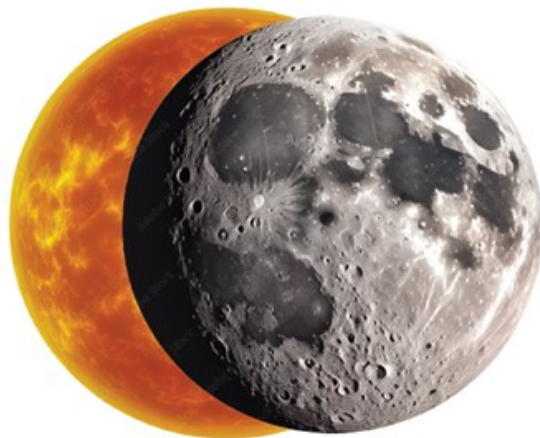
Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	296,322	354,422	357,322	328,891	398,542
Benefits	95,773	122,431	122,431	111,538	149,156
Travel and Training	3,604	7,000	6,100	3,075	5,820
<b>Total Personnel Services</b>	<b>395,699</b>	<b>483,854</b>	<b>485,854</b>	<b>443,504</b>	<b>553,519</b>
Office Supplies	603	616	616	326	625
Tools and Equipment	9,721	13,170	13,770	12,065	8,387
Chemical and Medical	8,291	30,250	30,550	30,242	18,300
Fuel	18,971	24,042	24,042	17,589	17,935
Wearing Apparel	7,455	11,231	11,231	9,301	8,185
Postage and Shipping	276	297	297	160	225
Other Supplies	7,769	7,000	9,089	7,865	6,800
<b>Total Supplies and Materials</b>	<b>53,087</b>	<b>86,606</b>	<b>89,596</b>	<b>77,547</b>	<b>60,457</b>
Building, Structure, Land Maintenance	12,639	9,270	11,155	10,050	9,620
Vehicle	15,918	2,311	9,371	9,157	3,996
Equipment	9,440	12,854	12,551	10,661	11,650
Street	3,040	5,350	5,866	5,866	1,962
Wastewater System Maintenance	69,177	85,513	68,670	65,783	87,572
<b>Total Maintenance and Repairs</b>	<b>110,212</b>	<b>115,298</b>	<b>107,612</b>	<b>101,517</b>	<b>114,800</b>
Utilities	95,037	103,187	104,887	98,544	106,416
Lease / Rent	1,160	3,000	11,596	10,947	3,000
<b>Total Services</b>	<b>96,198</b>	<b>106,187</b>	<b>116,484</b>	<b>109,491</b>	<b>109,416</b>
Other	419	480	480	43	359
<b>Total Other Expenses</b>	<b>419</b>	<b>480</b>	<b>480</b>	<b>43</b>	<b>359</b>
Building and Structures	-	-	-	-	3,000
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000</b>
<b>Total Expenditures</b>	<b>\$ 655,615</b>	<b>\$ 792,425</b>	<b>\$ 800,025</b>	<b>\$ 732,103</b>	<b>\$ 841,550</b>

Certain chemicals are purchased every other year, in bulk, for overall savings to the City. This, combined with leveling of inflation caused the chemical line item to be less in FY2024 than FY2023.



# WATER FUND - WASTEWATER COLLECTIONS PERFORMANCE MEASURES

Wastewater Collection									
Key Priority Area	Measure	FY2021 Actual	FY2022 Actual	FY2023 Q1	FY2023 Q2	FY2023 Q3	FY2023 Q4	FY2023 Actual	FY2024 Target
Wastewater	Customer Service Calls	123	93	18	20	18	16	72	N/A
	Sewer Taps Repaired/Installed	16	21	6	5	3	8	22	N/A
	SCADA Calls	95	66	21	15	18	12	66	N/A
	Manholes Raised/Replaced	75	61	11	17	13	20	61	N/A
	Collection Lines Inspected (linear ft)	33,581	15,586	3,829	4,809	5,481	2,822	16,941	N/A
	Solids Removed from System (Cu. Ft.)	2,893	1,337	275	394	173	235	1,077	N/A



# WATER FUND - GENERAL OPS

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

Expenditures	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
Salaries	-	-	45,000	-	-
Benefits	32,059	33,629	32,979	32,957	33,784
<b>Total Personnel Services</b>	<b>32,059</b>	<b>33,629</b>	<b>77,979</b>	<b>32,957</b>	<b>33,784</b>
Tools & Equipment	-	-	2,600	2,561	-
Postage and Shipping	2,760	2,760	3,060	2,797	3,200
<b>Total Supplies and Materials</b>	<b>2,760</b>	<b>2,760</b>	<b>5,660</b>	<b>5,358</b>	<b>3,200</b>
Vehicle - City Garage Contract	141,736	144,059	144,059	144,059	115,197
Equipment Maintenance	603	-	700	609	-
Technology Maintenance	3,000	3,000	4,000	4,000	10,000
Water System Maintenance	-	-	10,500	10,419	-
<b>Total Maintenance and Repairs</b>	<b>145,339</b>	<b>147,059</b>	<b>159,259</b>	<b>159,087</b>	<b>125,197</b>
Utilities	-	-	11,600	11,277	9,000
Professional Services	28,987	39,922	53,722	41,351	9,073
Credit Card Fees	123,586	123,600	139,700	123,588	132,000
Insurance	124,595	87,162	97,836	97,836	111,895
<b>Total Services</b>	<b>277,168</b>	<b>250,684</b>	<b>302,858</b>	<b>274,052</b>	<b>261,968</b>
Other	(4,443)	244,400	104,876	7,199	244,960
<b>Total Other Expenses</b>	<b>(4,443)</b>	<b>244,400</b>	<b>104,876</b>	<b>7,199</b>	<b>244,960</b>
Transfer Out - General Fund	2,231,116	2,186,464	2,186,464	2,186,464	2,326,858
Transfer Out - Water Asset Replacement	350,000	500,000	825,000	825,000	500,000
Transfer Out - Development Services	7,895	21,346	21,346	21,346	49,596
Transfer Out - Water Debt Service	4,308,222	4,157,643	4,157,643	4,157,643	4,222,729
Transfer Out - Water / Sewer Capital Projects	50,000	100,000	100,000	100,000	325,000
<b>Total Transfers Out</b>	<b>6,947,233</b>	<b>6,965,452</b>	<b>7,290,452</b>	<b>7,290,452</b>	<b>7,424,183</b>
<b>Total Expenditures</b>	<b>\$ 7,400,116</b>	<b>\$ 7,643,985</b>	<b>\$ 7,941,086</b>	<b>\$ 7,769,105</b>	<b>\$ 8,093,292</b>

- Benefits include Worker's Compensation Insurance, which is budgeted at fund level instead of by department since this single expense serves the entire fund.
- Each fund pays a share of the cost of operating the City Garage based on the number of vehicles/equipment owned by each fund. In FY2023, the Garage budget was higher due to the replacement of large equipment.
- Contingency is budgeted at fund level in the Other category. Contingency is specifically utilized for unanticipated expenditures throughout the year that were not budgeted in departmental line items. Use of contingency is treated as a line item transfer as it is needed, thus lowering the budget expense in the Contingency line and increasing the line item where funds were transferred. This can be seen when comparing Original to Current Budget.

# DEBT SERVICES FUNDS

# DEBT SERVICE OVERVIEW

## OVERVIEW

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

The City has maintained a 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 than \$2.50 per \$100 of assessed value. Kerrville's \$0.5595 total tax rate is well below the \$2.50 constitutional limit.

The state law limits the debt service portion of the levy to no more than \$1.50 per \$100 of assessed value. The City's Financial Management Policy directs that debt service obligations for the General Fund should not cause the debt portion of the tax rate to exceed 25% of the total tax rate. Kerrville debt rate for FY2024 is \$0.1410 or 25% of the total \$0.5595 tax rate and much less than the \$1.50 Administrative Code limit.

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

Debt for the Water Fund is limited by City's Financial Management Policy that is adopted by the City Council. The Council has directed, by policy, that annual Water Fund debt service not exceed 35% of the Water Fund annual revenue. For the FY2024 budget, debt service should be less than \$5.4 million to ensure compliance. Actual debt service in FY2024 is 27.4% of revenue at \$4.2 million.

## DEBT CHANGES

In May 2023, the City issued \$11.5 million in Waterworks and Sewer System Revenue Improvement Bonds to pay for infrastructure projects prioritized in the City's adopted Water/Wastewater Master Plan. S&P Global Ratings assigned its A+ long-term rating to the City of Kerrville during its review of the City's proprietary finances. This debt issuance was oversubscribed, allowing for a reduction in the true interest cost, resulting in 3.96%. The bonds will mature (be paid in full) in 30 years.

In August 2023, the Certificate of Obligation Bond Series 2008 will mature. Proceeds from the sale of the \$2.6 million certificates paid for extensions and multiple improvements throughout the City's water and wastewater system.

In FY2024, the City Council and the Economic Improvement Corporation will decide whether to issue 4B Sales Tax Revenue Bonds as the funding source for multiple quality of life projects. Discussions are underway amongst commissions and Council to rank and determine the overall scope of projects.

Similarly, in FY2024, the City of Kerrville will consider financing options for replacing emergency response vehicles such as fire trucks. These vehicles are on regulatory replacement schedules and cost approximately \$1 million each. Common financing options to consider are lease programs and tax notes.

# GENERAL DEBT SERVICE FUND

# GENERAL DEBT SERVICE FUND

	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
<b>Beginning Restricted Fund Balance</b>	<b>\$ 1,267,807</b>	<b>\$ 1,318,421</b>	<b>\$ 1,318,421</b>	<b>\$ 1,318,421</b>	<b>\$ 1,455,290</b>

<b>Revenues</b>					
Property Tax - Current	1,782,733	3,507,721	3,507,721	3,593,706	3,961,254
Property Tax - Prior Year	20,819	13,000	13,000	20,366	-
Property Tax - Penalty & Interest	19,206	12,000	12,000	22,927	-
<b>Total Taxes</b>	<b>1,822,758</b>	<b>3,532,721</b>	<b>3,532,721</b>	<b>3,636,998</b>	<b>3,961,254</b>
EIC - Debt Funding	1,089,369	1,085,141	1,085,141	1,085,141	1,090,706
<b>Total Intergovernmental</b>	<b>1,089,369</b>	<b>1,085,141</b>	<b>1,085,141</b>	<b>1,085,141</b>	<b>1,090,706</b>
Interest Revenue	12,791	14,000	14,000	89,690	44,751
<b>Total Interest and Miscellaneous</b>	<b>12,791</b>	<b>14,000</b>	<b>14,000</b>	<b>89,690</b>	<b>44,751</b>
<b>Total Revenues</b>	<b>2,924,918</b>	<b>4,631,862</b>	<b>4,631,862</b>	<b>4,811,829</b>	<b>5,096,711</b>

<b>Expenditures</b>					
Professional Services	1,275	2,363	2,363	1,850	2,050
<b>Total Services</b>	<b>1,275</b>	<b>2,363</b>	<b>2,363</b>	<b>1,850</b>	<b>2,050</b>
Debt Principal	2,070,000	2,165,000	2,165,000	2,165,000	2,180,000
Debt Interest	803,029	2,425,499	2,425,499	2,508,110	2,607,450
<b>Total Other Expenses</b>	<b>2,873,029</b>	<b>4,590,499</b>	<b>4,590,499</b>	<b>4,673,110</b>	<b>4,787,450</b>
<b>Total Expenditures</b>	<b>2,874,304</b>	<b>4,592,862</b>	<b>4,592,862</b>	<b>4,674,960</b>	<b>4,789,500</b>

<b>Net Revenue (Expenditures)</b>	<b>50,614</b>	<b>39,000</b>	<b>39,000</b>	<b>136,869</b>	<b>307,211</b>
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<b>Ending Restricted Fund Balance</b>	<b>\$ 1,318,421</b>	<b>\$ 1,357,421</b>	<b>\$ 1,357,421</b>	<b>\$ 1,455,290</b>	<b>\$ 1,762,501</b>
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Debt service is funded from property tax revenue and 4B sales tax revenue. 4B sales tax revenue is contributed by the Economic Improvement Corporation to pay for the River Trail, Kerrville Sports Complex and economic incentive related debt.

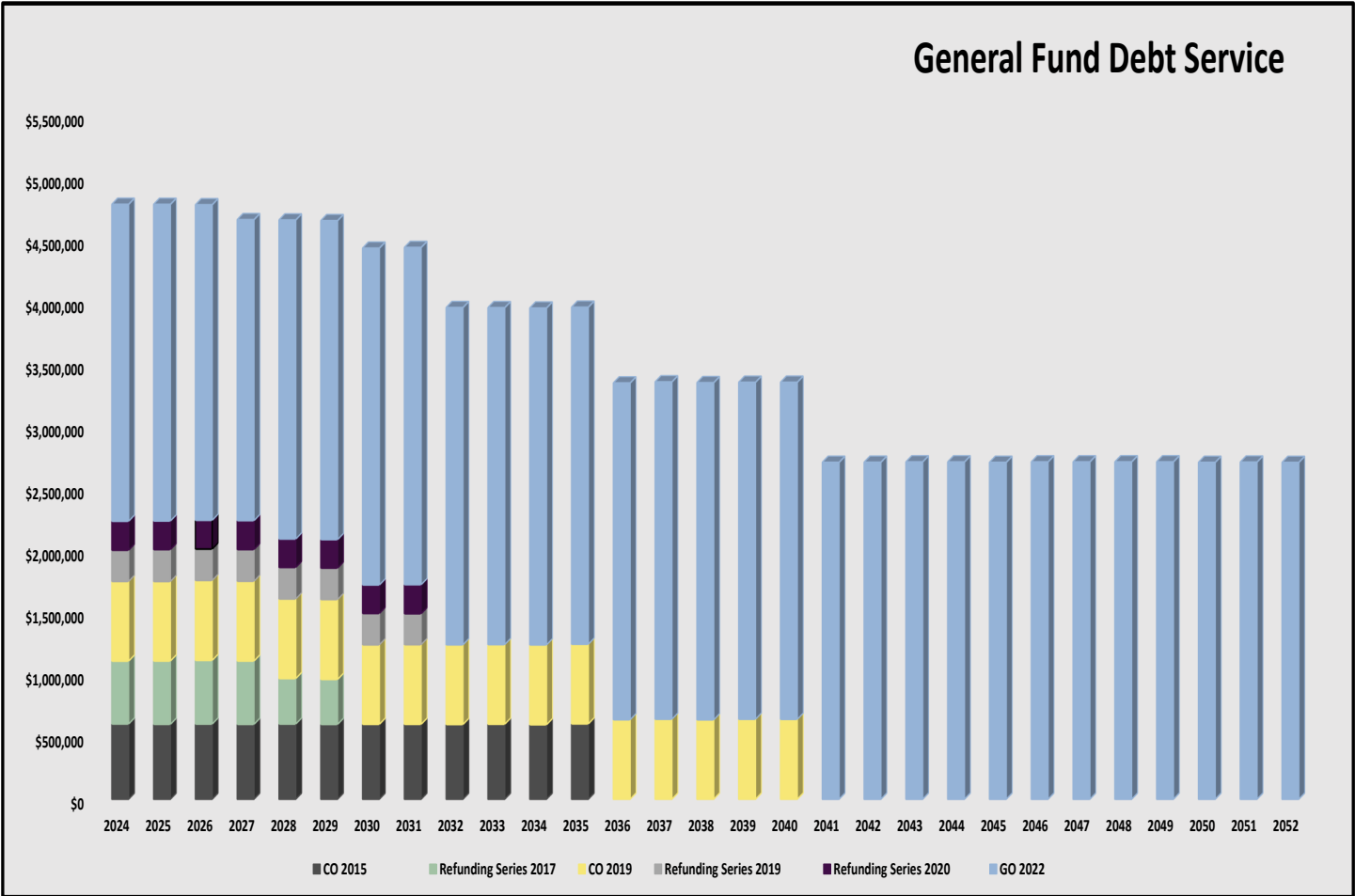
Expenditures represent banking fees and principal and interest payments for debt service.





# GENERAL DEBT SERVICE FUND

The chart below shows annual debt service through FY2052.



**Debt Issuance Purposes**

- CO 2015    Sports Complex
- REF 2017    Refinance CO 2007, GO 2007 & CO 2009
- CO 2019    Streets and Drainage
- REF 2019    Refinance CO 2011A (River Trail)
- REF 2020    Refinance CO 2012 (River Trail)
- GO 2022    Public Safety Facility

# GENERAL DEBT SERVICE FUND

The table below shows annual debt service through FY2052.

**General Fund Debt Schedule**

	<b>CO 2015</b>	<b>Refunding Series 2017</b>	<b>CO 2019</b>	<b>Refunding Series 2019</b>	<b>Refunding Series 2020</b>	<b>GO 2022</b>	<b>Total Payments</b>
2024	605,200	506,325	641,475	251,206	233,250	2,549,994	4,787,450
2025	602,600	509,625	640,275	256,700	230,250	2,547,494	4,786,944
2026	604,700	512,750	643,575	252,200	232,000	2,538,619	4,783,844
2027	602,463	509,750	642,475	254,700	233,250	2,421,244	4,663,881
2028	604,950	366,100	640,775	253,950	229,000	2,566,494	4,661,269
2029	602,025	362,100	643,375	252,700	229,500	2,566,244	4,655,944
2030	602,625		640,275	252,150	229,500	2,710,244	4,434,794
2031	602,775		641,475	248,675	234,000	2,713,119	4,440,044
2032	601,200		641,875			2,713,244	3,956,319
2033	603,481		641,475			2,710,619	3,955,575
2034	599,406		642,975			2,710,119	3,952,500
2035	606,206		641,550			2,711,494	3,959,250
2036			639,675			2,709,619	3,349,294
2037			643,750			2,714,244	3,357,994
2038			638,875			2,712,919	3,351,794
2039			643,625			2,711,319	3,354,944
2040			642,938			2,712,219	3,355,156
2041						2,710,519	2,710,519
2042						2,711,119	2,711,119
2043						2,713,819	2,713,819
2044						2,713,519	2,713,519
2045						2,710,219	2,710,219
2046						2,713,719	2,713,719
2047						2,713,819	2,713,819
2048						2,714,009	2,714,009
2049						2,714,031	2,714,031
2050						2,710,134	2,710,134
2051						2,712,113	2,712,113
2052						2,709,759	2,709,759

Yellow text denotes EIC supported debt

# LOWER LOIS STREET DRAINAGE



The Lower Lois Street Drainage capital improvement project was completed in FY2023. The \$2.1 million project was funded by Certificate of Obligation Bond Series 2019. This project was prioritized in the City's Drainage Master Plan and corrected drainage problems along the Take It Easy drain channel and addressed runoff issues from Lois Street along Woodlawn to Ox Drive.





# WATER DEBT SERVICE FUND

# WATER DEBT SERVICE FUND

	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
<b>Beginning Restricted Fund Balance</b>	<b>\$ 1,764,408</b>	<b>\$ 1,784,831</b>	<b>\$ 1,784,831</b>	<b>\$ 1,784,831</b>	<b>\$ 1,858,831</b>
<b>Revenues</b>					
Interest Revenue	16,269	20,000	20,000	82,183	42,500
<b>Total Interest and Miscellaneous</b>	<b>16,269</b>	<b>20,000</b>	<b>20,000</b>	<b>82,183</b>	<b>42,500</b>
Transfer In - Water Fund	4,308,222	4,157,643	4,157,643	4,157,643	4,222,729
<b>Total Transfer In</b>	<b>4,308,222</b>	<b>4,157,643</b>	<b>4,157,643</b>	<b>4,157,643</b>	<b>4,222,729</b>
<b>Total Revenues</b>	<b>4,324,491</b>	<b>4,177,643</b>	<b>4,177,643</b>	<b>4,239,826</b>	<b>4,265,229</b>
<b>Expenditures</b>					
Professional Services	3,000	3,662	3,662	3,650	3,850
<b>Total Services</b>	<b>3,000</b>	<b>3,662</b>	<b>3,662</b>	<b>3,650</b>	<b>3,850</b>
Debt Principal	-	2,941,429	2,941,429	-	3,116,429
Debt Interest	1,311,068	1,232,552	1,232,552	1,220,746	1,144,950
<b>Total Other Expenses</b>	<b>1,311,068</b>	<b>4,173,981</b>	<b>4,173,981</b>	<b>1,220,746</b>	<b>4,261,379</b>
Transfer Out - Water Fund	2,990,000	-	-	2,941,429	-
<b>Total Transfer Out</b>	<b>2,990,000</b>	<b>-</b>	<b>-</b>	<b>2,941,429</b>	<b>-</b>
<b>Total Expenditures</b>	<b>4,304,068</b>	<b>4,177,643</b>	<b>4,177,643</b>	<b>4,165,825</b>	<b>4,265,229</b>
<b>Net Revenue (Expenditures)</b>	<b>20,423</b>	<b>-</b>	<b>-</b>	<b>74,001</b>	<b>-</b>
<b>Ending Restricted Fund Balance</b>	<b>\$ 1,784,831</b>	<b>\$ 1,784,831</b>	<b>\$ 1,784,831</b>	<b>\$ 1,858,831</b>	<b>\$ 1,858,831</b>

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

Debt for the Water Fund is limited by City policy. Annual Water Fund debt service shall not exceed 35% of the Water Fund annual revenue. For the FY2024 budget, this limit means that debt service should be less than \$5.4 million. Actual debt service in FY2024 is 27.4% of revenue totaling \$4.2 million.

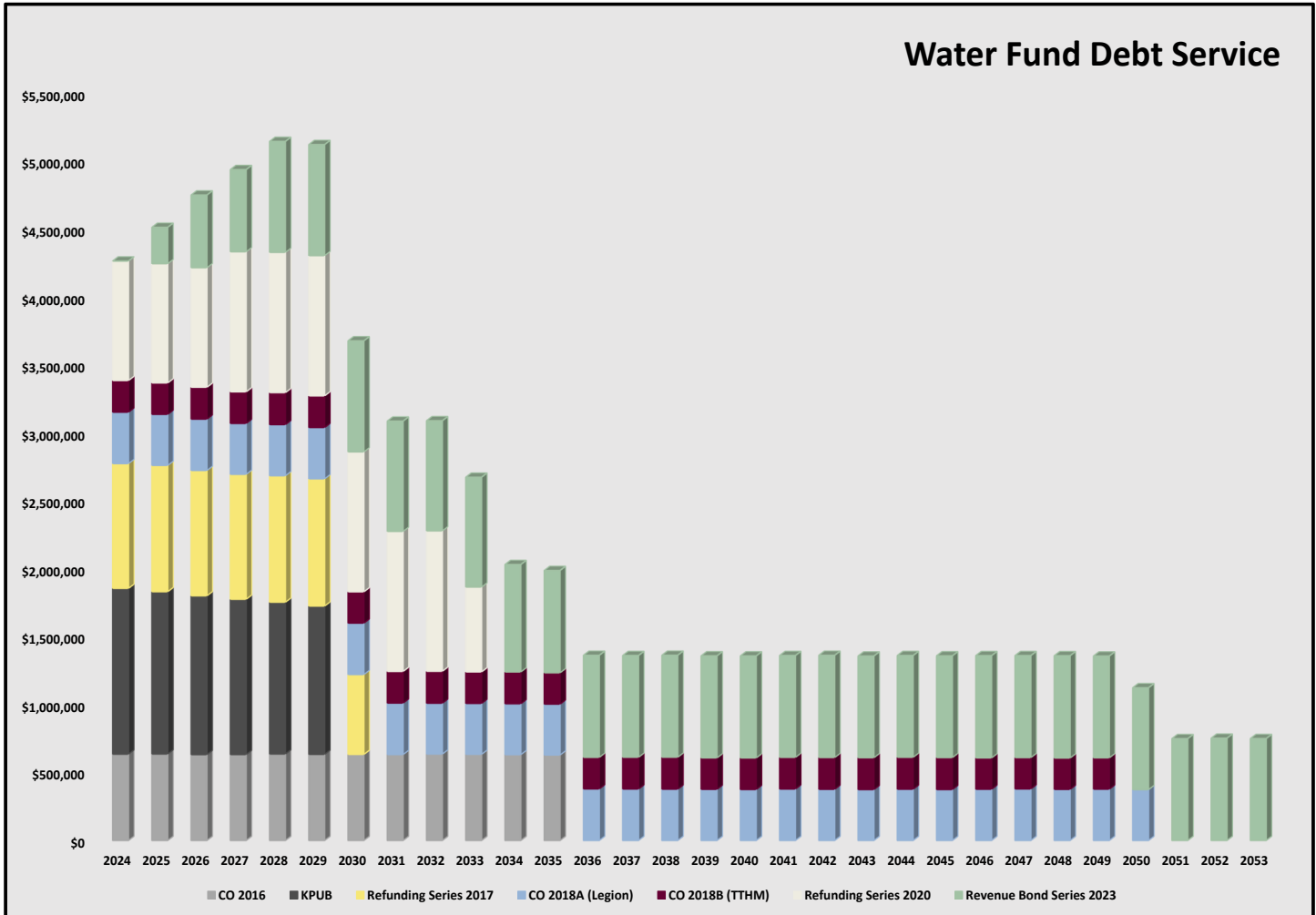




# WATER DEBT SERVICE FUND

The chart below shows annual debt service through FY2053.

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



## Debt Issuance Purposes

CO 2016	Water/Wastewater System (reuse and others)
KPUB	Reuse Infrastructure
REF 2017	Refinance Series GO 2007, CO 2009, CO 2010 & CO 2011
CO 2018A	Legion Lift Station
CO 2018B	TTHM Filtration
REF 2020	Refinance Series CO 2012 & CO 2013
RB 2023	Water/Wastewater System Improvements

# WATER DEBT SERVICE FUND

The table below shows detail for annual debt service by issuance through FY2053.

## Water Fund Debt Schedule

	CO 2016	KPUB	Refunding Series 2017	CO 2018A (Legion)	CO 2018B (TTHM)	Refunding Series 2020	Revenue Bond Series 2023	Total Payments
2024	634,750	1,219,286	917,925	378,116	232,802	878,500	-	4,261,379
2025	635,950	1,193,571	929,050	375,454	231,178	877,000	267,075	4,509,278
2026	631,450	1,167,857	922,175	377,572	234,414	879,250	534,150	4,746,868
2027	631,850	1,142,143	918,925	374,377	232,428	1,030,000	604,150	4,933,872
2028	635,825	1,116,429	930,300	375,912	235,267	1,031,750	815,650	5,141,133
2029	633,200	1,090,714	936,200	377,140	232,882	1,031,500	816,400	5,118,036
2030	632,750		587,600	378,028	230,332	1,029,250	816,400	3,674,360
2031	631,850			378,636	232,662	1,030,000	810,650	3,083,798
2032	635,500			374,030	234,826	1,032,800	809,400	3,086,555
2033	633,550			374,326	231,834	624,000	807,400	2,671,109
2034	631,150			374,401	233,762		789,650	2,028,962
2035	628,300			374,250	230,511		751,900	1,984,961
2036				378,868	232,178		750,150	1,361,196
2037				378,144	233,659		747,650	1,359,453
2038				377,176	234,949		749,400	1,361,525
2039				375,988	231,061		750,150	1,357,199
2040				374,604	232,119		749,900	1,356,623
2041				377,992	232,994		748,650	1,359,636
2042				376,092	233,719		751,400	1,361,211
2043				374,016	234,292		747,600	1,355,908
2044				376,793	234,732		748,200	1,359,725
2045				374,305	235,038		748,000	1,357,343
2046				376,668	230,208		752,000	1,358,875
2047				378,762	230,357		750,000	1,359,118
2048				375,585	230,369		752,200	1,358,154
2049				377,255	230,243		748,400	1,355,898
2050				373,687			748,800	1,122,487
2051							748,200	748,200
2052							751,600	751,600
2053							748,800	748,800

# COMMUNITY INVESTMENT PLAN

# COMMUNITY INVESTMENT PLAN

## WHAT IS THE COMMUNITY INVESTMENT PLAN?

The Community Investment Plan is a 10 year capital project plan that focuses on priorities identified in the Kerrville 2050 Comprehensive Plan and other master plan efforts. Due to the multi-year nature of most projects, the budget focuses on the project budget, rather than a fiscal year budget. Most project timelines exceed one fiscal year. In addition, priorities over a ten year period are subject to change. Therefore, the Community Investment Plan is reviewed and updated annually to incorporate new information.

## WHAT IS A CAPITAL IMPROVEMENT PROJECT?

Capital improvement project funds may be used for:

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

## HOW ARE PROJECTS PAID FOR?

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

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



# AIRPORT CROSSWIND RUNWAY



The Airport Crosswind Runway capital improvement project was completed in FY2023. The Kerrville-Kerr County Airport is a joint venture ownership. The \$350,000 project was partially funded by an in-kind contribution (approximately \$175,000) from the City's Streets division that paved the Crosswind Runway at the airport . The area improved is approximately 2,400 feet long and 12 feet wide, equating to 2.27 lane miles that were paved and placed back in to new condition.

# GENERAL CAPITAL PROJECTS FUND

## CITY OF KERRVILLE

### General Capital Projects Fund

		GENERAL FUND PROJECTS					
		ACTUAL		ESTIMATED	PRELIMINARY ESTIMATES		
PROJECT FUNDING	TOTAL	Previous Years	FY2022	FY2023	FY2024	FY2025	FY2026
1 Beginning Fund Balance			\$ 9,631,403	\$ 49,391,574	\$ 48,638,763	\$ 22,350,078	\$ 34,284,636
2 Certificates of Obligation - General Fund supported	11,254,197	11,254,197					
3 Certificates of Obligation - EIC supported	13,259,745	13,259,745					
4 General Obligation Bonds - General Fund supported	45,000,933		45,000,933				
5 Tax Notes - General Fund	842,580	842,580					
6 Pay As You Go - transfer from General operating	7,845,901	4,985,712	1,110,189	400,000	150,000	200,000	200,000
7 Pay As You Go - transfer from EIC	22,376,756	6,117,949		613,527	15,500,000	145,280	
8 Pay As You Go - transfer from Water Fund	93,586	93,586					
9 Pay As You Go - transfer from other funds	770,654	656,476		114,178			
10 Pay As You Go - interest income	4,842,841	467,202	308,057	2,628,504	989,079	50,000	50,000
11 Pay As You Go - asset disposal proceeds	641,640	641,640					
12 Grant / Donation / Outside Funding	14,028,813	4,221,935	1,849,801	1,785,377	767,335	4,742,242	
<b>TOTAL FUNDING AVAILABLE</b>	<b>120,957,645</b>	<b>42,541,022</b>	<b>57,900,382</b>	<b>54,933,160</b>	<b>66,045,177</b>	<b>27,487,600</b>	<b>34,534,636</b>

PROJECT EXPENDITURES							
1 Public Safety Facility	45,000,000		894,022	1,897,951	21,104,013	21,104,013	
2 Public Safety Communication System	3,041,399		1,830,835	1,054,379	156,184		
3 Westminster Street Reconstruction	1,990,000	485	41,411	1,117,219	830,885		
4 Lower Lois Steet Drainage	2,237,439	153,164	1,555,524	415,135	113,616		
5 CDBG Intersection Improvements	426,310		52,596	42,621	331,093		
6 Downtown Utilities/Streetscape	400,000			36,342	363,658		
7 City Hall Security Camera System	100,000				100,000		
8 River Trail Downtown Extension	1,070,280	37,471	-	117,494	650,000	265,315	
9 Facilities Master Plan/Condition Assessment	150,000			2,266	147,734		
10 Comprehensive Plan Update (including area development)	200,000			-	200,000		
11 Catalyst Area 2 Pedestrian Improvements	1,399,080	74,435		28,019	648,313	648,313	
12 GIS Aerials	100,000			-	35,000	35,000	30,000
13 City Hall Drive-Thru Upgrades	75,000			-	75,000		
14 KSP Water Line Replacement/Looping	200,000		1,790	39,527	158,683		
15 Hazard Mitigation City Wide Generators	4,682,900			-	-	4,682,900	
16 Cailloux Theatre Roof & HVAC	4,087,555		87,555	-	1,500,000	1,500,000	1,000,000
17 Scott Schreiner Golf Course Improvements	4,015,000			7,500	3,007,500	1,000,000	
18 Olympic Pool Improvements	7,000,000			-	2,500,000	2,500,000	2,000,000
19 Olympic Drive Extension	2,437,461	2,273,968	96,969	-	66,524		
20 GIS Base Map	85,000	335	32,800	49,200	2,665		
21 Mobile Generators	250,000		21,340	219,887	8,773		
22 Sidewalk Improvements	250,000			-	25,000	25,000	25,000
23 Wayfinding Signs	162,000	135,330	-	3,623	23,047		
24 Facility/System Replacement	100,000				TBD		
25 Parks & Rec Storage Building	50,000			-	50,000		
26 Police Building Roof Repairs (emergency)	25,000			-	25,000		
27 Airport Land Acquisition	412,125				412,125		
28 Airport Land Use Plan	12,500			-	12,500		
29 Airport Fire Flow Study	30,000			9,568	20,433		
30 Neighborhood Enhancement Program	25,000			9,664	15,336		
31 Streets Maintenance Carryover	806,314			28,830	TBD		
<b>COMPLETED PROJECTS:</b>							
1 Airport Row Hangar Project	144,825	7,455	1,918	135,452			
2 River Trail Nimitz Lake	182,800			182,800			
3 Airport Crosswind Runway Improvements	175,000*			25,000			
4 Pavement Condition Re-Assessment	125,000			66,862			
5 Outdoor Fitness Court	131,678			131,678			
6 Tranquility Island Electrical Infrastructure	155,727	13,341	142,386	-			
7 KPD Body Cameras (includes in-car components)	681,156		80,774	600,382			
8 Kerrville Sports Complex Improvements	500,752	475,105	22,158	3,490			
9 Development Services Software	39,656	39,656					
10 Airport Main Runway Improvements (TxDOT)	68,938			68,938			
11 Street Reconstruction	7,369,791	4,235,336	3,133,885	570			
12 River Trail to Schreiner University	1,503,974	1,497,871	6,103				
13 Landfill Permitting	757,597	702,593	55,005				
14 Sidewalk Improvements - Prior Years	72,887	72,887					
15 Parks Facilities Master Plan	36,206	12,740	23,466				
16 Singing Wind Mini Master Plan	15,501		15,501				
17 Tennis Center Renovation	1,797,101	1,797,102					
18 Downtown Clock Tower Elevator Enclosure	519,478	519,478					
19 Street Improvement Carryover FY2019	298,585	298,585					
20 Subdivision Code	43,309	43,309					
21 Previous Years Other Completed Projects	21,085,393	20,672,622	412,771				
<b>TOTAL PROJECTS</b>	<b>116,175,716</b>	<b>32,909,618</b>	<b>8,508,808</b>	<b>6,294,396</b>	<b>32,583,082</b>	<b>31,760,541</b>	<b>3,055,000</b>
<b>REMAINING BALANCE</b>		<b>\$ 9,631,403</b>	<b>\$ 49,391,574</b>	<b>\$ 48,638,763</b>	<b>\$ 22,350,078</b>	<b>\$ 34,284,636</b>	<b>\$ 24,432,600</b>

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



# GENERAL CAPITAL PROJECTS FUND

COMMUNITY INVESTMENT PLAN

		GENERAL FUND PROJECTS						
		PRELIMINARY ESTIMATES						
PROJECT FUNDING		FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
1	Beginning Fund Balance	\$ 24,432,600	\$ 34,509,636	\$ 24,657,600	\$ 34,734,636	\$ 24,882,600	\$ 34,959,636	\$ 25,107,600
2	Certificates of Obligation - General Fund supported							
3	Certificates of Obligation - EIC supported							
4	General Obligation Bonds - General Fund supported							
5	Tax Notes - General Fund							
6	Pay As You Go - transfer from General operating	200,000	200,000	200,000	200,000	200,000	200,000	200,000
7	Pay As You Go - transfer from EIC							
8	Pay As You Go - transfer from Water Fund							
9	Pay As You Go - transfer from other funds							
10	Pay As You Go - interest income	50,000	50,000	50,000	50,000	50,000	50,000	50,000
11	Pay As You Go - asset disposal proceeds							
12	Grant / Donation / Outside Funding							
	<b>TOTAL FUNDING AVAILABLE</b>	<b>24,682,600</b>	<b>34,759,636</b>	<b>24,907,600</b>	<b>34,984,636</b>	<b>25,132,600</b>	<b>35,209,636</b>	<b>25,357,600</b>

PROJECT EXPENDITURES								
1	Public Safety Facility							
2	Public Safety Communication System							
3	Westminster Street Reconstruction							
4	Lower Lois Steet Drainage							
5	CDBG Intersection Improvements							
6	Downtown Utilities/Streetscape							
7	City Hall Security Camera System							
8	River Trail Downtown Extension							
9	Facilities Master Plan/Condition Assessment							
10	Comprehensive Plan Update (including area development)							
11	Catalyst Area 2 Pedestrian Improvements							
12	GIS Aerials							
13	City Hall Drive-Thru Upgrades							
14	KSP Water Line Replacement/Looping							
15	Hazard Mitigation City Wide Generators							
16	Cailloux Theatre Roof & HVAC							
17	Scott Schreiner Golf Course Improvements							
18	Olympic Pool Improvements							
19	Olympic Drive Extension							
20	GIS Base Map							
21	Mobile Generators							
22	Sidewalk Improvements	25,000	25,000	25,000	25,000	25,000	25,000	25,000
23	Wayfinding Signs							
24	Facility/System Replacement							
25	Parks & Rec Storage Building							
26	Police Building Roof Repairs (emergency)							
27	Airport Land Acquisition							
28	Airport Land Use Plan							
29	Aiport Fire Flow Study							
30	Neighborhood Enhancement Program							
31	Streets Maintenance Carryover							
<b>COMPLETED PROJECTS:</b>								
1	Airport Row Hangar Project							
2	River Trail Nimitz Lake							
3	Airport Crosswind Runway Improvements							
4	Pavement Condition Re-Assessment							
5	Outdoor Fitness Court							
6	Tranquility Island Electrical Infrastructure							
7	KPD Body Cameras (includes in-car components)							
8	Kerrville Sports Complex Improvements							
9	Development Services Software							
10	Airport Main Runway Improvements (TxDOT)							
11	Street Reconstruction							
12	River Trail to Schreiner University							
13	Landfill Permitting							
14	Sidewalk Improvements - Prior Years							
15	Parks Facilities Master Plan							
16	Singing Wind Mini Master Plan							
17	Tennis Center Renovation							
18	Downtown Clock Tower Elevator Enclosure							
19	Street Improvement Carryover FY2019							
20	Subdivision Code							
21	Previous Years Other Completed Projects							
	<b>TOTAL PROJECTS</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
	<b>REMAINING BALANCE</b>	<b>\$ 34,509,636</b>	<b>\$ 24,657,600</b>	<b>\$ 34,734,636</b>	<b>\$ 24,882,600</b>	<b>\$ 34,959,636</b>	<b>\$ 25,107,600</b>	<b>\$ 25,107,600</b>

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

# GENERAL CAPITAL PROJECTS FUND

## GENERAL FUND POTENTIAL FUTURE PROJECTS

<b>POTENTIAL FUTURE PROJECTS:</b>	<b>Estimated Costs</b>	
Fiber Infrastructure	\$	150,000
Louise Hays Park Dam Repairs		741,501
Fire Station 3 Remodel		500,000
City Garage Facility		5,000,000
Estimated Parks Improvements:	\$	4,000,000
Singing Wind Park Improvements		3,000,000
Singing Wind Disc Golf Course		25,000
Security Cameras Phase 1		500,000
Loop 534 Sports Fields Lighting Update		25,000
Tennis Courts Lighting Improvements		450,000
(see Parks and Recreation Master Plan for full list)		
<b>TOTAL UNFUNDED PROJECTS</b>	<b>\$</b>	<b>10,391,501</b>

Detail for project spending over \$200,000 in FY2024 is provided on the following pages.

