

CITY OF KERRVILLE, TEXAS
APPROVED BUDGET
FISCAL YEAR 2025
BEYOND TOMORROW



REQUIRED DISCLOSURE

City of Kerrville Approved Budget Fiscal Year 2024-2025

This budget will raise more revenue from property taxes than last year's budget by an amount of \$1,049,027 which is a 6.7% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$205,689.(This paragraph is included in accordance with Sections 102.005 and 102.007, Tx. Local Gov't Code.)

The **overall** property tax rate is proposed at \$0.5595, equal to FY2024. The **Maintenance & Operations (M&O) rate will increase from the FY2024 rate of \$0.4185 to \$0.4189 in FY2025 offset by a decrease in the Interest & Sinking (I&S) from \$0.1410 in FY2024 to \$0.1406 in FY2025.**

The recorded vote for each member of the governing body, by name, voting on the adoption of the Fiscal Year 2025 (FY2025) budget is as follows:

Recorded Votes		
Councilmembers	September 10, 2024	September 24, 2024
Joe Herring Jr., Mayor	Yes	Absent
Delayne Sigerman, Place 1	Yes	Yes
Jeff Harris, Place 2	Yes	Yes
Kent McKinney, Place 3	Yes	Yes
Brenda Hughes, Place 4	Yes	Yes

Property Tax Rate Comparison		
	2023-2024	2024-2025
Total Tax Rate	\$0.5595	\$0.5595
No-New-Revenue Rate	\$0.5360	\$0.5461
No-New-Revenue M&O Rate	\$0.4064	\$0.4076
No-New-Revenue M&O Voter Approval Rate	\$0.4206	\$0.4218
Voter-Approval Rate*	\$0.5616	\$0.5646
Maintenance & Operations (M&O) Rate	\$0.4185	\$0.4189
Debt Rate (I&S)	\$0.1410	\$0.1406
<i>Includes unused increment from prior year:</i>		<i>\$0.0022</i>

At the end of FY2024, the total debt obligation (outstanding principal) for the City of Kerrville secured by property taxes is \$93,530,000. Of this amount, \$29,200,000 is paid for with Water Fund Revenue, \$8,395,000 is paid for by Economic Improvement Corporation (EIC) 4B Sales Tax Revenue, and \$55,935,000 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.

PROPERTY TAX INFORMATION

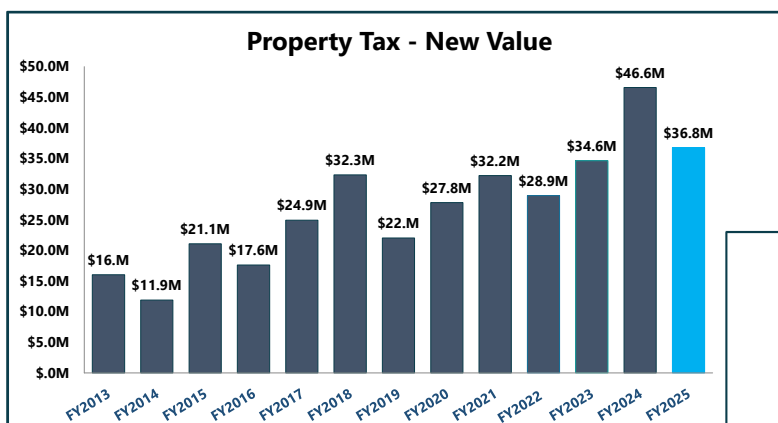
The tax rate for FY2025 remains the same as FY2024, but will generate \$1,049,027 more in property tax revenue. This increase is due to a few factors:

- **Collection Rate Change:** Historically, the City budgeted property tax revenue at 98% of the levy. However, collections have consistently exceeded this rate. For FY2025, revenue are budgeted at a 99% collection rate, adding \$173K in revenue.
- **Increased Property Values:** Taxable valuations saw significant leveling in FY2025 compared to increases experienced by property owners since the passing of Senate Bill 2. Between FY2019 and FY2023, property valuations rose 43%. FY2025 saw a significant reduction in increase with only a 5% increase in value compared to FY2024. This increase in valuation generated an estimated \$1M in additional revenue using the same overall tax rate.
- **New Property:** New properties added to the tax roll will contribute \$206K in property tax revenue. The Ridgeland subdivision is expected to further boost new value significantly in FY2026 - FY2028. New value adds revenue but is not used to calculate the No New Revenue Tax Rate.
- **Frozen Taxes:** In FY2025, 31% of taxable valuations are frozen, meaning that regardless of the property tax rate or increase in value, homeowners with frozen taxes pay the same as when their rates were originally frozen (with few exceptions). Other exemptions, like those for schools, churches, and non-profits, also affect overall property tax distribution.

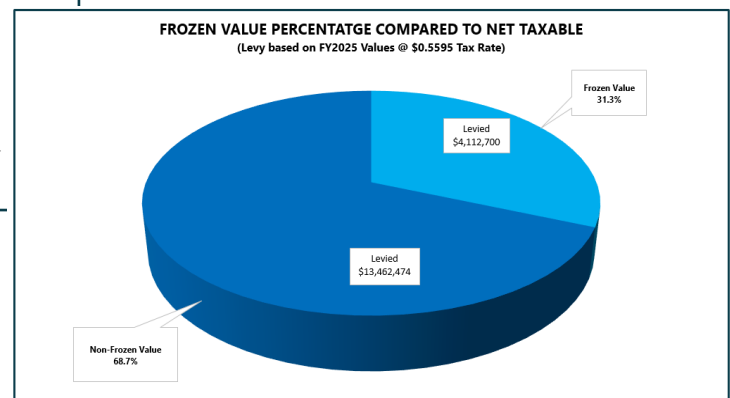
Why is Property Tax Necessary?

Property tax is essential for funding City services. This document details the City's revenues and expenditures by category, fund, and department. Governments rely on taxes and fees to cover cost of services. Over the past four years, the City has depended heavily on sales tax due to steady growth during and after COVID-19. However, with federal stimulus funds exhausted and impacts of inflation, it is important to note that while sales tax remains healthy and accounts for 25.9% of the general fund budget, this revenue stream has seen less growth than in the past few years. Current property taxes are for maintenance and operations are budgeted at \$12.7M for FY2025. The operational expenses for police, fire, and EMS services, excluding capital expenditures, exceed \$20M, which is far more than revenue, generated from property tax.

For more details on revenues, expenditures, and services, please refer to the City Manager's message and other sections of this document.



The average value of residential property for FY2025 is \$342,954.



BUDGET AWARD



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

**City of Kerrville
Texas**

For the Fiscal Year Beginning

October 01, 2023

Christopher P. Morill

Executive Director

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, 2023. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

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CITY MANAGER'S MESSAGE

CITY MANAGER'S MESSAGE

July 31st, 2024

Dear Honorable Mayor Joe Herring, Councilmembers, and Citizens of Kerrville,

It is with great pride and optimism that I present the City of Kerrville's proposed budget for Fiscal Year 2025 (FY2025). This budget encapsulates our commitment to the community's long-term vision and strategic priorities, while addressing the current economic landscape and planning for a sustainable future.

Accomplishments and Milestones

The past year has been a testament to our resilience and dedication to service. Our key achievements in FY2024 include:

Public Facilities & Services

- **Public Safety Enhancements:** Significant progress on the design/build process for the new Public Safety Facility.
- **Infrastructure Improvements:** Completion of Westminster Street reconstruction and invested approximately \$2M in streets, drainage maintenance, and pedestrian improvements.
- **Citizen Engagement:** Hosted the City's first Citizens' Academy to increase community engagement and provide transparent information to the public.
- **Capital Improvement Projects:** Implemented a CIP Dashboard to track various projects throughout the city.
- **Workforce Housing Development:** Significant progress on the new single-family workforce housing neighborhood in partnership with Lennar Homes.
- **Multifamily development:** Public-private partnership to bring over 270 market rate units with projected opening early 2026.

Economic Development

- **Business Attraction:** Partnered with KEDC to attract Megaacrete to Kerrville, enhancing job opportunities and sales tax revenue. Partnered with Schreiner University on Talent and Workforce Development and improvements to their facilities to support a new Schreiner Football Team.
- **Downtown Revitalization:** Completed downtown revitalization projects funded by grants, EIC, and TIRZ, improving walkability and pedestrian safety. Partnered with TIRZ#1 to begin work on Downtown Master Plan.

Water, Wastewater, & Drainage

- **Sustainable Systems:** Implementation of projects within the adopted Water/Wastewater Master Plan supported by the FY2023 issuance of \$11.5M in Water Revenue Bonds to support these projects.

CITY MANAGER'S MESSAGE

- **Pavement Condition:** Updated the Pavement Condition Assessment plan to ensure long-term sustainability of road infrastructure.

Community & Neighborhood Character/Placemaking

- **Historical Event Management:** Implemented emergency plans and hosted a historical Total Solar Eclipse Event, attracting visitors from around the world.
- **Heritage Preservation:** Continued efforts on the design of the Heart of the Hills Heritage Center project at the historic A.C. Schreiner House.

Engagement, Transparency, and Financial Excellence

- **Interactive Budgeting Tools:** Implemented Balancing Act, an interactive budget and tax receipt tool, and created the City's first Budget-In-Brief to summarize the budget in a user-friendly way.
- **Financial Reporting:** Earned the City's first Triple Crown Award from the Government Finance Officers Association for efforts to increase transparency in financial reporting.
- **Public Safety Personnel:** Strategic adjustments to Public Safety Step Plans to aid in personnel recruitment and retention efforts.
- **Recruiting and Retention:** Strategic adjustments to entry-level positions and certification pay for key positions in Parks and Recreation, Water & Wastewater, and Public Safety.
- **Employee Recognition:** Implemented a new employee recognition and engagement program using poker chips created by each department to encourage interdepartmental collaboration.

FY2025 Budget Theme: "Beyond Tomorrow"

Our budget theme, "**Beyond Tomorrow**" reflects our commitment to planning for a sustainable future. The challenges of inflation and economic fluctuations have tested us, but they have also strengthened our resolve to build a fiscally robust and operationally resilient city.

Fiscal Sustainability and Strategic Investments

In response to economic pressures, our budget strategy for FY2025 combines priority-based and baseline budgeting. Key initiatives include:

- **Facility and Sustainability Funds:** Establishing dedicated funds for maintenance and replacement of city facilities and infrastructure to ensure long-term sustainability.
- **Baseline Budgeting:** Continuing with baseline budgeting to streamline operations and focus on essential services.
- **Asset Replacement Plan:** Developing a Long-Range Asset Replacement Plan and conducting Facility Condition Assessments to proactively manage city assets.

CITY MANAGER'S MESSAGE

Council Priorities and Strategic Focus

City Council's retreat in June laid the groundwork for our priorities in FY2025, focusing on:

- **Public Facilities & Services:** Enhancing service delivery efficiency.
- **Housing:** Addressing housing shortages and improving neighborhoods.
- **Water, Wastewater, & Drainage:** Ensuring water quality and effective stormwater management.
- **Economic Development:** Fostering key industries and assets.
- **Community & Neighborhood Character/Placemaking:** Strengthening community ties through events and public spaces.
- **Downtown Revitalization:** Creating vibrant gathering places and enhancing the downtown area.