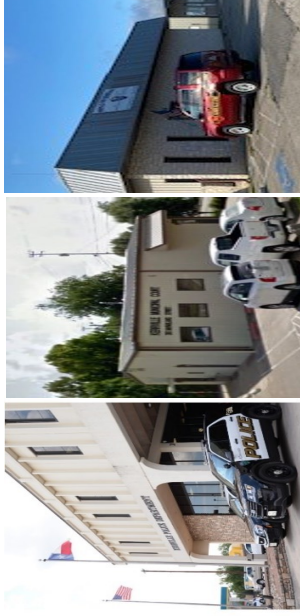


**PROJECT NAME:**

Public Safety Facility

**DEPARTMENT:**

Police, Fire Administration, Municipal Court, EOC, IT

**DESCRIPTION:**

Through a voter approved bond election in May 2022, City Council issued general obligation bonds for the principal amount of \$45M for the purpose of; purchasing land, easements, rights-of-way, and any other real property to design, construct, and equip a Public Safety Facility. This facility will house Police, Fire Administration, Emergency Operations, Municipal Court, and associated technology needs. Architectural analysis confirmed space needs of 69,000 square feet. This project will track all expenditures related to the Public Safety Facility through construction completion and move in.

FUNDING SOURCE	PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
General Obligation Bonds 2022 - General Fund supported	45,000,000	-	-	-	-	-	-	-	-	-	-	45,000,000
<b>TOTAL FUNDING</b>	<b>45,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>45,000,000</b>

PROJECT COST	PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
Public Safety Facility	2,791,973	21,104,014	21,104,013	-	-	-	-	-	-	-	-	45,000,000
<b>TOTAL PROJECT COST</b>	<b>2,791,973</b>	<b>21,104,014</b>	<b>21,104,013</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>45,000,000</b>

**OPERATING BUDGET IMPACT**

PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
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In FY2023 the City contracted with a professional consultant to perform a Facilities Condition Assessment to determine the maintenance/replacement schedules for the majority of city owned facilities. Results will be reviewed in FY2024.

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

# CIP - PUBLIC SAFETY FACILITY

**PROJECT NAME:**

Westminster Street Reconstruction

**DEPARTMENT:**

Streets

**DESCRIPTION:**

Westminster Street has been identified as a candidate for full depth reconstruction per the City's pavement master plan. Before a street undergoes reconstruction, it is evaluated for utility conflicts to make sure the City is not repairing streets that have utilities in need of rehab or relocation. Due to its complexity and costs, this project will capture all expenditures out of the general capital projects fund.



FUNDING SOURCE	PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
Certificates of Obligation Bonds - General Fund supported	1,000,000	-	-	-	-	-	-	-	-	-	-	1,000,000
Pay As You Go - Transfer from General Operating	935,000	-	-	-	-	-	-	-	-	-	-	935,000
Pay As You Go - Transfer from Water Operating	55,000	-	-	-	-	-	-	-	-	-	-	55,000
<b>TOTAL FUNDING</b>	<b>1,990,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,990,000</b>

PROJECT COST	PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
Westminster Street Reconstruction	1,159,115	830,885	-	-	-	-	-	-	-	-	-	1,990,000
<b>TOTAL PROJECT COST</b>	<b>1,159,115</b>	<b>830,885</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,990,000</b>

OPERATING BUDGET IMPACT	PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
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Streets must be continually maintained. These larger reconstruction projects should reduce maintenance expense for the first 10 years after reconstruction.

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

# CIP - WESTMINISTER STREET RECONSTRUCTION

**PROJECT NAME:**

River Trail Downtown Extension

**DEPARTMENT:**

Parks and Recreation

**DESCRIPTION:**

This project will integrate the River Trail into downtown Kerrville and increase the accessibility of the the River Trail to additional neighborhoods. The connections include Tranquility Island within Louise Hays Park, the Butt Holdsworth Memorial Library, the soon to be rehabilitated Heart of the Hills Heritage Center (HHHC) and the Kerrville Urban Trail Systems (KUTS).



FUNDING SOURCE	PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
Pay As You Go - Transfer from EIC	425,000	500,000	145,280	-	-	-	-	-	-	-	-	1,070,280
<b>TOTAL FUNDING</b>	425,000	500,000	145,280	-	-	-	-	-	-	-	-	1,070,280

PROJECT COST	PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
River Trail Downtown Extension	154,965	650,000	265,315	-	-	-	-	-	-	-	-	1,070,280
<b>TOTAL PROJECT COST</b>	154,965	650,000	265,315	-	-	-	-	-	-	-	-	1,070,280

OPERATING BUDGET IMPACT	PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
Operations & Maintenance	-	-	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	8,000

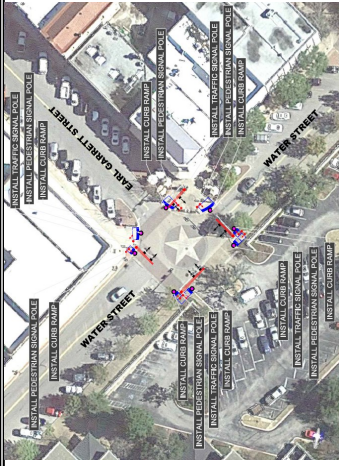
\*\*\* THE COMMUNITY INVESTMENT PLAN IS REVIEWED AND ADJUSTED ANNUALLY \*\*\*

# CIP - RIVER TRAIL DOWNTOWN EXTENTION

**DEPARTMENT:**

## Downtown Improvements

The City was awarded a \$350,000 Community Development Block Grant from the Texas Department of Agriculture with a local match of \$52,500. The selected project includes the reconstruction of pedestrian ramps at various crosswalks, reconstruction of the traffic signals at the Earl Garrett and Water Street intersection, pedestrian signalization improvements, and turn lane reconfiguration for safer pedestrian accessibility.

[illegible][illegible]

Streets and pedestrian intersections must be continually maintained. Majority of the recurring expense for this project is electric service to traffic and crosswalk signals and is not expected to veer much from the existing costs.

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

# CIP - CDBG DOWNTOWN REVITALIZATION



**PROJECT NAME:**

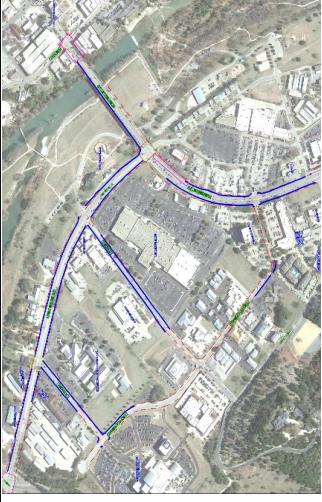
Catalyst Area 2 Pedestrian Improvements

**DEPARTMENT:**

Streets

**DESCRIPTION:**

The Texas Department of Transportation (TxDoT) awarded the City with a Transportation Alternative Grant, requiring a 20% local. The grant will assist with funding to improve pedestrian and traffic impediments along Sney Baker bridge and SH 16/Spur 98. The selected project includes filling sidewalk gaps to provide connectivity to Peterson Hospital, post office, H-EB, City parks, etc.



FUNDING SOURCE	PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
Texas Department of Transportation Grant - TA	-	527,632	527,632	-	-	-	-	-	-	-	-	1,055,264
Pay As You Go - Transfer from General Fund	343,816	-	-	-	-	-	-	-	-	-	-	343,816
<b>TOTAL FUNDING</b>	343,816	527,632	527,632	-	-	-	-	-	-	-	-	1,399,080

PROJECT COST	PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
Catalyst Area 2 Pedestrian Improvements	102,454	648,313	648,313	-	-	-	-	-	-	-	-	1,399,080
<b>TOTAL PROJECT COST</b>	102,454	648,313	648,313	-	-	-	-	-	-	-	-	1,399,080

OPERATING BUDGET IMPACT	PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
Operations & Maintenance	-	-	-	500	500	500	500	500	500	500	500	4,000

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

# CIP - CATALYST AREA 2

# PEDESTRIAN IMPROVEMENTS

# WATER CAPITAL PROJECTS FUND

## CITY OF KERRVILLE

### Water Capital Projects Fund

WATER FUND PROJECTS							
		ACTUAL		ESTIMATED	PRELIMINARY ESTIMATES		
PROJECT FUNDING	TOTAL	Previous Years	FY2022	FY2023	FY2024	FY2025	FY2026
1 Beginning Fund Balance			\$ 2,697,567	\$ 546,810	\$11,640,812	\$7,409,584	\$7,754,911
2 Certificates of Obligation	11,295,058	11,295,058					
3 Revenue Bonds	12,440,698			12,440,698			
4 KPUB Loan	7,500,000	7,500,000					
5 TWDB - Legion Lift & Knapp	8,000,000	4,347,422		126,006	1,175,524	2,351,048	
6 TWDB - TTHM Mitigation & Lois Tank	5,605,816	3,940,248		200,405	732,582	732,582	
7 TWDB - Disaster Recovery Grant	1,500,000	370,004	298	701,763	427,936		
8 Pay As You Go - EIC Funding	5,750,000	5,000,000			375,000	375,000	
9 Pay As You Go - Transfer from Water Fund	8,416,889	6,141,889	50,000	100,000	325,000	200,000	200,000
10 Pay As You Go - Other funds	245,292	245,292					
11 Pay As You Go - Interest income	1,619,544	681,340	10,080	308,577	169,546	50,000	50,000
12 Grant / Donation / Outside Funding	244,912	244,912					
<b>TOTAL FUNDING AVAILABLE</b>	<b>62,618,208</b>	<b>39,766,164</b>	<b>2,757,945</b>	<b>14,424,258</b>	<b>14,846,400</b>	<b>11,118,215</b>	<b>8,004,911</b>

### PROJECT EXPENDITURES

1 Knapp Wastewater Collection Projects	5,971,702	175,494	227,611	1,484,969	2,500,000	1,583,628	
2 Lois/Methodist Pressure Plane Improvements	1,753,511	6,300	48,275	105,918	1,593,019		
3 Travis Street Pump Station Improvements	750,000			-	375,000	375,000	
4 Advanced Metering Infrastructure	735,000	210,831	267,767	55,082	201,320		
5 H Street Well	340,000		19,250	212,486	108,264		
6 Clarifier #3 Rehabilitation	2,000,000			95,325	1,000,000	904,675	
7 FEB and Lift Station Rehabilitation	750,000			78,411	671,589		
9 First Street Manhole Replacements	500,000			12,375	487,625		
10 Airport & Broadway Lift Station Improvements	1,000,000				500,000	500,000	
11 Facilities/System Replacement	25,000				TBD		
12 12"/18" Interceptor upstream of Knapp LS	2,350,000						
13 System Looping	100,000						
14 Capital Contingency for oversizing, etc.	200,000						
<b>COMPLETED PROJECTS:</b>							
1 Water Street Water Main Enhancements	346,628	31,500	1,500	313,628			
2 Airport Commerce Parkway System Looping	46,769	33,917	5,822	7,030			
3 Guadalupe River Utility Crossing	1,444,675	372,640	772,266	299,769			
4 Water/Wastewater Master Plan Update	477,337	154,422	266,175	56,740			
5 Generator Auto Starts	103,041		41,329	61,712			
6 Westminster Water Utilities (completed in gen fund)	41,255	17,092	24,163	-			
7 TTHM Mitigation (Filtration System)	4,728,150	4,582,592	145,557				
8 Loop 534 Well	864,558	731,801	132,757				
9 Legion Lift Station	6,613,861	6,355,198	258,663				
10 Bluebell Waterline Replacement	345,266	345,266					
11 GIS Technology Updates	44,673	44,673					
12 Previous Years Other Completed Projects	24,006,871	24,006,871					
<b>TOTAL PROJECTS</b>	<b>49,566,595</b>	<b>37,068,597</b>	<b>2,211,134</b>	<b>2,783,446</b>	<b>7,436,816</b>	<b>3,363,304</b>	<b>-</b>
<b>REMAINING BALANCE</b>		<b>\$ 2,697,567</b>	<b>\$ 546,810</b>	<b>\$ 11,640,812</b>	<b>\$ 7,409,584</b>	<b>\$ 7,754,911</b>	<b>\$ 8,004,911</b>

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

\*Future projects may be adjusted or changed due to master plan updates

### POTENTIAL FUTURE PROJECTS:

Water Conservation Projects	TBD
1 MG Clearwell Expansion	2,950,000
Rehabilitate Return Activated Sludge Pump Station	50,000
21" Interceptor Downstream Jefferson LS	1,900,000

# WATER CAPITAL PROJECTS FUND

COMMUNITY INVESTMENT PLAN

## WATER FUND PROJECTS

PROJECT FUNDING		PRELIMINARY ESTIMATES						
		FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
1	Beginning Fund Balance	\$8,004,911	\$8,254,911	\$8,504,911	\$8,754,911	\$9,004,911	\$ 9,254,911	\$9,254,911
2	Certificates of Obligation							
3	Revenue Bonds							
4	KPUB Loan							
5	TWDB - Legion Lift & Knapp							
6	TWDB - TTHM Mitigation & Lois Tank							
7	TWDB - Disaster Recovery Grant							
8	Pay As You Go - EIC Funding							
9	Pay As You Go - Transfer from Water Fund	200,000	200,000	200,000	200,000	200,000	200,000	200,000
10	Pay As You Go - Other funds							
11	Pay As You Go - Interest income	50,000	50,000	50,000	50,000	50,000	50,000	50,000
12	Grant / Donation / Outside Funding							
	<b>TOTAL FUNDING AVAILABLE</b>	<b>8,254,911</b>	<b>8,504,911</b>	<b>8,754,911</b>	<b>9,004,911</b>	<b>9,254,911</b>	<b>9,504,911</b>	<b>9,504,911</b>

## PROJECT EXPENDITURES

1	Knapp Wastewater Collection Projects							
2	Lois/Methodist Pressure Plane Improvements							
3	Travis Street Pump Station Improvements							
4	Advanced Metering Infrastructure							
5	H Street Well							
6	Clarifier #3 Rehabilitation							
7	FEB and Lift Station Rehabilitation							
9	First Street Manhole Replacements							
10	Airport & Broadway Lift Station Improvements							
11	Facilities/System Replacement							
12	12"/18" Interceptor upstream of Knapp LS							
13	System Looping							
14	Capital Contingency for oversizing, etc.							
	<b>COMPLETED PROJECTS:</b>							
1	Water Street Water Main Enhancements							
2	Airport Commerce Parkway System Looping							
3	Guadalupe River Utility Crossing							
4	Water/Wastewater Master Plan Update							
5	Generator Auto Starts							
6	Westminster Water Utilities (completed in gen fund)							
7	TTHM Mitigation (Filtration System)							
8	Loop 534 Well							
9	Legion Lift Station							
10	Bluebell Waterline Replacement							
11	GIS Technology Updates							
12	Previous Years Other Completed Projects							
	<b>TOTAL PROJECTS</b>	-	-	-	-	-	-	-
	<b>REMAINING BALANCE</b>	<b>\$ 8,254,911</b>	<b>\$ 8,504,911</b>	<b>\$ 8,754,911</b>	<b>\$ 9,004,911</b>	<b>\$ 9,254,911</b>	<b>\$ 9,504,911</b>	<b>\$ 9,504,911</b>

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

# GUADALUPE RIVER UTILITY CROSSING



The Guadalupe River Utility Crossing capital improvement project was completed in FY2023. This project was a direct result of the October 2018 flood event that washed away the reuse and potable water lines that were attached to the footbridge near Kerrville-Schreiner Park. The City pursued and was awarded \$1.5 million in Disaster Recovery Grant funding from the Texas Water Development Board through the Clean and Drinking Water State Revolving Funds. Rather than rebuilding the reuse and potable water lines at their initial location, with approval from the Texas Department of Transportation (TxDot), the permanent placement of the lines resulted in attaching them under the TxDot Loop 534 bridge.



**PROJECT NAME:**  
Knapp Wastewater Collection Projects

**DEPARTMENT:**  
Public Works

**DESCRIPTION:**

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



FUNDING SOURCE	PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
TWDB Certificates of Obligation 2018A - Water Fund support	3,644,802	-	-	-	-	-	-	-	-	-	-	3,644,802
2023 Revenue Bonds	2,326,900	-	-	-	-	-	-	-	-	-	-	2,326,900
<b>TOTAL FUNDING</b>	5,971,702	-	-	-	-	-	-	-	-	-	-	5,971,702

PROJECT COST	PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
Knapp Wastewater Collection Projects	1,888,074	2,500,000	1,583,628	-	-	-	-	-	-	-	-	5,971,702
<b>TOTAL PROJECT COST</b>	1,888,074	2,500,000	1,583,628	-	-	-	-	-	-	-	-	5,971,702

OPERATING BUDGET IMPACT	PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
Operations & Maintenance	-	-	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	80,000

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

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

# CIP - KNAPP WASTEWATER COLLECTION PROJECT

**PROJECT NAME:**

Lois Tank Replacement

**DEPARTMENT:**

Public Works

**DESCRIPTION:**

This project involves replacing the water tank on Lois Street. The TTHM project was completed in FY2022 for less than the amount borrowed from the Texas Water Development Board (TWDB) for that project. The remaining funds were reallocated to this drinking water project that meets the same criteria for a TWDB subsidized loan.



FUNDING SOURCE	PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
Certificates of Obligation 2018B - Water Fund supported	681,496	-	-	-	-	-	-	-	-	-	-	681,496
Pay as You Go - transfer from Water Fund	318,504	-	-	-	-	-	-	-	-	-	-	318,504
TWDB Certificates of Obligation - Water Fund supported	753,511	-	-	-	-	-	-	-	-	-	-	753,511
<b>TOTAL FUNDING</b>	<b>1,753,511</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,753,511</b>

PROJECT COST	PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
Lois Tank Replacement	160,493	1,593,018	-	-	-	-	-	-	-	-	-	1,753,511
<b>TOTAL PROJECT COST</b>	<b>160,493</b>	<b>1,593,018</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,753,511</b>

OPERATING BUDGET IMPACT	PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
Maintenance expenses are expected to decrease as less maintenance will be required on a new or rehabilitated tank.												

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

# CIP - LOIS TANK REPLACEMENT



**PROJECT NAME:**

Clarifier #3 Rehabilitation

**DEPARTMENT:**

Public Works

**DESCRIPTION:**

This project will address the rehab of influent channel, metal supports, and Stamford baggges.



FUNDING SOURCE	PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
Waterworks and Sewer System Revenue Bonds 2024	2,000,000	-	-	-	-	-	-	-	-	-	-	2,000,000
<b>TOTAL FUNDING</b>	2,000,000	-	-	-	-	-	-	-	-	-	-	2,000,000

PROJECT COST	PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
Clarifier #3 Rehabilitation	95,325	1,000,000	904,675	-	-	-	-	-	-	-	-	2,000,000
<b>TOTAL PROJECT COST</b>	95,325	1,000,000	904,675	-	-	-	-	-	-	-	-	2,000,000

OPERATING BUDGET IMPACT	PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
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Maintenance expenses are expected to decrease as less maintenance will be required on a new or rehabilitated clarifier.

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

**PROJECT NAME:**

Flow Equalization Basin Lift Station Rehabilitation

**DEPARTMENT:**

Public Works

(FEB)

**DESCRIPTION:**

This project will address the rehab of a failed wet well, railing and piping. Assessment of future flow capacity underway.



FUNDING SOURCE	PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
Waterworks and Sewer System Revenue Bonds 2021	750,000	-	-	-	-	-	-	-	-	-	-	750,000
<b>TOTAL FUNDING</b>	750,000	-	-	-	-	-	-	-	-	-	-	750,000

PROJECT COST	PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
Flow Equalization Basin Lift Station Rehabilitation	78,411	671,589	-	-	-	-	-	-	-	-	-	750,000
<b>TOTAL PROJECT COST</b>	78,411	671,589	-	-	-	-	-	-	-	-	-	750,000

OPERATING BUDGET IMPACT	PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
Maintenance expenses are expected to decrease as less maintenance will be required on a rehabilitated basin.												

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

# CIP - FLOW EQUALIZATION BASIN LIFT STATION REHAB

**PROJECT NAME:**

Advanced Metering Infrastructure

**DEPARTMENT:**

Utility Billing

**DESCRIPTION:**

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



FUNDING SOURCE	PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
Pay as You Go - transfer from Water Fund	465,000	-	-	-	-	-	-	-	-	-	-	465,000
Other - Interest Income	270,000	-	-	-	-	-	-	-	-	-	-	270,000
<b>TOTAL FUNDING</b>	735,000	-	-	-	-	-	-	-	-	-	-	735,000

PROJECT COST	PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
Advanced Metering Infrastructure	533,680	201,319	-	-	-	-	-	-	-	-	-	735,000
<b>TOTAL PROJECT COST</b>	533,680	201,319	-	-	-	-	-	-	-	-	-	735,000

OPERATING BUDGET IMPACT	PRIOR YRS	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	TOTAL
Operations & Maintenance	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	385,000

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# CIP - ADVANCED METERING INFRASTRUCTURE

# RECLAIMED WATER STORAGE POND



The Reclaimed Water Storage Pond and System Improvements project began in FY2015 and was completed in FY2020. The \$21.6 million project serves the purpose of capturing and storing non-potable water from the water reclamation system to be distributed to customers for high volume irrigation purposes. Funding for this project was a compilation of Certificates of Obligation, an Intergovernmental Loan from Kerrville Public Utility Board, contribution from the Economic Improvement Corporation and Pay As You Go financing from the Water and Sewer Fund.

# OTHER FUNDS

# GENERAL ASSET REPLACEMENT FUND

	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
<b>Beginning Fund Balance</b>	<b>\$ 1,090,186</b>	<b>\$ 1,587,488</b>	<b>\$ 1,587,488</b>	<b>\$ 1,587,488</b>	<b>\$ 1,225,458</b>
<b>Revenues</b>					
Asset Disposal Proceeds	26,118	20,000	20,000	138,407	90,000
Interest Revenue	14,076	10,000	10,000	38,552	17,741
<b>Total Interest and Miscellaneous</b>	<b>40,194</b>	<b>30,000</b>	<b>30,000</b>	<b>176,959</b>	<b>107,741</b>
Transfer In - General Fund	883,925	600,000	600,000	600,000	650,000
Transfer In - Insurance Reserve	33,360	-	-	-	-
<b>Total Transfer In</b>	<b>917,285</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>650,000</b>
<b>Total Revenues</b>	<b>957,479</b>	<b>630,000</b>	<b>630,000</b>	<b>776,959</b>	<b>757,741</b>
<b>Expenditures</b>					
Tools and Equipment	34,997	43,200	43,200	133,721	43,200
<b>Total Supplies and Materials</b>	<b>34,997</b>	<b>43,200</b>	<b>43,200</b>	<b>133,721</b>	<b>43,200</b>
Vehicle & Equipment Lease	134,549	438,925	438,925	292,554	426,649
<b>Total Services</b>	<b>134,549</b>	<b>438,925</b>	<b>438,925</b>	<b>292,554</b>	<b>426,649</b>
Other Charges	-	-	-	5,192	4,000
<b>Total Other Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,192</b>	<b>4,000</b>
Vehicles	102,408	523,000	832,873	142,833	135,000
Machinery-Tools-Equipment	94,551	26,000	451,000	532,267	361,000
Technology Equipment	93,672	55,000	55,000	32,423	200,000
<b>Total Capital Outlay</b>	<b>290,631</b>	<b>604,000</b>	<b>1,338,873</b>	<b>707,523</b>	<b>696,000</b>
<b>Total Expenditures</b>	<b>460,177</b>	<b>1,086,125</b>	<b>1,820,998</b>	<b>1,138,990</b>	<b>1,169,849</b>
<b>Net Revenue (Expenditures)</b>	<b>497,302</b>	<b>(456,125)</b>	<b>(1,190,998)</b>	<b>(362,031)</b>	<b>(412,108)</b>
<b>Ending Fund Balance</b>	<b>\$ 1,587,488</b>	<b>\$ 1,131,363</b>	<b>\$ 396,490</b>	<b>\$ 1,225,458</b>	<b>\$ 813,350</b>

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

Note: All lease expense lines contain FY2024 proposed leases as well as all prior year approved leases.

Note: This fund does not have a minimum fund balance policy. Changes to fund balance year-over-year fluctuate depending on the cost of asset needs annually. FY2024 ending fund balance is more than 10% less than the FY2024 ending fund balance due to the cost of assets being replaced in FY2024.



# GENERAL ASSET REPLACEMENT FUND

## FY2024 Proposed Purchases:

- IT Department:
  - Back Up Server - \$135,000
  - Domain Controllers (2) - \$40,000
  - RDP Server - \$12,500
  - Incode 9 Server - \$12,500
- Police Department:
  - Taser Warranty Plan - \$43,200
- Parks Maintenance Department:
  - John Deere Riding Mower - \$13,000
  - UTV - \$15,000
- Kerrville Sports Complex
  - Infield Grooming Equipment - \$40,000
- Streets Department:
  - Dump Truck - \$135,000
  - Pelican Street Sweeper - \$278,000
  - Planer Attachment - \$15,000



## FY2024 Proposed Leases:

- Parks Maintenance Department:
  - Chevy Colorado, replacing 2008 GMC Canyon, unit #5407 - \$5,500 annually
  - Chevy 2500 w/Svc Body, replacing 2009 Ford F250 w/Srv Body, unit #5415 - \$9,200 annually
- Engineering Department:
  - Ford F150, replacing 2008 Ford F150, unit #6002 - \$8,832 annually
- Other Charges (delivery, toll, etc.) - \$4,000

Note: The total for each proposed lease (above) assumes 12 months of lease payments.

# WATER ASSET REPLACEMENT FUND

	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
<b>Beginning Fund Balance</b>	\$ 182,641	\$ 510,274	\$ 510,274	\$ 510,274	\$ 965,108
<b>Revenues</b>					
Asset Disposal Proceeds	18,968	15,000	15,000	38,275	25,000
Interest Revenue	3,008	2,500	2,500	28,909	18,000
<b>Total Interest and Miscellaneous</b>	<b>21,976</b>	<b>17,500</b>	<b>17,500</b>	<b>67,184</b>	<b>43,000</b>
Transfer In - Water Fund	350,000	500,000	825,000	825,000	500,000
<b>Total Transfer In</b>	<b>350,000</b>	<b>500,000</b>	<b>825,000</b>	<b>825,000</b>	<b>500,000</b>
<b>Total Revenues</b>	<b>371,976</b>	<b>517,500</b>	<b>842,500</b>	<b>892,184</b>	<b>543,000</b>
<b>Expenditures</b>					
Tools and Equipment	-	-	9,000	21,549	-
<b>Total Supplies</b>	<b>-</b>	<b>-</b>	<b>9,000</b>	<b>21,549</b>	<b>-</b>
Vehicle Lease	20,828	37,054	37,054	30,108	36,246
<b>Total Services</b>	<b>20,828</b>	<b>37,054</b>	<b>37,054</b>	<b>30,108</b>	<b>36,246</b>
Other Charges	-	-	-	11,408	2,000
<b>Total Other Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,408</b>	<b>2,000</b>
Building and Structures	-	-	-	-	30,000
Vehicles	-	-	-	-	170,300
Machinery-Tools-Equipment	23,514	224,466	215,466	94,019	70,000
Water System	-	280,000	280,000	280,265	100,000
<b>Total Capital Outlay</b>	<b>23,514</b>	<b>504,466</b>	<b>495,466</b>	<b>374,284</b>	<b>370,300</b>
<b>Total Expenditures</b>	<b>44,343</b>	<b>541,519</b>	<b>541,519</b>	<b>437,350</b>	<b>408,546</b>
<b>Net Revenue (Expenditures)</b>	<b>327,634</b>	<b>(24,019)</b>	<b>300,981</b>	<b>454,834</b>	<b>134,454</b>
<b>Ending Fund Balance</b>	<b>\$ 510,274</b>	<b>\$ 486,254</b>	<b>\$ 811,255</b>	<b>\$ 965,108</b>	<b>\$ 1,099,562</b>

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

Note: This fund does not have a minimum fund balance policy. Changes to fund balance year-over-year fluctuate depending on the cost of asset needs annually. FY2024 ending fund balance is more than 10% than higher than FY2024 ending fund balance due to the cost of assets being replaced in FY2024.

# WATER ASSET REPLACEMENT FUND

## FY2024 Proposed Purchases:

- Utility Yard (Warehouse):
  - Covered Parking for Equipment - \$30,000
- Utility Billing:
  - Replacing Aging Meter Infrastructure - \$100,000
- Water Distribution:
  - Freightliner Utility Truck - \$150,000
  - Hydraulic Breaker Attachment - \$13,000
  - Utility Trailer - \$7,300
- Water Reclamation :
  - Tractor - \$40,000
  - Utility Vehicle - \$30,000



## FY2024 Proposed Leases:

No new leases proposed for FY2024

# HOTEL OCCUPANCY TAX FUND

	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
<b>Beginning Restricted Fund Balance</b>	<b>\$1,710,936</b>	<b>\$2,052,638</b>	<b>\$2,052,638</b>	<b>\$2,052,638</b>	<b>\$2,134,197</b>
<b>Revenues</b>					
Occupancy Tax	1,760,465	1,920,720	1,920,720	1,665,271	1,719,032
<b>Total Tax Revenue</b>	<b>1,760,465</b>	<b>1,920,720</b>	<b>1,920,720</b>	<b>1,665,271</b>	<b>1,719,032</b>
Merchandise Sales	-	-	-	32,560	25,000
Grants & Donations	-	-	-	19,900	140,000
Interest Revenue	13,636	10,000	10,000	69,260	35,086
<b>Total Interest and Miscellaneous</b>	<b>13,636</b>	<b>10,000</b>	<b>10,000</b>	<b>121,720</b>	<b>200,086</b>
<b>Total Revenues</b>	<b>1,774,101</b>	<b>1,930,720</b>	<b>1,930,720</b>	<b>1,786,992</b>	<b>1,919,117</b>
<b>Expenditures</b>					
Travel and Training	-	-	-	1,067	-
<b>Total Personnel Services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,067</b>	<b>-</b>
Technology Maintenance	-	-	3,000	3,172	-
<b>Total Maintenance and Repairs</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>3,172</b>	<b>-</b>
Professional Services	29,080	20,400	22,400	17,800	22,900
Advertising	1,012,549	1,120,992	1,210,992	1,208,595	1,409,702
<b>Total Services</b>	<b>1,041,629</b>	<b>1,141,392</b>	<b>1,233,392</b>	<b>1,226,395</b>	<b>1,432,602</b>
Community Support	155,770	277,500	277,500	244,745	329,500
Other	175,000	185,000	155,000	145,053	100,000
Contingency	-	25,000	10,000	-	25,000
<b>Total Other Expenses</b>	<b>330,770</b>	<b>487,500</b>	<b>442,500</b>	<b>389,798</b>	<b>454,500</b>
Buildings and Structures	-	50,000	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfer Out - General Fund	45,000	85,000	85,000	85,000	85,000
Transfer Out - Golf	15,000	-	-	-	-
Transfer Out - Library Memorial	-	1,000,000	1,000,000	-	-
<b>Total Transfer Out</b>	<b>60,000</b>	<b>1,085,000</b>	<b>1,085,000</b>	<b>85,000</b>	<b>85,000</b>
<b>Total Expenditures</b>	<b>1,432,399</b>	<b>2,763,892</b>	<b>2,763,892</b>	<b>1,705,432</b>	<b>1,972,102</b>
<b>Net Revenue (Expenditures)</b>	<b>341,702</b>	<b>(833,172)</b>	<b>(833,172)</b>	<b>81,559</b>	<b>(52,985)</b>
<b>Ending Restricted Fund Balance</b>	<b>\$2,052,638</b>	<b>\$1,219,466</b>	<b>\$1,219,466</b>	<b>\$2,134,197</b>	<b>\$2,081,212</b>

CVB funding is included in Advertising

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

## FY2024 Expenditures includes:

Community Arts Program – established in April 2023 to promote, encourage and sustain the development of arts and culture in Kerrville. The program is partially funded by HOT and through a three-year commitment from the Community Foundation of the Texas Hill Country.

## Transfer Out - Library Memorial:

The Transfer Out to Library Memorial is the HOT fund portion of funding for the HHHC project which has yet to commence. Should these funds not be utilized in FY2023, staff will request reallocation of funds in FY2024.



# 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 regarding vehicles are assessed charge and support of Garage Operations.

## DEPARTMENT RESPONSIBILITIES

- **Preventative Maintenance:** Responsible for providing routine preventive maintenance for vehicles and equipment
- **Response Maintenance:** Responsible for repairing vehicles and equipment in a timely and cost effective manner
- **Predictive Maintenance:** Responsible for analyzing repairs and developing a predictive model to anticipate break downs before they occur to reduce unscheduled repair costs
- **Inventory, Purchasing, and Fleet Management:** Responsible for Citywide ordering of janitorial supplies and garage inventory as well as overall fleet management services

## DEPARTMENT ACCOMPLISHMENTS

- Realigned department responsibilities to create a department assignment program
- F2: Purchased new compressor, heavy duty tire machine, and heavy duty wheel balancer to ensure adequate tools to better serve the city
- F1: Assisted City's budget team with identifying vehicles and equipment in need of replacement

### Did you know?

Only 18% of American drivers today know how to drive a manual transmission.

## FY2024 OBJECTIVES

- Provide exceptional customer service to City departments
- F2: Ensure procurement and replacement of quality vehicles that meet operational demands
- F1: Reduce vehicle operating costs
- Ensure effective inventory management
- F1: Maintain a highly satisfied workforce
- F1: Assist Budget Team with continued tracking of City assets



City Garage Team works on Fleet Vehicles

# GARAGE FUND

	FY2022	FY2023	FY2023	FY2023	FY2024
	Actual	Original Budget	Current Budget	Estimated	Budget
<b>Beginning Fund Balance</b>	\$ 9,846	\$ 27,609	\$ 27,609	\$ 27,609	\$ 41,383

<b>Revenues</b>					
Maintenance Contracts	417,719	480,197	480,197	480,198	459,787
<b>Total Service Revenue</b>	<b>417,719</b>	<b>480,197</b>	<b>480,197</b>	<b>480,198</b>	<b>459,787</b>
Asset Disposal Revenue	-	-	-	-	-
Interest Revenue	621	900	900	2,831	1,395
Miscellaneous Revenue	128	-	-	5,550	-
<b>Total Interest and Miscellaneous</b>	<b>748</b>	<b>900</b>	<b>900</b>	<b>8,381</b>	<b>1,395</b>
<b>Total Revenues</b>	<b>418,467</b>	<b>481,097</b>	<b>481,097</b>	<b>488,579</b>	<b>461,182</b>

<b>Expenditures</b>					
Salaries	258,431	283,960	283,960	282,971	291,202
Benefits	96,284	101,990	105,990	104,799	113,853
Travel and Training	60	3,009	1,921	988	2,383
<b>Total Personnel Services</b>	<b>354,775</b>	<b>388,959</b>	<b>391,871</b>	<b>388,758</b>	<b>407,438</b>
Office Supplies	540	503	503	546	500
Tools and Equipment	8,454	5,987	14,887	13,742	7,303
Chemical and Medical	142	100	100	26	100
Fuel	1,459	2,322	2,322	1,082	1,200
Wearing Apparel	3,600	3,185	3,185	3,505	3,600
Other Supplies	1,173	1,180	1,180	1,565	1,300
<b>Total Supplies and Materials</b>	<b>15,368</b>	<b>13,276</b>	<b>22,176</b>	<b>20,466</b>	<b>14,003</b>
Building, Structure, Land Maintenance	1,254	3,100	3,100	3,009	3,000
Vehicle	2,029	529	529	750	661
Equipment	3,394	6,640	6,640	6,124	6,640
Technology Maintenance	5,500	5,500	5,500	5,500	5,500
<b>Total Maintenance and Repairs</b>	<b>12,177</b>	<b>15,769</b>	<b>15,769</b>	<b>15,383</b>	<b>15,801</b>
Utilities	5,677	5,880	5,880	6,925	6,616
Professional Services	430	1,969	1,969	1,091	1,760
Insurance	4,984	8,885	9,974	9,974	10,737
Vehicle Lease	4,701	3,377	3,377	3,020	3,020
<b>Total Services</b>	<b>15,792</b>	<b>20,111</b>	<b>21,199</b>	<b>21,009</b>	<b>22,132</b>
Depreciation and Amortization	-	-	-	4,052	-
Other	2,592	45	45	93	87
<b>Total Other Expenses</b>	<b>2,592</b>	<b>45</b>	<b>45</b>	<b>93</b>	<b>87</b>
Machinery, Tools and Equipment	-	42,937	30,037	29,096	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>42,937</b>	<b>30,037</b>	<b>29,096</b>	<b>-</b>
<b>Total Expenditures</b>	<b>400,704</b>	<b>481,097</b>	<b>481,097</b>	<b>474,805</b>	<b>459,462</b>

<b>Net Revenue (Expenditures)</b>	<b>17,764</b>	<b>-</b>	<b>-</b>	<b>13,774</b>	<b>1,720</b>
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<b>Ending Fund Balance</b>	\$ 27,609	\$ 27,609	\$ 27,609	\$ 41,383	\$ 43,103
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# EMPLOYEE BENEFIT TRUST FUND

	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
<b>Beginning Fund Balance</b>	\$ 350,090	\$ 333,112	\$ 333,112	\$ 333,112	\$ 314,714
<b>Revenues</b>					
City and Employee Premiums	3,716,576	3,910,000	3,910,000	3,880,261	4,423,557
<b>Total Revenues</b>	<b>3,716,576</b>	<b>3,910,000</b>	<b>3,910,000</b>	<b>3,880,261</b>	<b>4,423,557</b>
<b>Expenditures</b>					
Professional Services	30,000	30,000	30,000	30,000	30,000
Insurance	3,703,554	3,880,000	3,880,000	3,868,658	4,393,557
<b>Total Services</b>	<b>3,733,554</b>	<b>3,910,000</b>	<b>3,910,000</b>	<b>3,898,658</b>	<b>4,423,557</b>
<b>Total Expenditures</b>	<b>3,733,554</b>	<b>3,910,000</b>	<b>3,910,000</b>	<b>3,898,658</b>	<b>4,423,557</b>
<b>Net Revenue (Expenditures)</b>	<b>(16,978)</b>	<b>-</b>	<b>-</b>	<b>(18,397)</b>	<b>-</b>
<b>Ending Fund Balance</b>	\$ 333,112	\$ 333,112	\$ 333,112	\$ 314,714	\$ 314,714

The Employee Benefit Trust Fund is an internal service fund used to account for insurance payments for employee benefits. The City assumes 100% of the expense of employee health coverage as well as a long-term disability plan and a life insurance policy. Expenditures from this fund are made in accordance with Texas Insurance Code, Chapter 222, which establishes trusts for the payment of employee benefit premiums. Revenues for this fund consist of employee portion of premiums for family and optional coverage.

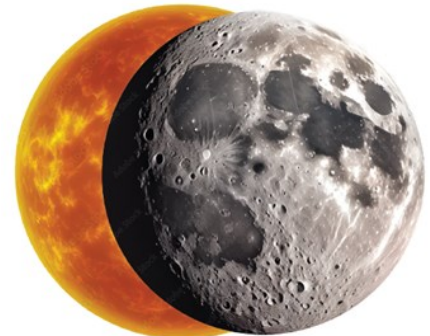


# PARKLAND DEDICATION FUND

	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
<b>Beginning Fund Balance</b>	\$ 128,717	\$ 85,420	\$ 85,420	\$ 85,420	\$ 191,419
<b>Revenues</b>					
Parkland Fee - East	16,875	20,000	20,000	46,800	40,000
Parkland Fee - West	16,600	20,000	20,000	100,100	70,000
<b>Total Fees</b>	<b>33,475</b>	<b>40,000</b>	<b>40,000</b>	<b>146,900</b>	<b>110,000</b>
Interest Revenue	653	1,000	1,000	4,777	2,432
<b>Total Interest and Miscellaneous</b>	<b>653</b>	<b>1,000</b>	<b>1,000</b>	<b>4,777</b>	<b>2,432</b>
Transfer In - Gen Capital Projects	-	-	-	5,672	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,672</b>	<b>-</b>
<b>Total Revenues</b>	<b>34,128</b>	<b>41,000</b>	<b>41,000</b>	<b>157,349</b>	<b>112,432</b>
<b>Expenditures</b>					
Building and Structures	77,425	24,000	24,000	24,000	45,000
<b>Total Capital Outlay</b>	<b>77,425</b>	<b>24,000</b>	<b>24,000</b>	<b>24,000</b>	<b>45,000</b>
Transfer Out - Gen Capital Projects	-	-	-	27,350	-
<b>Total Transfer Out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>27,350</b>	<b>45,000</b>
<b>Total Expenditures</b>	<b>77,425</b>	<b>24,000</b>	<b>24,000</b>	<b>51,350</b>	<b>45,000</b>
<b>Net Revenue (Expenditures)</b>	<b>(43,297)</b>	<b>17,000</b>	<b>17,000</b>	<b>105,999</b>	<b>67,432</b>
<b>Ending Committed Fund Balance</b>	<b>\$ 85,420</b>	<b>\$ 102,420</b>	<b>\$ 102,420</b>	<b>\$ 191,419</b>	<b>\$ 258,851</b>

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

Note: This fund does not have a minimum fund balance policy. Changes to fund balance year-over-year fluctuate depending fees received from new development and overall expenditures. FY2024 ending fund balance is more than 10% higher than the FY2023 ending fund balance due to a Council approved fee increase for new development to ensure the sustainability of the fund to support our parks.



# PUBLIC SAFETY SPECIAL REVENUE FUND

	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
<b>Beginning Fund Balance</b>	\$ 127,526	\$ 139,109	\$ 139,109	\$ 139,109	\$ 198,750
<b>Revenues</b>					
State - LEOSE - PD	2,905	4,000	4,000	3,000	3,000
State - LEOSE - Fire Marshal	597	700	700	488	600
Police - Grants/Donations	415	-	-	200,284	-
Proceeds - Seized Items sold	1,779	2,000	2,000	1,545	600
Restitution	514	500	500	1,019	1,000
Cash Seizures Awarded	-	-	-	24,459	10,000
Police - K9 Donations	44,770	-	-	2,625	-
Fire - Contract Reimbursement	10,211	-	-	8,224	-
Interest Revenue	1,156	1,250	1,250	7,245	3,679
Miscellaneous Revenue	(2,257)	1,200	1,200	531	-
<b>Total Interest and Miscellaneous</b>	<b>60,091</b>	<b>9,650</b>	<b>9,650</b>	<b>249,420</b>	<b>18,879</b>
<b>Total Revenues</b>	<b>60,091</b>	<b>9,650</b>	<b>9,650</b>	<b>249,420</b>	<b>18,879</b>
<b>Expenditures</b>					
Travel and Training	3,285	2,500	2,500	1,780	5,000
<b>Total Personnel Services</b>	<b>3,285</b>	<b>2,500</b>	<b>2,500</b>	<b>1,780</b>	<b>5,000</b>
Office Supplies	-	-	-	2,803	-
Tools and Equipment	2,475	1,000	1,000	37,054	-
Wearing Apparel	8,412	-	-	59,575	-
Other Supplies	-	-	-	1,404	-
<b>Total Supplies and Materials</b>	<b>10,887</b>	<b>1,000</b>	<b>1,000</b>	<b>100,836</b>	<b>-</b>
Maintenance - Other	-	-	-	2,988	-
Vehicle Maintenance	-	-	-	387	-
Technology	-	-	-	5,760	5,800
<b>Total Maintenance and Repairs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,135</b>	<b>5,800</b>
Community Support	-	-	-	2,525	-
Other	-	-	-	2,555	-
<b>Total Other</b>				<b>5,080</b>	
Vehicles	34,336	-	-	59,447	-
Machinery, Tools, Equipment	-	-	-	13,500	-
<b>Total Capital Outlay</b>	<b>34,336</b>	<b>-</b>	<b>-</b>	<b>72,947</b>	<b>-</b>
<b>Total Expenditures</b>	<b>48,508</b>	<b>3,500</b>	<b>3,500</b>	<b>189,779</b>	<b>10,800</b>
<b>Net Revenue (Expenditures)</b>	<b>11,583</b>	<b>6,150</b>	<b>6,150</b>	<b>59,641</b>	<b>8,079</b>
<b>Ending Restricted Fund Balance</b>	<b>\$ 139,109</b>	<b>\$ 145,259</b>	<b>\$ 145,259</b>	<b>\$ 198,750</b>	<b>\$ 206,829</b>

The Public Safety Special Revenue Fund is in the governmental funds category for financial reporting purposes that accounts for revenue restricted for Police and Fire 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. Community donations dedicated to Public Safety and certain local grants are managed through this fund as well.

# LIBRARY MEMORIAL FUND

	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
<b>Beginning Fund Balance</b>	<b>\$3,702,019</b>	<b>\$ 2,881,991</b>	<b>\$ 2,881,991</b>	<b>\$ 2,881,991</b>	<b>\$ 2,827,604</b>
<b>Revenues</b>					
Friends of the Library Contribution	300,185	47,000	47,000	38,372	25,000
Donations	140,380	10,000	10,000	727	-
<b>Total Grants and Donations</b>	<b>440,565</b>	<b>57,000</b>	<b>57,000</b>	<b>39,098</b>	<b>25,000</b>
Oil and Gas Revenue	5,301	600	600	969	-
Interest Revenue	23,001	30,000	30,000	92,913	45,814
Miscellaneous Revenue	1,746	-	-	1,793	-
<b>Total Interest and Miscellaneous</b>	<b>30,047</b>	<b>30,600</b>	<b>30,600</b>	<b>95,675</b>	<b>45,814</b>
Transfer In - HOT	-	1,000,000	1,000,000	-	-
<b>Total Transfer In</b>	<b>-</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>-</b>	<b>-</b>
<b>Total Revenues</b>	<b>470,612</b>	<b>1,087,600</b>	<b>1,087,600</b>	<b>134,773</b>	<b>70,814</b>
<b>Expenditures</b>					
Tools and Equipment	1,095	-	-	-	27,210
Other Supplies	69,088	4,200	4,200	2,601	4,200
<b>Total Supplies and Materials</b>	<b>70,183</b>	<b>4,200</b>	<b>4,200</b>	<b>2,601</b>	<b>31,410</b>
Technology	-	-	-	-	15,000
Other Building Maintenance	-	-	-	7,300	-
<b>Total Maintenance and Repairs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,300</b>	<b>15,000</b>
Network Service	-	-	-	-	3,360
Professional Services	5,553	6,575	6,575	9,942	6,575
Advertising	509	5,500	5,500	5,940	5,000
<b>Total Services</b>	<b>6,062</b>	<b>12,075</b>	<b>12,075</b>	<b>15,881</b>	<b>14,935</b>
Dues / Licenses / Subscriptions	11,316	32,017	32,017	35,477	34,017
Other Charges	35	100	100	100	-
<b>Total Other Expenses</b>	<b>11,351</b>	<b>32,117</b>	<b>32,117</b>	<b>35,577</b>	<b>34,017</b>
Buildings and Structures	1,061,044	2,000,000	2,006,000	82,587	-
Technology Equipment	95,330	7,000	1,000	-	-
Books and Records	46,670	59,500	59,500	45,215	59,500
<b>Total Capital Outlay</b>	<b>1,203,045</b>	<b>2,066,500</b>	<b>2,066,500</b>	<b>127,802</b>	<b>59,500</b>
<b>Total Expenditures</b>	<b>1,290,641</b>	<b>2,114,892</b>	<b>2,114,892</b>	<b>189,161</b>	<b>154,862</b>
<b>Net Revenue (Expenditures)</b>	<b>(820,029)</b>	<b>(1,027,292)</b>	<b>(1,027,292)</b>	<b>(54,388)</b>	<b>(84,048)</b>
<b>Ending Committed Fund Balance</b>	<b>\$2,881,991</b>	<b>\$ 1,854,699</b>	<b>\$ 1,854,699</b>	<b>\$ 2,827,604</b>	<b>\$ 2,743,556</b>

The Library Memorial Fund is a special revenue fund in the governmental funds category for financial reporting purposes that accounts for contributions from private sources that must be used for special programs or other expenses at the Butt-Holdsworth Memorial Library Campus. An organization called Friends of the Library (FOTL) is the primary source of recurring annual contributions however this fund has received many large donations over the years from local estates and trusts.

# PEG SPECIAL REVENUE FUND

	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
<b>Beginning Restricted Fund Balance</b>	<b>\$ 73,791</b>	<b>\$ 79,379</b>	<b>\$ 79,379</b>	<b>\$ 79,379</b>	<b>\$ 93,284</b>

<b>Revenues</b>					
Franchise Fee - PEG	60,568	61,000	61,000	57,836	61,305
<b>Total Franchise Fee Revenue</b>	<b>60,568</b>	<b>61,000</b>	<b>61,000</b>	<b>57,836</b>	<b>61,305</b>
Interest Revenue	406	600	600	2,243	1,123
<b>Total Interest and Miscellaneous</b>	<b>406</b>	<b>600</b>	<b>600</b>	<b>2,243</b>	<b>1,123</b>
<b>Total Revenues</b>	<b>60,974</b>	<b>61,600</b>	<b>61,600</b>	<b>60,079</b>	<b>62,428</b>

<b>Expenditures</b>					
Tools and Equipment	23,923	22,000	22,000	8,880	14,950
<b>Total Supplies and Materials</b>	<b>23,923</b>	<b>22,000</b>	<b>22,000</b>	<b>8,880</b>	<b>14,950</b>
Technology	31,462	34,000	34,000	37,294	45,000
<b>Total Maintenance and Repairs</b>	<b>31,462</b>	<b>34,000</b>	<b>34,000</b>	<b>37,294</b>	<b>45,000</b>
<b>Total Expenditures</b>	<b>55,385</b>	<b>56,000</b>	<b>56,000</b>	<b>46,174</b>	<b>59,950</b>

<b>Net Revenue (Expenditures)</b>	<b>5,588</b>	<b>5,600</b>	<b>5,600</b>	<b>13,905</b>	<b>2,478</b>
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<b>Ending Restricted Fund Balance</b>	<b>\$ 79,379</b>	<b>\$ 84,979</b>	<b>\$ 84,979</b>	<b>\$ 93,284</b>	<b>\$ 95,762</b>
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PEG is an acronym for Public, Educational, and Governmental access television channels. PEG Special Revenue Fund is in the governmental funds category for financial reporting purposes that accounts for franchise fee revenue received from cable providers that is restricted for use on expenditures which directly support PEG access channel facilities.



# MUNICIPAL COURT SPECIAL REVNUUE FUND

		FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
<b>Beginning Restricted Fund Balance</b>	\$	99,527	\$ 95,307	\$ 95,307	\$ 95,307	\$ 134,573

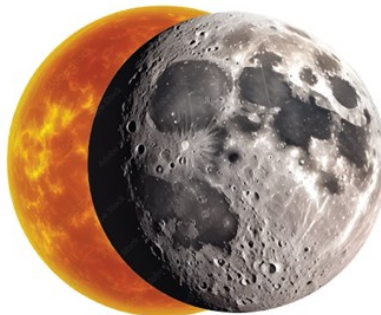
<b>Revenues</b>						
MC - Child Safety Fine		2,085	2,000	2,000	2,645	3,600
Vehicle Registration - Child Safety Fee		45,520	29,000	29,000	36,887	36,000
MC - Technology Fee		10,551	11,000	11,000	11,238	10,800
MC - Security Fee		12,795	12,000	12,000	13,720	13,200
MC - Truancy Fee		12,925	8,000	8,000	14,054	12,000
<b>Total Fines and Forfeitures</b>		<b>83,877</b>	<b>62,000</b>	<b>62,000</b>	<b>78,544</b>	<b>75,600</b>
Interest Revenue		759	1,000	1,000	3,931	1,952
<b>Total Interest and Miscellaneous</b>		<b>759</b>	<b>1,000</b>	<b>1,000</b>	<b>3,931</b>	<b>1,952</b>
<b>Total Revenues</b>		<b>84,636</b>	<b>63,000</b>	<b>63,000</b>	<b>82,475</b>	<b>77,552</b>

<b>Expenditures</b>						
Salaries		30,000	30,000	30,000	13,720	15,000
<b>Total Personnel Services</b>		<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>13,720</b>	<b>15,000</b>
Office Supplies		45	-	100	-	-
Tools and Equipment		-	6,500	7,100	485	4,200
Technology Equipment		42,169	22,600	22,600	22,563	33,302
<b>Total Supplies and Materials</b>		<b>42,214</b>	<b>29,100</b>	<b>29,800</b>	<b>23,048</b>	<b>37,502</b>
Equipment Maintenance		6,929	5,750	5,050	-	-
Technology Maintenance		9,712	3,742	3,742	6,441	3,942
<b>Total Maintenance and Repairs</b>		<b>16,641</b>	<b>9,492</b>	<b>8,792</b>	<b>6,441</b>	<b>3,942</b>
<b>Total Expenditures</b>		<b>88,855</b>	<b>68,592</b>	<b>68,592</b>	<b>43,209</b>	<b>56,444</b>

<b>Net Revenue (Expenditures)</b>		<b>(4,221)</b>	<b>(5,592)</b>	<b>(5,592)</b>	<b>39,266</b>	<b>21,108</b>
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<b>Ending Restricted Fund Balance</b>	\$	95,307	\$ 89,715	\$ 89,715	\$ 134,573	\$ 155,681
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The Municipal Court Special Revenue Fund is in the governmental funds category for financial reporting purposes and accounts for fees received by the court that are restricted for court technology, court security, and child safety or truancy related expenditures.





# LANDFILL FUND

	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
<b>Beginning Restricted Fund Balance</b>	\$ 814,870	\$ 838,771	\$ 838,771	\$ 838,771	\$ 905,647
<b>Revenues</b>					
Environment Fee	38,415	39,000	39,000	38,570	38,004
<b>Total Tax Revenue</b>	<b>38,415</b>	<b>39,000</b>	<b>39,000</b>	<b>38,570</b>	<b>38,004</b>
Interest Revenue	5,813	7,500	7,500	28,306	14,494
<b>Total Interest and Miscellaneous</b>	<b>5,813</b>	<b>7,500</b>	<b>7,500</b>	<b>28,306</b>	<b>14,494</b>
Transfer In - Grant Fund	-	25,000	25,000	-	-
<b>Total Transfer In</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>	<b>-</b>
<b>Total Revenues</b>	<b>44,228</b>	<b>71,500</b>	<b>71,500</b>	<b>66,875</b>	<b>52,498</b>
<b>Expenditures</b>					
Recycling Services	20,327	48,000	48,000	-	50,000
<b>Total Expenditures</b>	<b>20,327</b>	<b>48,000</b>	<b>48,000</b>	<b>-</b>	<b>50,000</b>
<b>Net Revenue (Expenditures)</b>	<b>23,901</b>	<b>23,500</b>	<b>23,500</b>	<b>66,875</b>	<b>2,498</b>
<b>Ending Restricted Fund Balance</b>	\$ 838,771	\$ 862,271	\$ 862,271	\$ 905,647	\$ 908,145

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



# LANDFILL POST CLOSURE FUND

	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
<b>Beginning Restricted Fund Balance</b>	<b>\$ 2,412,687</b>	<b>\$ 2,429,796</b>	<b>\$ 2,429,796</b>	<b>\$ 2,451,796</b>	<b>\$ 2,531,608</b>
<b>Revenues</b>					
Interest Revenue	17,109	22,000	22,000	79,811	41,108
<b>Total Interest and Miscellaneous</b>	<b>17,109</b>	<b>22,000</b>	<b>22,000</b>	<b>79,811</b>	<b>41,108</b>
<b>Total Revenues</b>	<b>17,109</b>	<b>22,000</b>	<b>22,000</b>	<b>79,811</b>	<b>41,108</b>
<b>Net Revenue (Expenditures)</b>	<b>17,109</b>	<b>22,000</b>	<b>22,000</b>	<b>79,811</b>	<b>41,108</b>
<b>Ending Restricted Fund Balance</b>	<b>\$ 2,429,796</b>	<b>\$ 2,451,796</b>	<b>\$ 2,451,796</b>	<b>\$ 2,531,608</b>	<b>\$ 2,572,715</b>

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.



# REMSCHEL - DEERING HISTORY CENTER FUND

	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
<b>Beginning Committed Fund Balance</b>	<b>\$ 226,296</b>	<b>\$ 224,555</b>	<b>\$ 224,555</b>	<b>\$ 224,555</b>	<b>\$ 220,329</b>

<b>Revenues</b>					
Library - Internet Printing	17	-	-	13	-
<b>Total Service Revenue</b>	<b>17</b>	<b>-</b>	<b>-</b>	<b>13</b>	<b>-</b>
Deering Trust Income	17,600	14,400	14,400	15,013	14,000
Donation	1,081	-	-	2,502	-
<b>Total Grants and Donations</b>	<b>18,681</b>	<b>14,400</b>	<b>14,400</b>	<b>17,515</b>	<b>14,000</b>
Interest Revenue	1,572	2,200	2,200	8,857	3,771
<b>Total Interest and Miscellaneous</b>	<b>1,572</b>	<b>2,200</b>	<b>2,200</b>	<b>8,857</b>	<b>3,771</b>
<b>Total Revenues</b>	<b>20,270</b>	<b>16,600</b>	<b>16,600</b>	<b>26,385</b>	<b>17,771</b>

<b>Expenditures</b>					
Travel and Training	47	350	350	-	350
<b>Total Personnel Services</b>	<b>47</b>	<b>350</b>	<b>350</b>	<b>-</b>	<b>350</b>
Office Supplies	21	800	800	822	800
Technology Equipment	1,361	1,800	1,800	1,986	769
Chemical and Medical	-	25	25	-	25
Postage and Shipping	139	500	500	128	500
Other Supplies	219	1,050	1,050	54	1,100
<b>Total Supplies and Materials</b>	<b>1,738</b>	<b>4,175</b>	<b>4,175</b>	<b>2,990</b>	<b>3,194</b>
Building, Structure, Land Maintenance	827	2,380	8,380	6,469	2,443
Equipment	-	1,200	1,200	732	1,298
Technology Maintenance	-	1,398	1,398	2,750	1,398
<b>Total Maintenance and Repairs</b>	<b>827</b>	<b>4,978</b>	<b>10,978</b>	<b>9,951</b>	<b>5,139</b>
Utilities	5,624	6,180	6,180	5,101	6,228
Professional Services	3,795	44,000	38,000	12,569	3,000
Advertising	-	250	250	-	250
<b>Total Services</b>	<b>9,419</b>	<b>50,430</b>	<b>44,430</b>	<b>17,670</b>	<b>9,478</b>
Technology Equipment	9,980	-	-	-	-
Library Collection	-	1,500	1,500	-	1,500
<b>Total Capital Outlay</b>	<b>9,980</b>	<b>1,500</b>	<b>1,500</b>	<b>-</b>	<b>1,500</b>
<b>Total Expenditures</b>	<b>22,011</b>	<b>61,433</b>	<b>61,433</b>	<b>30,610</b>	<b>19,661</b>

<b>Net Revenue (Expenditures)</b>	<b>(1,741)</b>	<b>(44,833)</b>	<b>(44,833)</b>	<b>(4,225)</b>	<b>(1,890)</b>
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<b>Ending Committed Fund Balance</b>	<b>\$ 224,555</b>	<b>\$ 179,722</b>	<b>\$ 179,722</b>	<b>\$ 220,329</b>	<b>\$ 218,439</b>
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The Remschel-Deering History Center Fund is a special revenue fund in the governmental funds category for financial reporting purposes that accounts for the History Center's operating revenues and expenditures.

# LIBRARY ENDOWMENT FUND

	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
<b>Beginning Restricted Fund Balance</b>	<b>\$ 1,411,778</b>	<b>\$ 1,256,404</b>	<b>\$ 1,256,404</b>	<b>\$ 1,256,404</b>	<b>\$ 1,288,346</b>
<b>Revenues</b>					
Interest Revenue	(148,524)	12,000	12,000	84,301	65,736
<b>Total Revenues</b>	<b>(148,524)</b>	<b>12,000</b>	<b>12,000</b>	<b>84,301</b>	<b>65,736</b>
<b>Expenditures</b>					
Technology Equipment	-	25,000	-	-	-
<b>Total Supplies and Materials</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
Professional Services	6,850	6,000	6,000	6,850	7,000
<b>Total Services</b>	<b>6,850</b>	<b>6,000</b>	<b>6,000</b>	<b>6,850</b>	<b>7,000</b>
Building and Structures		30,000	30,000	24,566	
Machinery, Tools and Equipment	-	-	25,000	20,942	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>30,000</b>	<b>55,000</b>	<b>45,508</b>	<b>-</b>
<b>Total Expenditures</b>	<b>6,850</b>	<b>61,000</b>	<b>61,000</b>	<b>52,358</b>	<b>7,000</b>
<b>Net Revenue (Expenditures)</b>	<b>(155,374)</b>	<b>(49,000)</b>	<b>(49,000)</b>	<b>31,943</b>	<b>58,736</b>
<b>Ending Restricted Fund Balance</b>	<b>\$ 1,256,404</b>	<b>\$ 1,207,404</b>	<b>\$ 1,207,404</b>	<b>\$ 1,288,346</b>	<b>\$ 1,347,082</b>

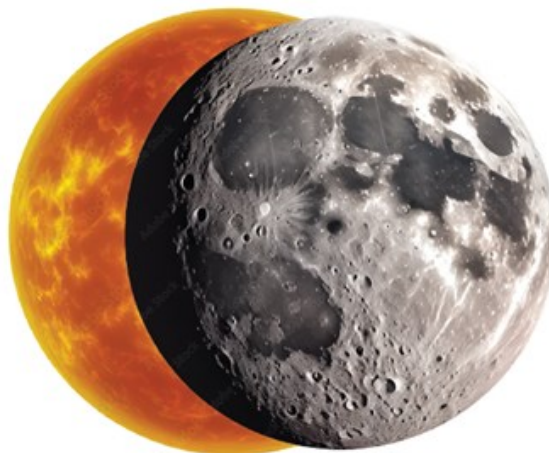
The Library Endowment Fund is a governmental fund type that is consolidated with the General Fund for financial reporting purposes. The fund is used to account for funds that are restricted for use by the Library in accordance with the Butt-Holdsworth Memorial Library Endowment Fund Trust document that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



# CAILLOUX THEATRE ENDOWMENT FUND

	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
<b>Beginning Restricted Fund Balance</b>	<b>\$ 674,145</b>	<b>\$ 575,500</b>	<b>\$ 575,500</b>	<b>\$ 575,500</b>	<b>\$ 602,671</b>
<b>Revenues</b>					
Interest Revenue	4,512	6,500	6,500	39,272	27,273
<b>Total Interest and Miscellaneous</b>	<b>4,512</b>	<b>6,500</b>	<b>6,500</b>	<b>39,272</b>	<b>27,273</b>
<b>Total Revenues</b>	<b>4,512</b>	<b>6,500</b>	<b>6,500</b>	<b>39,272</b>	<b>27,273</b>
<b>Expenditures</b>					
Other Building Maintenance	15,602	-	-	12,101	25,000
<b>Total Maintenance and Repairs</b>	<b>15,602</b>	<b>-</b>	<b>-</b>	<b>12,101</b>	<b>25,000</b>
Building, Structure, Land Maintenance	87,555	-	-	-	-
<b>Total Capital Outlay</b>	<b>87,555</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>103,157</b>	<b>-</b>	<b>-</b>	<b>12,101</b>	<b>25,000</b>
<b>Net Revenue (Expenditures)</b>	<b>(98,645)</b>	<b>6,500</b>	<b>6,500</b>	<b>27,171</b>	<b>2,273</b>
<b>Ending Restricted Fund Balance</b>	<b>\$ 575,500</b>	<b>\$ 582,001</b>	<b>\$ 582,000</b>	<b>\$ 602,671</b>	<b>\$ 604,944</b>

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



# GRANT FUND

	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
<b>Beginning Restricted Fund Balance</b>	<b>\$ 6,336</b>	<b>\$ 6,801</b>	<b>\$ 6,801</b>	<b>\$ 6,801</b>	<b>\$ 1,124</b>
<b>Revenues</b>					
Police Grants	86,979	238,466	238,466	1,195,884	-
AACOG Grant	-	-	-	11,399	-
COVID-19 Grants	1,755,837	-	-	1,503,916	1,415,684
Fire/EMS - Grants/Donations	17,513	-	-	409,298	18,500
Recycle Grants	-	25,000	25,000	-	25,000
Community Development - Grants	10,500	-	-	49,143	290,357
Miscellaneous Revenue	-	262,669	262,669	-	65,000
<b>Total Grants and Donations</b>	<b>1,870,829</b>	<b>526,135</b>	<b>526,135</b>	<b>3,169,640</b>	<b>1,814,541</b>
Transfer In - Gen Capital Projects	1,187,117	-	-	(1,030,933)	-
<b>Total Transfer In</b>	<b>1,187,117</b>	<b>-</b>	<b>-</b>	<b>(1,030,933)</b>	<b>-</b>
<b>Total Revenues</b>	<b>3,057,946</b>	<b>526,135</b>	<b>526,135</b>	<b>2,138,706</b>	<b>1,814,541</b>
<b>Expenditures</b>					
Travel and Training	12,168	-	-	8,788	-
<b>Total Personnel Services</b>	<b>12,168</b>	<b>-</b>	<b>-</b>	<b>8,788</b>	<b>-</b>
Tools and Equipment	18,395	-	-	34,377	18,500
Chemical & Medical	-	-	-	2,802	-
Wearing Apparel	-	-	-	103,121	-
<b>Total Supplies and Materials</b>	<b>18,395</b>	<b>-</b>	<b>-</b>	<b>140,300</b>	<b>18,500</b>
Recycling Services	-	-	-	-	25,000
<b>Total Services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>
Community Support	-	75,000	75,000	-	-
Other	-	-	-	41,504	-
<b>Total Other Expenses</b>	<b>-</b>	<b>75,000</b>	<b>75,000</b>	<b>41,504</b>	<b>-</b>
Machinery, Tools and Equipment	-	-	160,000	120,619	160,000
Vehicles	-	-	2,296,650	1,078,728	1,097,500
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>2,456,650</b>	<b>1,199,347</b>	<b>1,257,500</b>
Transfer Out - Landfill Fund	-	25,000	25,000	-	-
Transfer Out - General Capital Projects	3,026,918	238,466	238,466	754,444	448,541
<b>Total Transfer Out</b>	<b>3,026,918</b>	<b>263,466</b>	<b>263,466</b>	<b>754,444</b>	<b>448,541</b>
<b>Total Expenditures</b>	<b>3,057,480</b>	<b>338,466</b>	<b>2,795,116</b>	<b>2,144,383</b>	<b>1,749,541</b>
<b>Net Revenue (Expenditures)</b>	<b>465</b>	<b>187,669</b>	<b>(2,268,981)</b>	<b>(5,676)</b>	<b>65,000</b>
<b>Ending Restricted Fund Balance</b>	<b>\$ 6,801</b>	<b>\$ 194,470</b>	<b>\$ (2,262,180)</b>	<b>\$ 1,124</b>	<b>\$ 66,124</b>

The Grant Fund is a special revenue fund reported in the governmental funds category for financial reporting purposes. It is used to account for grant money received and spent. Revenues and expenditures are not budgeted until grants have been awarded. Revenues are recorded as "unearned revenue" until funds are expended. This fact, along with the unpredictable nature of grants accounts for the fluctuation in fund balance, including the more than 10% change from FY2023 to FY2024. Expenses related to large projects are allocated in the City's CIP Funds. Grant revenues allocated to these projects are transferred from the Grant Fund to CIP.



# GRANT FUND -AMERICAN RESCUE PLAN ACT

The American Rescue Plan Act (ARPA) was signed into law March of 2021 funding \$1.9 trillion to assist in mitigating the devastating economic and health impacts that resulted from the COVID-19 pandemic. Coronavirus State and Local Fiscal Recovery Funds are part of ARPA and are meant to speed up the country's recovery from the economic and health effects of the COVID-19 pandemic by distributing \$350 billion to State, Local and Tribal governments.

In May of 2021, funds began to be distributed and the U.S. Treasury Department released the Interim Final Rule to provide broad guidance for the use of these funds as well as reporting requirements. The Final Rule was released in January of 2022, giving recipients considerably more flexibility than the Interim Final Rule. The Treasury's Final Rule lists a few broad categories with which to use the ARPA funds:

Replace lost revenue

- Address negative economic impacts caused by the pandemic
- Support COVID-19 public health and economic response efforts
- Provide premium pay for eligible workers performing essential work
- Investments in water, sewer and broadband infrastructure

Additionally, the Final Rule includes a standard allowance of \$10 million of assumed revenue loss that can be used for government services. Government services include any work or service that the government would normally provide. Local governments **cannot** use these funds to:

- Offset a reduction in net tax revenue
- Pay debt service
- Satisfy a settlement of judgement
- Contribute to rainy day funds, or
- Contribute extraordinary contributions to a pension fund for the purpose of reducing an accrued or unfunded liability

The City of Kerrville received a total of \$5,897,540 in ARPA funds from the U.S. Department of Treasury. The first tranche was received in August 2021 and the second tranche was received September 2022.

The first tranche of ARPA funds, \$2.9 million, was spent to replace the Public Safety radio communication system. In addressing citizen calls during the pandemic, first responder efforts were complicated due to communication issues as a result of failing equipment. The aged and deteriorating radio system has caused additional strains and stress on the efforts of Kerrville Police, Fire, and EMS divisions. By replacing the radio communications system, Police, Fire, and EMS first responders may effectively serve citizen needs.

An allotment of the second tranche, \$441,854, was distributed to fund a portion of the Police Body Worn Camera project, not covered by other grant funds. Remaining ARPA funds will be allocated to replace approximately \$1.3 million in Police vehicles and \$1.1 million in EMS vehicles and equipment.

ARPA funding must be obligated by the end of calendar year 2024 and expended by the end of calendar year 2026.

# INSURANCE RESERVE FUND

		FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
<b>Beginning Committed Fund Balance</b>	\$	238,494	\$ 226,512	\$ 226,512	\$ 226,512	\$ 259,662

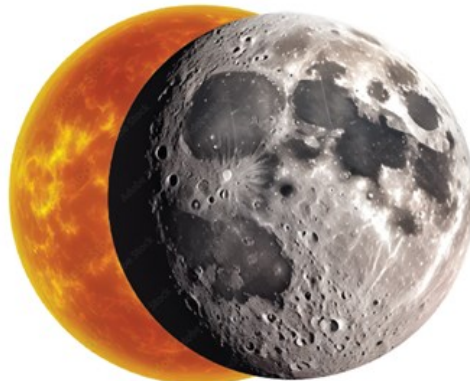
<b>Revenues</b>						
Reimbursement - Vehicle/Equipment		27,474	30,000	30,000	99,141	40,000
Reimbursement - Building/Structure		114,226	70,000	70,000	71,799	110,000
Interest Revenue		1,569	2,150	2,150	6,693	3,846
<b>Total Interest and Miscellaneous</b>		<b>143,268</b>	<b>102,150</b>	<b>102,150</b>	<b>177,633</b>	<b>153,846</b>
<b>Total Revenues</b>		<b>143,268</b>	<b>102,150</b>	<b>102,150</b>	<b>177,633</b>	<b>153,846</b>

<b>Expenditures</b>						
Building, Structure, Land Maintenance		97,183	102,150	102,150	97,049	45,000
Vehicle		23,635	-	-	29,082	35,000
<b>Total Maintenance and Repairs</b>		<b>120,818</b>	<b>102,150</b>	<b>102,150</b>	<b>126,131</b>	<b>80,000</b>
Professional Services		-	-	-	-	1,000
<b>Total Services</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000</b>
Other		1,072	-	-	-	5,000
<b>Total Services</b>		<b>1,072</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>
Transfer to Asset Replacement		33,360	-	-	-	-
<b>Total Transfers Out</b>		<b>33,360</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Building and Structures		-	-	-	18,352.00	60,000
Machinery, Tools and Equipment		-	-	-	-	7,250
<b>Total Capital Outlay</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>18,352</b>	<b>67,250</b>
<b>Total Expenditures</b>		<b>155,251</b>	<b>102,150</b>	<b>102,150</b>	<b>144,484</b>	<b>153,250</b>

<b>Net Revenue (Expenditures)</b>		<b>(11,982)</b>	<b>-</b>	<b>-</b>	<b>33,150</b>	<b>596</b>
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<b>Ending Committed Fund Balance</b>	\$	226,512	\$ 226,512	\$ 226,512	\$ 259,662	\$ 260,258
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The Insurance Reserve Fund is a governmental type fund 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.



# TIRZ #1 FUND

	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimate	FY2024 Budget
<b>Beginning Restricted Fund Balance</b>	<b>\$ 58,605</b>	<b>\$ 110,255</b>	<b>\$ 110,255</b>	<b>\$ 110,255</b>	<b>\$ 327,985</b>
<b>Revenues</b>					
Property Tax	51,112	280,000	280,000	302,040	338,411
<b>Total Tax Revenue</b>	<b>51,112</b>	<b>280,000</b>	<b>280,000</b>	<b>302,040</b>	<b>338,411</b>
Interest Revenue	538	1,000	1,000	8,190	4,210
<b>Total Interest and Miscellaneous</b>	<b>538</b>	<b>1,000</b>	<b>1,000</b>	<b>8,190</b>	<b>4,210</b>
<b>Total Revenues</b>	<b>51,650</b>	<b>281,000</b>	<b>281,000</b>	<b>310,230</b>	<b>342,621</b>
<b>Expenditures</b>					
Project Contribution	-	-	-	40,000	-
Transfer Out - General Capital Projects	-	-	-	52,500	-
<b>Total Transfer Out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>52,500</b>	<b>-</b>
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>92,500</b>	<b>-</b>
<b>Net Revenue (Expenditures)</b>	<b>51,650</b>	<b>281,000</b>	<b>281,000</b>	<b>217,730</b>	<b>342,621</b>
<b>Ending Restricted Fund Balance</b>	<b>\$ 110,255</b>	<b>\$ 391,256</b>	<b>\$ 391,254</b>	<b>\$ 327,985</b>	<b>\$ 670,606</b>

The 2018 Ordinance establishing a Tax Increment Reinvestment Zone (TIRZ) created the downtown area TIRZ #1. A separate TIRZ Board, that meets at least annually, governs TIRZ spending. The TIRZ #1 Fund is a special revenue fund in the governmental funds category for financial reporting purposes. All property tax collected from properties within the TIRZ geographical area in excess of the base year (2018) is considered TIRZ increment revenue. These proceeds must be used for allowable projects in the TIRZ #1 zone.

This fund does not have a minimum fund balance requirement and the fund balance fluctuates greatly year-to-year depending on expenditures of the fund along with changing revenues based on property valuations, new development, and exemption status. The FY2024 fund balance is projected to be more than 10% higher than FY2023 ending fund balance because the fund has no budgeted expenses.







LOOKING  
UP



# ECONOMIC IMPROVEMENT CORPORATION

The Development Corporation Act of 1979, article 5190.6 Vernon's Civil Statutes, Section 4B gives cities the ability to finance new and expanded business enterprises in their local communities through Economic Development Corporations (EDC).

The Local Government Code authorizes Type B EDCs to adopt a sales tax to fund the corporations and finance projects that benefit and accomplish public purposes including, but not limited to; the promotion and development of industrial and manufacturing enterprise to promote and encourage employment and the public welfare, financing the acquisition, construction, and/or the maintenance and operating costs of any "Project" (as defined in Section 4B of the Act). This includes direct contributions to business development such as increasing the amount of primary local jobs, quality of life projects, and the participation in public infrastructure projects.



**Economic Improvement Corporation members pictured left to right: Celeste Hamman, Gary Cochrane Vice President, Greg Appel, Kyle Bond GO Team Representative, John Anderson KEDC Representative, Joe Herring, Jr. Councilmember Place 3, and Kim Clarkson President**

Economic Improvement Corporation meetings are held on the third Monday of each month at 4:00 p.m. in the Council Chambers at City Hall (with some variation during the holidays). These meetings are open to the public and citizen input is welcome. To watch the Economic Improvement Corporation meetings live or to view past recordings go to: [www.kerrvilletx.gov/1378/Watch](http://www.kerrvilletx.gov/1378/Watch).