Commitment to Excellence

As we move into FY2025, our focus remains on the three "E's" of public service excellence: Engagement, Empowerment, and Execution. We aim to build trust, invest in our personnel, and implement the Kerrville 2050 Comprehensive Plan with strategic precision.

Thank you to the Kerrville Team for their dedication and hard work in preparing this budget. Their commitment to the city and its future is invaluable.

Together, we will navigate the uncertainties of tomorrow with confidence, ensuring a prosperous and sustainable future for Kerrville.

Sincerely,



Dalton Rice
City Manager
City of Kerrville



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 is 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: Jeff Harris - Place 2, Brenda Hughes - Place 4, Joe Herring Jr. - Mayor, Delayne Sigerman - Place 1, Kent McKinney - Place 3

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 please visit: 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

As of 12/11/2024

Building Board of Adjustments and Appeals

Jennifer Hyde	Daniel Lowery	Wayne Uecker
Caleb Mizell	Bob Rue	

Economic Improvement Corporation

Gregg Appel	Kyle Bond	Kim Clarkson
Beck Gipson	Celeste Hamman	Jeff Harris
Gilberto Paiz		

Food Service Advisory Board

Michael Clark	Shonna K. Ebert	Wendy Massey
Daniel Portie	Elena Ramirez	Larry L. Wray, Jr
Rebecca Dittmar	Jeremy Repinski	

Library Advisory Board

Marnie Bethel	Jill Drake	Barbara Jansen
Jennifer Daschel	Lana Tatsch	

Main Street Advisory Board

Delayne Sigerman	Sarah Lewis	Jimmy Mullins
Bethany Mikeska	Howard Taylor	Howard Taylor
Dr. William Rector	Katherine Howard	Michael Gonzalez
Debbi Lehr		

Parks and Recreation Advisory Board

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

Planning and Zoning Commission

Michael Sigerman	John K. Bernhard	Abram A. Bueche
John D. Lipscomb	John Lovett	Tabor McMillan
Kimberly Richards		

Recovery Community Coalition

Deanna Allen	Randie Benno	Tony Morales
Alan Peterson	Phil Taylor	Dale Trees
Ryan Acosta		

Senior Services Advisory Committee

Karen Mattox	Paige Sumner	Tammy Amerson-Wilson
Marilyne Cizmich	Mike Ezer	Nissa Kendall
Gretchen Rye	Lynette Wedig	

Tax Increment Reinvestment Zone

Judy Eychner	Fred Gamble	Andrew Gay
Katherine Howard	Crystal Smith	Bruce Stracke

Zoning Board of Adjustments

Michael Killeen	Aimee F. Chockley	Donald Chute
Sam Ligon	Lynn Niles	

DEMOGRAPHICS AND ECONOMIC INFORMATION

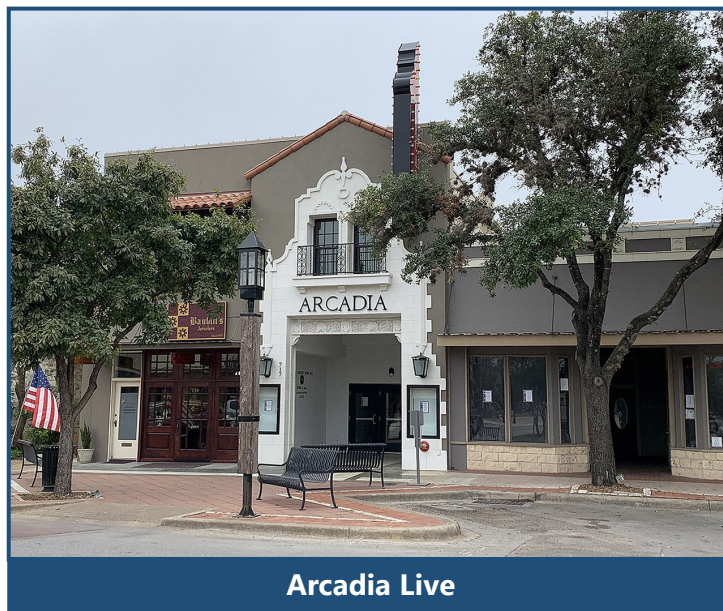
DEMOGRAPHIC AND ECONOMIC INFORMATION AS OF 07/01/2024				
POPULATION		MEDIAN HOUSEHOLD INCOME		\$ 59,431
Population Estimate	24,768	PER CAPITA INCOME		\$ 34,568
2020 April Census	24,278			
		HOUSING		
AVERAGE HOUSEHOLD SIZE		Median home value	\$	343,800
	2.3	Home values:		
MEDIAN AGE		up to \$149,999		33%
	39.9	\$150,000 to \$199,999		16%
POPULATION BY MEDIAN AGE		\$200,000 to \$299,999		26%
Under 18 years	22%	\$300,000 to \$499,999		19%
18 years and over	51%	\$500,000 to \$999,999		6%
65 and over	27%	\$1,000,000 or more		0%
POPULATION BY GENDER		Total housing units*		12,196
Female	53%	UNEMPLOYMENT RATE (May 2024)		
Male	47%			
POPULATION BY RACE		MEAN TRAVEL TIME TO WORK (minutes)		
White	64%			
Hispanic or Latino	31%	MAJOR EMPLOYERS IN KERR COUNTY		
African American	2%	EMPLOYEES		
Asian	1%	Peterson Health		1,315
Other	2%	James Avery Craftsman		775
EDUCATION (AGE 25+)		Kerrville State Hospital		710
No High School Diploma	9%	Kerrville Independent School District		678
High School Diploma	30%	Schreiner University		660
College, No Diploma	22%	H-E-B		650
Associate's Degree	8%	Kerrville Veteran's Administration Hospital		475
Bachelor's Degree	17%	City of Kerrville		339
Graduate/Professional Degree	14%	Kerr County		327
		Walmart		288
		Ingram Independent School District		214
		Hill Country Telephone Cooperative		124
		Fox Tank		100
		Killdeer Mountain Manufacturing		89
		KPUB		60
*Housing units include single family and multi-family dwelling units.				
Sources: City of Kerrville 2023 ACFR, US Bureau of Labor Statistics, US Census Bureau, Kerrville Economic Development Corporation				
ZIP atlas, Best Places, Census Reporter, Y 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's 4th on the River
- Kerrville Triathlon Festival
- Kerrville Folk Festival
- Scott Schreiner Municipal Golf Course Tournaments
- River Roadster Show
- Holiday Lighted Parade
- Kerrville Sports Complex Tournaments
- Mountain Bike Festival
- Family Fright Night
- Concerts by the River
- Texas Arts & Crafts Fair



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



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

MDC activities includes:

- Mega Food Bank (monthly)
- Adopt-A-Highway Trash Pickup (quarterly)
- Thanksgiving meal service and delivery at the Kroc 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
- Blanket Drive



MDC - Quarterly Adopt-A-Highway Trash Pickup Event

CITIZENS' ACADEMY

Purpose: The Kerrville Citizen's Academy is a program that aims to provide residents with an in-depth understanding of the City of Kerrville and its various municipal functions. Through interactive and engaging classes, tours, and activities, participants can gain insights into the roles of the City Council and City Staff. The program is designed to help participants develop connections with City staff, learn about departmental functions, and find ways to get involved. Citizens' Academy is a fun and interactive forum designed to allow participants an opportunity to explore the City of Kerrville behind the scenes.

Eligibility Requirements:

- Be a resident of Kerrville
- Be at least 18 years old
- Cannot be candidate for political office during the program period
- Cannot be a current member of the Kerrville City Council
- Agree to attend all sessions

Cost: Free!

To Apply:

Three ways to apply:

- Visit: www.kerrvilletx.gov/2092/Citizens-Academy
- Call: 830-258-1100
- Scan the QR Code below on your mobile device



Kerrville Police Department Tour



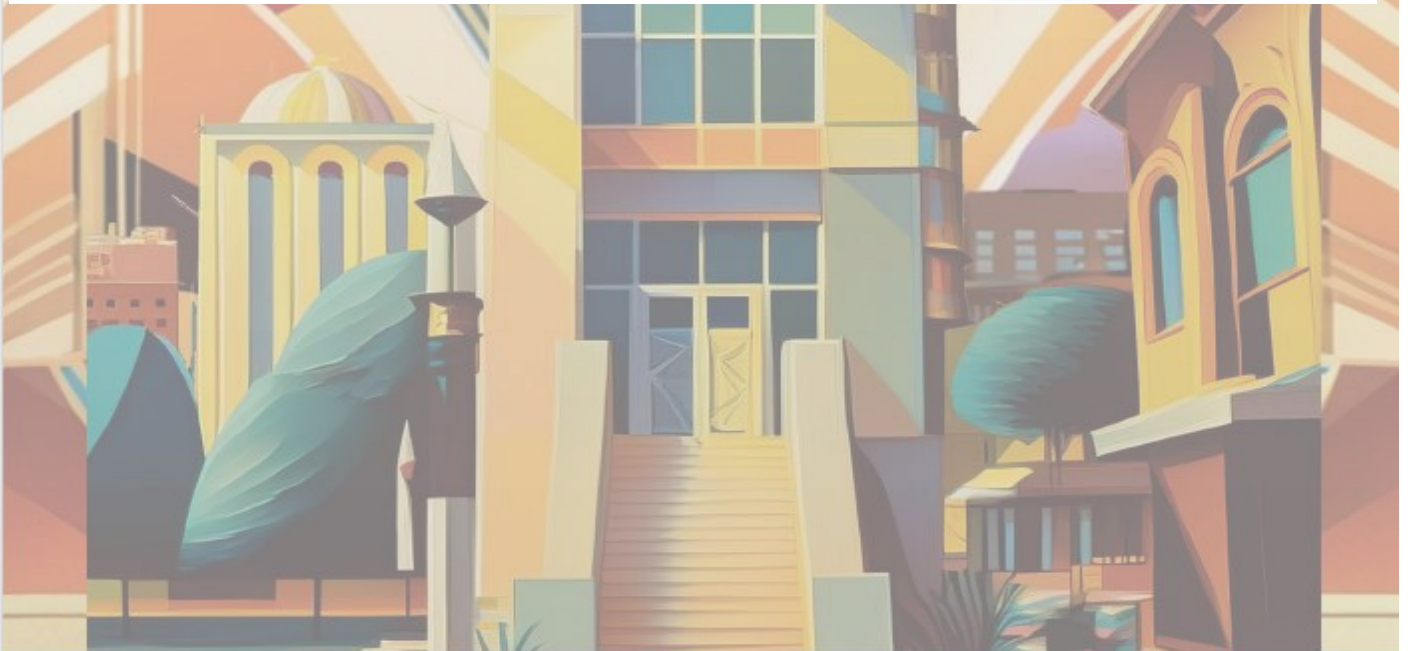
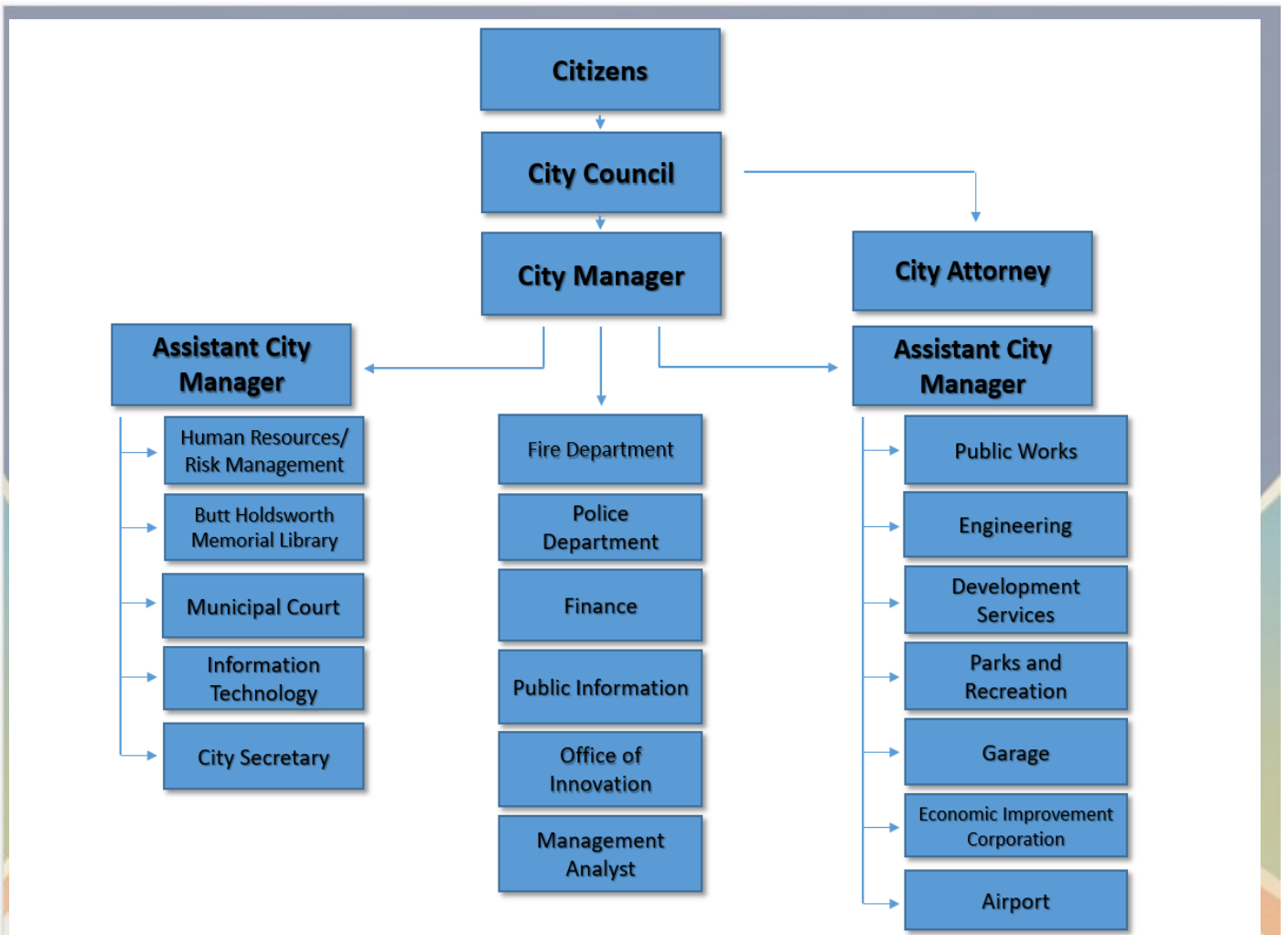
Kerrville 2050 Comprehensive Plan Presentation



Water Treatment Plant Tour

CITY OF KERRVILLE

ORGANIZATIONAL CHART



FY2025 HOLIDAY SCHEDULE

City of Kerrville FY2025 Holiday Schedule	
Columbus Day	Monday, October 14, 2024
Veteran's Day	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024
Friday After Thanksgiving	Friday, November 29, 2024
Christmas Eve Holiday	Tuesday, December 24, 2024
Christmas Day Holiday	Wednesday, December 25, 2024
New Year's Day Holiday	Wednesday, January 1, 2025
Martin Luther King Day	Monday, January 20, 2025
President's Day	Monday, February 17, 2025
Good Friday	Friday, April 18, 2025
Memorial Day	Monday, May 26, 2025
Juneteenth Holiday	Thursday, June 19, 2025
Independence Day	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
Floating Holiday	Two Days of Employee Choice* (Supervisor Approval Required)

***For Fire Fighters Only**

HB2113, 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 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 11th holiday for the Kerrville Fire Department. Firefighters may use the September 11th holiday on an alternative date with prior approval from their supervisor. Unused September 11th holidays will not be compensated upon separation from the City.