# ECONOMIC IMPROVEMENT CORPORATION

	FY2022 Actual	FY2023 Original Budget	FY2023 Current Budget	FY2023 Estimated	FY2024 Budget
<b>Beginning Fund Balance</b>	<b>\$ 3,524,647</b>	<b>\$ 6,431,248</b>	<b>\$ 6,431,248</b>	<b>\$ 6,431,248</b>	<b>\$ 8,971,367</b>
<b>Revenues</b>					
Sales Tax	4,864,636	5,262,270	5,262,270	5,043,221	5,262,270
<b>Total Tax Revenue</b>	<b>4,864,636</b>	<b>5,262,270</b>	<b>5,262,270</b>	<b>5,043,221</b>	<b>5,262,270</b>
Interest Revenue	39,761	28,373	28,373	313,084	161,000
<b>Total Interest and Miscellaneous</b>	<b>39,761</b>	<b>28,373</b>	<b>28,373</b>	<b>313,084</b>	<b>161,000</b>
Transfer In - Gen Capital Projects	-	-	-	44,273	-
<b>Total Transfer In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>44,273</b>	<b>-</b>
<b>Total Revenues</b>	<b>4,904,397</b>	<b>5,290,643</b>	<b>5,290,643</b>	<b>5,400,578</b>	<b>5,423,270</b>
<b>Expenditures</b>					
Training	-	-	-	-	10,000
Local Meeting Expense	64	200	200	-	200
<b>Total Supplies and Materials</b>	<b>64</b>	<b>200</b>	<b>200</b>	<b>-</b>	<b>10,200</b>
Office Supplies	50	150	150	-	150
<b>Total Supplies and Materials</b>	<b>50</b>	<b>150</b>	<b>150</b>	<b>-</b>	<b>150</b>
Professional Services	195,000	200,000	200,000	203,000	205,000
Legal Services	694	10,000	10,000	600	10,000
<b>Total Services</b>	<b>195,694</b>	<b>210,000</b>	<b>210,000</b>	<b>203,600</b>	<b>215,000</b>
Kerr Economic Development Corp	312,500	312,500	312,500	312,500	343,750
Debt Service	1,089,369	1,085,141	1,085,141	1,085,141	1,090,706
Project Contribution	400,000	1,142,233	1,142,233	910,579	800,000
Other Charges	120	300	300	50	300
<b>Total Other Expenses</b>	<b>1,801,989</b>	<b>2,540,174</b>	<b>2,540,174</b>	<b>2,308,270</b>	<b>2,234,756</b>
Transfer Out General Capital Projects	-	-	-	657,800	700,000
Transfer Out Water Capital Projects	-	-	-	-	600,000
<b>Transfer Out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>657,800</b>	<b>1,300,000</b>
<b>Total Expenditures</b>	<b>1,997,796</b>	<b>2,750,524</b>	<b>2,750,524</b>	<b>3,169,670</b>	<b>3,760,106</b>
<b>Net Revenue (Expenditures)</b>	<b>2,906,600</b>	<b>2,540,120</b>	<b>2,540,119</b>	<b>2,230,908</b>	<b>1,663,164</b>
<b>Ending Fund Balance</b>	<b>\$ 6,431,248</b>	<b>\$ 8,971,367</b>	<b>\$ 8,971,367</b>	<b>\$ 8,662,156</b>	<b>\$ 10,634,531</b>

The Economic Improvement Corporation (EIC) Fund is a fiduciary fund that is a component unit of the City. GASB Statement No. 14 defines component units as legally separate organizations for which the elected officials of the primary government are financially accountable. 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 approves the budget before it is adopted by the City Council. The EIC Board contracts with the City to provide administrative services such as accounting, legal, secretarial, and project management.

Since the creation of EIC in 1995, the EIC has committed funds towards several projects totaling more than \$61 million as of 09/30/2023. The projects that EIC has committed funding towards are listed on the following pages.



# ECONOMIC IMPROVEMENT CORPORATION

EIC Projects 1999 - Present		
Project Name	Fiscal Year	Total Funding
Airport Commerce Park/Sewer	1999	1,294,374
Library Improvements	2000	37,349
Relocate Blackwell Fire Station	2000	96,283
Loop 534 Water/Sewer	2000	472,306
GIS System	2001	161,958
Creek Easement Acquisition	2001	20,419
Fire Pumper Apparatus	2001	350,378
Communication Equipment KPD	2001	196,243
Terminal Building	2002	1,046,066
Holdsworth Drive	2003	4,491,208
Main Street Extension (SU)	2003	1,800,000
Broadway Utility Relocation	2004	482,740
EMS Ambulance	2004	143,665
Legion Hills Infrastructure	2004	520,917
Golf Course Irrigation	2005	37,559
Town Creek Sanitary System	2005	1,125,827
ASR Well #3	2006	378,505
Hill Country Shooting Center	2006	1,295,585
Airport Water Tower Demolition	2006	19,797
River Star Park Pavilion	2006	127,000
Kerrville Skate Park	2006	137,546
Harper Road Utility Extension	2006	2,844,149
KEDF - Consulting	2007	84,750
Schreiner University	2008	750,000
Salvation Army Center	2008	490,527
Tivy Education Center	2009	300,000
Workforce Solutions	2009	108,394
KEDF - USO	2010	210,627
Habitat for Humanity (Jennings)	2010	418,000
Hill Country Home Opportunity	2011	250,000
Commercial Improvement Pilot	2011	20,000
Kerrville River Trail (Series 2011A Debt)	2011	6,000,000
Kerrville River Trail (Series 2012 Debt)	2011	2,600,000
Harper Road Utilities #2	2012	641,737
Fox Tank	2012	450,000
Downtown Utilities	2012	300,000

# ECONOMIC IMPROVEMENT CORPORATION

EIC Projects 1999 - Present		
Project Name	Fiscal Year	Total Funding
Golf Course Improvements	2013	518,568
Hill Country Jr. Livestock Assn	2013	149,703
Kerr Fest	2013	10,500
Folk Festival	2013	8,415
Texas Arts & Crafts Fair	2013	15,500
Quilt Show	2013	1,000
Playhouse 2000	2013	113,469
Cailloux Theater Lighting	2013	149,379
4th on the River	2013	22,077
Downtown Streetscape	2014	565,100
Hill Country Wine and Brew Fest	2014	16,490
Habitat for Humanity	2014	375,000
Cailloux Theater Expansion	2015	850,000
Kerrville Sports Complex (Series 2015 Debt)	2015	9,000,000
James Avery Expansion	2015	1,200,000
Special (Community) Events	2015	191,165
Distribution Lines	2017	3,000,000
Olympic Pool Aquatics Feasibility	2017	100,000
Kerrville Tennis Center	2017	1,750,000
Legion Lift Station	2018	2,000,000
Thompson Drive Infrastructure	2018	850,000
Hobby Lobby/Econolodge	2018	375,000
Schreiner University River Trail Extension	2019	1,500,000
Olympic Drive Extension	2019	1,050,000
Arcadia Theater	2019	600,000
Kerrville-Kerr County Airport Improvements	2019	132,767
Doyle Community Center	2020	650,000
Killdeer Mountain Manufacturing	2020	2,069,422
Downtown River Trail Concept	2021	50,000
Tranquility Island Electrical Infrastructure	2021	100,000
Arcadia Live	2022	400,000
Sid Peterson Memorial Hospital	2022	1,600,000
Outdoor Fitness Court	2023	100,000
Downtown Utilities/Streetscape	2023	400,000
Downtown River Trail	2023	1,020,280
Travis Street Pump Station Improvements	2023	750,000

**Total Active/Completed and Committed: \$ 61,387,742**

# APPENDIX

Note: The City of Kerrville adopts one budget document, annually, which includes any changes to personnel, policies, fees, etc. Any changes to prior year policies or fees are indicated in red type throughout the policy and fee sections of the Appendix.



# BUDGET & TAX ORDINANCE



# BUDGET ORDINANCE

## CITY OF KERRVILLE, TEXAS ORDINANCE NO. 2023-25

### **AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF KERRVILLE, TEXAS, FISCAL YEAR 2024; PROVIDING APPROPRIATIONS FOR EACH CITY DEPARTMENT AND FUND; CONTAINING A CUMULATIVE CLAUSE; AND CONTAINING A SAVINGS AND SEVERABILITY CLAUSE**

**WHEREAS**, in accordance with Sections 8.01 and 8.03 of the City Charter and Section 102.005 of the Texas Local Government Code, the City Manager, on or before July 31, 2023, prepared and filed with the City Secretary and had placed on the City's website, a proposed budget for the City of Kerrville, Texas, for the fiscal year beginning October 1, 2023, and ending September 30, 2024 (sometimes referred to as "Fiscal Year 2024" or "FY2024"); and

**WHEREAS**, in accordance with Section 8.03 of the City Charter and Sections 102.006 and 102.065 of the Texas Local Government Code, and after providing the required public notice in the City's official newspaper not less than ten days prior to the date of the public hearing, a public hearing was duly held on September 12, 2023, at the time and place set forth in the public notice, said date being more than fifteen days subsequent to the filing of the proposed budget by the City Manager, at which all interested persons were given an opportunity to be heard for or against any item within the proposed budget; and

**WHEREAS**, after due deliberation, study, and consideration of the proposed budget, to include the opportunity of making any amendments to the budget proposed by the City Manager that City Council has determined are (1) warranted by law or (2) in the best interest of the taxpayers of the City, City Council is of the opinion that the Official Budget for the Fiscal Year 2024, with any such amendments described and discussed, should be approved and adopted, in accordance with Section 8.05 of the City Charter and Section 102.007 of the Texas Local Government Code;

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

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

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



# BUDGET ORDINANCE

for the Fiscal Year 2024, in accordance with Section 8.04 of the City Charter and Chapter 102 of the Texas Local Government Code.

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

- Financial Management Policy
- Investment Policy
- Purchasing Policy
- Real Estate Policy
- Travel Policy
- Fee Schedule

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

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

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

**FIRST READING:**

**[1<sup>ST</sup> MOTION TO STATE AS FOLLOWS: *Motion to approve Ordinance No. 2023-25 to adopt the City's budget for Fiscal Year 2024 on 1<sup>st</sup> reading.*]**

# BUDGET ORDINANCE

City Secretary to take record vote as follows:

	YES	NO
Judy Eychner, Mayor	<u>X</u>	<u>  </u>
Roman Garcia, Place 1	<u>  </u>	<u>X</u>
Jeff Harris, Place 2	<u>X</u>	<u>  </u>
Joe Herring, Jr., Place 3	<u>X</u>	<u>  </u>
Brenda Hughes, Place 4	<u>X</u>	<u>  </u>

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

PASSED AND APPROVED ON FIRST READING, this the 12 day of SEPTEMBER A.D., 2023.

## SECOND READING:

[1<sup>ST</sup> MOTION TO STATE AS FOLLOWS: *Motion to approve Ordinance No. 2023-25 to adopt the City's budget for Fiscal Year 2024 on 2<sup>nd</sup> reading.*]

City Secretary to take record vote as follows:

	YES	NO
Judy Eychner, Mayor	<u>X</u>	<u>  </u>
Roman Garcia, Place 1	<u>  </u>	<u>X</u>
Jeff Harris, Place 2	<u>X</u>	<u>  </u>
Joe Herring, Jr., Place 3	<u>X</u>	<u>  </u>
Brenda Hughes, Place 4	<u>X</u>	<u>  </u>

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

PASSED AND APPROVED ON SECOND AND FINAL READING, this the 26 day of SEPTEMBER, A.D., 2023.

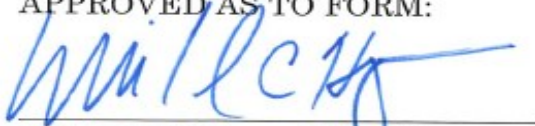
  
Judy Eychner, Mayor

# BUDGET ORDINANCE

ATTEST:

  
Shelley McElhannon, City Secretary

APPROVED AS TO FORM:

  
Michael C. Hayes, City Attorney

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# TAX ORDINANCE

## CITY OF KERRVILLE, TEXAS ORDINANCE NO. 2023-26

**AN ORDINANCE LEVYING AN AD VALOREM (PROPERTY) TAX FOR THE USE AND THE SUPPORT OF THE MUNICIPAL GOVERNMENT FOR THE CITY OF KERRVILLE, TEXAS, FOR FISCAL YEAR 2024; APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; AND PROVIDING WHEN TAXES SHALL BECOME DUE AND WHEN SAME SHALL BECOME DELINQUENT IF NOT PAID**

**WHEREAS**, City Council finds that an ad valorem (property) tax must be levied to provide for expenses and improvements for the City of Kerrville, Texas, during Fiscal Year 2024 (Oct. 1, 2023-Sept. 30, 2024); and

**WHEREAS**, City Council further finds that an ad valorem tax must be levied to provide for the payment of principal and interest on outstanding debt maturing in Fiscal Year 2024; and

**WHEREAS**, after due deliberation, study, and consideration of the proposed tax rate for Fiscal Year 2024, 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 2024, a tax of **\$0.5595** on each one hundred dollars (\$100.00) valuation of all property, comprising real, personal, and mixed, within the corporate limits of the City subject to taxation, for the specific purposes herein set forth:

**A.** For current expenditures of the City and for the general improvement, use, and support of the City and its property (i.e., expenditures for maintenance and operations), there is hereby levied and ordered to be assessed and collected for the Fiscal Year 2024 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 **\$0.4185** on each one hundred dollars (\$100.00) valuation of such property.

**B.** For the purpose of paying principal and interest and providing payments into various debt service funds for each issue of tax supported debt, there is hereby levied and ordered to be assessed and collected for the Fiscal Year 2024



# TAX ORDINANCE

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 **\$0.1410** on each one hundred dollars (\$100.00) valuation of such property.

**SECTION TWO.** The ad valorem taxes levied are due on October 1, 2023, and may be paid up to and including January 31, 2024, without penalty, but if not paid, such taxes are delinquent on February 1, 2024; 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, 2023, and the remaining one-half is paid before July 1, 2024.

**SECTION THREE.** No discounts are authorized on property tax payments made prior to January 31, 2024.

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

**SECTION FIVE. THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE\* WILL EFFECTIVELY BE RAISED BY 2.98% AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$12.10.**

(\*NOTE: the language above complies with state law (§26.05(b)(1)-(2), Tax Code); however, while the City's 2023 tax rate will raise more taxes for maintenance and operations, the City is *lowering* its overall tax rate.)

## **FIRST READING:**

**[MOTION TO STATE AS FOLLOWS: *Motion to approve Ordinance No. 2023-26 and that the property tax rate be increased by the adoption of a tax rate of \$0.5595, which is effectively a 2.98% percent increase in the tax rate.*]**

# TAX ORDINANCE

City Secretary to take record vote as follows:

	YES	NO
Judy Eychner, Mayor	<u>X</u>	_____
Roman Garcia, Place 1	<u>X</u>	_____
Jeff Harris, Place 2	<u>X</u>	_____
Joe Herring, Jr., Place 3	<u>X</u>	_____
Brenda Hughes, Place 4	<u>X</u>	_____

PASSED AND APPROVED ON FIRST READING, this the 12 day of SEPTEMBER, A.D., 2023.

## SECOND READING:

[MOTION TO STATE AS FOLLOWS: *Motion to approve Ordinance No. 2023-26 and that the property tax rate be increased by the adoption of a tax rate of \$0.5595, which is effectively a 2.98% percent increase in the tax rate.*]


City Secretary to take record vote as follows:

	YES	NO
Judy Eychner, Mayor	<u>X</u>	_____
Roman Garcia, Place 1	<u>X</u>	_____
Jeff Harris, Place 2	<u>X</u>	_____
Joe Herring, Jr., Place 3	<u>X</u>	_____
Brenda Hughes, Place 4	<u>X</u>	_____

PASSED AND APPROVED ON SECOND AND FINAL READING, this the 26 day of SEPTEMBER, A.D., 2023.

APPROVED AS TO FORM:

  
Michael C. Hayes, City Attorney

  
Judy Eychner, Mayor

ATTEST:

  
Shelley McElhannon, City Secretary



# PERSONNEL SCHEDULES

# FULL TIME EMPLOYEES (FTE)

## BY DEPARTMENT

Department	FY2020	FY2021	FY2022	FY2023	FY2024
<b>General Fund Personnel Count</b>					
City Secretary	3	3	3	2	2
City Attorney	1	1.5	2	2	2
City Administration	5	4.25	4.25	4	4
Human Resources	4	4	4	3	4
Finance	5	4	4	5	5
Information Technology	7	5.25	6	6	6
Public Information Office	0	2	2	2	2
Municipal Court	6	5	5	5	5
Office of Innovation	0	0	0	0.25	0.25
Economic Development	0	0	0	2	2
Police	72	72	72	77	78
Fire	48	48	48	78	78
Emergency Management	1	1	1	1	1
Fire Marshal	2	2	2	2	2
EMS	26	26	27	0	0
Kerrville-Schreiner Park	8	8	8	8	8
Parks Maintenance	21	19.25	21	21.5	22
Sports Complex	6	6	6	6	6
Recreation	2	2	2	2	2
Community Events	1	1	1	1	1
Golf	7	7	7	6	6.5
Engineering	6	5.25	6	6	6
Streets	18	17.5	18.5	18	18
Solid Waste	1	1	1	1	1
Library	9	9	9	9	9
General Operations	1	0	0	0	0
<b>Total General Fund</b>	<b>260</b>	<b>254</b>	<b>259.75</b>	<b>267.75</b>	<b>270.75</b>
<b>Development Services Fund Personnel Count</b>					
Planning	2	3	3	3	3
Building Services	6	5	5.5	5.5	5.5
Code Compliance	2	2	2	2	2
<b>Total Development Services Fund</b>	<b>10</b>	<b>10</b>	<b>10.50</b>	<b>10.50</b>	<b>10.50</b>
<b>Water Fund Personnel Count</b>					
Utility Billing	8	8	8	8	8
Water Production	13	13	13	14	14.5
Water Distribution	10	10	10	10	10
Water Reclamation	9	9	9	9	9
Wastewater Collection	6.0	6.0	6.0	6.5	7
Utility Lab	4	4	4	4	4
<b>Total Water Fund</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>51.50</b>	<b>52.50</b>
<b>Garage Fund Personnel Count</b>					
Garage	5	5.25	5.25	5.25	5.25
<b>Total Garage Fund</b>	<b>5</b>	<b>5.25</b>	<b>5.25</b>	<b>5.25</b>	<b>5.25</b>
<b>Total City FTEs</b>	<b>325</b>	<b>319.25</b>	<b>325.50</b>	<b>335</b>	<b>339</b>

# GENERAL GOVERNMENT PAY PLAN

City of Kerrville						
FY2024 General Government Pay Plan - Effective 10/1/2023						
Pay Grade	Position Title	FLSA	Min	Mid	Max	Hourly Min
21	Accounting Assistant - (PT)	NE	\$32,136	\$40,170	\$48,204	\$15.45
21	Building Maintenance Worker/Custodian	NE	\$32,136	\$40,170	\$48,204	\$15.45
21	City Hall Receptionist	NE	\$32,136	\$40,170	\$48,204	\$15.45
21	Duty Desk Clerk (PT)	NE	\$32,136	\$40,170	\$48,204	\$15.45
21	Library Clerk	NE	\$32,136	\$40,170	\$48,204	\$15.45
21	Library Clerk (PT/19)	NE	\$32,136	\$40,170	\$48,204	\$15.45
21	Pro Shop Attendant (PT/15)	NE	\$32,136	\$40,170	\$48,204	\$15.45
21	Pro Shop Attendant (PT/20)	NE	\$32,136	\$40,170	\$48,204	\$15.45
22	Maintenance Worker - Golf	NE	\$32,749	\$40,936	\$49,123	\$15.74
22	Maintenance Worker - Kerrville Schreiner Park	NE	\$32,749	\$40,936	\$49,123	\$15.74
22	Maintenance Worker - Parks	NE	\$32,749	\$40,936	\$49,123	\$15.74
22	Maintenance Worker - Sports Complex	NE	\$32,749	\$40,936	\$49,123	\$15.74
22	Office Clerk - Kerrville Schreiner Park	NE	\$32,749	\$40,936	\$49,123	\$15.74
22	Utility Clerk	NE	\$32,749	\$40,936	\$49,123	\$15.74
23	EMS Assistant	NE	\$34,370	\$42,963	\$51,555	\$16.52
23	Laboratory Assistant	NE	\$34,370	\$42,963	\$51,555	\$16.52
23	Library Assistant	NE	\$34,370	\$42,963	\$51,555	\$16.52
23	Pretreatment Technician - LAB	NE	\$34,370	\$42,963	\$51,555	\$16.52
24	Administrative Records Clerk	NE	\$36,081	\$45,101	\$54,121	\$17.35
24	Equipment Operator - Golf Maintenance	NE	\$36,081	\$45,101	\$54,121	\$17.35
24	Equipment Operator - Parks Maintenance	NE	\$36,081	\$45,101	\$54,121	\$17.35
24	Equipment Operator - ROW Mowing & Drainage	NE	\$36,081	\$45,101	\$54,121	\$17.35
24	Equipment Operator - Sports Complex	NE	\$36,081	\$45,101	\$54,121	\$17.35
24	Light Equipment Operator - Streets	NE	\$36,081	\$45,101	\$54,121	\$17.35
24	Maintenance Specialist - Solid Waste	NE	\$36,081	\$45,101	\$54,121	\$17.35
24	Meter Technician	NE	\$36,081	\$45,101	\$54,121	\$17.35
24	Municipal Court Deputy Clerk	NE	\$36,081	\$45,101	\$54,121	\$17.35
24	Permit Technician	NE	\$36,081	\$45,101	\$54,121	\$17.35
24	Water Distribution Utility Worker I	NE	\$36,081	\$45,101	\$54,121	\$17.35
25	Accounting Specialist	NE	\$37,881	\$47,352	\$56,822	\$18.21
25	Accounts Payable Specialist	NE	\$37,881	\$47,352	\$56,822	\$18.21
25	Administrative Assistant - Planning	NE	\$37,881	\$47,352	\$56,822	\$18.21
25	Property & Evidence Specialist	NE	\$37,881	\$47,352	\$56,822	\$18.21
25	Public Works Specialist	NE	\$37,881	\$47,352	\$56,822	\$18.21

# GENERAL GOVERNMENT PAY PLAN

City of Kerrville						
FY2024 General Government Pay Plan - Continued						
Pay Grade	Position Title	FLSA	Min	Mid	Max	Hourly Min
26	Vehicle & Equipment Mechanic/Technician	NE	\$39,771	\$49,714	\$59,657	\$19.12
26	Wastewater Collections Operator I	NE	\$39,771	\$49,714	\$59,657	\$19.12
26	Water Production Operator I	NE	\$39,771	\$49,714	\$59,657	\$19.12
26	Water Reclamation Operator I	NE	\$39,771	\$49,714	\$59,657	\$19.12
27	Crew Leader - Building Maintenance/Custodians	NE	\$41,752	\$52,190	\$62,628	\$20.07
27	Crew Leader - Downtown Parks	NE	\$41,752	\$52,190	\$62,628	\$20.07
27	Crew Leader - Golf	NE	\$41,752	\$52,190	\$62,628	\$20.07
27	Crew Leader - Kerrville Schreiner Park	NE	\$41,752	\$52,190	\$62,628	\$20.07
27	Crew Leader - Parks	NE	\$41,752	\$52,190	\$62,628	\$20.07
27	Crew Leader - ROW Mowing & Drainage	NE	\$41,752	\$52,190	\$62,628	\$20.07
27	Human Resources Assistant	NE	\$41,752	\$52,190	\$62,628	\$20.07
28	Administrative Specialist - Investigations	NE	\$43,823	\$54,779	\$65,735	\$21.07
28	Heavy Equipment Operator - Streets	NE	\$43,823	\$54,779	\$65,735	\$21.07
28	Laboratory Analyst	NE	\$43,823	\$54,779	\$65,735	\$21.07
28	Recreation Coordinator	NE	\$43,823	\$54,779	\$65,735	\$21.07
28	Sports Complex Supervisor	NE	\$43,823	\$54,779	\$65,735	\$21.07
28	Tourism & Event Coordinator	NE	\$43,823	\$54,779	\$65,735	\$21.07
28	Traffic Controls Technician	NE	\$43,823	\$54,779	\$65,735	\$21.07
28	Wastewater Collections Operator II	NE	\$43,823	\$54,779	\$65,735	\$21.07
28	Water Distribution Utility Worker II	NE	\$43,823	\$54,779	\$65,735	\$21.07
28	Water Production Maintenance Technician	NE	\$43,823	\$54,779	\$65,735	\$21.07
28	Water Production Operator II	NE	\$43,823	\$54,779	\$65,735	\$21.07
28	Water Production Specialist	NE	\$43,823	\$54,779	\$65,735	\$21.07
28	Water Reclamation Maintenance Technician	NE	\$43,823	\$54,779	\$65,735	\$21.07
28	Water Reclamation Operator II	NE	\$43,823	\$54,779	\$65,735	\$21.07
28	Water Reclamation Technician	NE	\$43,823	\$54,779	\$65,735	\$21.07
29	Asst Superintendent of Parks Operations & Facilities	NE	\$46,006	\$57,507	\$69,009	\$22.12
29	Building Inspector	NE	\$46,006	\$57,507	\$69,009	\$22.12
29	Construction Inspector	NE	\$46,006	\$57,507	\$69,009	\$22.12
29	Crew Leader - Streets	NE	\$46,006	\$57,507	\$69,009	\$22.12
29	Crew Leader - Water Distribution	NE	\$46,006	\$57,507	\$69,009	\$22.12
29	Crew Leader - Wastewater Collections	NE	\$46,006	\$57,507	\$69,009	\$22.12
29	Executive Assistant - Fire	NE	\$46,006	\$57,507	\$69,009	\$22.12
29	Executive Assistant - Police	NE	\$46,006	\$57,507	\$69,009	\$22.12
29	Inventory Control Analyst	NE	\$46,006	\$57,507	\$69,009	\$22.12
29	Investigative Analyst	NE	\$46,006	\$57,507	\$69,009	\$22.12
29	Lead Technician - Garage	NE	\$46,006	\$57,507	\$69,009	\$22.12

# GENERAL GOVERNMENT PAY PLAN

City of Kerrville						
FY2024 General Government Pay Plan - Continued						
Pay Grade	Position Title	FLSA	Min	Mid	Max	Hourly Min
30	Administrative Records Supervisor - Police	NE	\$48,302	\$60,377	\$72,453	\$23.22
30	Deputy City Secretary	NE	\$48,302	\$60,377	\$72,453	\$23.22
30	Golf Course Maintenance Superintendent	E	\$48,302	\$60,377	\$72,453	\$23.22
30	Golf Pro Shop Manager	E	\$48,302	\$60,377	\$72,453	\$23.22
30	Health Specialist	NE	\$48,302	\$60,377	\$72,453	\$23.22
30	Office Manager - Kerrville Schreiner Park	E	\$48,302	\$60,377	\$72,453	\$23.22
30	Technical Support Analyst	NE	\$48,302	\$60,377	\$72,453	\$23.22
31	Assistant Municipal Court Administrator *	E	\$50,711	\$63,389	\$76,067	\$24.38
31	City Marshal	NE	\$50,711	\$63,389	\$76,067	\$24.38
31	Customer Service Supervisor	E	\$50,711	\$63,389	\$76,067	\$24.38
31	Garage Supervisor	E	\$50,711	\$63,389	\$76,067	\$24.38
31	Garage/Purchasing Coordinator	E	\$50,711	\$63,389	\$76,067	\$24.38
31	Human Resources Analyst	NE	\$50,711	\$63,389	\$76,067	\$24.38
31	Meter Technician Supervisor	E	\$50,711	\$63,389	\$76,067	\$24.38
31	Multimedia Coordinator	E	\$50,711	\$63,389	\$76,067	\$24.38
31	Senior Inspector	NE	\$50,711	\$63,389	\$76,067	\$24.38
32	Assistant Street Division Manager *	E	\$53,231	\$66,539	\$79,847	\$25.59
32	Assistant Wastewater Collections Superintendent	NE	\$53,231	\$66,539	\$79,847	\$25.59
32	Assistant Water Distribution Superintendent	NE	\$53,231	\$66,539	\$79,847	\$25.59
32	Executive Office Coordinator	E	\$53,231	\$66,539	\$79,847	\$25.59
32	Laboratory Manager *	E	\$53,231	\$66,539	\$79,847	\$25.59
32	Water Production Chief Operator	NE	\$53,231	\$66,539	\$79,847	\$25.59
32	Water Reclamation Chief Operator	NE	\$53,231	\$66,539	\$79,847	\$25.59
33	Librarian - Patron Services	E	\$55,888	\$69,860	\$83,832	\$26.87
33	Librarian - Reference Services	E	\$55,888	\$69,860	\$83,832	\$26.87
33	Librarian - Youth Services	E	\$55,888	\$69,860	\$83,832	\$26.87
33	Recreation Manager	E	\$55,888	\$69,860	\$83,832	\$26.87
33	Senior Management Analyst	E	\$55,888	\$69,860	\$83,832	\$26.87
34	Engineering Project Manager	E	\$58,678	\$73,348	\$88,017	\$28.21
34	Finance Administrator *	E	\$58,678	\$73,348	\$88,017	\$28.21
34	Finance Compliance Coordinator *	E	\$58,678	\$73,348	\$88,017	\$28.21
34	Neighborhood Enhancement/Code Enforcement Manager	E	\$58,678	\$73,348	\$88,017	\$28.21
35	GIS Administrator	E	\$61,604	\$77,005	\$92,406	\$29.62
35	"Interim" Chief Building Official	E	\$61,604	\$77,005	\$92,406	\$29.62
35	Public Safety Communications Manager	E	\$61,604	\$77,005	\$92,406	\$29.62
35	Senior Planner	E	\$61,604	\$77,005	\$92,406	\$29.62
35	Parks Maintenance & Facilities Manager *	E	\$61,604	\$77,005	\$92,406	\$29.62
35	Systems Administrator	E	\$61,604	\$77,005	\$92,406	\$29.62

# GENERAL GOVERNMENT PAY PLAN

City of Kerrville						
FY2024 General Government Pay Plan - Continued						
Pay Grade	Position Title	FLSA	Min	Mid	Max	Hourly Min
36	Laboratory Superintendent *	E	\$64,685	\$80,856	\$97,028	\$31.10
36	Street Division Manager *	E	\$64,685	\$80,856	\$97,028	\$31.10
36	Wastewater Collections Superintendent *	E	\$64,685	\$80,856	\$97,028	\$31.10
36	Water Distribution Superintendent *	E	\$64,685	\$80,856	\$97,028	\$31.10
36	Water Production Superintendent *	E	\$64,685	\$80,856	\$97,028	\$31.10
36	Water Reclamation Superintendent *	E	\$64,685	\$80,856	\$97,028	\$31.10
37	Municipal Court Administrator *	E	\$67,884	\$84,855	\$101,826	\$32.64
37	Public Information Officer *	E	\$67,884	\$84,855	\$101,826	\$32.64
38	Asst Director of Development Services *	E	\$71,261	\$89,076	\$106,891	\$34.26
38	Assistant Director of Finance *	E	\$71,261	\$89,076	\$106,891	\$34.26
38	Assistant Director of Parks & Recreation *	E	\$71,261	\$89,076	\$106,891	\$34.26
38	Assistant Director of Public Works *	E	\$71,261	\$89,076	\$106,891	\$34.26
38	Chief Building Official *	E	\$71,261	\$89,076	\$106,891	\$34.26
39	City Secretary *	E	\$74,817	\$93,521	\$112,226	\$35.97
41	Assistant City Attorney *	E	\$84,895	\$106,118	\$127,342	\$40.81
41	Library Director *	E	\$84,895	\$106,118	\$127,342	\$40.81
41	Project Engineer *	E	\$84,895	\$106,118	\$127,342	\$40.81
42	Deputy Chief of Police *	E	\$89,140	\$111,425	\$133,710	\$42.86
42	Deputy Fire Chief *	E	\$89,140	\$111,425	\$133,710	\$42.86
45	Director of Engineering *	E	\$103,191	\$128,988	\$154,786	\$49.61
45	Director of Information Technology *	E	\$103,191	\$128,988	\$154,786	\$49.61
45	Director of Parks & Recreation *	E	\$103,191	\$128,988	\$154,786	\$49.61
45	Director of Planning & Development *	E	\$103,191	\$128,988	\$154,786	\$49.61
45	Director of Utilities *	E	\$103,191	\$128,988	\$154,786	\$49.61
46	Chief of Police *	E	\$108,350	\$135,437	\$162,525	\$52.09
46	Director of Finance *	E	\$108,350	\$135,437	\$162,525	\$52.09
46	Executive Director for Innovation *	E	\$108,350	\$135,437	\$162,525	\$52.09
46	Executive Director for Public Works & Engineering *	E	\$108,350	\$135,437	\$162,525	\$52.09
46	Fire Chief *	E	\$108,350	\$135,437	\$162,525	\$52.09
51	Assistant City Manager*	E	\$138,285	\$172,856	\$207,427	\$66.48
Per Contract	City Attorney*	E		Per Contract		
Per Contract	City Manager*	E		Per Contract		

Qualifications for City Council: "At the time that a candidate's application for a place on the ballot is submitted, or thereafter, such candidate shall not be related within the second degree of affinity or third degree of consanguinity to anyone employed by the City and who holds an executive position with the City, which is defined as the head of any department or division within the City. The City Manager shall indicate such positions within his or her budget." - Page 3, Charter of the City of Kerrville, Texas.

These positions are indicated with an asterisk following the position title.



# POLICE PAY PLAN

## FY2024 POLICE PAY PLAN - Effective 10/01/2023

GRADE	POSITION		Min		Max
PD-A	Telecommunications Specialist-Police Dispatch	ANNUAL	44,698.20	3% Increase Every Year Subject to Budget Approval	61,172.57
		BIWEEKLY	1,719.16		2,352.79
		HOURLY	21.49		29.41
PD-A3	Telecommunications Supervisor	ANNUAL	49,168.02	3% Increase Every Year Subject to Budget Approval	69,736.73
	Police Dispatch	BIWEEKLY	1,891.08		2,682.18
	(10% Increase upon promotion)	HOURLY	23.64		33.53
PD-1	Officer (Police & Evidence)	ANNUAL	58,626.23	3% Increase Every Year Subject to Budget Approval	80,234.04
		BIWEEKLY	2,254.86		3,085.92
		HOURLY	28.19		38.57
PD-2	Detective, Field Training Officer and School Resource Officer	ANNUAL	61,557.55	3% Increase Every Year Subject to Budget Approval	84,245.75
		BIWEEKLY	2,367.60		3,240.22
		HOURLY	29.59		40.50
PD-3	Sergeant	ANNUAL	71,343.04	3% Increase Every Year Subject to Budget Approval	90,271.70
	(If Promotion from PD-1 = 10% Increase)	BIWEEKLY	2,743.96		3,471.99
	(If Promotion from PD-2 = 5% Increase)	HOURLY	34.30		43.40
PD-4	Police Lieutenant	ANNUAL	92,077.14	3% Increase Every Year Subject to Budget Approval	112,025.92
		BIWEEKLY	3,541.43		4,308.69
		HOURLY	44.27		53.86



# FIRE PAY PLAN

FY2023 FIRE PAY PLAN - Effective 10/01/2023					
GRADE	POSITION		Min		Max
FD-1	EMS Crew (12 hr)	ANNUAL (1976 Annual Hrs / 76 Hrs/Pay Period)	41,877.49	3% Increase Every Year Subject to Budget Approval	52,977.27
		HOURLY	18.30		23.15
FD-2	Paramedic ONLY (24 hr) (Not subject to 7K exemption)	ANNUAL (2912 Annual Hrs / 56 Hrs/Wk)	49,052.39	3% Increase Every Year Subject to Budget Approval	59,678.69
		HOURLY	14.74		17.93
FD-3	Firefighter (24 hr)	ANNUAL (2912 Annual Hrs / 112 Hrs/Pay Period)	57,197.80	3% Increase Every Year Subject to Budget Approval	69,615.15
		HOURLY	19.64		23.91
FD-4	Fire Apparatus Driver (24 hr)	ANNUAL (2912 Annual Hrs / 112 Hrs/Pay Period)	65,835.95	3% Increase Every Year Subject to Budget Approval	80,082.91
		HOURLY	22.61		27.50
FD-4A	EMS Supervisor (24 hr)	ANNUAL (2912 Annual Hrs / 112 Hrs/Pay Period)	65,835.95	3% Increase Every Year Subject to Budget Approval	80,082.91
		HOURLY	22.61		27.50
FD-5	Lieutenant (24 hr)	ANNUAL (2912 Annual Hrs / 112 Hrs/Pay Period)	77,743.41	3% Increase Every Year Subject to Budget Approval	90,970.59
		HOURLY	26.70		31.24
FD-5A	Deputy Fire Marshal (8 hr)	ANNUAL (2080 Annual Hrs / 80 Hrs / Pay Period)	77,743.41	3% Increase Every Year Subject to Budget Approval	90,970.59
		BIWEEKLY	2,990.13		3,498.87
		HOURLY	37.38		43.74
FD-8	Battalion Chief (24 hr)	ANNUAL (2912 Annual Hrs / 112 Hrs/Pay Period)	88,001.22	3% Increase Every Year Subject to Budget Approval	111,336.24
		HOURLY	30.22		38.23
FD-8A	Division Chief - Fire Marshal (8 hr), Division Chief - Training/EMC (8 hr)	ANNUAL (2080 Annual Hrs / 80 Hrs / Pay Period)	88,001.22	3% Increase Every Year Subject to Budget Approval	111,336.24
		BIWEEKLY	3,384.66		4,282.16
		HOURLY	42.31		53.53



# FINANCIAL MANAGEMENT POLICY

# FINANCIAL MANAGEMENT POLICY

## I. Purpose

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

## II. Annual Budget

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

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

On or before July 31<sup>st</sup> of each year, the City Manager shall submit to the 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

# FINANCIAL MANAGEMENT POLICY

Secretary, at the Butt-Holdsworth Memorial Library, and prominently linked on the City's website.

## III. City Council Action on Budget

### A. Notice and Hearing

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

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

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

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

D. Publish: As used in this section, the term "publish" means to print in the contemporary means of information sharing, which includes, a newspaper of general circulation which is published in the City, and on the City's website. In addition, the budget shall be made available in the office of the City Secretary and at the Butt-Holdsworth Memorial Library.

IV. Budget as a Financial Plan: The budget shall provide a complete financial plan of all City funds and activities for the ensuing fiscal year and, except as required by law or the 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

# FINANCIAL MANAGEMENT POLICY

in detail all estimated income, indicating the proposed property tax levy; 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:

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

## V. Appropriation and Revenue Ordinances

To implement the adopted budget, the City Council shall adopt, by September 30th of each year:

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

## VI. Amendments after Adoption

- A. Supplemental Appropriations: If during or before the fiscal year the City Manager certifies



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that there are available for appropriation revenues in excess of those estimated in the budget, the City Council by ordinance may make supplemental appropriations for the year up to the amount of such excess.