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GOALS & STRATEGIES

GOALS & STRATEGIES

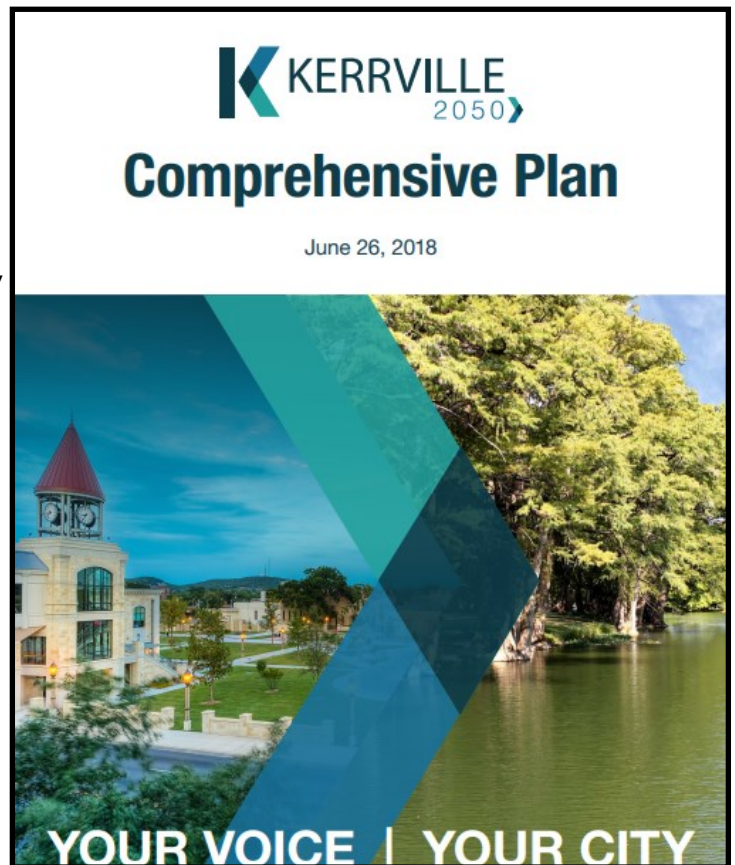
On June 26, 2018, the City of Kerrville adopted Ordinance 2018-13, officially establishing the Kerrville 2050 Comprehensive Plan as the city's roadmap for current and future development. The Kerrville 2050 Plan was created to promote sound development across Kerrville, safeguarding public health, safety, and welfare, and laying out strategies, goals, and objectives for the city's long-term growth and prosperity.

Designed with a 30-year outlook, Kerrville 2050 is a dynamic plan intended to be periodically reviewed and updated in collaboration with the City Council, the citizens of Kerrville, and key city staff. As part of this ongoing commitment to adapt to evolving community needs and priorities, the Kerrville 2050 Comprehensive Plan is scheduled for a thorough review and update in FY2025.

The planning process for Kerrville 2050 began in September 2017, involving the efforts and expertise of a diverse group. Participants included Kerrville's elected and appointed officials, city staff, members of the Comprehensive Plan Steering Committee and its subcommittees, various groups and organizations, and other key stakeholders. Together, they contributed valuable insights, resources, and guidance in shaping the vision and specific components of the plan.

Kerrville 2050 Plan Topics

- **Economic Development**
- **Housing**
- **Community & Neighborhood Character / Placemaking**
- **Mobility / Transportation**
- **Water, Wastewater & Drainage**
- **Public Facilities & Services**
- **Parks, Open Space & The River Corridor**
- **Downtown Revitalization**



The Kerrville 2050 Comprehensive Plan can be viewed in its entirety at: www.kerrvilletx.gov/DocumentCenter/View/32515/Kerrville-2050-Comprehensive-Plan-Adopted-2018_06_26

GOALS & STRATEGIES

City Council FY2025 Top Priorities:

The City of Kerrville City Council retreat is held annually to provide a forum for open communication between Council and staff. During the retreat Council is provided with an update on current action items, using Kerrville 2050 and economic trends as guides along with other factors that may impact operations. Council then identifies its top priorities for the upcoming fiscal year, providing staff direction for both budget and future projects. City Council outlined the following as priorities for the FY2025 budget.

- **Public Facilities & Services**

- Commit to maintaining high quality, cost effective public services & facilities consistent with anticipated growth & ensure cost-effective use & maintenance of citywide assets.

- **Housing & Neighborhoods**

- Provide a diverse range of housing options to meet the needs & desires of all age groups, income levels, & lifestyles.

- **Water, Wastewater & Drainage**

- In the development of the long-range water plan, anticipate growth, consider all sources & plan for future droughts.

- **Storm Water Drainage Management**

- Develop & maintain a long-range plan for storm water/drainage management by addressing & prioritizing infrastructure needs & identifying funding sources

- **Economic Development**

- Balance, broaden & diversify the City's tax base, shifting the tax burden away from residential property owner.
- Promote new retail development while considering its impact on existing business

Every function performed by the City ties directly back to Kerrville 2050. The Kerrville 2050 Key Priority Areas govern the preparation of the budget as well as the operations of each department.

To view the Kerrville 2050 Comprehensive Plan please visit www.kerrville2050.com.

GOALS & STRATEGIES

Kerrville 2050 - Economic Development



A strong and balanced economy is essential for Kerrville's future. Efforts focus on attracting new businesses, supporting local entrepreneurs, and strengthening key industries like retail, manufacturing, tourism, healthcare, and education.

Goals / Accomplishment	Target Date	Completed
Update Kerrville 2050 Comprehensive Plan	FY2025	
Partnered with KEDC to attract Megaacrete to Kerrville to increase job opportunities and sales tax growth	FY2024	X
Al Mooney Road Reconstruction to accommodate Megaacrete	FY2025	
Balance and diversify the City's tax base to reduce the tax burden on residential property owners.	Ongoing	
Prioritize quality of life improvements, balancing growth with community well-being and preserving Kerrville's unique	Ongoing	
Promote new retail development while considering the impacts on existing businesses.	Ongoing	
Establish Kerrville's identity as the capital or hub of the Hill Country	Ongoing	

GOALS & STRATEGIES

Kerrville 2050 - Housing



Kerrville's housing goals focus on providing diverse, high-quality options that accommodate residents of all income levels and life stages. The plan encourages a mix of single-family homes, multi-family developments, and senior living options while promoting sustainable growth. By balancing new development with neighborhood preservation, Kerrville aims to maintain its small-town charm while meeting future housing demands.