- B. **Emergency Appropriations:** To address a public emergency affecting life, health, property, or the public peace, the City Council may make emergency appropriations. Such appropriations may be made by emergency ordinance in accordance with the provisions of Section 3.06 of the City Charter. To the extent that there are no available unappropriated revenues or a sufficient fund balance to meet such appropriations, the Council may by such emergency ordinance authorize the issuance of emergency notes, which may be renewed from time to time, but the emergency notes and renewals of any fiscal year shall be paid or refinanced as long-term debt not later than the last day of the fiscal year next succeeding that in which the emergency appropriation was made.
- C. **Reduction of Appropriations:** If at any time during the fiscal year it appears that the revenues or fund balances available will be insufficient to finance the expenditures for which appropriations have been authorized, the City Manager shall report to the City Council without delay, indicating the estimated amount of the deficit, any remedial action taken by the manager, and recommendations as to any other steps to be taken. The Council shall then take such further action as it deems necessary to prevent or reduce any deficit and for that purpose it may, by ordinance, reduce or eliminate one or more appropriations.
- D. **Transfer of Appropriations:** At any time during or before the fiscal year, the City Council may, by resolution, transfer part or all of the unencumbered appropriation balance from one department, fund, or organizational unit to the appropriation for other departments or organizational units or a new appropriation. The City Manager may authorize the transfers of funds among programs within a department, fund, or organizational unit.
- E. **Limitation Effective Date:** No appropriation for debt service may be reduced or transferred, except to the extent that the debt is refinanced and less debt service is required, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the unencumbered balance thereof. The supplemental and

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emergency appropriations and reduction or transfer of appropriations authorized by this section may be made effective immediately upon adoption.

VII. Independent Audit: As soon as practicable after the close of each fiscal year, an independent audit shall be made of all accounts of the City government by certified public accountants, to be selected by the Council, who have no personal interest directly or indirectly in the financial affairs of the City government. The results of this audit shall be published immediately upon its completion.

## VIII. Basis of Accounting and Budgeting

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

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

B. Governmental funds are used to account for the government's general activities and include the General, Special Revenue, Debt Service, and Capital Project Funds. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they are "measurable and available"). "Measurable" means the amount of the transaction that can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Substantially all revenues are considered susceptible to accrual. Ad valorem, sales, hotel, franchise and other 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

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investments) are recorded as revenues when received in cash because they are generally not measurable until actually received. Investment earnings are recorded as earned since they are measurable and available. Expenditures are recognized when the related fund liability is incurred, if measurable, except for principal and interest on general long-term debt, which are recorded when due, and compensated absences, which are recorded when payable from currently available financial resources.

- C. The City utilizes encumbrance accounting for its governmental fund types, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation.
- D. The City's proprietary fund types are accounted for on a flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned, and expenses are recorded at the time liabilities are incurred.

The City's annual budget 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

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possible. When appropriate, individual funds will be examined as to whether it will be appropriate to account for them as proprietary fund types.

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

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

# FINANCIAL MANAGEMENT POLICY

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

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). To detail all GASB statements would be too exhaustive to list within this policy. It is understood that the City complies with all principles and standards required by GASB and the Finance department continually updates compliance process and procedures internally. For the purpose of this policy, key principles are explained along with a brief statement regarding pertinent or new GASB statements.

Most recently adopted GASB statements:

## **GASB 34**

This statement has influenced the creation and reporting of individual funds. GASB 34 essentially mandates dual accounting systems: one for government-wide reporting and another for individual fund reporting. Individual operating funds were created with the objective of reducing funds to government-wide reconciliation as much as possible. Individual funds are examined to determine if it is appropriate to account for them as proprietary fund types.

## **GASB 54**

The purpose of this statement is to enhance the usefulness of fund balance information and provide a clearer fund balance classifications. It also more consistently clarifies the existing governmental fund type definitions. This statement established limitations on the purposes for which fund balance can be used.



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## **GASB 87**

This statement is effective for reporting periods beginning after June 15, 2021 with the purpose of improving presentation of the debt and liability outstanding on leases to better reflect expected benefits and perceived costs as well as increase the usefulness and comparability of government financial statements. This statement defines a lease as *"a contract that conveys control of the right to use another entity's nonfinancial asset... as specified in the contract for a period of time in an exchange or exchange-like transaction"*. The statement provides a number of exclusions including, but not limited to short-term leases, contracts that transfer asset ownership, immaterial leases, and supply, service, or inventory contracts. The City determines the materiality of lease assets by the value of the asset over the lifetime of the lease. To best reflect leasing activities, the City considers the materiality threshold to be any lease asset valued more than \$25,000 over the life of the agreement.

## **GASB 94**

This statement is effective for reporting periods after June 15, 2022 and modifies the accounting for availability and payment arrangements for Public-Private Partnerships (PPP). The statement clarifies the definition of PPP arrangements to include entities providing third party services to government entities, exchange like transactions, and those compensation by fees. This statement requires that PPPs *"that meet the definition of a lease apply the guidance in Statement No. 87"*.

## **GASB 96**

This statement is effective for reporting periods after June 15, 2022 with the objective of improving financial reporting related to right-to-use subscription-based information technology assets, as with GASB 87. GASB 96 specifically relates to cloud-based software *"alone or in combination with tangible capital assets"*. GASB 96 address subscription terms and capitalization requirements. IX. Financial Reporting

Following the conclusion of the fiscal year, the Director of Finance shall cause to be prepared an Annual Comprehensive Financial Report (ACFR) in accordance with generally accepted



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accounting and financial reporting principles established by GASB. The document shall also satisfy all criteria of the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program.

The ACFR shall show the status of the City's finances based on GAAP and 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) and depreciation are not reflected in the budget but are accounted for in the ACFR's account groups. Included as part of the Annual Comprehensive Financial Report 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.

## X. Revenues

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

For every annual budget, the City shall levy two property tax rates: (operation and maintenance) and (interest and sinking). The debt I&S service levy shall be sufficient for meeting all principal and interest payments associated with the City's outstanding general obligation debt for that year's budget. 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 rules defined by the State of Texas Property Tax Code. 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

# FINANCIAL MANAGEMENT POLICY

establish user charges and fees at a level that attempts to recover the full cost of providing the service.

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

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

When developing the annual budget, revenues from every source will be based on actual collections from preceding years 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

## XI. Operating Expenditures

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

- A. Personnel
- B. Supplies

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C. Maintenance

D. Services

E. Other Expenses

F. Capital Outlay

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

The City will examine the methods for providing public services, in order to control operating, expenses and enhance quality and scope of public services.

Personnel 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 \$10,000 and has a useful life of at least one year. Existing capital equipment shall be replaced when needed to ensure the optimal productivity of City employees. Expenditures for additional capital equipment shall be made, as needed to enhance employee productivity, improve quality of service, or expand scope of services.

## XII. Fund Balance

The annual budget shall be presented to City Council with the General Fund reflecting an

# FINANCIAL MANAGEMENT POLICY

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

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

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

## XIII. Fund Transfers

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

## XIV. Debt Expenditures

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

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

The City will attempt to maintain base bond ratings (prior to insurance) of AA- or better

# FINANCIAL MANAGEMENT POLICY

(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 percent of the total tax rate.

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

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

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

The preparation of the Official statement is the responsibility of the financial advisor in concert with the 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



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federal tax code and Internal Revenue Service regulations, and will perform (internally or by contract consultants) arbitrage rebate calculations for each issue subject to rebate as necessary. Each year the City will evaluate the needs for arbitrage calculation for that year.

## XV. Capital Project Expenditures

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

Capital projects will be constructed to:

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

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

## XVI. Utility Capital Expenditures

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

## XVII. Long-Term Financial Plans

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



# INVESTMENT POLICY

# INVESTMENT POLICY

## I. General Policy Information

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

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

## II. Scope

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

## III. Goals and Objectives

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

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

# INVESTMENT POLICY

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

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

## IV. Strategy

The City maintains one (1) commingled portfolio for City funds and its investment strategy incorporates the specific investment strategy considerations and the unique characteristics of the fund groups represented in the portfolio as follows:

- A. The investment strategy for operating, enterprise, and special revenue funds has as its primary objective the assurance that anticipated liabilities are matched and adequate investment liquidity provided. The secondary objective is to create a portfolio structure which will experience minimal volatility. This may be accomplished by purchasing high credit quality securities in a laddered maturity structure that permits some extension for yield enhancement. The maximum dollar weighted average maturity of one (1) year or less will be calculated using the stated final maturity date of each security.
- B. The investment strategy for debt service funds shall have as its primary objective the assurance of available funds adequate to fund the debt service obligations on a timely basis. Successive debt service dates will be fully funded before extension.
- C. The investment strategy for reserve funds shall have as its primary objective the ability to generate a revenue stream.
- D. The investment strategy for capital projects or capital project funds will have as its primary objective the assurance that anticipated cash flows are matched and provide adequate investment liquidity.
- E. The investment strategy for each Trust Fund with a restricted corpus will have as its primary objective to grow the income used for specific purposes, as outlined in the individual trust document. The City acts as trustee for certain funds, the corpus of which is permanent and the income used for specific operating purposes. These are established as separate portfolios. Currently, the funds so structured include:

### 1. Butt-Holdsworth Memorial Library Endowment Fund Trust

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

# INVESTMENT POLICY

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

The City shall pursue an active versus a passive portfolio management strategy. That is, securities may be sold before they mature if market conditions present an opportunity for the City to benefit from the trade. The City's Investment Officers or Advisor will monitor the contents of the portfolio, the available markets, and the relative value of competing instruments to adjust the portfolio in response to market conditions.

## V. Investment Officers

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

## VI. Training

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

## VII. Standard of Care

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

All investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of their

# INVESTMENT POLICY

own affairs, not for speculation but for investment, considering the probable safety of the capital and the probable income to be derived.

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

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

## VIII. Standard of Ethics

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

## IX. Authorized Professional Services and Investments

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

All Investment Advisors and brokers/dealers conducting business with the City shall make every reasonable effort to adhere to the spirit, philosophy, and specific terms of this Policy. All Investment Advisors and brokers/dealers shall avoid recommending or suggesting transactions outside the spirit, philosophy, and specific terms of this Policy and toward that end, shall adhere to the following:

- A. Brokers/Dealers - A list of not less than five (5) authorized brokers/dealers, adopted by the City Council, shall be maintained to assure a competitive process. The list is adopted by the Council annually with the Policy adoption. See Exhibit A for a list of approved brokers/dealers. Investment Officers will collectively establish the criteria, monitor the service, and evaluate the brokers/dealers for:
  - 1. Adherence to the City's policies and strategies;
  - 2. Responsiveness to the City's requests for service and information;
  - 3. The quality of communications and bids/offers; and
  - 4. Understanding of the inherent fiduciary responsibility of public funds.

# INVESTMENT POLICY

B. Information/Qualifications - All broker/dealers will be furnished with a copy of this Policy. Financial Institutions and brokers/dealers who desire to transact business with the City must supply the following documents to the Investment Officer(s) or Investment Advisor(s), as applicable:

1. Current year audited financial statements;
2. Financial Institutions Regulatory Agency (FINRA) certification and FINRA's Central Depository Registration (CRD) number;
3. Proof of Texas State Securities registration; and
4. Brokers/dealers shall also provide timely trade documentation and confirmations. In order to perfect delivery versus payment, no authorized brokers/dealers or their affiliated bank will be used for safekeeping.

C. Certification - Before transacting any business with the City, an Investment Officer or Investment Advisor shall present each pool in which the City participates with a current copy of the Policy and an authorized representative of the pool shall, in writing to the City, certify substantially to the effect that:

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

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

D. Investment Advisor - Investment Advisors shall be required to be registered with the U.S. Security and Exchange Commission and shall provide their SEC ADV Form to the City on an annual basis.

## X. Authorized Investments

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

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



# INVESTMENT POLICY

properly securing a pledged security interest.

- C. FDIC insured brokered certificates of deposit securities from a bank in any US state, delivered versus payment to the City's safekeeping agent, not to exceed one (1) year to maturity. Before purchase, an Investment Officer must verify the FDIC status of the bank to assure that the bank is FDIC insured.
- D. Fully insured share certificates from credit unions in Texas not to exceed twenty-four (24) months to stated maturity and insured by the National Credit Union Share Insurance Fund or its successor.
- E. Commercial paper rated A1/P1 or its equivalent by two (2) nationally recognized rating agencies and with a final stated maturity not to exceed two-hundred seventy (270) days from the date of issuance.
- F. AAA-rated SEC registered money market mutual funds which strive to maintain a \$1 net asset value and comply with SEC Rule 2a-7.
- G. Constant-dollar, AAA-rated (or equivalent) rated Texas Local Government Investment Pools, approved by resolution of the City Council which strive to maintain a \$1 net asset value and complies with the Act. The City investment in any investment pool shall not exceed 5 percent of the total assets of the pool.
- H. Fully insured or collateralized interest bearing accounts in any bank in Texas. Accounts requiring collateralization must be under the provisions of a written collateral/depository agreement.
- I. State and municipal obligations of any state rated not less than A by at least one (1) nationally recognized rating agency and with a stated maturity not to exceed three (3) years.
- J. Fully collateralized repurchase agreements transacted with a primary securities dealer as defined by the Federal Reserve, under a written master repurchase agreement, with a defined termination date, secured by obligations as defined by this Policy held by an independent third party custodian approved by the City, and with a stated final maturity not to exceed ninety (90) days.
- K. Flexible repurchase agreements ("flex repos") to be utilized only in the investment of bond proceeds with a stated final maturity not to exceed the expenditure plan on the bond proceeds.

## XI. Delivery Versus Payment

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

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## XII. Competitive Bidding

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

## XIII. Monitoring Credit Ratings

An Investment Officer or Investment Advisor shall monitor, on no less than a monthly basis, the credit rating on all authorized investments in the portfolio based upon independent information from a nationally recognized rating agency. If any security(s) falls below the minimum rating required by this Policy, an Investment Officer or Advisor shall notify the Director of Finance immediately of the loss of rating and within (3) three days make a recommendation as to the conditions affecting the rating and possible loss of principal with available liquidation options.

## XIV. Monitoring FDIC Status

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

## XV. Collateralization

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

## XVI. Time and Demand Deposits- Pledged Collateral

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

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

# INVESTMENT POLICY

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

- A. Obligations of the U.S. Government, its agencies and instrumentalities, including Mortgage Backed Securities and Collateralized Mortgage Obligation (CMO) which pass the Federal Reserve bank test
- B. Obligations of any state, its agencies and instrumentalities, and municipalities rated A or better by two (2) nationally recognized rating agencies

## XVII. Repurchase Agreement- Owned Collateral

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

## XVIII. Safekeeping of City- Owned Securities

All securities shall be settled on a delivery versus payment basis and be held in safekeeping by an independent third party financial institution contracted by the City. The City shall contract with its banking services depository or another financial institution(s) as safekeeping agent for the safekeeping of any securities owned by the City. The designated safekeeping agent will be responsible for the clearing and safekeeping of all security trades and will provide a monthly report of holdings. All securities held by the safekeeping agent on behalf of the City shall be evidenced by a safekeeping receipt.

## XIX. Internal Control

The 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.

# INVESTMENT POLICY

## XX. Cash Flow Forecasting

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

## XXI. Reporting

Not less than quarterly, the Director of Finance shall report to the City Council regarding the City's investment activities for the quarter in compliance with the Act. The reports shall contain sufficient information to permit an informed outside reader to evaluate the performance of the investment program and be prepared in accordance with the Act. Market prices for market value calculations shall be obtained from independent sources. The quarterly report shall be signed by an Investment Officer and Investment Advisor as applicable.

## XXII. Depositories

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

## XXIII. Policies and Strategy Review

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

The City's investment activities shall be reviewed annually by the City's independent auditors as part of the annual audit process. The objective of the review shall be to ascertain compliance of the City's investment activities with the investment policy, investment strategy, and applicable laws. Any irregularities shall be reported to the City Council through a report as prescribed by the audit engagement agreement.

# INVESTMENT POLICY

## EXHIBIT A

### AUTHORIZED BROKER / DEALERS

- |  |                                  |
|--|----------------------------------|
| 1. Bank of America Merrill Lynch               | 32. Blaylock Van, LLC            |
| 2. Piper Sandler & Co.                         | 33. BMO Capital Markets          |
| 3. FHN Financial                               | 34. Brean Capital                |
| 4. StoneX Group Inc.                           | 35. D.A. Davidson                |
| 5. Mizuho Securities                           | 36. Daiwa Capital Markets        |
| 6. Morgan Stanley                              | 37. Great Pacific                |
| 7. Raymond James                               | 38. Huntington Bank              |
| 8. RBC Securities                              | 39. PNC Capital Markets LLC      |
| 9. Robert W. Baird                             | 40. Rice Financial               |
| 10. Stifel Nicolaus                            | 41. Santander US Capital Markets |
| 11. Siebert Williams Shank                     | 42. Stephens Inc.                |
| 12. Cantor Fitzgerald & Co.                    | 43. TD Securities                |
| 13. BOK Financial                              | 44. UMB Financial Services       |
| 14. Oppenheimer                                |                                  |
| 15. UBS Financial                              |                                  |
| 16. BYN Capital Markets                        |                                  |
| 17. CastleOak Securities                       |                                  |
| 18. Goldman Sachs & Co.                        |                                  |
| 19. Hilltop Securities                         |                                  |
| 20. InspereX (formerly InCapital)              |                                  |
| 21. Jefferies                                  |                                  |
| 22. JPMorgan Securities                        |                                  |
| 23. Keybanc Capital Markets                    |                                  |
| 24. Loop Capital Markets                       |                                  |
| 25. MarketAxess Corporation                    |                                  |
| 26. Moreton Capital Markets                    |                                  |
| 27. Multi-Bank Securities                      |                                  |
| 28. TRUIST Securities Inc. (formally Suntrust) |                                  |
| 29. Wells Fargo                                |                                  |
| 30. Academy Securities                         |                                  |
| 31. Barclays Capital Inc.                      |                                  |





# PURCHASING POLICY

# PURCHASING POLICY

## I. Introduction

This is the Purchasing Policy and Procedures Manual ("manual") for the City of Kerrville, Texas ("City"). Texas law is the primary authority for purchasing procedures, and therefore, portions of this manual 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. This manual does not address every purchasing situation. Should a City employee have any questions or when an unusual situation occurs, please consult the City's Finance Department ("Finance") and/or the City Attorney's Office. State law supersedes the City's policy.

### A. Purchasing Goals

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

### B. General Purchasing Information

1. Purchasing Authorization: The City Manager, pursuant to the City's Charter and City Council's approval of this manual, has delegated purchasing authority and responsibilities with respect to the purchasing of goods and services to certain City positions including members of the Finance Department with purchasing certifications and/or training, as well as Department Directors and their designees.
3. The price for merchandise for retail sale by the City may be adjusted by the City Manager or designee to address changes in market, supply, and demand.

### C. Contracts and Agreements

1. City Council authorizes the City Manager to enter into and approve contracts and agreements that are below the \$50,000 threshold for which City Council approval is required.
2. Public Funds Agreements: The City Manager is authorized to enter into contracts and/or agreements in amounts up to the \$50,000 threshold requiring Council approval to grant public

# PURCHASING POLICY

funds to various organizations as appropriated by the budget. Such grants include proceeds from Hotel Occupancy Tax, General Fund Revenues and other funding related to community support.

3. The City Manager may approve contracts, agreements, Memorandums of Understanding, Interlocal Agreements, memberships and any other agreement, contract, or memorandum as long as the total revenue or expense does not exceed the \$50,000 threshold requiring Council approval and no state law or other policy requires Council action related to said item.
4. Department Directors may approve contracts & agreements up to \$25,000 AFTER City Attorney approves for content and Finance approves for funding.
5. City Manager must sign all contracts and agreements over \$25,000.
6. All contracts and agreements must be reviewed by the City Attorney, Department Director, and Finance Director regardless of funding amount.

# PURCHASING POLICY

The following table provides general guidelines for purchases and the required quotes/bids per fiscal year:

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

# PURCHASING POLICY

- \* All bids, quotes and/or purchasing co-op pricing must be obtained **PRIOR** to purchase.
- \* All requisitions related to a Capital Improvement Project (CIP) and/or Special Funds require Finance approval.
- \* For purchasing compliance consideration, the amount is determined by the total amount of related purchases or total term value of a contract, not individual invoice.
- \* Purchasers should refer to full policy for specific requirements related to the table above.
- \* It is the responsibility of each department to maintain and actively monitor their department's agreements and renew agreements as necessary.

## II. Purchasing Considerations

### A. Tax Exempt Status

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

### B. Historically Underutilized Business (HUB)

Section 252.0215 of the Texas Local Government Code (TLGC) requires Texas cities to contact at least two (2) historically underutilized businesses (HUB) on a rotating basis when making any expenditure of more than \$3,000 but less than \$50,000. A HUB vendor list may be obtained at: [www.window.state.tx.us/procurement](http://www.window.state.tx.us/procurement). If the list fails to identify a disadvantaged business in Kerr County, the City is not required to follow this requirement.

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

## III. Competitive Bidding

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

Pursuant to state law, before the City may enter into a contract that requires an expenditure greater than \$50,000 (including insurance and technology), the City must (Ch. 252, Subchapter. B, TLGC):

# PURCHASING POLICY

1. Comply with the procedure established by state law for competitive sealed bidding or competitive sealed proposals (where necessary);
2. Use the reverse auction procedure as defined by Section 2155.062(d) of the Government Code for purchasing; or
3. Comply with a method described by Chapter 2269 (Contracting and Delivery Procedures for Construction Projects) of the Government Code.
4. Comply with all City policies relating to purchasing when policies exceed what is required by law

## Alternate Delivery Methods

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

## IV. Requirements for Purchases Under \$50,000

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

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

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

1. At least (3) three written quotes for like items or services, proof of co-op pricing, or exemption information must be obtained **PRIOR** to placing order for, making purchase of, or entering into agreement for goods or services.



# PURCHASING POLICY

2. A department purchasing approver, depending on the value of purchases, should review quotes prior to purchase.
3. All quotes must be attached to requisitions along with other purchasing documentation (invoice, agreement, special information, etc.).
4. Notes should be made to indicate why staff chose to purchase from a particular vendor, example, price, quality, availability, etc.
5. In the event that every effort has been made to obtain at least (3) three quotes but are unable to do so, adequate documentation must be attached to purchasing requisition proving staff efforts to obtain minimum number of quotes.
6. A department purchasing approver must review all documentation prior to approving.
7. Assistant Director of Finance, Finance Administrator, or Director of Finance, must approve prior to payment.

## C. Other Considerations

1. It is the responsibility of each staff member with purchasing authority to utilize all resources when expending funds belonging to the citizens of Kerrville. The best value method should be used regardless of how small the purchase.
2. All purchases are subject to review during the City's annual audit by an external auditing firm to determine compliance with the City's policies along with state and federal purchasing requirements.
3. Purchases over the amount of \$10,000 are subject to capitalization, as part of the City's fixed Asset Management process. Items purchased independently that are part of a project or product valued over \$10,000 should be reported to the Finance Department upon purchase.
4. Finance purchasing staff have the responsibility to ensure compliance with the City's Purchasing Policy, up to and including reporting employees who repeatedly fail to meet the requirements of the Policy, which may lead to revocation of purchasing privileges.
5. It is the responsibility of each department to obtain proper vendor information prior to doing business with vendor. Vendor information is located on the p: drive in the Finance Department "forms" folder. Vendor information must be submitted electronically to:

# PURCHASING POLICY

accounts payable@kerrvilletx.gov.

6. All invoices should be directed to Accounts Payable staff electronically at: accounts payable@kerrvilletx.gov. In the event that a department receives an invoice directly, departments should forward the invoice to Accounts Payable and notify the vendor to send future invoices directly to Accounts Payable
7. Requisitions should be entered and approved timely by deadlines set by the Finance Department. Any questions regarding purchasing compliance should be directed to the Finance Department, or the City Attorney's Office PRIOR to purchase.

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

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

- A. a procurement made because of a public calamity that requires the immediate appropriation of money to provide necessary services to City's residents and/or staff or to preserve the property of the City;
- B. a procurement necessary to preserve or protect the public health or safety of the City's residents or staff;
- C. a procurement necessary because of unforeseen damage to public machinery, equipment, or other property;
- D. a procurement for personal, professional, or planning services (as defined by Section 252 of TLGC);
- E. a procurement for work that is performed and paid for by the day as the work progresses;
- F. a purchase of land or a right-of-way;
- G. a procurement of items that are available from only one source (sole source), including:
  1. items that are available from only one source because of patents, copyrights, secret processes or natural monopolies;
  2. films, manuscripts, or books;
  3. gas, water, and other utility services;
  4. captive replacement parts or components for equipment;
- H. a purchase of rare books, papers, and other library materials for a public library;

# PURCHASING POLICY

I. paving drainage, street widening, and other public improvements, or related matters, if a least one-third of the cost is to be paid by or through special assessments levied on property that will benefit from improvements;

J. Personal property sold:

1. at an auction by a state licensed auctioneer;
2. at a going out of business sale held in compliance with Subchapter F, Chapter 17, Business & Commerce Code;
3. by a political subdivision of this state, an agency of this state, or an entity of the federal government; or
4. under an interlocal contract for cooperative purchasing administered by a regional planning commission established under Chapter 391

K. Services performed by blind or severely disabled persons;

L. Goods purchased by a municipality for subsequent retail sale by the municipality;

M. Advertising, other than legal notices;

N. Purchases made through an existing state contract (Chapter 271, Subchapter D), Cooperative purchasing program (Chapter 274, Subchapter F), or inter-local cooperation (Interlocal Cooperation Act, Chapter 791 Government Code).

## VI. Bids, Proposals, and Contracts

A. The City Manager has authority to approve any contract or the purchase of goods and services not valued at more than \$50,000. The total value is determined by the aggregate value over the term of the contract or individual purchase.

B. Only City Council has the authority to approve and award bids, proposals, and contracts that exceed \$50,000. State law (§252.021, TLGC) provides that all purchases and contracts estimated at greater than \$50,000 require advertising which requests sealed bids or proposals. The Department or Project Manager, with assistance from the City Secretary's Office, when requested, is responsible for the advertisement and distribution of the requests for bids or proposals. The Department or Project Manager is responsible for the advertisement and distribution of the requests for bids or proposals. City Council is responsible for approving the bid or proposal, in accordance with state

# PURCHASING POLICY

law. Criminal penalties may apply to those who fail to comply with competitive bidding requirements.

## C. Bid Process

1. The Department or Project Manager will prepare bid specifications, bidder mailing lists, advertising dates, and schedule the bid opening date, time, and location. Where appropriate, the City will utilize website notices for national advertising.
2. The City must publish a notice indicating the time and place at which the bids or proposals will be publicly opened and read aloud. The notice must be published at least once a week for two consecutive weeks. The first publication must appear before the 14th day before the date that the bids or proposals are publicly opened and read aloud. The notice must be placed in the City's official newspaper.
3. The City will accept bids in both paper and electronic formats. The City Secretary will accept all paper bids and maintain them in a secure confidential file until the date of the bid opening. Electronic bids will only be accepted via the City's current procurement software, which can be accessed via the City's website: [www.kerrvilletx.gov](http://www.kerrvilletx.gov). This software ensures the identification, security, and confidentiality of electronic bids or proposals and ensures that the electronic bids or proposals remain effectively unopened until the proper time in compliance with Texas Local Government Code (§252.0415, TLGC).
4. At the time of the bid opening, the City Secretary or designee will present all bids to the Department or Project Manager for opening, review, and analysis. The City will reject any bid or proposal which is received after the due date and time. The time stamp in the City Secretary's Office will be the official time. Specific rules regarding the security of electronic submissions can be found in the appendix section of this policy.
5. The Department or Project Manager will conduct the bid opening and read the bids aloud at the designated time and place. Bid openings are open to the public.
6. Pursuant to state law, the City must award bids on the basis of the lowest, responsible bidder or the bid that provides the best value. As for "best value", the [City](#), pursuant to law, may consider:

# PURCHASING POLICY

- a. price
- b. reputation of the bidder, including any safety record or financial capability
- c. REPUTATION of the bidder's goods or services, including personnel
- d. extent to which the goods and services meet the needs of the City
- e. bidder's past relationship with the City
- f. impact to the City's ability to comply with HUB requirements
- g. total longer-term cost to the City of acquiring goods or services
- h. any other relevant criteria that the City listed in specifications (§252.043, TLGC)

7. After reviewing the bids, the Department or Project Manager will prepare an agenda bill with staff recommendation for City Council consideration, approval, and award.

8. The City has the option to reject any or all bids, even if only one bid is received (§ 252.043(f), 271.027(a), TLGC).

9. All contracts will be approved by Department, City Attorney, Finance, City Manager and City Council.

## D. General Contract Requirements

### 1. Bids with Residents vs. Non-Residents

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



# PURCHASING POLICY

TLGC).

## 2. Bonding for Public Works Projects

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

- a. Bid Bond: A bid bond, in the amount of 10 percent of the proposed contract price, is required where a contract is in excess of \$100,000.
- b. Performance Bond: A performance bond, in the total amount of the contract, is required if the contract is in excess of \$100,000.
- c. Payment Bond: A payment bond is required if the contract is in excess of \$50,000, in the total amount of the contract. The bond is intended solely for the protection of all claimants supplying labor and material in the prosecution of the work provided for in the contract.
- d. Maintenance Bond: In addition to the above statutorily required bonds, the City will require a Maintenance Bond for all public works projects for a minimum time period of one (1) year (Chapter 2253, TX. Gov't Code).

## 3. Bonds for Non-Public Works Projects

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

## 4. Change Orders

Section 252.048 of the TLGC allows change orders as long as the contract price is not increased by more than 25 percent and the change order is not being used to purchase new products or to create an entirely new project. Pursuant to this section, the City Manager has authority to approve such change orders that are less than \$50,000. Change orders over \$50,000 are subject



# PURCHASING POLICY

to City Council approval.

## 5. Insurance Requirements

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

- a. Workers Compensation: Workers Compensation covering all employees per the state statutory requirement is required on all contracts.
- b. Liability Insurance: The following insurance is required on all contracts over \$15,000:
  1. Employer's Liability of \$100,000;
  2. Comprehensive General Liability and Bodily Injury & Property Damage \$1,000,000, per occurrence and \$2,000,000 general aggregate; and
  3. Business Automobile Liability covering owned vehicles, rented and non-owned vehicles, and employee non ownership Bodily Injury Property Damage \$1,000,000 (per occurrence and aggregate).
  4. Any other time the City deems necessary to protect the City against potential harm
- c. Reasonable Coverage: Although insurance coverage is not required for every project, and limits will vary by exposure, understanding insurance is important to assure that all of the City's potential liabilities and exposures from a project are properly and reasonably protected. Where questions arise about the types of insurance or amounts the Department should contact the City's Risk Management Team.

## 6. Boycotting Israel

House Bill 793 provides that contracts for goods and services must have written verification from the company that it:

- a. Does not boycott Israel / will not boycott Israel during the term of the contract by providing that:

# PURCHASING POLICY

1. The company does not include a sole proprietorship; and
2. The law applies only to a contract that:
  - a. Is between a governmental entity and a company with more than 10 full-time employees, and;
  - b. Has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the government entity

## VII. Other Purchasing Arrangements

### A. Warranties and Service Agreements

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

### B. Simple Leases (auto, office equipment, etc.)

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

### C. Lease Purchase Agreements

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

## VIII. Purchasing Methods

### A. Purchase Requisition

Most purchases are made using a requisition that is processed through Incode. The requisitions

# PURCHASING POLICY

are prepared by the department requesting the purchase and approved by the necessary approver. The requisition is completed and submitted electronically along with all supporting documentation (invoice, receipt, bids or quotes, if necessary, sole source or emergency justification forms, if necessary). Appropriate staff must approve requisitions for payment. Accounts Payable must have a W-9 on file for all vendors in order to make payment. Accounts Payable processes payments for approved purchase orders weekly.

## B. Charge Accounts

Only authorized City employees are permitted to make charges on City-owned charge accounts. Under no circumstance should a contractor or any person other than a City employee make charges on City charge accounts with merchants. Only the Finance Department is allowed to open new charge accounts on behalf of the City.

## C. Purchasing Card (P-card)

1. Overview: The City issues and authorizes the use of Purchasing Cards (P-card) to efficiently purchase goods or services needed for City business that require immediate payment. The P-card is designed to delegate the authority and capability to purchase limited items directly to an authorized employee. A P-card will enable authorized employees to purchase non-restricted goods and services directly from vendors without the issuance of a purchase order. Authorized employees may use a P-card with vendors that accept VISA. P-cards are ordered through the Finance Department with a P-card Request form.

### 2. Responsibilities:

- a. The Finance Administrator, Finance Compliance Coordinator, Assistant Director of Finance, and the Director of Finance are the program administrators for the P-card program.
- b. A Department Director, where appropriate, may authorize an employee(s) under their direction to use a P-card. The Director will make recommendations to the Finance Department as to recommended limits on the account, to include monthly spending limits, number of transactions per day, number of transactions per billing cycle, and merchant category restrictions.
- c. An employee authorized to use a P-card must sign a Purchasing Card Cardholder Agreement and complete P-card training prior to being issued a P-card. The employee is

# PURCHASING POLICY

responsible for not only protecting the card, but is also responsible and accountable for all purchases made using the P-card. The employee will assume responsibility that all purchases made with the P-card adhere to this policy and will insure that no unauthorized purchases are made. The City will consider unauthorized purchases to be misappropriation of City funds that violates City policy and potentially state law. The employee authorized to use the P-card and the Department Director are responsible for the integrity and accuracy of P-card purchases and as such, are responsible for receipts for all P-card purchases and transactions. All purchases processed against a P-card must be made by, or under the immediate direction of, the employee to whom the card is issued. P-card receipts must specify all purchased items. Receipts that show only a total amount without any itemized details are unacceptable. The employee must inform the merchant of the City's tax-exempt status. The City may hold the employee personally responsible for items purchased without the supporting documentation.

- d. P-card holders who do not retain acceptable receipts for P-Card purchases may have their authority for using the P-card revoked. A program administrator will notify a Department Director concerning any misuse of a P-card.
- e. Reconciliation: Finance places spending limits and other restrictions on each P-card issued to an authorized employee depending on the purchasing authority of the cardholder. Cardholders must retain receipts for each purchase throughout the month. Receipts are uploaded to the card portal for retention and hard copies turned in to cardholder approver. During the month and at month end the cardholder may view and reconcile all purchases online. Cardholder approvers must review the charges reconcile the amounts with the receipts for the purchases, and approve all cardholders within their approver group. Approval is required no later than the 10<sup>th</sup> day of each month. The Department must then forward the register and receipts to Finance for retention.
- f. Disputed Charges: An authorized employee who is issued a P-card is responsible for attempting to resolve any dispute with a vendor. If a resolution is not possible, the employee must immediately notify the bank of the disputed item and follow the bank's dispute process. The employee shall keep the Finance Department informed of any such charge.

# PURCHASING POLICY

- g. Termination or Transfer of an Employee: When an employee who has been issued a P-card terminates from City employment or transfers from a Department, the Department Director must notify the program administrators of the change immediately. The employee's P-card approver will be responsible for a final reconciliation of the employee's P-card account.
- h. Loss of P-Card: A P-card holder must report a lost P-card immediately. 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.
- i. Travel Expenses: All travel expenses paid for using a P-card must be documented in accordance with the City's Travel Policy. P-cards must not be used to meals related to travel (as per Travel Policy).

## IX. Petty Cash

- A. Purpose: Petty cash funds are for the purpose of infrequent, small dollar, non-travel departmental purchases when an employee does not have access to a P-card, a P-card cannot be used for payment, or there is a reason, approved by Assistant Director of Finance or Director of Finance, as to why the purchase cannot go through the accounts payable process.
- B. Requesting Petty Cash: Requests for petty cash or requests for reimbursement from petty cash should be submitted to the Utility Billing Office or the Department's Petty Cash Custodian, if the department maintains a petty cash fund.
  - 1. The request may not exceed \$50.00.
  - 2. All petty cash slips must be signed, approved by the Department Director or division manager, include the amount, reason for expenditure, date and the account number to be charged.
  - 3. Cash will only be reimbursed when accompanied by itemized receipts.
  - 4. In the event that petty cash is requested in order to make a purchase on the City's behalf, a petty cash voucher will be issued and a signature of the person given cash will be required. An itemized receipt and unspent cash must be returned the same day that the petty cash was given.
- C. Maintaining Petty Cash: Petty cash vouchers, receipts, and cash on hand should equal the total amount authorized for the petty cash fund. The itemized sales receipt must be attached to the



# PURCHASING POLICY

petty cash voucher after the purchase. The petty cash voucher should include the amount and description of the expenditure, the expense account number, and be signed and dated by the recipient.

D. Replenishing Petty Cash Fund: If a department maintains a departmental petty cash fund, the department should turn in petty cash vouchers with receipts to the Utility Billing Department to exchange for cash to reimburse the departmental petty cash. Petty cash should be replenished by departments monthly. It is CRITICAL that all petty cash vouchers are redeemed and petty cash is replenished no later than September 30th of each year.

E. Performing Petty Cash Audits: The Finance Department will periodically audit petty cash funds at least twice each year to verify compliance with the petty cash policies and procedures.

F. Travel advances, meals, mileage, or other travel-related expenditures will not be reimbursed using a petty cash fund under any circumstance. All travel expenses must be recorded on the appropriate travel form and be submitted through Accounts Payable.

## X. Disposal of Surplus Property

All departments shall review their assets and supplies each year and determine whether any items are no longer needed. A department may submit a list of any surplus, obsolete, or unused supplies, materials, or equipment to the purchasing agent, including a description, make, model, and serial number, if applicable. Finance, in coordination with a department and the purchasing agent, may transfer items between departments based upon needs. Where equipment or durable goods are deemed to be surplus, obsolete, or unused, the City may attempt to sell the property using an online auction, competitive bid, or in any other legal way that provides value and a public benefit to the City. In addition, property can be traded in toward the purchase of new property. Proceeds received will be credited to the appropriate fund as determined by Finance..

## XI. Ethics Requirements

### A. City Policies

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



# PURCHASING POLICY

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 performance of such a contract.
2. **Confidential Information:** It is a violation of City policy for any employee to use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.
3. **Purchase of materials, equipment, and supplies for personal use:** Employees may only purchase City property for personal use if purchased through the City's normal disposal of surplus property procedures including public or online auction. Such purchases are subject to City Manager approval.
4. **Purchases for personal, private use:** Employees may not use the purchasing power of the City to make purchases for personal, private use.
5. **Travel, meals, and other expenses paid by vendor or contractor:** Travel costs to a vendor's or contractor's site shall be paid by the vendor or contractor only if the bid or proposal solicitation states that such visits would be at the vendor's or contractor's expense. The City will pay all other travel costs.
6. **City employees as contractors**

City employees who operate small businesses as secondary employment may do business with the City so long as all purchasing requirements are met in addition to the following measures:

- a. The City Attorney has reviewed scope of work and contract or agreement. Contracts and agreements are required anytime any contractor completes work on City property.
- b. Work being provided does not in any way align with regular job duties
- c. City employee submits bid/quote in the same manner as other vendors
- d. In the event that bids are not required, full explanation is required as to why City is choosing to hire vendor and approval is received PRIOR to incurring expense.

# PURCHASING POLICY

- e. City employee provides a W9 and other vendor information listing a business name. Individual W9 is not acceptable. The City will not issue a 1099 and a W2 to a City employee.
- f. Finance is notified and provides approval to utilize this business after review of submitted bids and/or PRIOR to incurring expense.
- g. A conflict of interest form may be required.

## B. State Requirements

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

1. Chapter 171, Texas Local Gov't Code: Chapter 171 regulates a local public official's conflicts of interest. The law defines "local public official" as an elected official, such as a Councilmember, or an appointed official (paid or unpaid) who exercises responsibilities that are more than advisory in nature.
2. The law prohibits a local public official from voting or participating in any matter involving a business entity or real property in which the official has a substantial interest if an action on the matter will result in a special economic effect on the business that is distinguishable from the effect on the public or, in the case of a substantial interest in real property, it is reasonably foreseeable that the action will have a special economic effect on the value of the property, distinguishable from its effect on the public.
  - a. A local public official who has such interest is required to file, before a vote or decision on any matter involving the business entity or real property, an affidavit with City Secretary, stating the nature and extent of the interest.
  - b. A local public official is required to abstain from participating in the matter.
  - c. A local public official who is required to file an affidavit is not required to abstain from participating in the matter if a majority of the members of the governing body have a substantial interest and file affidavits of similar interests on the same official matter.
3. Chapter 176, Texas Local Gov't Code: Chapter 176 is a related ethics law.
  - a. Chapter 176 is applicable to the City. The law also applies to a local government corporation, board, commission, district or authority whose members are appointed by

# PURCHASING POLICY

City Council and local government officers. Local government officers include (1) a mayor or City Council member, (2) a director, superintendent, administrator, president or any other person who is designated as the executive officer of the local government entity; and (3) an agent (including an employee) of the local government entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor.

- b. An officer is required to file a conflicts disclosure statement if:
    - 1. the officer or officer's family member has an employment or other business relationship with a vendor that results in the officer or officer's family member receiving taxable income of more than \$2,500 in the preceding twelve months.
    - 2. the officer or officer's family member accepts one or more gifts from a vendor with an aggregate value of more than \$100 in the preceding 12 months.
    - 3. an officer has a family relationship with a vendor.
  - c. Anyone meeting this condition or circumstance should consult with the Finance Department and/or the Legal Department with respect to this law.
4. Chapter 252, Texas Local Government Code: Chapter 252 contains laws related to competitive bidding. If a person fails to comply with the competitive bidding or competitive proposal procedures required by Chapter 252 that person may be convicted of a Class B or C misdemeanor, removed from office or employment and made ineligible to hold office in the state or to be employed by the City for four years after the conviction. This includes a situation in which a person makes or authorizes separate, sequential, or component purchases in an attempt to avoid competitive bidding requirements.
5. Section 2252.908, Texas Local Government Code: Section 2252.908 relates to interested party disclosures and applies to contracts entered into after January 1, 2016. The law provides that:
- a. The City is prohibited from entering into a contract with a business entity unless the business entity submits a disclosure of interested parties (i.e., discloses a person who has a controlling interest in the business or who actively participates in facilitating the contract for the business) if the contract requires an action OR vote by the City Council before the contract may be signed;

# PURCHASING POLICY

- b. The disclosure must be on a form prescribed by the Texas Ethics Commission; and
- c. The City must, not later than 30 days after receiving a disclosure, submit a copy to the Texas Ethics Commission.

## **Additional Purchasing Information**

### **I. Additional Exemption Information**

#### **A. Professional Services**

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

# PURCHASING POLICY

## B. Emergency Purchases

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

An emergency is described as follows:

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

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

- a. The Department should notify Finance of the purchase and attach an approved emergency justification form signed by the Department Director and the Assistant Director of Finance or Director of Finance, and attach to the Purchase Requisition.
- b. If the emergency purchase causes a department to exceed their annual budget, the Department Director will work with the Finance Department, City Manager and, if necessary, City Council, to secure funding needed for the purchase.

### 3. Sole Source Purchases

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

- a. Sole source purchases greater than \$5,000 (in aggregate): The Department must contact the vendor or manufacturer for verification and justification as to why the procurement is sole source. Documentation on vendor letterhead or on the sole source form should be attached to the purchase order.
- b. Sole source purchases greater than \$50,000 (in aggregate): Sole source purchases greater than \$50,000 must be reviewed by the City Manager and approved by City Council.



# PURCHASING POLICY

Documentation on vendor letterhead or on the sole source form should be attached to the requisition. Sole source documentation is valid for two years.

## II. Insurance

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

## III. Purchasing Cooperatives

- A. The City works with many purchasing cooperatives whose sole purpose is to source vendors for purchasers with the goal of offering a variety of goods and/or services with competitive pricing
- B. A purchaser may use a vendor's co-op membership as purchasing compliance in lieu of obtaining quotes as long as:
  - 1. The vendor's membership with co-op is current
  - 2. The quote AND invoice clearly notates co-op pricing along with the vendor's co-op contract number
  - 3. The City has a current relationship with the co-op



# REAL ESTATE POLICY

# REAL ESTATE POLICY

## I. Purpose

It is the intent of the City to strategically utilize its inventory of real estate to further the City's goals while avoiding the unnecessary acquisition of additional real estate. The purpose of this policy helps ensure that decisions regarding the acquisition and/or disposition of real estate reflect effective and efficient use of the City's current real property assets, a long-term vision, and a balance of operational, financial, environmental, and other relevant factors. Decisions regarding the acquisition or disposition of real estate should also consider plans and policies adopted by the City Council that provide guidance for the use of property located within identified geographic areas.

## II. Policy and Procedure

### A. Preliminary Decision

Proper planning activities involve the appropriate balance of fact-finding, public input, and expertise under a defined scope to determine the needs of the City. Initially, a Department Director shall consult with the City Manager regarding the necessity to purchase real estate for a particular project or need. The City Manager will be responsible for consultant selection, if applicable, to assist with the preliminary decision making process. Consultants will be chosen in accordance with applicable state laws and related City policies and procedures. Special cases for acquisitions not included in specific projects, including when a property owner contacts the City, will be evaluated and handled individually as the situation dictates. Council will make both initial and final decisions concerning real estate acquisitions over \$50,000. Council will make its decisions based on information gathered from any combination of staff reports and/or outside consultant information.

### B. Authorization

The City Manager is authorized to approve the City's acceptance of easements, rights-of-way, license agreements, use agreements, and similar property interests pursuant in part to the City's application of its subdivision regulations and the requirement of dedication of various property interests for public use. In addition, the City Manager is authorized to acquire a property interest whose value is less than \$50,000. However, City Council must make decisions regarding acquisitions for any property interest with a value of more than \$50,000.

### C. Preliminary Evaluation

The Preliminary Evaluation activities include conduct a general analysis to determine the overall feasibility of a proposed acquisition; and prepare an assessment reflecting as many relevant factors as deemed appropriate. These factors can be revisited or further expanded upon as the acquisition process continues.

# REAL ESTATE POLICY

## D. Due Diligence

All real estate acquisitions will undergo the proper due diligence to protect the City's immediate and long-term interests. Inspections, including environmental and other studies, may be necessary to protect the City. This includes situations where an owner wants to donate real estate to the City, which the City may decide to accept. The City may hire a real estate consultant to assist with this process. Emphasis will be placed on confirmation of real estate decisions made.

## E. Determination of Fair Market Value

When identified real estate is determined to be necessary and appropriate for completion of a project, an estimation of fair market value shall be obtained for each tract or property interest. If probable value of a tract is less than \$50,000, an estimate of fair market value may be obtained from tax appraisal records or from an informal analysis. The fair market value of any tract with a probable cost greater than \$50,000 or where acquisition involves the use of eminent domain shall be determined by an appraisal from a licensed independent real estate appraiser. In addition, the City, pursuant to Section 252.051, TX. Local Gov't Code, may not purchase property wholly or partly with bond proceeds until it obtains an independent appraisal of the property's market value. The determination of fair market value shall be presented to the City Council or City Manager as appropriate when authorization to purchase real estate is granted.

## F. Negotiation/Offers

The City Manager may enter into preliminary negotiations once City Council has given approval for a project or specific acquisition. The City Manager, however, has no authority to commit the City to a binding contract in excess of \$50,000. Except where an acquisition cost is less than \$50,000, City Council must make the decision regarding the acquisition of real estate. Any negotiations entered into by the City prior to final authorization by City Council, when needed, must clearly communicate that the final decision is to be made by City Council.

## G. Title Insurance and Reports

Title reports and title insurance policy, when necessary, from a title insurance and abstract company shall be obtained for all real estate purchases, where appropriate. The report shall state an opinion of current record title ownership and the list of all liens or records filed against the property. Responsibility of the costs for these items will be negotiated between the buyer and seller.

# REAL ESTATE POLICY

## H. Deeds and Contracts

Deeds, Contracts of Sale, and other documents needed to convey title or clear title may be prepared or reviewed by the City Attorney or other consultant attorney. All purchase contracts will be subject to satisfying all contingencies before closing. Where the City Attorney does not prepare the documents, the Department Director or City Manager shall ensure that the City Attorney is informed of the pending purchase and has an opportunity to review all of the documents prior to the actual sale and closing.

## I. Taxes

All taxes that have accrued but which are not due should either be paid at closing or immediately thereafter. The Department Director or City Manager shall verify that the City ownership of the property is reflected on the current tax rolls.

## J. Filing and Recording of Documents

The City Secretary is responsible for verifying the recording of all deeds and other documents requiring filing and/or recording in the County Clerk's Office. Documents recorded at the County Clerk's Office shall have a return address to the County Clerk's office and after filed and/or recorded, all documents shall be delivered to the City Secretary and maintained within that office.

## K. Disposal of Real Property

When the City Manager and/or City Council has determined that any real estate (real property, easements, rights-of-way) owned by the City is no longer needed, the property may be sold or disposed of in accordance with state and/or federal law. The City Manager shall seek approval from City Council for each disposition of real property unless the property interest involves the vacation of an easement, other than right-of-way, that the City is not using and has no plans to use. The City may terminate the sale procedures used at any time and may reinstate the same or different procedures at a later date. When appropriate, appraisals will be conducted to ensure the City's interests are protected when disposing of real property.

## L. Eminent Domain

Where it becomes necessary, the City Manager may consult with the City Attorney concerning recommendation to and/or advising City Council on the use of eminent domain proceedings and decisions to employ experts needed in the process.

# REAL ESTATE POLICY

## M. Applicability

These policies and procedures are intended as guidelines for the City. No express or implied rights or responsibilities are intended to be created for any party by these policies and procedures. Failure to comply with these policies and procedures is not intended to give any party the right to change, rescind, or delay any decision or transaction or to provide any claim for damages or other relief. These policies and procedures apply to all City departments and to all acquisitions of real estate by the City, except as otherwise provided by ordinance, charter, or existing law.

## N. Legal Consistency and Compliance

This policy shall be interpreted and applied in accordance with federal, state, and local law. In addition, any proposed real estate acquisition shall be consistent with the City's Comprehensive Plan and other applicable planning policies whenever possible. The City Attorney should be consulted as needed in proposed acquisitions and at minimum, on the following matters: (a) compliance of proposed acquisition actions with local, state, and federal ordinances, statutes, regulations, plans, and policies; (b) the need for specific analysis, including applicable environmental studies; and (c) the form and substance of any proposed transaction documents for Council adoption. This policy is not intended to supersede policies or procedures reflected in any ordinances or resolutions adopted by the City Council and that specifically authorize the acquisition of real estate. In cases of inconsistency or conflict, the specific policies adopted by the City Council for the property in question shall prevail.









# TRAVEL POLICY

# TRAVEL POLICY

The City of Kerrville maintains an Accountable Plan under IRS guidelines (IRS Publication 463). This means that reimbursement for an employee's or official's business related travel expenses is NOT considered taxable income.

## I. Authorization

An employee must estimate the cost of travel, check for available budget, and obtain approval from their supervisor prior to incurring any business travel expense. If the cost of the trip is expected to exceed \$1,000, the employee/official must complete the "Travel Authorization Form" located at P:/Forms/Finance and submit the signed form to the Finance Department for approval at least 2 weeks prior to the trip.

## II. Eligible Expenses

Employees/officials are eligible to receive reimbursement for the following:

1. Registration for conferences, seminars, classes, etc.
2. Lodging
3. Per diem meal allowance (must involve an overnight stay)
4. Transportation – air travel, mileage, car rental, shuttle, taxi, tolls, parking, public transportation

Note - if a City vehicle is available, employees should utilize a City vehicle in lieu of mileage reimbursement. Budget is not always available for mileage reimbursement.

5. Miscellaneous – necessary expenses for items such as internet access, copies, etc.

## III. Lodging

Room rate and tax will be reimbursed to an employee/official, however, employees are encouraged to utilize their purchasing card for room expenses. Best efforts should be used to obtain a reasonable rate, including use of government rates when available. If the employee/official is staying at a conference/convention hotel, reimbursement is limited to the conference or convention rate. Reimbursement is based on the single room rate unless the lodging is for more than one City employee/official.

## IV. Per Diem Meal Allowance

Per Diem is a daily allowance paid to a traveler to cover the cost of meals. If the traveler does not use the entire per diem for meals, the traveler may keep the remainder and the difference is not taxable income. If the traveler's meal expense exceeds the per diem amount, the traveler will not be reimbursed for the additional amount.

# TRAVEL POLICY

Per the IRS, per diem meal allowance is allowed only for travel that includes an overnight stay. Day trip meals are not eligible for reimbursement.

Meals are reimbursed using a standard daily rate (per diem) set annually by the US General Services Administration (GSA). Determine the rate for a destination at [gsa.gov/perdiem](https://www.gsa.gov/perdiem). The employee/official should attach a copy of the rate obtained at this site to the expense report. This rate covers the cost of meals, tax, and tip. No receipts are required. Per diem on departure and return travel days is calculated at 75 percent of the daily rate.

## V. Transportation

### A. Air Travel

Employees/officials should book the lowest available airfare that reasonably meets travel needs. Air travel should be coach class or lower and booked in advance to avoid premium last minute pricing. Employees/officials should minimize luggage fees by checking as few bags as possible.

### B. Mileage

Mileage is payable when an employee/official uses a personal vehicle for business travel. Mileage is reimbursed at the IRS standard mileage rate. Mileage should be calculated from the work place (not home) to the travel destination with [mapquest.com](https://www.mapquest.com) or [googlemaps.com](https://www.googlemaps.com) mileage documentation attached to the expense report. Employee/official must be properly insured to use their own vehicle and should attach a copy of their personal insurance ID card to the expense report.

Employees/officials receiving a vehicle allowance are eligible for mileage reimbursement ONLY for destinations more than 75 miles (each way) from their work place. Mileage reimbursement represents reimbursement for all vehicle related expenses including gas, wear and tear, and personal auto insurance.

### C. Car Rental

Employees/officials should choose the least expensive car rental company and car class that will meet the business needs of the trip. Additional insurance coverage through the rental car agency is not necessary. Rental cars should be returned with a full tank of gas to avoid more expensive fuel rates.

### D. Fuel

Fuel is a valid travel expense only when using a City vehicle or rental car. When using a City vehicle, it should be returned with a full tank of fuel. Fuel for personal vehicles is not a valid travel expense as it is included in mileage reimbursement.

# TRAVEL POLICY

## VI. Payment Methods

- A. Purchasing Card: A City issued purchasing card (P-card) is the preferred method of payment for travel expenses such as registration, hotel, airfare, car rental and gas. P-cards should not be used for meals reimbursed by per diem or fuel for personal vehicles.
- B. Fuel Card: Fuel cards are available for check out from Accounts Payable or designated public safety department representatives. These cards can be used if an employee is traveling in a City -owned vehicle but does not have a P-card.
- C. Travel Advance: A personal travel advance can be requested for per diem. Checks payable directly to a hotel, conference, etc. can also be requested in advance. Mileage reimbursement must be requested following the trip.
- D. Expense Report: An expense report is required to be submitted within 1 week following the trip that details the entire cost of the trip, including the amount of remaining reimbursement requested. Reimbursement will be paid through the requisition process either as a check or direct deposit. Please contact Accounts Payable to set up direct deposit for expense reimbursement.

## VII. Documentation

Travel forms can be found under P:/Forms/Finance. The following items document travel expenses:

- A. Travel Authorization Form – required only for trips > \$1,000. Signed form must be turned in to Finance two weeks prior to trip.
- B. Travel Advance Form – submit this form through the requisition process only if requesting a travel advance. Personal travel advances should be submitted at least **2 weeks prior to departure**. Travel advances not approved in purchasing by deadline will not be processed until the next accounts payable date.
- C. Travel Expense Report

Submit the Travel Expense Report form with a requisition (if requesting employee/official reimbursement) within one (1) week of returning from a trip. If no reimbursement is being requested, expense reports should be submitted to Finance within (1) week of returning from a trip.

Note: Travel Expense Reports are required for all business travel even if there is no employee/official reimbursement

In order to meet IRS documentation requirements, a Travel Expense Report package must include:

1. Date, time, destination and business purpose of the trip

# TRAVEL POLICY

2. Itemized receipts (original or copies) for registration, lodging, airfare, car rental, and other miscellaneous expenses, even if the expenses were paid with a P-card or another requisition.
  3. NO receipts for meals reimbursed are needed.
  4. Mapquest, googlemaps, or other map site showing mileage from the work place to the destination if requesting mileage reimbursement.
  5. Gsa.gov/perdiem showing per diem rate for travel destination.
  6. All travel expenses must be documented on this form even if they were paid for using a P-card, gas card, or travel advance. Attach duplicate copies of P-card, gas card, or travel advance receipts to the expense report in order to meet IRS recordkeeping requirements.
  7. Proof of insurance when requesting mileage reimbursement.
- D. Excess Reimbursement – any excess reimbursement received must be repaid to the City within (1) one week of returning from a trip. Note that excess reimbursement does not apply to unspent, but allowable per diem.

## VIII. Traveling with Family Members

Traveling with family members is permitted, but the City will reimburse expense related to the employee/official only. Lodging is reimbursed at the single room rate. Any difference in rate in order to accommodate family members must be paid for by the employee/official. Rental cars are reimbursed at the lowest rate. Any difference in rate needed to accommodate family members must be paid for by the employee/official. This same methodology applies to any other applicable charges. Employees/officials are prohibited from using City-owned vehicles for family travel. Family members are fully responsible for their own travel expenses.

## IX. Audit and Records Requirements

All travel expenses are subject to review, IRS audits, annual financial audits, and public records requests. Following the guidelines in this policy will ensure that travel reimbursements meet audit requirements and remain non-taxable.







# GLOSSARY OF TERMS

# GLOSSARY OF TERMS

## **ACCOUNT NUMBER**

An Account number is a line item code defining appropriation.

## **ACCRUAL ACCOUNTING**

Accrual accounting is a basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the period in which they occur.

## **ACCRUAL BASIS**

Accrual basis is a method of accounting that recognizes revenue when earned, rather than when collected and expenses are recognized when incurred rather than when paid.

## **ADMINISTRATIVE SUPPORT**

Administrative Support is funding transferred to the General Fund from enterprise funds for specific central administrative functions that benefit those funds, such as the City Manager's Office, the Finance Department, or the Human Resources Department.

## **AD VALOREM TAX**

Also known as the PROPERTY TAX, the ad valorem tax is payable at a rate per \$100 of taxable property value. The City Council sets the ad valorem tax rate every year as part of the budget process. A portion of the tax funds General Fund operations. The remaining portion funds General Obligation Debt Service.

## **ALLOT (ALLOTMENT)**

To "allot" is to divide an appropriation into amounts that may be encumbered or expended during a time period.

## **AMENDED BUDGET**

Amended budget, as used throughout the budget document, represents the original adopted budget plus any amendments passed by the City Council as of September 30 each year. This figure does not include prior year encumbrances or re-appropriations.

## **APPROPRIATION**

Appropriation is the legal device by which the City Council authorizes the spending of City funds for specific purposes. Appropriations are usually limited in the amount and timeframe for expenditure.

## **APPROVED BUDGET**

Approved budget, as used in fund summaries and department and program summaries within the budget document, represents the budget as originally adopted by the City Council.

## **ASSESSED VALUATION**

A government sets a valuation upon real estate or other property as a basis for levying taxes. An assessed valuation represents the appraised valuation less any exemptions.

# GLOSSARY OF TERMS

## **BAD DEBT**

The U.S. Comptroller of the Currency, Administrator of National Banks defines a bad debt as an unsecured debt for which interest or payment is past due and unpaid for six months (and which is not in process of collection). Some businesses set aside a reserve on their books to offset losses from bad debts.

## **BALANCED BUDGET**

A balanced budget is a budget in which planned expenditures can be met by current income from taxation and other central government receipts.

## **BASIS OF ACCOUNTING**

Basis of Accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial records of the City, regardless of the measurement focus applied. Accounting records for governmental fund types are maintained on a modified accrual basis, with revenue being recorded when available and measurable, and expenditures being recorded when services or goods are received and the liabilities are incurred.

## **BASIS OF BUDGETING (See also MODIFIED ACCRUAL)**

The City's basis for budgeting is the modified accrual basis for governmental funds, including the General Fund. Budgeting for proprietary funds, which includes enterprise and internal service funds, is essentially on the full accrual basis. Encumbrances are recognized by both governmental and proprietary funds since encumbrances represent a commitment of funding for goods and services.

## **BEGINNING BALANCE**

The beginning balance is the residual non-restricted funds brought forward from the previous fiscal year (ending balance).

## **BONDS**

Bonds are debt instruments that require repayment of a specified principal amount on a certain date (maturity date), together with interest at a stated rate or formula for determining the interest rate.

## **BOND DEBT**

Bond debt is that portion of indebtedness represented by outstanding bonds.

## **BUDGET AMENDMENT**

A Budget amendment is a revision of the adopted budget that, when approved, replaces the original provision and increases or decreases the budget appropriation.

## **BUDGET CALENDAR**

The budget calendar is the schedule of key dates that a government follows in preparation and adoption of the budget.

# GLOSSARY OF TERMS

## **BUDGET ORDINANCE**

The budget ordinance refers to the schedule of key dates that a government follows in preparation and adoption of the budget.

## **BUDGET PERIOD**

The period for which a budget is approved or a budget ordinance is adopted. It is known as the budget period, normally coincides with the fiscal year.

## **BUDGET TRANSFER**

A budget transfer is a procedure utilized by City Departments to revise budget appropriations within the departmental operating budget accounts.

## **BUDGETARY CONTROL**

Budgetary control is the management of a government or enterprise in accordance with an approved budget for the purpose of keeping spending within available appropriations and available revenues.

## **BUDGETARY EXPENDITURES**

Budgetary expenditures are decreases in net assets. In contrast to conventional expenditures, budgetary expenditures do not include amounts represented by non-current liabilities.

## **BUDGET**

A budget is a plan of financial operation embodying an estimate of proposed expenditures and the means of financing them.

## **CAPITAL BUDGET**

The capital budget is a plan of proposed capital outlays and the means of financing them. The annual capital budget is the primary means by which most of the acquisition and construction activities for facilities and major improvements of a government are controlled.

## **CAPITAL EXPENDITURES**

Capital expenditures are funds used to acquire or improve long-term assets.

## **CAPITAL OUTLAY**

Capital outlay is an item costing more than \$10,000 and having a useful life of more than one year.

## **CERTIFICATES OF OBLIGATION**

Certificates of obligation are used to obtain quick financing. The full faith and credit of the City secure them. Under the State Act, the intent to issue certificates must be published in the local newspaper fourteen (14) days in advance. Voter approval is not required unless 5 percent of the qualified voters sign a petition and file it with the City Secretary. Certificates can be used for real property purchase and construction.

# GLOSSARY OF TERMS

## **COMMERCIAL PAPER**

Commercial paper refers to short-term, unsecured promissory notes, usually due within 30-45 days. Generally, the notes are backed by a line of credit with a bank.

## **COMMODITIES**

Commodities are consumable goods such as office supplies, small tools, and fuel, which are used by the City.

## **COMMUNITY INVESTMENT PLAN (CIP)**

The Community Investment Plan is a comprehensive program that projects the capital needs of a community. Generally, it is a cyclical process that estimates the needs for ten years. The Community Investment Plan is essential for sound infrastructure and financial planning.

## **CONTRACTUAL OBLIGATION**

A contractual obligation is a short-term debt instrument which does not require voter authorization, used to finance the purchase of items, such as equipment and vehicles.

## **COST**

Cost is the amount of money or other consideration exchanged for property, services, or an expense.

## **CURRENT**

The term "current" designates the present fiscal period, as opposed to past or future periods. It usually means items likely to be used up or converted into cash within one year.

## **DEBT SERVICE**

Debt service is the amount of money required for interest and principal payments on an outstanding debt in any given year.

## **DEBT SERVICE FUND**

The debt service fund—also called a SINKING FUND—is a fund established to account for the accumulation of resources for the payment of principal and interest on long term debt.

## **DEFICIT**

A deficit is the excess of expenditures over revenues during an accounting period or, in the case of proprietary funds, the excess of expense over income during an accounting period.

## **ENCUMBRANCE**

Encumbrances include obligations in the form of requisitions, purchase orders, contracts, or other commitments that are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or actual liability is set up, at which point they become expenditures.

# GLOSSARY OF TERMS

## **ENDING BALANCE**

The dollars remaining after current expenditures for operations and debt service are subtracted from the sum of the beginning fund balance and current resources. Portions of the fund balance may be reserved for various purposes, such as contingencies or encumbrances.

## **ENTERPRISE FUND**

An enterprise fund is established to provide accountability for operations which: (a) finance and operate in a manner similar to private business enterprises whose governing body's intent is for the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges, or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, and accountability of other purposes. Examples of enterprise funds are those for the Water Fund and Golf Fund.

## **EXPENDITURES**

Expenditures are decreases in net financial resources. They include current operating expenses that require the current or future use of net current assets, debt service, and capital outlay.

## **EXPENSE REFUND**

An expense refund is a cost reimbursement from other departments. It is usually associated with some service provided by one department on behalf of another.

## **EXPENSES**

Expenses are decreases in net total assets. They represent the total cost of operations during a period, regardless of the timing of related expenditures.

## **FEES**

Fees are charges for services.

## **FIXED ASSETS**

Fixed assets are of long-term character and are intended to continue to be held or used. Examples are land, buildings, and improvements such as machinery and equipment.

## **FIXED COST**

A fixed cost, such as rent, does not change with increases or decreases in the amount of services provided.

## **FTE**

An FTE is a full-time equivalent authorized position, filled or vacant.

## **FIDUCIARY FUND**

A fiduciary fund is a trust and agency funds used to account for assets held by a local government in a trustee capacity or as an agent for individuals, private organizations, other governmental units, or other funds.



# GLOSSARY OF TERMS

## **FISCAL YEAR**

The accounting period for which an organization's budget is termed the fiscal year. The fiscal year for the City of Kerrville runs from October 1st to September 30th of the following year.

## **FUNCTIONAL CLASSIFICATION**

Functional classification is the expenditure classification according to the principal purposes for which expenditures are made. Examples are public safety, human services, recreation, and culture.

## **FUND**

A fund is a fiscal and accounting entity with a self-balancing set of accounts. It records cash and other financial resources, all related liabilities, residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

## **FUND BALANCE**

Fund balance refers to the balance of net financial resources that are spendable or available. Portions of the fund balance may be reserved for various purposes, such as contingencies or encumbrances.

## **FUNDING SOURCE**

A funding source is the specifically identified dollars allocated to meet budgeted requirements.

## **GENERAL FUND**

The General Fund is used to account for all financial resources except those required to be accounted for in another fund. Examples of General Fund departments include the Parks and Recreation Department, Fire Department, Emergency Medical Services, Library, Municipal Court, and Police Department.

## **GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)**

GAAP are the uniform minimum standards of, and guidelines to, financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompass the conventions, rules, and procedures necessary to define the accepted accounting practices at a particular time. They include both broad guidelines of general application and detailed practices and procedures. GAAP provide a standard by which to measure financial presentations.

## **GENERAL OBLIGATION BONDS (GO BONDS)**

General Obligation Bonds are bonds that are secured by the full faith and credit of the issuer. GO bonds issued by local units of government are secured by a pledge of the issuer's ad valorem taxing power. They are usually issued to pay for general capital improvements such as parks and streets.

## **GOVERNMENTAL ACCOUNTING**

Governmental accounting is the composite activity of analyzing, recording, summarizing, reporting and interpreting the financial transactions of government.

# GLOSSARY OF TERMS

## **GOVERNMENTAL ACCOUNTING STANDARD BOARD (GASB)**

GASB is the governing body that sets accounting standards specifically for governmental entities at the State and Local level.

## **GOVERNMENTAL FINANCE OFFICERS ASSOCIATION (GFOA)**

GFOA is a professional association of state/provincial and local finance officers in the United States and Canada dedicated to the sound management of government financial resources.

## **GOVERNMENTAL FUNDS**

Governmental funds are generally used to account for tax-supported activities. There are five different types of governmental funds: the general funds, special revenue funds, debt service funds, capital projects funds, and permanent funds.

## **GRANT**

A grant is a contribution by one government unit or funding source to another unit. The contribution is usually made to aid in a specified function (for example, education), but it is sometimes also for general purposes.

## **INTERDEPARTMENTAL SERVICES**

Interdepartmental services are budgeted expenses for services provided by another department.

## **INTERNAL SERVICE FUND**

An internal service fund is a proprietary fund type that may be used to report any activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis.

## **INVESTMENTS**

Investments are securities and real estate held for production of revenue in the form of interest, dividend, rentals or lease payments. The term does not include fixed assets used in governmental operations.

## **LEVY**

To levy means to impose taxes, special assessments of service charges for the support of governmental activities.

## **LINE-ITEM BUDGET**

A line item budget refers to a budget format in which departmental outlays are grouped according to the items that will be purchased with one item or group of items on each line.

## **MISSION**

The reason or purpose for the organizational unit's existence is called its mission.

# GLOSSARY OF TERMS

## **MODIFIED ACCRUAL**

City of Kerrville governmental funds are budgeted using the modified accrual basis, with revenues recognized when they become measurable. Revenue is "measurable" when the amount of the transaction can be reasonably determined. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred and is expected to be liquidated within sixty (60) days.

## **NO-NEW-REVENUE TAX RATE**

The no-new-revenue property tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year, based on a property tax rate that would produce the same amount of tax revenue if applied to the same properties taxed in both years. The idea is that if property valuations increase, the tax rate must decrease to produce the same amount of revenue.

## **NON-RECURRING REVENUE**

Non-recurring revenue is a one-time windfall that is budgeted only for one fiscal year.

## **NOTE**

A note is a written, short-term promise of the issuer to repay a specified principal amount on a certain date, together with interest at a stated rate, or according to a stated formula, payable from a defined source of anticipated revenue. Notes usually mature in fewer than five years.

## **OBJECT CLASS/CATEGORY**

Object class is the expenditure classification according to the types of items purchased or services obtained; for example, personnel service, materials, supplies and equipment.

## **ORDINANCE**

An ordinance is a formal legislative enactment by the City Council. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the City.

## **OVERHEAD**

Overhead is the element of cost necessary for the production of an article or the performance of a service which is of such a nature that the amount applicable to the product or service cannot be determined readily. Usually, overhead relates to those objects of expenditures that do not become an integral part of the finished product or service such as rent, heat, light, supplies, and management.

## **PERFORMANCE MEASURES**

Performance measures are specific measures of work performed within an activity or program (such as, total number of dispatched calls). Performance measures also are specific quantitative measures of results obtained through a program or activity.

# GLOSSARY OF TERMS

## **PROGRAM**

A program is a plan outlining funding for personnel, supplies, services, and capital for taking action toward specific goals and objectives.

## **PROPRIETARY FUND**

A proprietary fund is an account that shows actual financial position and operations, such as actual assets, liabilities, reserves, fund balances, revenues, and expenditures, as distinguished from budgetary accounts.

## **REFUNDING**

Refunding is when an issuer refinances an outstanding bond issue by issuing new bonds. There are two major reasons for refunding: to reduce the issuer's interest costs, or to remove a burdensome or restrictive covenant imposed by the terms of the bonds being refinanced. The proceeds of the new bonds are either deposited in escrow to pay the debt service on the outstanding obligations when due, or they are used to immediately retire the outstanding obligations. The new obligations are referred to as the "refunding bonds" and the outstanding obligations being refinanced are referred to as the "refunded bonds" or the "prior issue."

## **REPLACEMENT COST**

Replacement cost is the cost of a property, as of a certain date; which can render similar service (but which need not be of the same structural form) as the property to be replaced.

## **RESERVE**

Reserve is an account in which a portion of the fund balance is segregated for a future use and which is, therefore, not available for further appropriation or expenditure. A reserve for inventories equal in amount to the inventory of supplies on the balance sheet of the general fund is an example of such a reserve.

## **RESOLUTION**

A resolution is a special or temporary order of a legislative body requiring less legal formality than an ordinance or statute.

## **REVENUE BONDS**

Revenue bonds are bonds payable from a specific source of revenue, which do not pledge the full faith and credit of the issuer. Revenue bonds are payable from identified sources of revenue and do not affect the ad valorem tax rate. Pledged revenues may be derived from operation of the financed project, grants, excise, or other specified non-ad valorem tax.

## **REVENUE**

Revenue is (1) an increase in a governmental fund net current assets from other than expenditure refunds and residual equity or (2) an increase in a proprietary fund net total assets from other than expense refunds, capital contributions, and residual equity transfers.

# GLOSSARY OF TERMS

## **SINKING FUND**

A sinking fund is an account into which a debt issuer makes periodic deposits to ensure the timely availability of sufficient monies for the payment of debt service requirements. The revenue to be deposited into the sinking fund and payments from the fund are determined by the terms of the bond contract.

## **STRUCTURAL BALANCE**

Structural balance is the state at which current revenue sufficiently supports current expenditures.

## **TAXES**

Taxes are compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments, or charges for services rendered, such as sewer service.

## **TAX RATE**

The tax rate is the amount of tax levied for each \$100 of assessed valuation.

## **TAX RATE LIMIT**

The term "tax rate limit" refers to the maximum tax rate at which a governmental may levy tax. Overall tax rate limits usually restrict levies for all purposes and of all governments, state or local, having jurisdiction in a given area. The State of Texas has a maximum Ad Valorem limit of \$2.50 per \$100 of assess property value. Taxes are levied via a Tax Levy Ordinance.

## **TIMES COVERAGE**

Times coverage, also known as debt service coverage, is an indicator of the financial strength of the project financed by revenue bonds. The times coverage calculation is net revenues divided by the debt service. Net revenues are total revenues less operating and maintenance expenses, and debt service is annual principal and interest payments on debt.

## **TRANSFERS**

Transfers are the authorized exchanges of cash or other resources between funds.

## **VOTER-APPROVAL RATE**

The voter-approval tax rate is a calculated maximum property tax rate allowed by law without voter approval. The calculation splits the voter-approval tax rate into two separate components - a no-new-revenue maintenance and operations (M&O) rate and a debt service rate. M&O includes such things as salaries, utilities and day-to-day operations. Debt service covers the interest and principal on bonds and other debt secured by property tax revenues. The voter-approval tax rate is the sum of no-new-revenue M&O and debt service rates, plus the unused increment rate (if applicable). In 2019, the Texas Legislature passed legislation requiring that the voter-approval rate be calculated at a 3.5% increase over the M&O no-new-revenue rate plus the debt service portion of the rate.