Goals / Accomplishment	Target Date	Completed
Lennar Homes completed construction of 80 of the agreed upon 125 homes for workforce housing	Ongoing	
Creation of a Tax Increment Reinvestment Zone for workforce housing	FY2024	X
Creation of development agreement for construction of 490 single family homes	FY2024	X
Complete economic incentive for construction of multi-family housing units	FY2024	X

GOALS & STRATEGIES

Kerrville 2050 - Community & Neighborhood Character / Placemaking



Kerrville values its small-town charm and strives to foster welcoming, well-designed diverse neighborhoods. Enhancing community engagement, preserving historic character, and improving neighborhood amenities will help maintain a high quality of life for citizens and increase Kerrville's ability to attract visitors.

Goals / Accomplishment	Target Date	Completed
Implement interactive budget tool to improve engagement	FY2024 / ongoing	
Continue to grow Citizens' Academy for improved engagement	ongoing	
Create online dashboard for capital projects for improved transparency	FY2024 / ongoing	X
Support Community Arts Program (CAP) and Kerrville Convention & Visitors Bureau (KCVB) with installation of public art across the city	FY2023 / ongoing	X
Renovate AC Schreiner Mansion in partnership with Heart of the Hills Heritage Center (HHHC) to increase arts, culture and historical preservation	FY2026	X

GOALS & STRATEGIES

Kerrville 2050 - Mobility / Transportation



"Although the automobile is still the primary transportation mode in Kerrville and the region, the community's interest in creating a more balanced and multimodal system is growing. Promoting mobility choices—including pedestrian and bicycle facilities, and possibly transit services—will be a priority in the years ahead, but the community made it clear from the beginning of the Kerrville 2050 process that maintaining the existing infrastructure, including streets, sidewalks and other transportation improvements, is its highest priority."— Kerrville 2050 Comprehensive Plan, pg. 158

Goals / Accomplishment	Target Date	Completed
Westminster Street Reconstruction	FY2024	X
Olympic Drive Extension	FY2024	X
Downtown Intersection Improvements	FY2024	X
Citywide sidewalk improvements	Ongoing	
Partnered with Kerr County to complete accessible ADA trail from Veteran's Hospital to County Park and City River Trail	FY2024	X
Continue efforts to expand River Trail system	Ongoing	

GOALS & STRATEGIES

Kerrville 2050 - Water, Wastewater & Drainage



"A robust and well-functioning network of water, wastewater, and drainage infrastructure is essential to public health, safety, and welfare. These systems play a key role in maintaining community quality of life, and must be well-managed to meet the needs of the community in both the short-term and long-term. The maintenance and expansion of this essential infrastructure must be carefully planned to ensure cost effective and efficient services and to enable these systems to continue providing quality service to Kerrville as the community grows and develops." - Kerrville 2050 Comprehensive Plan, pg. 164

Goals / Accomplishment	Target Date	Completed
Lower Lois Street Drainage	FY2024	X
Issue Water Revenue Bonds to support Water / Wastewater Master Plan	FY2024	X
Rehabilitation of Wastewater Clarifier #3	FY2026	
Revise Utility Code	FY2025	
Knapp Wastewater Upgrades	FY2026	
Galbraith & Quinlan Streets Waterline Replacement	FY2026	
Update resolution for long-range utility rates	FY2026	
Install data collectors and implement new meter read software for electronic meter reads to improve efficiency and transparency	FY2024	X
Install data collectors and implement new meter read software for electronic meter reads to improve efficiency and transparency	FY2024	X

GOALS & STRATEGIES

Kerrville 2050 - Public Facilities & Services



"Kerrville must continue to provide high-quality public services and facilities to remain successful in the 21st Century. Exceptional facilities and services will be essential to maintaining Kerrville's livability, resiliency, and competitiveness in the years ahead. The best way to avoid problems in the future is to begin planning now. As the city grows and technology continues to evolve, new facilities and changes to services may be required to preserve the quality of life that Kerrville residents and businesses have come to expect."— Kerrville 2050 Comprehensive Plan, pg. 185.

Goals / Accomplishment	Target Date	Completed
Public Safety Communication System	FY2024	X
Facilities Condition Assessment	FY2024	X
City Hall Security Cameras	FY2024	X
Acquire funding for 2 Fire Engines	FY2024	X
Kerrville Schreiner Park Waterline Replacement	FY2025	
Construct new Public Safety Facility	FY2025	
Cailloux HVAC & Roof Replacement	FY2025	
Create facility funds for long-term sustainability of facilities / infrastructure	FY2025	X
Create long-range asset replacement plan / resolution	FY2025	
Focus on recruitment / retention of employees	ongoing	

GOALS & STRATEGIES

Kerrville 2050 - Parks, Open Space & The River Corridor



"Community support will be crucial for the future of Kerrville's open spaces and scenic views. Residents still cherish the natural environment that first attracted settlers to the area and they understand that the preservation of these areas and the development and maintenance of other key recreational assets—golf courses, athletic facilities, camps, parks, trails and the Guadalupe River corridor—will be as important to future residents as they are to the citizens of Kerrville today." — Kerrville 2050 Comprehensive Plan, pg. 201.