LOOKING  
UP



# TAX RATE CALCULATION

# TAX RATE CALCULATION

## 2023 Tax Rate Calculation Worksheet Taxing Units Other Than School Districts or Water Districts

Form 50-856

the City of Kerrville

Taxing Unit Name

(830) 792-2242

Phone (area code and number)

701 Main Street, Kerrville, TX, 78028

Taxing Unit's Address, City, State, ZIP Code

www.kerrvilletx.gov

Taxing Unit's Website Address

**GENERAL INFORMATION:** Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

### SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	<b>2022 total taxable value.</b> Enter the amount of 2022 taxable value on the 2022 tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). <sup>1</sup>	\$ 2,941,402,212
2.	<b>2022 tax ceilings.</b> Counties, cities and junior college districts. Enter 2022 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2022 or a prior year for homeowners age 65 or older or disabled, use this step. <sup>2</sup>	\$ 878,422,720
3.	<b>Preliminary 2022 adjusted taxable value.</b> Subtract Line 2 from Line 1.	\$ 2,062,979,492
4.	<b>2022 total adopted tax rate.</b>	\$ 0.5752 /\$100
5.	<b>2022 Taxable Value lost because court appeals of ARB decisions reduced 2022 appraised Value.</b> A. Original 2022 ARB values: ..... \$ 17,645,326 B. 2022 values resulting from final court decisions: ..... - \$ 16,454,355 C. 2022 value loss. Subtract B from A. <sup>3</sup>	\$ 1,190,971
6.	<b>2022 taxable value subject to an appeal under Chapter 42, as of July 25.</b> A. 2022 ARB certified value: ..... \$ 18,186,405 B. 2022 disputed value: ..... - \$ 8,596,753 C. 2022 undisputed value. Subtract B from A. <sup>4</sup>	\$ 9,589,652
7.	<b>2022 Chapter 42 related adjusted values.</b> Add Line 5C and Line 6C.	\$ 10,780,623

<sup>1</sup> Tax, Tax Code § 26.012(14)

<sup>2</sup> Tax, Tax Code § 26.012(14)

<sup>3</sup> Tax, Tax Code § 26.012(13)

<sup>4</sup> Tax, Tax Code § 26.012(13)

# TAX RATE CALCULATION

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
8.	<b>2022 taxable value, adjusted for actual and potential court-ordered adjustments.</b> Add Line 3 and Line 7.	\$ <u>2,073,760,115</u>
9.	<b>2022 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2022.</b> Enter the 2022 value of property in deannexed territory. <sup>5</sup>	\$ <u>0</u>
10.	<b>2022 taxable value lost because property first qualified for an exemption in 2023.</b> If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in 2023 does not create a new exemption or reduce taxable value. <b>A. Absolute exemptions.</b> Use 2022 market value: ..... \$ <u>873,133</u> <b>B. Partial exemptions.</b> 2023 exemption amount or 2023 percentage exemption times 2022 value: ..... + \$ <u>5,363,554</u> <b>C. Value loss.</b> Add A and B. <sup>6</sup>	\$ <u>6,236,687</u>
11.	<b>2022 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2023.</b> Use only properties that qualified in 2023 for the first time; do not use properties that qualified in 2022. <b>A. 2022 market value:</b> ..... \$ <u>0</u> <b>B. 2023 productivity or special appraised value:</b> ..... - \$ <u>0</u> <b>C. Value loss.</b> Subtract B from A. <sup>7</sup>	\$ <u>0</u>
12.	<b>Total adjustments for lost value.</b> Add Lines 9, 10C and 11C.	\$ <u>6,236,687</u>
13.	<b>2022 captured value of property in a TIF.</b> Enter the total value of 2022 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which 2022 taxes were deposited into the tax increment fund. <sup>8</sup> If the taxing unit has no captured appraised value in line 18D, enter 0.	\$ <u>14,446,464</u>
14.	<b>2022 total value.</b> Subtract Line 12 and Line 13 from Line 8.	\$ <u>2,053,076,964</u>
15.	<b>Adjusted 2022 total levy.</b> Multiply Line 4 by Line 14 and divide by \$100.	\$ <u>11,809,298</u>
16.	<b>Taxes refunded for years preceding tax year 2022.</b> Enter the amount of taxes refunded by the taxing unit for tax years preceding tax year 2022. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2022. This line applies only to tax years preceding tax year 2022. <sup>9</sup>	\$ <u>21,361</u>
17.	<b>Adjusted 2022 levy with refunds and TIF adjustment.</b> Add Lines 15 and 16. <sup>10</sup>	\$ <u>11,830,659</u>
18.	<b>Total 2023 taxable value on the 2023 certified appraisal roll today.</b> This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled. <sup>11</sup> <b>A. Certified values:</b> ..... \$ <u>3,249,706,459</u> <b>B. Counties:</b> Include railroad rolling stock values certified by the Comptroller's office: ..... + \$ <u>0</u> <b>C. Pollution control and energy storage system exemption:</b> Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: ..... - \$ <u>0</u> <b>D. Tax increment financing:</b> Deduct the 2023 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2023 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below. <sup>12</sup> ..... - \$ <u>62,491,703</u> <b>E. Total 2023 value.</b> Add A and B, then subtract C and D.	\$ <u>3,187,214,756</u>

<sup>5</sup> Tax, Tax Code § 26.012(15)

<sup>6</sup> Tax, Tax Code § 26.012(15)

<sup>7</sup> Tax, Tax Code § 26.012(15)

<sup>8</sup> Tax, Tax Code § 26.03(c)

<sup>9</sup> Tax, Tax Code § 26.012(13)

<sup>10</sup> Tax, Tax Code § 26.012(13)

<sup>11</sup> Tax, Tax Code § 26.012, 26.04(c-2)

<sup>12</sup> Tax, Tax Code § 26.03(c)

# TAX RATE CALCULATION

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
19.	<b>Total value of properties under protest or not included on certified appraisal roll.</b> <sup>13</sup>	
A.	<b>2023 taxable value of properties under protest.</b> The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. <sup>14</sup> .....	\$ 68,471,313
B.	<b>2023 value of properties not under protest or included on certified appraisal roll.</b> The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. <sup>15</sup> .....	+ \$ 0
C.	<b>Total value under protest or not certified.</b> Add A and B.	\$ 68,471,313
20.	<b>2023 tax ceilings.</b> Counties, cities and junior colleges enter 2023 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2022 or a prior year for homeowners age 65 or older or disabled, use this step. <sup>16</sup>	\$ 1,002,514,710
21.	<b>2023 total taxable value.</b> Add Lines 18E and 19C. Subtract Line 20. <sup>17</sup>	\$ 2,253,171,359
22.	<b>Total 2023 taxable value of properties in territory annexed after Jan. 1, 2022.</b> Include both real and personal property. Enter the 2023 value of property in territory annexed. <sup>18</sup>	\$ 2,117,791
23.	<b>Total 2023 taxable value of new improvements and new personal property located in new improvements.</b> New means the item was not on the appraisal roll in 2022. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2022 and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for 2023. <sup>19</sup>	\$ 44,045,897
24.	<b>Total adjustments to the 2023 taxable value.</b> Add Lines 22 and 23.	\$ 46,163,688
25.	<b>Adjusted 2023 taxable value.</b> Subtract Line 24 from Line 21.	\$ 2,207,007,671
26.	<b>2023 NNR tax rate.</b> Divide Line 17 by Line 25 and multiply by \$100. <sup>20</sup>	\$ 0.5360 /\$100
27.	<b>COUNTIES ONLY.</b> Add together the NNR tax rates for each type of tax the county levies. The total is the 2023 county NNR tax rate. <sup>21</sup>	\$ 0.0000 /\$100

## SECTION 2: Voter-Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

- Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
- Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
28.	<b>2022 M&amp;O tax rate.</b> Enter the 2022 M&O tax rate.	\$ 0.4341 /\$100
29.	<b>2022 taxable value, adjusted for actual and potential court-ordered adjustments.</b> Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 2,073,760,115

<sup>13</sup> Tax. Tax Code § 26.01(c) and (d)

<sup>14</sup> Tax. Tax Code § 26.01(c)

<sup>15</sup> Tax. Tax Code § 26.01(d)

<sup>16</sup> Tax. Tax Code § 26.012(5)(B)

<sup>17</sup> Tax. Tax Code § 26.012(5)

<sup>18</sup> Tax. Tax Code § 26.012(17)

<sup>19</sup> Tax. Tax Code § 26.012(17)

<sup>20</sup> Tax. Tax Code § 26.04(c)

<sup>21</sup> Tax. Tax Code § 26.04(d)



# TAX RATE CALCULATION

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
30.	<b>Total 2022 M&amp;O levy.</b> Multiply Line 28 by Line 29 and divide by \$100	\$ <u>9,002,192</u>
31.	<b>Adjusted 2022 levy for calculating NNR M&amp;O rate.</b> <b>A. M&amp;O taxes refunded for years preceding tax year 2022.</b> Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2022. This line applies only to tax years preceding tax year 2022. .... + \$ <u>18,285</u> <b>B. 2022 taxes in TIF.</b> Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2023 captured appraised value in Line 18D, enter 0. .... - \$ <u>51,112</u> <b>C. 2022 transferred function.</b> If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. .... +/- \$ <u>0</u> <b>D. 2022 M&amp;O levy adjustments.</b> Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function. .... \$ <u>-32,827</u> <b>E. Add Line 30 to 31D.</b>	\$ <u>8,969,365</u>
32.	<b>Adjusted 2023 taxable value.</b> Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>2,207,007,671</u>
33.	<b>2023 NNR M&amp;O rate (unadjusted).</b> Divide Line 31E by Line 32 and multiply by \$100.	\$ <u>0.4064</u> /\$100
34.	<b>Rate adjustment for state criminal justice mandate.<sup>23</sup></b> <b>If not applicable or less than zero, enter 0.</b> <b>A. 2023 state criminal justice mandate.</b> Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. .... \$ <u>0</u> <b>B. 2022 state criminal justice mandate.</b> Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. .... - \$ <u>0</u> <b>C. Subtract B from A and divide by Line 32 and multiply by \$100.</b> .... \$ <u>0.0000</u> /\$100 <b>D. Enter the rate calculated in C. If not applicable, enter 0.</b>	\$ <u>0.0000</u> /\$100
35.	<b>Rate adjustment for indigent health care expenditures.<sup>24</sup></b> <b>If not applicable or less than zero, enter 0.</b> <b>A. 2023 indigent health care expenditures.</b> Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state assistance received for the same purpose. .... \$ <u>0</u> <b>B. 2022 indigent health care expenditures.</b> Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state assistance received for the same purpose. .... - \$ <u>0</u> <b>C. Subtract B from A and divide by Line 32 and multiply by \$100.</b> .... \$ <u>0.0000</u> /\$100 <b>D. Enter the rate calculated in C. If not applicable, enter 0.</b>	\$ <u>0.0000</u> /\$100

<sup>23</sup> (Reserved for expansion)

<sup>24</sup> Tex. Tax Code § 26.044

<sup>25</sup> Tex. Tax Code § 26.0441

# TAX RATE CALCULATION

2023 Tax Rate Calculation Worksheet – Taxing Units Other Than School Districts or Water Districts

Form 50-856

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
36.	<b>Rate adjustment for county indigent defense compensation.</b> <sup>25</sup> If not applicable or less than zero, enter 0. <p>A. <b>2023 indigent defense compensation expenditures.</b> Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state grants received by the county for the same purpose..... \$ <u>0</u></p> <p>B. <b>2022 indigent defense compensation expenditures.</b> Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state grants received by the county for the same purpose..... \$ <u>0</u></p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100..... \$ <u>0.0000</u> /\$100</p> <p>D. Multiply B by 0.05 and divide by Line 32 and multiply by \$100..... \$ <u>0.0000</u> /\$100</p> <p>E. Enter the lesser of C and D. If not applicable, enter 0.</p>	\$ <u>0.0000</u> /\$100
37.	<b>Rate adjustment for county hospital expenditures.</b> <sup>26</sup> If not applicable or less than zero, enter 0. <p>A. <b>2023 eligible county hospital expenditures.</b> Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2022 and ending on June 30, 2023. .... \$ <u>0</u></p> <p>B. <b>2022 eligible county hospital expenditures.</b> Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2021 and ending on June 30, 2022. .... \$ <u>0</u></p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100..... \$ <u>0.0000</u> /\$100</p> <p>D. Multiply B by 0.08 and divide by Line 32 and multiply by \$100..... \$ <u>0.0000</u> /\$100</p> <p>E. Enter the lesser of C and D, if applicable. If not applicable, enter 0.</p>	\$ <u>0.0000</u> /\$100
38.	<b>Rate adjustment for defunding municipality.</b> This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information. <p>A. <b>Amount appropriated for public safety in 2022.</b> Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year ..... \$ <u>0</u></p> <p>B. <b>Expenditures for public safety in 2022.</b> Enter the amount of money spent by the municipality for public safety during the preceding fiscal year..... \$ <u>0</u></p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100 ..... \$ <u>0.0000</u> /\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ <u>0.0000</u> /\$100
39.	<b>Adjusted 2023 NNR M&amp;O rate.</b> Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.	\$ <u>0.4064</u> /\$100
40.	<b>Adjustment for 2022 sales tax specifically to reduce property taxes.</b> Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in 2022 should complete this line. These entities will deduct the sales tax gain rate for 2023 in Section 3. Other taxing units, enter zero. <p>A. Enter the amount of additional sales tax collected and spent on M&amp;O expenses in 2022, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent ..... \$ <u>0</u></p> <p>B. Divide Line 40A by Line 32 and multiply by \$100 ..... \$ <u>0.0000</u> /\$100</p> <p>C. Add Line 40B to Line 39.</p>	\$ <u>0.4064</u> /\$100
41.	<b>2023 voter-approval M&amp;O rate.</b> Enter the rate as calculated by the appropriate scenario below. <b>Special Taxing Unit.</b> If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08. - or - <b>Other Taxing Unit.</b> If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.	\$ <u>0.4206</u> /\$100

<sup>25</sup> Tex. Tax Code §26.0442

<sup>26</sup> Tex. Tax Code §26.0443



# TAX RATE CALCULATION

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
D41.	<b>Disaster Line 41 (D41): 2023 voter-approval M&amp;O rate for taxing unit affected by disaster declaration.</b> If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of 1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or 2) the third tax year after the tax year in which the disaster occurred  If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08. <sup>27</sup> If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).	\$ _____ /\$100
42.	<b>Total 2023 debt to be paid with property taxes and additional sales tax revenue.</b> Debt means the interest and principal that will be paid on debts that: (1) are paid by property taxes, (2) are secured by property taxes, (3) are scheduled for payment over a period longer than one year, and (4) are not classified in the taxing unit's budget as M&O expenses.  <b>A. Debt</b> also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here. <sup>28</sup>  Enter debt amount ..... \$ <u>4,789,500</u> <b>B. Subtract unencumbered fund amount</b> used to reduce total debt. .... - \$ <u>121,000</u> <b>C. Subtract certified amount spent from sales tax to reduce debt</b> (enter zero if none) ..... - \$ <u>0</u> <b>D. Subtract amount paid</b> from other resources ..... - \$ <u>1,090,706</u> <b>E. Adjusted debt.</b> Subtract B, C and D from A. .... \$ <u>3,577,794</u>	
43.	<b>Certified 2022 excess debt collections.</b> Enter the amount certified by the collector. <sup>29</sup>	** \$ <u>335,950</u>
44.	<b>Adjusted 2023 debt.</b> Subtract Line 43 from Line 42E.	\$ <u>3,241,844</u>
45.	<b>2023 anticipated collection rate.</b> <b>A.</b> Enter the 2023 anticipated collection rate certified by the collector. <sup>30</sup> ..... <u>102.00</u> % <b>B.</b> Enter the 2022 actual collection rate. .... <u>109.00</u> % <b>C.</b> Enter the 2021 actual collection rate. .... <u>105.10</u> % <b>D.</b> Enter the 2020 actual collection rate. .... <u>99.60</u> % <b>E.</b> If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. <sup>31</sup>	<u>102.00</u> %
46.	<b>2023 debt adjusted for collections.</b> Divide Line 44 by Line 45E.	\$ <u>3,178,278</u>
47.	<b>2023 total taxable value.</b> Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>2,253,171,359</u>
48.	<b>2023 debt rate.</b> Divide Line 46 by Line 47 and multiply by \$100.	\$ <u>0.1410</u> /\$100
49.	<b>2023 voter-approval tax rate.</b> Add Lines 41 and 48.	\$ <u>0.5616</u> /\$100
D49.	<b>Disaster Line 49 (D49): 2023 voter-approval tax rate for taxing unit affected by disaster declaration.</b> Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.	\$ _____ /\$100

<sup>27</sup> Tax. Tax Code § 26.042(a)  
<sup>28</sup> Tax. Tax Code § 26.012(7)  
<sup>29</sup> Tax. Tax Code § 26.012(10) and 26.04(b)  
<sup>30</sup> Tax. Tax Code § 26.04(b)  
<sup>31</sup> Tax. Tax Code §§ 26.04(h), (h-1) and (h-2)

**\*\* Per Ordinance 2023-05 Additional Collections of \$4,156 Included**

# TAX RATE CALCULATION

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
50.	<b>COUNTIES ONLY.</b> Add together the voter-approval tax rates for each type of tax the county levies. The total is the 2023 county voter-approval tax rate.	\$ <u>0.0000</u> /\$100

## SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes Not Applicable

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
51.	<b>Taxable Sales.</b> For taxing units that adopted the sales tax in November 2022 or May 2023, enter the Comptroller's estimate of taxable sales for the previous four quarters. <sup>22</sup> Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November 2022, enter 0.	\$ _____
52.	<b>Estimated sales tax revenue.</b> Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. <sup>23</sup>  <b>Taxing units that adopted the sales tax in November 2022 or in May 2023.</b> Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. <sup>24</sup> <b>- or -</b> <b>Taxing units that adopted the sales tax before November 2022.</b> Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$ _____
53.	<b>2023 total taxable value.</b> Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____
54.	<b>Sales tax adjustment rate.</b> Divide Line 52 by Line 53 and multiply by \$100.	\$ _____ /\$100
55.	<b>2023 NNR tax rate, unadjusted for sales tax.</b> <sup>25</sup> Enter the rate from Line 26 or 27, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____ /\$100
56.	<b>2023 NNR tax rate, adjusted for sales tax.</b> <b>Taxing units that adopted the sales tax in November 2022 or in May 2023.</b> Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November 2022.	\$ _____ /\$100
57.	<b>2023 voter-approval tax rate, unadjusted for sales tax.</b> <sup>26</sup> Enter the rate from Line 49, Line D49 (disaster) or Line 50 (counties) as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ _____ /\$100
58.	<b>2023 voter-approval tax rate, adjusted for sales tax.</b> Subtract Line 54 from Line 57.	\$ _____ /\$100

## SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control

Not Applicable

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
59.	<b>Certified expenses from the Texas Commission on Environmental Quality (TCEQ).</b> Enter the amount certified in the determination letter from TCEQ. <sup>27</sup> The taxing unit shall provide its tax assessor-collector with a copy of the letter. <sup>28</sup>	\$ _____
60.	<b>2023 total taxable value.</b> Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____
61.	<b>Additional rate for pollution control.</b> Divide Line 59 by Line 60 and multiply by \$100.	\$ _____ /\$100
62.	<b>2023 voter-approval tax rate, adjusted for pollution control.</b> Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	\$ _____ /\$100

<sup>22</sup> Tex. Tax Code § 26.041(d)

<sup>23</sup> Tex. Tax Code § 26.041(f)

<sup>24</sup> Tex. Tax Code § 26.041(d)

<sup>25</sup> Tex. Tax Code § 26.04(c)

<sup>26</sup> Tex. Tax Code § 26.04(c)

<sup>27</sup> Tex. Tax Code § 26.045(d)

<sup>28</sup> Tex. Tax Code § 26.045(f)

# TAX RATE CALCULATION

## SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the difference between the adopted tax rate and voter-approval tax rate adjusted to remove the unused increment rate for the prior three years.<sup>39</sup> In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the portion of the unused increment rate must be backed out of the calculation for that year.

The difference between the adopted tax rate and adjusted voter-approval tax rate is considered zero in the following scenarios:

- a tax year before 2020;<sup>40</sup>
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);<sup>41</sup> or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.<sup>42</sup>

Individual components can be negative, but the overall rate would be the greater of zero or the calculated rate.

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.<sup>43</sup>

Line	Unused Increment Rate Worksheet	Amount/Rate
63.	<b>Year 3 component.</b> Subtract the 2022 actual tax rate and the 2022 unused increment rate from the 2022 voter-approval tax rate.	
A.	Voter-approval tax rate (Line 67).....	\$ 0.5752 /\$100
B.	Unused increment rate (Line 66).....	\$ 0.0222 /\$100
C.	Subtract B from A.....	\$ 0.5530 /\$100
D.	Adopted Tax Rate.....	\$ 0.5752 /\$100
E.	Subtract D from C.....	\$ 0.0222 /\$100
64.	<b>Year 2 component.</b> Subtract the 2021 actual tax rate and the 2021 unused increment rate from the 2021 voter-approval tax rate.	
A.	Voter-approval tax rate (Line 67).....	\$ 0.5315 /\$100
B.	Unused increment rate (Line 66).....	\$ 0.0222 /\$100
C.	Subtract B from A.....	\$ 0.5093 /\$100
D.	Adopted Tax Rate.....	\$ 0.5093 /\$100
E.	Subtract D from C.....	\$ 0.0000 /\$100
65.	<b>Year 1 component.</b> Subtract the 2020 actual tax rate and the 2020 unused increment rate from the 2020 voter-approval tax rate.	
A.	Voter-approval tax rate (Line 65).....	\$ 0.5338 /\$100
B.	Unused increment rate (Line 64).....	\$ 0.0000 /\$100
C.	Subtract B from A.....	\$ 0.5338 /\$100
D.	Adopted Tax Rate.....	\$ 0.5116 /\$100
E.	Subtract D from C.....	\$ 0.0222 /\$100
66.	<b>2023 unused increment rate.</b> Add Lines 63E, 64E and 65E.	\$ 0.000 /\$100
67.	<b>Total 2023 voter-approval tax rate, including the unused increment rate.</b> Add Line 66 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control).	\$ 0.5616 /\$100

<sup>39</sup> Tax, Tax Code §26.013(a)

<sup>40</sup> Tax, Tax Code §26.013(c)

<sup>41</sup> Tax, Tax Code §26.0501(a) and (c)

<sup>42</sup> Tax, Local Gov't Code §120.007(d), effective Jan. 1, 2022

<sup>43</sup> Tax, Tax Code §26.063(a)(1)

<sup>44</sup> Tax, Tax Code §26.012(B-a)

<sup>45</sup> Tax, Tax Code §26.063(a)(1)



# TAX RATE CALCULATION

## SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.<sup>44</sup> This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.<sup>45</sup>

Line	De Minimis Rate Worksheet	Amount/Rate
68.	<b>Adjusted 2023 NNR M&amp;O tax rate.</b> Enter the rate from Line 39 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ <u>0.4064</u> /\$100
69.	<b>2023 total taxable value.</b> Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>2,253,171,359</u>
70.	<b>Rate necessary to impose \$500,000 in taxes.</b> Divide \$500,000 by Line 69 and multiply by \$100.	\$ <u>0.0221</u> /\$100
71.	<b>2023 debt rate.</b> Enter the rate from Line 48 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ <u>0.1410</u> /\$100
72.	<b>De minimis rate.</b> Add Lines 68, 70 and 71.	\$ <u>0.5695</u> /\$100

## SECTION 7: Voter-Approval Tax Rate Adjustment for Emergency Revenue Rate

Not Applicable

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.<sup>46</sup>

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year.<sup>47</sup>

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago. This section will apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
73.	<b>2022 adopted tax rate.</b> Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____ /\$100
74.	<b>Adjusted 2022 voter-approval tax rate.</b> Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line.  If a disaster occurred in 2022 and the taxing unit calculated its 2022 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2022 worksheet due to a disaster, complete the applicable sections or lines of Form 50-856-a, <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> . - or - If a disaster occurred prior to 2022 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2022, complete the separate <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2022 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the year(s) following the disaster. <sup>48</sup> Enter the final adjusted 2022 voter-approval tax rate from the worksheet. - or - If the taxing unit adopted a tax rate above the 2022 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	\$ _____ /\$100
75.	<b>Increase in 2022 tax rate due to disaster.</b> Subtract Line 74 from Line 73.	\$ _____ /\$100
76.	<b>Adjusted 2022 taxable value.</b> Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____
77.	<b>Emergency revenue.</b> Multiply Line 75 by Line 76 and divide by \$100.	\$ _____
78.	<b>Adjusted 2023 taxable value.</b> Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____
79.	<b>Emergency revenue rate.</b> Divide Line 77 by Line 78 and multiply by \$100. <sup>49</sup>	\$ _____ /\$100

<sup>44</sup> Tax. Code §26.042(b).

<sup>45</sup> Tax. Code §26.042(f).

<sup>46</sup> Tax. Code §26.042(c).

<sup>47</sup> Tax. Code §26.042(b).

# TAX RATE CALCULATION

2023 Tax Rate Calculation Worksheet – Taxing Units Other Than School Districts or Water Districts

Form 50-856

Line	Emergency Revenue Rate Worksheet	Amount/Rate
80.	2023 voter-approval tax rate, adjusted for emergency revenue. Subtract Line 79 from one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 67 (taxing units with the unused increment rate).	\$ _____ /\$100

## SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-new-revenue tax rate..... \$ 0.5360 /\$100  
 As applicable, enter the 2023 NNRT tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax).  
 Indicate the line number used: 26

Voter-approval tax rate..... \$ 0.5616 /\$100  
 As applicable, enter the 2023 voter-approval tax rate from: Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 67 (adjusted for unused increment), or Line 80 (adjusted for emergency revenue).  
 Indicate the line number used: 49

De minimis rate..... \$ 0.5695 /\$100  
 If applicable, enter the 2023 de minimis rate from Line 72.

## SECTION 9: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code.<sup>30</sup>

print here → **Bob Reeves**   
 Printed Name of Taxing Unit Representative

sign here →  (s) \_\_\_\_\_  
 Taxing Unit Representative

07/28/2023  
 Date

<sup>30</sup> Tex. Tax Code §§26.00(c)-(2) and (d)-(2)







# FEE SCHEDULE

# FEE SCHEDULE

## CITY OF KERRVILLE FY2024 ADOPTED FEE SCHEDULE EFFECTIVE 10/1/2023

CITY SECRETARY	
PUBLIC INFORMATION REQUESTS	
Standard Size Copy (double sided copies count as 2 copies)	
Black and White	\$0.10 per page
Color	\$0.10 per page
Oversized Paper Copy	\$0.50 per page
Black and White	\$0.75 per page
Color	\$0.75 per page
Notary Fees	
Basic Notary Service	\$6.00 per document
Certified/Embossed Service	\$5.00 per embossment, plus \$1.00 per page \$20.00 per document max
Acknowledgement	\$5.00 per acknowledgement
Fax Transmissions	
Local	\$0.10 per page
Long distance	\$0.50 per page
Other	actual cost
Other	actual cost
Labor	\$15.00 per hour
Overhead charge (if applicable under state law)	20% of personnel charge
LAND RECORD FILING FEES	
First Page	\$26.00 per page
Additional Pages	\$4.00 per page
Records Management Fees	\$10.00 per document
Courthouse Security Fee	\$1.00 per document
Records Archive Fee	\$10.00 per document
Note: Fees subject to change based on County fee schedule.	
OTHER	
Vehicle for Hire Permit	\$25.00 per permit
Banners	
Permit Fee	\$60.00 per permit
Administrative Fee (non-refundable)	\$25.00 per permit
Alcoholic Beverage Certificate	50% of TABC
Exception: Brewery, Brewpub, or similar	on premise retailer fee
Sidewalk Café Permit	\$50.00 per table/year
Thumb Drive	\$5.00 each



# FEE SCHEDULE

DEVELOPMENT SERVICES DEPARTMENT	
BUILDING SERVICES	
PROFESSIONAL & OCCUPATIONAL LICENSES	
General Contractor License	\$300.00 initial license
General Contractor License: Renewal	\$100.00 annual
General Contractor License Renewal: Late Fee	\$200.00 late fee
General Contractor License: Single Project	\$150.00 per project
BUILDING PERMITS: SINGLE & TWO FAMILY RESIDENTIAL	
Building Permit: Minimum Charge	\$25.00 per permit
New Construction	\$0.36 per sq. foot (all floor area under one roof)
Addition	\$0.36 per sq. foot (all floor area under one roof)
Alteration or Remodel	\$0.21 per sq. foot (all floor area under one roof)
Fire Repair	\$0.21 per sq. foot (all floor area under one roof)
Storage or Accessory Building (>200 square feet)	\$0.21 per sq. foot (all floor area under one roof)
Application Extension (minimum 90 Days)	50% of original plan review fee
Permit Extension (minimum 180 Days)	50% of original plan review fee
Plan Review Fee (due with permit application)	50% of building permit fee
Subsequent Plan Reviews (when major or substantial changes occur)	50% of building permit fee
Residential Flat Work (includes foundation repair)	\$150.00 flat fee
BUILDING PERMITS: COMMERCIAL BY VALUE	
Permit (value up to \$1,000) plus	\$25.00 per permit
Value: \$1,000 and above	\$5.00 per \$1,000
Note: Value of construction is the greater of the value quoted by contractor or the calculated value using ICC valuation tables.	
Temp Certificate of Occupancy (min 90 Days)	\$100.00 per certificate
Temp Certificate of Occupancy Extension (min 30 days)	\$100.00 per certificate
Application Extension (minimum 90 Days)	% of original plan review fee
Permit Extension (minimum 180 Days)	% of original plan review fee
Plan Review Fee (due with permit application)	% of original permit fee
Subsequent Plan Reviews (when major or substantial changes occur)	% of original permit fee
Commercial Flat Work (Concrete, etc.)	\$150.00 flat fee
SIGN PERMITS: BY VALUE	
Sign Permit: Non-Electric	
Value: up to \$1,000	\$25.00 per permit
Value: \$1,001 and up	\$5.00 per \$1,000
Sign Permit: Electric	
Value: up to \$1,000	\$25.00 per permit
Value: \$1,001 and up	\$5.00 per \$1,000
Application Extension (minimum 90 Days)	50% of plan review fee
Permit Extension (minimum 180 Days)	50% of plan review fee
BUILDING PERMIT: ELECTRIC	
Building Permit: Electric	\$40.00 per permit
Application Extension (minimum 90 Days)	50% of total permit fee
Permit Extension (minimum 180 Days)	50% of total permit fee
Generator/Solar Panel Permit	\$100.00 per permit
Additional Fees	
Circuits	\$2.00 each
Fixtures	\$0.50 each
Motors (<1 HP)	\$2.00 each
Motors (1-10 HP)	\$2.50 each
Motors (11-25 HP)	\$3.00 each
Motors (>25 HP)	\$5.00 each
Services (per additional meter/panel)	\$7.50 each
Appliances	\$2.00 each
Equipment (welder)	\$3.00 each
Equipment (transformers)	\$5.00 each
Equipment (other)	\$3.00 each
Signs	\$5.75 each
Neon Signs for Transformer	\$1.00 each
Temporary Service (T-Pole)	\$50.00 each

# FEE SCHEDULE

DEVELOPMENT SERVICES DEPARTMENT, CONTINUED	
BUILDING SERVICES, CONTINUED	
BUILDING PERMIT: MECHANICAL	
HVAC Permit Application Fee	
Permit	\$30.00 per permit
Value: Up to \$1,000	\$15.00 per permit
Value: Over \$1,000	\$3.00 per \$1,000
Inspection Fees	
Add or replace electrical wiring or panel	\$15.00 per unit
Replace equipment	\$15.00 per unit
New equipment	\$15.00 per unit
Alter existing equipment	\$15.00 per unit
Application Extension (minimum 90 Days)	50% of total permit fee
Permit Extension (minimum 180 Days)	50% of total permit fee
BUILDING PERMIT: PLUMBING & GAS	
Permit	\$30.00 per permit
Fixtures	\$2.50 per unit
Building Drain	\$7.50 per unit
Water Heater and/or Vent	\$10.00 per unit
Gas Piping (1-5 outlets)	\$10.00 per unit
Piping for Water Treatment	\$7.50 per unit
Water/Sewer Yard Line	\$10.00 per unit
Gas Yard Line	\$7.50 per unit
Annual Gas Test	\$7.50 per unit
Pressure Regulator Valve	\$5.00 per unit
Back Flow Preventer	\$5.00 per unit
Grease Trap / Test Well	\$20.00 per unit
Application Extension (minimum 90 Days)	50% of total permit fee
Permit Extension (minimum 180 Days)	50% of total permit fee
BUILDING PERMIT: POOLS (BY VALUE)	
Commercial Pool Building Permit (by value)	
Basic Permit (value up to \$1,000) plus	\$25.00 per permit
\$1,001 - \$49,999	\$5.00 per \$1,000
\$50,000 and up	\$5.00 per \$1,000
Residential Pool Building Permit (by value)	
Basic Permit (value up to \$50,000) plus	\$25.00 per permit
\$50,001 - \$99,999	\$4.00 per \$1,000
\$100,000 - \$499,999	\$3.00 per \$1,000
Note: Value of construction is the greater of the value quoted by contractor or the calculated value using ICC valuation tables.	
Application Extension (minimum 90 Days)	50% of plan review fee
Permit Extension (minimum 180 Days)	50% of plan review fee
BUILDING PERMIT: IRRIGATION SYSTEM (BY VALUE)	
City Water Customer	
Permit plus	\$30.00 per permit
Value per \$1,000	\$3.00 per \$1,000
Plan Review	50% of permit fee
Non-City Water Customer	
Permit plus	\$45.00 per permit
2 inspection minimum	\$100.00 per inspection
Plan Review	50% of permit fee
Application Extension (minimum 90 Days)	50% of plan review fee
Permit Extension (minimum 180 Days)	50% of plan review fee
DEMOLITION AND MOVING PERMITS	
Moving/Demolition Deposit	\$500.00 per permit
Demolition Permit	\$100.00 per permit
Moving Permit	\$100.00 per permit
Application Extension (minimum 90 Days)	50% of total permit fee
Permit Extension (minimum 180 Days)	50% of total permit fee
INSPECTION FEES	
First Reinspection	\$0.00 same permit
Second Reinspection	\$100.00 same permit
Subsequent Reinspection	\$150.00 same permit
Special Inspection Fees	
During business hours: same day	\$50.00 per permit
After business hours: scheduled	\$50.00 per hr 2 hr min
After business hours: emergency	\$50.00 per hr 4 hr min

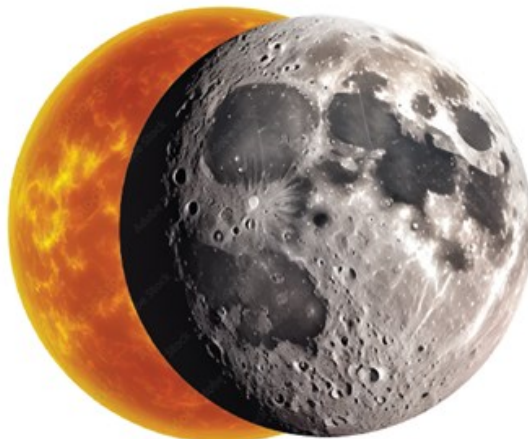
# FEE SCHEDULE

DEVELOPMENT SERVICES DEPARTMENT, CONTINUED	
BUILDING SERVICES, CONTINUED	
OTHER FEES	
Change of Contractor on Active Project	\$100.00 per permit
Note: Regular permit fees & requirements apply to new contractor for changes to original plans.	
Change of Occupancy (existing structure)	\$50.00 per structure
Certificate of Occupancy (vacant structures)	\$150.00 per structure
Note: Includes full inspection for structures vacant for more than 1 year or for change of use.	
Issuance of Permit (after start of project first occurrence by contractor)	Greater of double the permit fee or \$75.00
Issuance of Permit (after start of project subsequent occurrences by contractor)	Greater of double the permit fee or \$250.00
Appeal to Building Board of Adjustments and Appeals Mechanical, Plumbing, Electrical	\$150.00 per appeal
Fence Permit Fee	\$80.00 per permit
Parkland Dedication Fee	\$850.00 per unit/ lot
Right-of-Way Fees	
General Right of Way Permit	\$300.00 per permit
Residential Mailbox Permit	\$30.00 per permit
Drive Way / Sidewalk Permit	\$150.00 per permit



# FEE SCHEDULE

DEVELOPMENT SERVICES DEPARTMENT, CONTINUED	
CODE COMPLIANCE	
PERMITS/LICENSE	
Group Boarding Homes Permit	\$1,000.00 per permit
Permit renewal	\$350.00 per year
Re-inspection Fee	\$75.00 per inspection
Variance Fee for Distance	\$150.00 per variance
Junkyard Operation License	\$5.00 per site
Peddler and Solicitor Fees	
Base Charge	\$600.00 per year
Each additional person	\$10.00 per 30 days
Each additional person	\$100.00 per year
Deposit (refundable)	\$750.00 each
Sexually Oriented Business Annual License	\$500.00 per business
Annual Fee per Employee	\$50.00 per employee
Short-Term Rental License Fees	
Short-Term Rental License Fee	\$100.00 per property
Renewal Short-Term Rental License Fee	\$50.00 per property
Traveling Show and Exhibition License	\$100.00 per 30 days
EXEMPTIONS	
<ul style="list-style-type: none"> <li>* Temporary special events</li> <li>* Sales/Festivals/Carnivals sponsored by IRS recognized charitable organizations</li> <li>* Governmental subdivisions</li> <li>* School districts</li> <li>* Chamber of Commerce</li> <li>* Visitor's Bureau</li> <li>* Council approved events / city - sponsored events</li> <li>* Open-air markets (required information must be provided showing compliance with laws and zoning regulations)</li> <li>* Traveling salespeople or solicitors calling only on commercial businesses</li> <li>* Garage Sales</li> <li>* Organized sales shows/conventions organized by charitable organizations</li> <li>* Fresh produce sales (fruits, nuts, vegetables)</li> <li>* Firewood sales</li> <li>* A business with a separate location in the City (must furnish proof of payment of all ad valorem and personal property taxes)</li> </ul>	





# FEE SCHEDULE

DEVELOPMENT SERVICES DEPARTMENT, CONTINUED	
HEALTH	
PERMITS	
Bars and Lounges: Free Standing <1,000 square feet	\$70.00 per year
1,000-1,999 square feet	\$85.00 per year
2,000-2,999 square feet	\$100.00 per year
3,000-3,999 square feet	\$125.00 per year
4,000-4,999 square feet	\$150.00 per year
5,000-10,000 square feet	\$200.00 per year
>10,000 square feet	\$350.00 per year
Catering License	\$70.00 per year
Health/Catering Permits <1,000 square feet	\$70.00 per year
1,000-1,999 square feet	\$85.00 per year
2,000-2,999 square feet	\$100.00 per year
3,000-3,999 square feet	\$125.00 per year
4,000-4,999 square feet	\$150.00 per year
5,000-10,000 square feet	\$200.00 per year
>10,000 square feet	\$350.00 per year
Hotel Permit	\$50.00 per year
Mobile Food Establishment Permits	\$225.00 per unit / year
Peddler and Solicitor Fees	
Base Charge	\$600.00 per year
Each additional person	\$10.00 per 30 days
Each additional person	\$100.00 per year
Deposit (refundable)	\$750.00 each
Non-Profit Organization Permit (14 Consecutive Days)	\$50.00 per event
Temporary Food Establishment Permit	
Single Event	\$45.00 per 14 days
Multi-temp Annual Permit	\$225.00 per year
Non-Profit Health Permit	\$50.00 per year
INSPECTIONS	
After Hours Inspection Emergency (4 hr minimum)	\$50.00 per hour
Certificate of Occupancy Inspection	\$50.00 per site
Hotel Complaint Inspection First complaint	\$100.00 per inspection
Subsequent complaints	\$150.00 per inspection
Reinspection Fees (same violation)	
First reinspection	\$0.00 each
Second reinspection	\$100.00 each
Subsequent reinspections	\$150.00 each
Sanitation and Environmental Inspections Foster homes, daycare centers, pools	\$40.00 per site
Semi-Public Pools/Spas	
Single pool facilities	\$75.00 each
Additional pool/spa	\$25.00 each
OTHER FEES	
Health Permit Late Fee	\$50.00 per permit
Replacement Permit or Certificate	\$5.00 each
Farmer's Market Organizer	\$100.00 Annual permit
Farmer's Market Vendor	\$100.00 Annual permit

# FEE SCHEDULE

DEVELOPMENT SERVICES DEPARTMENT, CONTINUED	
PLANNING	
FEES	
Preliminary Plats (plus)	\$300.00 each plus greater of \$20.00 per lot or \$10.00 per acre
Plats Minor, vacating, final, amending, or replats	\$150.00 each plus \$10.00 per lot
Zoning Change (Planned development/special use)	\$455.00 per amendment
Sign/Zoning Variance	\$265.00 each
Alternative Screening	\$0.00 each
Annexation	\$655.00 each
Conditional Use Permit	\$355.00 each
Pre-development	\$0.00 each
Preliminary Site Plan Review	\$0.00 each
Administrative Appeal	\$265.00 each
Alcoholic Beverage Distance Variance Request	\$265.00 each
Note: In cases where legal notice of public hearing is required and applicant defers scheduled action, reapplication is required.	



# FEE SCHEDULE

EMERGENCY MEDICAL SERVICES	
NON-EMERGENCY AMBULANCE LICENSE	
Annual License	\$400.00 per year
Annual Ambulance Permit	\$150.00 per year
Re-issue for Lost Permit	\$50.00 per unit
Inspection Reschedule Fee	\$50.00 per unit
NON-EMERGENCY TRANSFER AGREEMENT	
Local Transport	\$186.00 per person
Local Mileage	\$4.71 per loaded mile
RESPONSE/TRANSPORTATION	
Basic Life Support: Non-Emergency	\$593.84 per person
Basic Life Support: Emergency	\$950.15 per person
Advanced Life Support 1: Non-Emergency	\$712.62 per person
Advanced Life Support 1: Emergency	\$1092.98 per person
Advanced Life Support 2: Emergency	\$1633.10 per person
Specialty Care Transport	\$1930.01 per person
Aid Only: No Transport	\$195.00 per person
Dedicated Standby	\$100.00 per hour
Response Fee	\$75.00 per person
Local Transport: No Supplies Used	\$150.00 per person
Mileage	\$29.70 per loaded mile



# FEE SCHEDULE

ENGINEERING	
DEVELOPMENT REVIEW	
Existing Water Capacity Analysis	\$800.00 per analysis
Capacity Analysis Admin Fee	\$100.00 per analysis
Existing Sewer Capacity Analysis	\$800.00 per analysis
Capacity Analysis Admin Fee	\$100.00 per analysis
Reclaimed Water System Capacity Analysis	to be determined per analysis
Additional Reclaimed Capacity Analysis Admin Fee (internal review & handling)	\$300.00 per analysis
Additional Capacity Analysis	to be determined per analysis
Additional Capacity Analysis Admin Fee (internal review & handling)	\$300.00 per analysis
Development Analysis (traffic impact, bridge analysis, utility verification, etc.)	to be determined per analysis
Development Analysis Admin Fee (internal review & handling)	\$300.00 per analysis
DRAINAGE	
Storm Water Review Fee	
Tier One	\$0.00 each
Tier Two	\$750.00 each
Tier Three	to be determined per analysis
Stormwater Review Tier Two & Tier Three Admin Fee (internal review & handling)	\$300.00 per analysis
FLOODPLAIN	
Floodplain Development Permit	\$200.00 each
Floodplain Elevation Determination	\$75.00 each
LOMA	\$500.00 each
LOMR	\$1,100.00 each
Total Development	to be determined per analysis
Floodplain Review Admin Fee LOMA, LOMR, Total (internal review & handling)	\$300.00 per analysis
RIGHT-OF-WAY	
General Right-of-Way Permit	\$300.00 per street/alley ROW
Residential Mailbox Permit	\$30.00 each
Driveway / Sidewalk Permit	\$150.00 each
Additional Inspection Fees	50% of original permit fee*
* Note: After Second failed inspection, the inspection fee for each subsequent request shall be double the previous fee.	
OTHER	
Construction Inspection Overtime (4 hr min on weekend/holiday)	\$55.00 per hour
Sidewalk Waiver Application	\$300.00 per waiver
Request of Right-of-way (street) / Easement Abandonment	\$500.00 per occurrence
Note: Explanation of Fees (Drainage):	
Tier 1: One single-family residential lot.	
Tier 2: More than one single-family lot or any non-single family residential lot not requiring detention.	
Tier 3: Any development requiring detention or no-rise verification.	
PREVAILING WAGE RATES	
The City shall determine prevailing wages by using those rates determined by the United States Department of Labor in accordance with the Davis-Bacon Acts to ensure compliance with Texas Local Govt. Code section 2258.	



# FEE SCHEDULE

FIRE DEPARTMENT	
PERMITS	
Access-Controlled Egress Doors, etc.	\$20.00 per device
Amusement Building Permit	\$50.00 per site
Blasting Permit	\$150.00 per site
Bulk Storage and Dispensing of LP Gas	\$100.00 per year
Commercial Bar-B-Que Pit	\$20.00 per site
Cooking Hood Fire Suppression System	\$100.00 per system
Event Permit (carnivals/fairs)	\$100.00 per event
Exhibit or Trade Show	\$100.00 per site
Fire Alarm Installation	
New installation, repair, remodel, or addition	\$100.00 per permit / per floor
Fire Protection/Detection Systems	
Electronic security gates, delay egress locks, security grills	\$100.00 per system
Fire Pump Acceptance Test	\$100.00 per test
Fire Pump Equipment Installation/Modification	\$100.00 per system
Fire Sprinkler	
New installation, repair, remodel, or addition (above ground)	\$100.00 per system / per floor
New installation, repair, remodel, or addition (underground)	\$100.00 per system
Standpipe system	\$100.00 per permit / per floor
Flammable/Combustible Liquids	
Storage, handling, dispensing	\$75.00 per incident
Hazardous Material Permit	\$150.00 per permit
High Pile Storage Permit	\$50.00 per site
Hot Work Permit	\$20.00 per site
Industrial Oven Permit	\$20.00 per site
Investigation Fee	
If permit is issued after construction is started without approved permit	
Liquid Propane Tank Installation	\$75.00 per permit
Misc. Combustible Storage	\$75.00 per site
Ceremonial Fire Permits (bonfires)	\$250.00 per site
Controlled Burns	\$150.00 per site
Professional Pyrotechnical Display	
Permit	\$250.00 per event
Public Notification	\$65.00 per event
Recreational Fire	
(less than 3ft. Diameter x 2ft height)	\$0.00 per site
Other Permit	
Designated by <i>International Fire Code</i>	\$20.00 per incident
Spray Room, Dip Tank or Booth used for combustible finishes	\$50.00 per space
Storage of Portable LP Gas Containers	\$20.00 per site
Storage or Handling of Compressed Gases	
In excess of amounts listed in table 105.6.9 of the e2006 International Fire Code	\$50.00 per site
Tent, Canopy, Membrane Structure	\$20.00 per structure
Underground Fuel Storage Tank Removal	\$100.00 per site
Under/Above Ground Fuel Storage Tank	
New installation	\$100.00 per tank
Repair/replace existing tank	\$100.00 per tank
Repair/replace existing product line	\$100.00 per site
FIRE ALARM FEES	
False Alarm Fee	
3-5 times in preceding 12 month period	\$50.00 per violation
6-7 times in preceding 12 month period	\$78.00 per violation
8+ times in preceding 12 month period	\$100.00 per violation

# FEE SCHEDULE

FIRE DEPARTMENT, CONTINUED	
INSPECTION/RE-INSPECTION FEES	
State Mandated Occupancy Inspections (outside city limits) Change of Occupancy	\$20.00 per site
Daycare/Foster/Adoption/Group Home 7 Children or Less	\$50.00 per site
More than 7 Children	\$75.00 per site
Youth Camps and Day Camps	\$150.00 per site
Schools and Instructional Facilities	\$150.00 per site
Hospital, Nursing Home, and Assisted Living Facilities	\$150.00 per site
Fire Inspection Requested/Scheduled outside of business hours 2 hr. min. - paid in advance	
Non-holiday	\$100.00 per hour
City recognized holiday	\$100.00 per hour
All Other	\$100.00 per site
Re-inspection for Requested/Scheduled Inspections (excludes annual fire inspection)	
First inspection list(s) not completed on first or subsequent requests Not ready for inspection upon arrival	\$50.00 per inspection
Contractor fails to keep appointment	\$50.00 per inspection
No access to site or building	\$50.00 per inspection
PUBLIC SAFETY STAFFING	
Personnel Minimum 2 hours per Fire Department staff	\$40.00 per hour
Vehicle Minimum 2 hours per vehicle	\$25.00 per hour
OTHER FEES	
Plan Review Fee (Credited to permit cost when approved)	\$100 per review plus \$0.05 per/sq. ft. per review
Request for Public Information	see City Secretary
Water Flow Test	\$150.00 per hydrant
Appeal to Building Board of Adjustments	\$150.00 per appeal





# FEE SCHEDULE

GOLF: SCOTT SCHREINER GOLF COURSE			
GREEN FEES			
Weekend Rates Apply Friday-Sunday (Except for Seniors)			
GUEST RATES		WALKING	WITH CART
<u>Regular</u> Weekday	9 Holes	\$20.00	\$28.00
	18 Holes	\$29.00	\$45.00
Weekend/ Holiday	9 Holes	\$26.00	\$34.00
	18 Holes	\$36.00	\$52.00
<u>Twilight (after 2pm)</u> Weekday	9 Holes	\$19.00	\$27.00
	18 Holes	\$19.00	\$35.00
Weekend/Holiday	9 Holes	\$25.00	\$33.00
	18 Holes	\$25.00	\$41.00
SPECIAL RATES		WALKING	WITH CART
<u>Senior (age 65+)</u> Weekday (M-F)	18 Holes	\$18.00	\$34.00
<u>Military</u> Weekday	18 Holes	\$22.00	\$38.00
Weekend/Holiday	18 Holes	\$28.00	\$44.00
MEMBER RATES		WALKING	WITH CART
<u>Regular</u> Weekday	9 Holes	\$8.00	\$16.00
	18 Holes	\$10.00	\$26.00
Weekend/Holiday	9 Holes	\$9.00	\$17.00
	18 Holes	\$11.00	\$27.00
<u>Twilight (after 2pm)</u> Weekday	9 Holes	\$7.00	\$15.00
	18 Holes	\$7.00	\$23.00
Weekend/Holiday	9 Holes	\$8.00	\$16.00
	18 Holes	\$8.00	\$24.00

# FEE SCHEDULE

GOLF: SCOTT SCHREINER GOLF COURSE, CONTINUED			
JUNIOR/STUDENT RATES		WALKING	WITH CART
<u>Grades K-12</u>			
Weekday	9 Holes	\$8.00	\$16.00
	18 Holes	\$12.00	\$28.00
Weekend/Holiday	9 Holes	\$11.00	\$19.00
	18 Holes	\$14.00	\$30.00
<u>College</u>			
Weekday	18 Holes	\$18.00	\$34.00
Weekend/Holiday	18 Holes	\$24.00	\$40.00
MEMBERSHIP FEES			
Annual Membership		\$575.00 per person	
Second Family Member		\$450.00 per person	
Quarterly Membership		\$220.00 per person	
Second Family Member		\$200.00 per person	
Annual Range Pass		\$300.00 per person	
Quarterly Range Pass		\$100.00 per person	
Family Membership		\$900.00 2 adults + all jrs.	
UNLIMITED GOLF		WALKING	WITH CART
18 Holes		\$200/month	\$300/month
No course fees with purchase of unlimited golf			
DRIVING RANGE FEES			
Small Bucket		\$5.00 per bucket	
Large Bucket		\$10.00 per bucket	
Range Memberships			
Annual		\$300.00 per year	
Quarterly		\$100.00 per quarter	
CART FEES			
		9 Holes	18 Holes
Cart Use Fees		\$8.00	\$16.00
Private Cart Membership			
Annual members only		\$220.00	\$220.00
Trail Fee Private Cart			
w/cart membership & green fees		\$5.00	\$8.00
Passenger or Private Cart			
without green fees		\$8.00	\$16.00

# FEE SCHEDULE

GOLF: SCOTT SCHREINER GOLF COURSE, CONTINUED		
CART STORAGE		
Annual	\$425.00 per year	
TOURNAMENT FEES		
Weekday/Weekend Afternoons	\$40.00 per player	
Weekend Mornings	\$50.00 per player	
Note: Contact Pro-Shop in order to schedule tournament play.		
RENTAL AND OTHER FEES		
	9 Holes	18 Holes
Club Rental	\$15.00	\$25.00
Pull Cart Rental	\$3.00	\$6.00
Note: Fees will be prorated, as necessary, to ensure that all fees expire on the same date.		



# FEE SCHEDULE

BUTT HOLDSWORTH MEMORIAL LIBRARY	
RENTALS	
Conference Room	\$10.00 per hour (min 2 hours)
Gazebo	\$50.00 per day
In-House A/V Equipment (Set up and use)	\$25.00 per day
Repairs for damages to furniture, equipment, or facilities	actual cost
COPIES / PRINTING	
Photocopier	
Black & White	\$0.25 per page per side
Color	\$0.50 per page per side
Fax (Outgoing Only)	\$1.00 per page
Computer/Internet	
Black & White	\$0.25 per page per side
Color	\$0.50 per page per side
CIRCULATION CHARGES	
Resident Card	\$0.00 each
Non-Resident (Outside Kerr County)	
Materials Checkout Only	\$35.00 per year
Computer Use Only	\$35.00 per year
Temporary Use	\$8.00 per month
Full Use	\$65.00 per year
Library Card Replacement	\$1.00 per card
OVERDUE FINES	
Books	
Adult Materials	\$0.10 per item, per day \$15 max
Child Materials	\$0.10 per item, per day \$15 max
Audiobooks & CDs	\$0.10 per item, per day \$15 max
DVDs and Blu-ray	\$1.00 per item, per day \$15 max
Other Kits	\$1.00 per item, per day \$15 max
Collection Agency Submission Fee	\$10.00 per submission
Note: Fines of \$5.00 and above will result in suspension of borrowing privileges.	
INTERLIBRARY LOAN	
Any Overdue Item	\$1.00 per item, per day, \$15 max
Lost / Damaged Item (Cost assessed by lending library) plus	\$5.00 per item
Return Postage	\$3.00 per item
REPLACEMENT OF MISCELLANEOUS PARTS	
CD/DVD Case	
Single	\$1.00 per item
Multiple	\$4.00 per item
Book on CD Case (up to 12 CDs)	\$10.00 per item
Book on CD Case (up to 24 CDs)	\$15.00 per item
CD Jewel Case (2 disc)	\$3.00 per item
LOST / DAMAGED ITEM CHARGES	
CDs, Audiobook, Music, MP3	
Actual cost plus	\$5.00 per item
Individual CD in a set (Audiobook, Music, MP3, \$10.00 per disc) plus	\$5.00 per item
DVD-Includes Sets (actual cost plus)	\$5.00 per item
Kits (actual cost plus)	\$5.00 per item
Books	
Library (actual cost plus)	\$5.00 per item
History Center-Rare/Out of Print (lesser of appraised value plus)	\$100.00 per item
MERCHANDISE	
Personal Earbuds*	\$2.00 per set
BHML logo T-shirts*	\$12.00 per shirt
BHML Canvas Book tote with embroidered logo*	\$18.00 per bag
*Note: Price of merchandise may change based on cost	

# FEE SCHEDULE

MUNICIPAL COURT	
Online Transaction Fee	\$1.50 per transaction
Technology Fee	\$4.00 per conviction
Building Service Fee	\$4.90 per conviction
Driving Safety Course Administrative Fee	\$10.00 per offense
Note: For full schedule of fees and other costs, visit the Municipal Court page on the City's website: <a href="http://kerrvilletx.gov">kerrvilletx.gov</a> . Fees are prescribed by the state and subject to change. Judges assess fines within limits set by the state.	
Note: For the Driving Safety Course Administrative Fee, the \$10.00 fee is only added upon request of the driving safety course. It is not added to every offense.	



# FEE SCHEDULE

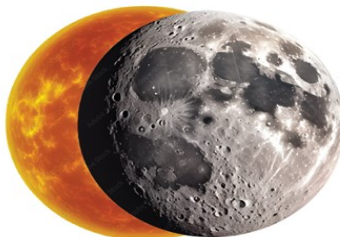
PARKS AND RECREATION	
KERRVILLE SCHREINER PARK	
DAY USE FEES	
Adult (13 and over) \$15 per vehicle max	\$7.00 per person
Veterans and Active Duty Military (proof required)	\$0.00 per person
Child (12 and under)	\$3.00 per person
Senior (over 65)	\$3.00 per person
Commercial Vehicles	\$25.00 per vehicle
School Sponsored Trip (ages 13-18 not overnight)	\$0.50 per person
Annual Day Use Pass	
First Vehicle	\$50.00 per year
Second Vehicle (when registered with first)	\$25.00 per year
CAMPING FEES	
Tent Site with Water (max 2 week stay)	\$25.00 per night
Tepee (Riverside)	\$30.00 per night
RV SITE FEES	
Mountain View Loop (30 amp w/water)	\$35.00 per night
October-February	\$900.00 per month
Pecan Loop (Riverside) (30 amp w/water & sewer)	\$40.00 per night
October-February	\$1,050.00 per month
Deerfield Loop (30 amp w/water & sewer)	\$40.00 per night
October-February	\$1,050.00 per month
Sycamore Circle (Riverside) (30/50 amp w/water & sewer)	\$45.00 per night
October-February	\$1,200.00 per month
Note: Camping fees include entrance for up to 4 people per site. Campsites accommodate 8 people. Guests #5-8 subject to Excess Person Occupancy Fee.	
CABIN/HOUSE RENTAL FEES	
Mini Cabin Hillside	\$62.00 per night
Deposit	\$50.00 per stay
Mini Cabin Riverside	\$72.00 per night
Deposit	\$50.00 per stay
Park Cabin	\$125.00 per night
Deposit	\$100.00 per stay
Ranch House	\$200.00 per night
Deposit	\$200.00 per stay
Bunk House	\$60.00 per night
Deposit	\$75.00 per stay
Note: State and local hotel occupancy tax will be added to all applicable rentals.	
Note: The Director of Parks and Recreation has the authority to adjust or waive fees for the use of parks and other city facilities per Resolution No. 11-2023.	





# FEE SCHEDULE

PARKS AND RECREATION, CONTINUED	
FACILITY RENTAL FEES	
HALLS, PARKS, & PAVILIONS	
KSP Dining Hall (screened, open air, limited kitchen)	\$100.00 per day
Deposit	\$100.00 per use
KSP Recreation Hall (indoors with kitchen)	\$375.00 per day
Deposit	\$150.00 per use
KSP Amphitheater	\$125.00 per day
Deposit	\$100.00 per use
KSP Pollinator Garden	\$50.00 per event
Boardwalk Pavilion	\$100.00 per hour
Deposit	\$200.00 per use
Louise Hays Park Large Pavilion & Plaza Area	\$225.00 per day
Deposit	\$225.00 per use
Table Rental	\$5.00 each
Chair Rental	\$2.00 each
Deposit: tables/chairs	\$100.00 per use
Louise Hays Park Family Pavilion	\$110.00 per day
Deposit	\$110.00 per use
Louise Hays Park Fountain and Plaza	\$500.00 per 1/2 day
Deposit	\$300.00 per use
Tranquility Island	\$200.00 per day
Deposit	\$200.00 per use
With Lights	\$1,000.00 per use
Carver Park Pavilion and BBQ Area	\$100.00 per day
Deposit	\$100.00 per use
Small Park Pavilions (various locations)	\$45.00 per day
Deposit	\$50.00 per use
Picnic Areas (various locations)	\$15.00 per use
River Trail Trailheads	\$200.00 per trailhead/ per day
Deposit	total rental amount
Centennial Stage (with field)	
With electricity	\$300.00 per day
Deposit	\$300.00 per use
OTHER FEES	
Cancellation Fee	
Applies to each site, facility, program	\$25.00 each
Monthly cancellation fee (KSP)	\$280.00 each
RV/Trailer Dump Fee	
If not camping in park - no entrance fee	\$25.00 per vehicle
Excess Vehicle Parking	\$10.00 per vehicle
Excess Person Occupancy Fee	\$8.00 per person
Commemorative Bench Program	\$3,500.00 per bench
Note: The Director of Parks and Recreation has the authority to adjust or waive fees for the use of parks and other city facilities per Resolution No. 11-2023.	



# FEE SCHEDULE

PARKS AND RECREATION, CONTINUED	
ATHLETIC FIELDS/COURTS/AQUATICS RENTAL FEES	
FEES	
Athletic Field/Court Rental	
With lights	\$35.00 per hour
Without lights	\$25.00 per hour
Singing Wind Softball Field	
With lights	\$170.00 per day
Without lights	\$150.00 per day
Deposits	
Tournament	\$150.00 per tournament
Tennis Court	
Non-member	set by Tennis Pro
Tennis Tournament Fees	
Exemptions: KISD tournaments/practices / Schreiner University Tournaments	per agreement
Tennis Memberships	
Junior (under 21 years old)	set by Tennis Pro
Adult (over 21 years old)	set by Tennis Pro
Family	set by Tennis Pro
KISD Joint Use	per agreement
Kerrville Sports Complex	
Soccer Fields Practice	
With lights	\$50.00 per field
Without lights	\$40.00 per field
Game (2 hour minimum)	
With lights	\$70.00 per field
Without lights	\$60.00 per field
Hill Country Youth Soccer Association use of Kerrville Sports Complex	\$0.00 per field
Hill Country United use of Kerrville Sports Complex	\$0.00 per field
Note: Soccer organizations have free usage of the Sports Complex during their authorized season only.	
OTHER FEES	
Soccer Tournament Fee	per agreement
Residents	\$250.00 per day
Non-residents	\$400.00 per day
Baseball/Softball Fields	dbatkerrville.com
Contact: D-BAT	830-955-8232
Kerrville Little League use of the Kerrville Sports Complex	\$0.00 per field
Olympic Pool Admission Fees (4 years+, includes non-swimmers)	\$1.00 each
Olympic Pool Rental	\$250.00 per 2 hours
Deposit	\$100.00 per use
Olympic Pool Pavilion Rental	
Deposit	\$25.00 per use
2 hour rental	\$25.00 per 2 hours
Full day rental	\$65.00 per day
Olympic Pool Picnic Area	\$15.00 per day
Swim Lessons	
Group	\$45.00 per person
Private	\$100.00 per person
Semi-Private	\$150.00 per 2 people
Junior Lifeguard Camp	\$75.00 per person
Mermaid Class	\$60.00 per person
Note: Kerrville Little League has free usage of the Sports Complex during their authorized season only.	
EVENT FEES	
Special Event Permit	\$75.00 per event
Holiday Parade	\$35.00 per entry
Note: The Director of Parks and Recreation has the authority to adjust or waive fees for the use of parks and other city facilities per Resolution No. 11-2023.	

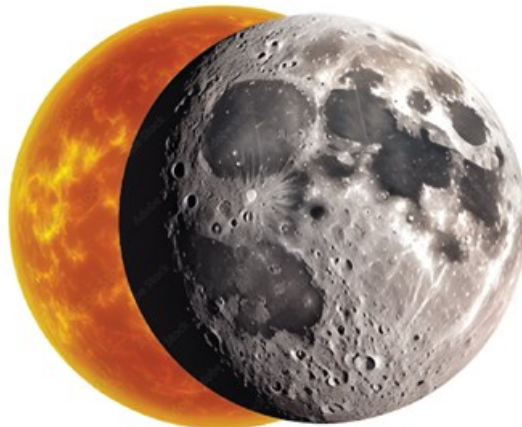
# FEE SCHEDULE

POLICE	
REPORTS	
Accident Reports	\$6.00 per report
Offense/Incident Reports	\$0.10 per page
Letters of Clearance	\$10.00 per person
ALARM FEES	
Alarm Service	\$25.00 per service
False Alarm Fee	
3-5 times in preceding 12 month period	\$50.00 per violation
6-7 times in preceding 12 month period	\$75.00 per violation
8 or more times in preceding 12 month period	\$100.00 per violation
Alarm Service Permit Fee	
Residential	\$50.00 per location
Commercial	\$100.00 per location
ESCORT FEES	
Oversized Load Escort (excludes mobile homes)	
Small	
10'-16' wide & under 110' long AND under 16'6" high	\$100.00 per load
Large	
EXCEEDS any of the small load criteria	\$350.00 per load
Funeral Escort	
Minimum of 2 officers for 2 hours each	\$200.00 per event
PARADE FEES	
Parade Deposit	
Class A	
Less than 50 entries	\$250.00 per event
Class B	
More than 50 entries	\$750.00 per event
Class C	
Motorcades, marches, etc.	\$100.00 per event
Parade Fees	
Class A	
Less than 50 entries	\$50.00 per event
Class B	
More than 50 entries	\$100.00 per event
Class C	
Motorcades, marches, etc.	\$25.00 per event
OTHER FEES	
Fingerprinting	\$10.00 per person
Public Safety Staffing	
Minimum of 2 hours per KPD staff member	\$50.00 per hour
Minimum of 2 hours per vehicle	\$10.00 per hour



# FEE SCHEDULE

PUBLIC WORKS	
ALL PUBLIC WORKS DIVISIONS	
EQUIPMENT FEES	
Backhoe/Loader	\$64.00 per hour
Excavator	\$64.00 per hour
Dump Truck	\$52.00 per hour
Crane Truck	\$52.00 per hour
Vac-con Truck	\$139.00 per hour
Vac-Trailer	\$98.00 per hour
Street Sweeper	\$98.00 per hour
Air Compressor	\$15.00 per hour
Closed Circuit Television Sloping Service	\$197.00 per hour
Service Truck with tools	\$41.00 per hour
Scale Fee	\$2.00 each
Emergency Repair Fee (equipment and supplies)	two times regular rate
OTHER FEES	
Labor	
Business Hours	\$40.00 per hr/person
After Business Hours - Scheduled	\$59.00 per hr/person
Emergency Non-Scheduled	\$80.00 per hr/person
Traffic Control Fee	\$40.00 per hr/person
After Business Hours - Scheduled	\$59.00 per hr/person
Street Signs	\$275.00 per sign
Construction Inspection for privately installed taps	\$300.00 per tap



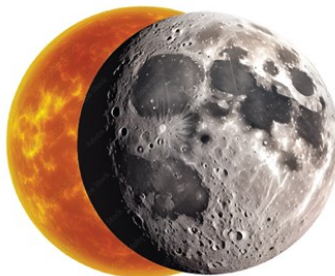
# FEE SCHEDULE

PUBLIC WORKS, CONTINUED	
LABORATORY	
SERVICES/TESTS	
Alkalinity	\$22.00 per test
Ammonia Nitrogen	\$30.00 per test
Biochemical Oxygen Demand (BOD)	\$40.00 per test
Carbonaceous BOD (CBOD)	\$40.00 per test
Chemical Oxygen Demand (COD)	\$25.00 per test
Chloride	\$15.00 per test
Conductivity	\$7.00 per test
Iron	\$25.00 per test
Hardness, Total	\$20.00 per test
Nitrate	\$18.00 per test
Nitrite	\$18.00 per test
Oil and Grease	\$55.00 per test
Phosphorus, Total	\$28.00 per test
Solids, Total Dissolved (TDS)	\$35.00 per test
Solids, Total Suspended (TSS)	\$15.00 per test
Solids, Volatile Suspended (VSS)	\$15.00 per test
Sulfate	\$15.00 per test
Total Organic Carbon	\$50.00 per test
BACTERIOLOGICAL TESTS	
Total Coliform/E. Coli Presence/absence (P/A)	\$22.00 per test
Total Coliform/E. Coli Enumeration Quanti-tray	\$24.00 per test
SAMPLE COLLECTION FEE	
Water Sample Collection (Inside City Limits Only)	\$25.00 per test
STANDARD ANALYSIS PACKAGE: DRINKING WATER	
Includes: Alkalinity, Chloride, Conductivity, Total Hardness, Iron, Nitrate, Sulfate, Total Dissolved Solids, and Total Coliform/E.coli	\$125.00 per test



# FEE SCHEDULE

PUBLIC WORKS, CONTINUED	
MUNICIPAL SOLID WASTE	
DISPOSAL RATES	
Municipal Solid Waste - per ton	\$70.25 per ton
Municipal Solid Waste - Commercial Minimum Charge (less than 1 ton)	\$70.25 per ton
Municipal Solid Waste - Residential Minimum Charge (less than 360 lbs)	\$25.43 per load
Small Animal (plus surcharge)	\$11.07 each
Large Animal (plus surcharge)	\$42.55 each
Disposal Surcharge	\$18.72 per ton
Special Waste - Liquids (plus surcharge)	\$0.31 per gallon
SOLID WASTE HAULER FEES	
Waste Hauler (more than two vehicles)	\$250.00 per permit
Renewal Fee	\$100.00 each
Waste Hauler (up to two vehicles)	\$150.00 per permit
Renewal Fee	\$75.00 each
Per Vehicle Fee	\$5.00 per vehicle
RESIDENTIAL GARBAGE COLLECTION	
Residential Garbage Collection: Curbside Fee Breakdown	
Garbage Collection	\$9.93 per month
Disposal Pass Through Fee	\$5.96 per month
Composting	\$2.70 per month
Recycling	\$4.43 per month
Total Garbage Collection: Curbside Service	\$23.02 per month
MOBILE HOME GARBAGE COLLECTION	
Mobile Home Garbage Collection: Curbside Fee Breakdown	
Garbage Collection	\$8.10 per month
Disposal Pass Through Fee	\$5.96 per month
Composting	\$2.70 per month
Recycling	\$4.43 per month
Total Garbage Collection: Curbside Service	\$21.19 per month
ADDITIONAL GARBAGE COLLECTION FEES	
Toter Exchange	per tote
Replacement Toter	
Lost/damaged by customer	per tote
Extra Toter	\$6.25 per month
Out of Cycle Brush or Bulk Waste Pick Up	
First 2 cubic yards	per 2 cu. yards
Additional pickup	per cu. yard
Animal Pickup (Greater than 10lb)	per animal
OTHER FEES	
Weight/Scale	\$1.53 each
Ticket Copy	\$3.03 each
Safety Vest	\$5.00 each
Loads Not Covered With Tarp	\$25.00 per occurrence
Notes: *All garbage collection services subject to sales tax.	





# FEE SCHEDULE

PUBLIC WORKS, CONTINUED	
WATER DISTRIBUTION	
WATER TAPS (INCLUDES METER & SET FEE)	
3/4" Tap	\$2,485.00 per tap
1" Tap	\$2,787.00 per tap
1" Water Service Split	quoted by job
2" and above	quoted by job
Tap in TXDOT Right of Way	quoted by job
WATER METER SET/INSTALL IF WATER TAP EXISTS	
3/4" Meter	\$384.00 per meter
1" Meter	\$549.00 per meter
2" Meter and Above	quoted by job
SEWER TAPS	
4" Tap - Off City Main	\$2,366.00 per tap
4" Tap - Internal/External Manhole Drop	quoted by job
6" Tap - Out of Existing Manhole	\$2,367.00 per tap
Additional charge for manholes over 8' deep	quoted by job
Tap in TXDOT Right of Way	quoted by job



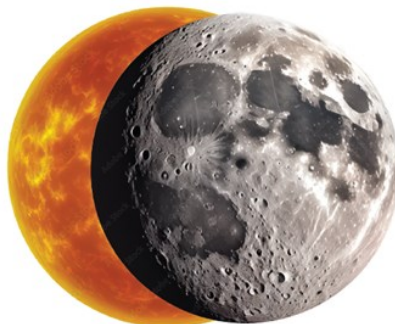
# FEE SCHEDULE

PUBLIC WORKS, CONTINUED	
WATER RECLAMATION	
SEPTAGE	
Septage Received at Plant	
Inside Kerr County Customers	\$0.09 per gallon
Outside Kerr County Customers	\$0.18 per gallon
Chemical Toilet Waste Received at Plant	
Inside Kerr County Customers	\$0.12 per gallon
Outside Kerr County Customers	\$0.21 per gallon
Septage/Chemical Toilet Waste Spill Surcharge	\$200.00 per incident
Manifest Books	\$10.00 per book



# FEE SCHEDULE

UTILITY BILLING	
NEW ACCOUNT FEES	
Without E-Bill or Bank Draft	\$40.00 per account
With E-Bill	\$25.00 per account
With E-Bill & Bank Draft	\$20.00 per account
UTILITY CUSTOMER DEPOSIT POLICY	
Residential	
With Acceptable Score Via Utility System Soft Credit Check	\$0.00 per account
With Unacceptable Score	\$100.00 per account
Commercial	
Greater of double average bill (see notes) or flat fee	\$200.00 per account
Personal guarantor required on all commercial accounts	or 2X avg usage at address
Notes:	
*Residential deposits are refundable as an account credit after 12 consecutive months with no late payments.	
*Commercial deposits are based either water usage at their current location or the usage of a similar business.	
*Commercial deposits are refundable after 24 consecutive months with no late payments.	
*Deposits for fire hydrants will be refunded upon discontinuation of services, less the final bill.	
SERVICE/OTHER CHARGES	
Lock or pull meter	\$35.00 per account
Turn on (after cutoff) after business hours	\$50.00 per account
Accounts not paid in full by 5pm on final due date	\$35.00 per account
Sewer Only - delinquent requiring disconnection of services by Aqua Texas	\$75.00 per account
Additional trips to meter locations	\$35.00 per account
Tampering with meter	\$75.00 per account
Late Payment Fees	
Accounts not paid by due date	10% of balance
Lien Filing Fee	actual cost + \$20 admin fee
Lien Release Fee	actual cost + \$20 admin fee
Returned Item Handling Fees: Checks, Bankdrafts	\$30.00 per item
Environmental Landfill Fee	\$0.40 per month
Environmental Stormwater Fee	
Residential Utility Customer	\$1.00 per month
Multi-Unit Utility Customer group meter	\$2.00 per month
Commercial Utility Customer	\$3.00 per month
Notes:	
*Damage to meters caused by tampering will be charged to customer at actual cost plus labor. Tampering with a meter constitutes criminal mischief.	
*Environmental, stormwater, and landfill fees are billed on the monthly utility bill.	



# FEE SCHEDULE

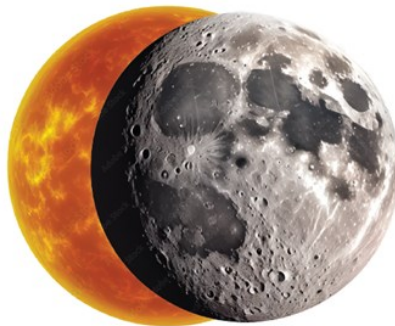
UTILITY BILLING, CONTINUED	
WATER RATES INSIDE CITY LIMITS	
RESIDENTIAL	
Monthly Account Fee (plus)	\$19.36 per account
0-1,000 gallons	\$0.00 first 1,000 gallons
1,001-6,000 gallons	\$3.51 per 1,000 gallons
6,001-15,000 gallons	\$4.70 per 1,000 gallons
15,001-25,000 gallons	\$6.04 per 1,000 gallons
25,001-50,000 gallons	\$7.55 per 1,000 gallons
50,000 gallons and up	\$9.42 per 1,000 gallons
COMMERCIAL	
Monthly Account Fee (plus)	\$16.52 per account
0-25,000 gallons	\$4.01 per 1,000 gallons
25,001-50,000 gallons	\$4.85 per 1,000 gallons
50,001 gallons and up	\$5.82 per 1,000 gallons
IRRIGATION	
Monthly Account Fee (plus)	\$16.52 per account
0-15,000 gallons	\$5.03 per 1,000 gallons
15,001-25,000 gallons	\$6.74 per 1,000 gallons
25,001 gallons and up	\$9.05 per 1,000 gallons
FIRE HYDRANTS RATES	
Monthly Account Fee (plus)	\$82.28 per account
Refundable Deposit	\$2,750.00 per account
Meter Set-up/Move	\$215.00 per account
0-15,000 gallons	\$5.03 per 1,000 gallons
15,001-25,000 gallons	\$6.74 per 1,000 gallons
25,001 gallons and up	\$9.05 per 1,000 gallons

Note: The City of Kerrville contracts with Republic Services for the collection of residential curbside waste and recycling. Residential garbage collection rates are set, per contract, by Republic Services. Rates are adjusted each fiscal year based on the Consumer Price Index (CPI).



# FEE SCHEDULE

UTILITY BILLING, CONTINUED	
WATER RATES OUTSIDE CITY LIMITS	
RESIDENTIAL	
Monthly Account Fee (plus)	\$29.04 per account
0-1,000 gallons	\$0.00 first 1,000 gallons
1,001-6,000 gallons	\$5.27 per 1,000 gallons
6,001-15,000 gallons	\$7.04 per 1,000 gallons
15,001-25,000 gallons	\$9.06 per 1,000 gallons
25,001-50,000 gallons	\$11.33 per 1,000 gallons
50,000 gallons and up	\$14.14 per 1,000 gallons
COMMERCIAL	
Monthly Account Fee (plus)	\$25.41 per account
0-25,000 gallons	\$6.02 per 1,000 gallons
25,001-50,000 gallons	\$7.27 per 1,000 gallons
50,001 gallons and up	\$8.72 per 1,000 gallons
IRRIGATION	
Monthly Account Fee (plus)	\$25.41 per account
0-15,000 gallons	\$7.54 per 1,000 gallons
15,001-25,000 gallons	\$10.09 per 1,000 gallons
25,001 gallons and up	\$13.57 per 1,000 gallons
FIRE HYDRANT RATES	
Monthly Account Fee (plus)	\$123.42 per account
Refundable Deposit	\$2,750.00 per account
Meter Set-up/Move	\$215.00 per account
0-15,000 gallons	\$7.54 per 1,000 gallons
15,001-25,000 gallons	\$10.09 per 1,000 gallons
25,001 gallons and up	\$13.57 per 1,000 gallons



# FEE SCHEDULE

UTILITY BILLING, CONTINUED	
SEWER RATES INSIDE CITY LIMITS	
RESIDENTIAL SEWER RATES	
Monthly Account Fee (plus)	\$18.15 per account
Account with no consumption history	\$18.36 4,000 gal. min
Residential Sewer Average	\$0.00 first 1,000 gallons
Residential Sewer Average	\$6.12 per 1,000 gallons > 1,001
Note: Residential Sewer Average is adjusted annually and is reflected in the April bill. Average is based on consumption during the months of Dec, Jan, & Feb (bill month of Jan, Feb, & Mar)	
COMMERCIAL SEWER RATES	
Monthly Account Fee (plus)	\$18.56 per account
Per 1,000 of water usage	\$0.00 first 1,000 gallons
Per 1,000 of water usage	\$6.52 per 1,000 gallons > 1,001



# FEE SCHEDULE

UTILITY BILLING, CONTINUED	
SEWER RATES OUTSIDE CITY LIMITS	
RESIDENTIAL SEWER RATES	
Monthly Account Fee (plus)	\$27.23 per account
Flat consumption	\$27.55 4,000 gallons
Per 1,000 of water usage	\$0.00 first 1,000 gallons
Per 1,000 of water usage	\$9.18 per 1,000 gallons > 1,001
COMMERCIAL SEWER RATES	
Monthly Account Fee (plus)	\$27.84 per account
Per 1,000 of water usage	\$0.00 first 1,000 gallons
Per 1,000 of water usage	\$9.78 per 1,000 gallons > 1,001
WHOLESALE SEWER RATES	
Monthly Account Fee (plus)	\$24.11 per account
Per 1,000 of water usage	\$9.49 per 1,000 gallons
Excess capacity rate	\$1,000.00 per day

# FEE SCHEDULE

UTILITY BILLING, CONTINUED	
OTHER FEES	
EFFLUENT/REUSE WATER RATES	
Monthly Account Fee (plus)	\$16.52 per account
Commercial	\$0.65 per 1,000 gallons
Commercial Contract	per contract
Municipal	\$0.55 per 1,000 gallons
WATER BY LOAD - CUSTOMER PICK UP	
Reuse/Effluent Water	
0-3,000 gallons	\$10.00 per load
3,001-8,000 gallons	\$17.50 per load
Potable Water	
0-3,000 gallons	\$17.00 per load
3,001-8,000 gallons	\$30.00 per load

**THE END**