Goals / Accomplishment	Target Date	Completed
Construct new park at Nimitz Lake "Granger MacDonald Park" for inclusive access to lake	FY2024	X
Update Singing Wind Park Master Plan	FY2024	X
Support Community Arts Program (CAP) and Kerrville Convention & Visitors Bureau (KCVB) with installation of public art across the city	FY2023 / ongoing	X
Design new Disc Golf course at Singing Wind Park	FY2025	
Scott Schreiner Golf Course Renovations	FY2025	
Olympic Pool Renovations	FY2026	
Kerrville Schreiner Park Waterline Replacement	FY2025	
Plan and implement Total Solar Eclipse Event to accommodate visitors from around the world	FY2024	X

GOALS & STRATEGIES

Kerrville 2050 - Downtown Revitalization



A thriving downtown is key to preserving Kerrville's charm. Plans to enhance walkability, support local businesses, preserve historic architecture and increase arts and cultural areas will help revitalize the downtown area and attract citizens and guests.

Goals / Accomplishment	Target Date	Completed
Update Kerrville 2050 Comprehensive Plan	FY2025	
Renovate AC Schreiner Mansion in partnership with Heart of the Hills Heritage Center (HHHC) to increase arts, culture and historical preservation	FY2026	
Improve efficiency of Main Street Advisory Board in order to encourage economic growth in downtown	FY2025	
Redesign crosswalk at Water and Earl Garrett, install new ADA sidewalks and ADA signals	FY2024	X
Install crosswalk at Clay and Water to add pedestrian accessibility from parking garage	FY2024	X



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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. Kerrville 2050 can be viewed on the City's website: www.kerrvilletx.gov. Every department within the City is responsible for departmental business plans defining specific action items and tracking metrics to measure goals and achievements. Departmental budgets are designed to support these business plans and the guiding principals outlined within Kerrville 2050, including services provided to citizens and guests. Each year, City Council participates in strategic planning and identifies top priorities for the upcoming fiscal year in alignment with Kerrville 2050. These priorities are utilized as a guide during budget development, especially when implementing the City's Community Investment Plan (CIP).

Fiscal Approach to FY2025 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. The FY2025 budget focuses heavily on sustainability by setting aside money through fund transfers for future assets and maintenance needs.
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 estimates the largest revenue sources for the upcoming year. Departments that directly generate revenue, such as EMS, Development Services, and Parks and Recreation estimate their revenues and review with Finance. Each department submits budget expense requests based on the operational costs of services provided to citizens and guests. 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 Asset Budget Team comprised of key staff. The sole purpose of this team is to continuously identify and assess the condition of City assets including rolling stock, heavy equipment, light equipment, facilities and structures, and other infrastructure. The primary goal of this ongoing assessment is to determine future asset replacement needs so that funding can be allocated over time and set aside for the sustainability purposes.

The City engaged an outside engineering firm to assess the condition of City facilities. Using this information, the Budget Team in conjunction with City Administration and the City Engineers, will continue to work toward developing a long-range facility maintenance plan in order to preserve the life of City assets.

BUDGET PROCESS - PURPOSE & PROCESS

PURPOSE

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

1. Policy Document
2. Financial Plan
3. Operations Guide
4. Communication Device

PROCESS

The following steps are completed as part of budget process:

1. Council identifies specific priorities, in alignment with Kerrville 2050, at the annual Council Strategic Planning Retreat.
2. Finance estimates available resources (revenues) for the upcoming year.
3. Departments submit budget requests to support operational needs.
4. Finance conducts preliminary budget review, coordinates with departments and makes budget recommendations to the Budget Committee.
5. Budget Committee conducts a preliminary budget review based on departmental requests and Capital Projects identified in prior years or as directed by City Council.
6. City Council Workshops are held to present preliminary information and provide opportunities for Council and citizen input and feedback.
7. A proposed budget and tax rate is presented to Council and the Public.
8. Council considers resolution to set public hearing for proposed tax rate.
9. Proposed budget and property tax rate are considered for adoption by City Council.
10. City Council adopts budget for upcoming fiscal year.

BUDGET PROCESS

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 Director of Finance, or the City Manager. The proposed budget includes revenues and expenditures of all funds and all departments. The proposed budget is publicly presented to City Council shortly after the submittal.

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

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 provided 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.

The budget can be amended during the year to account for unforeseen events. The City Manager and/or Director of Finance can approve department requests for reallocation of funding within a fund (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.

BUDGET PROCESS - BUDGET CALENDAR

FY2025 BUDGET CALENDAR

October - April 2023-2024

City Asset Budget Team Meetings

February 2024

Departments begin evaluation of operational needs

Finance begins revenue estimates

Human Resources (HR) begins personnel estimates

March 2024

Deadline for departments to enter budget requests

Deadline for personnel budget entry (HR)

Deadline for departments to submit proposed fee schedules to Finance

April 2024

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

Finance & Budget Committee begin review of budget requests

Deadline for departments to submit department page information to Finance

May 2024

Budget Committee prioritizes requests & internal strategic planning takes place

June 2024

City Council strategic planning retreat

Staff review of budget alignment with Council priorities

June 18 - City Council General Fund Budget Workshop (public)

July 2024

July 11 - City Council Water & Other Funds Budget Workshop (public)

July 25 - Certified Property Tax Roll received from Chief Appraiser, KCAD

July 29 - No New Revenue Tax Rate calculation from Kerr County Tax Assessor/Collector

July 31 - Proposed Budget filed with City Secretary in accordance with City Charter

August 2024

August 13 - Presentation of the City's Proposed Budget (public)

Resolution to Set Proposed Property Tax Rate (public)

August 22 - Public Hearing - Budget and Tax Rate

September 2024

September 10 - First Reading - Budget Ordinance & Property Tax Rate Ordinance

September 24 - Second Reading - Budget Ordinance & Property Tax Rate Ordinance

October 2024

October 1 - FY2025 Budget implemented

BUDGET PROCESS

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 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.

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.

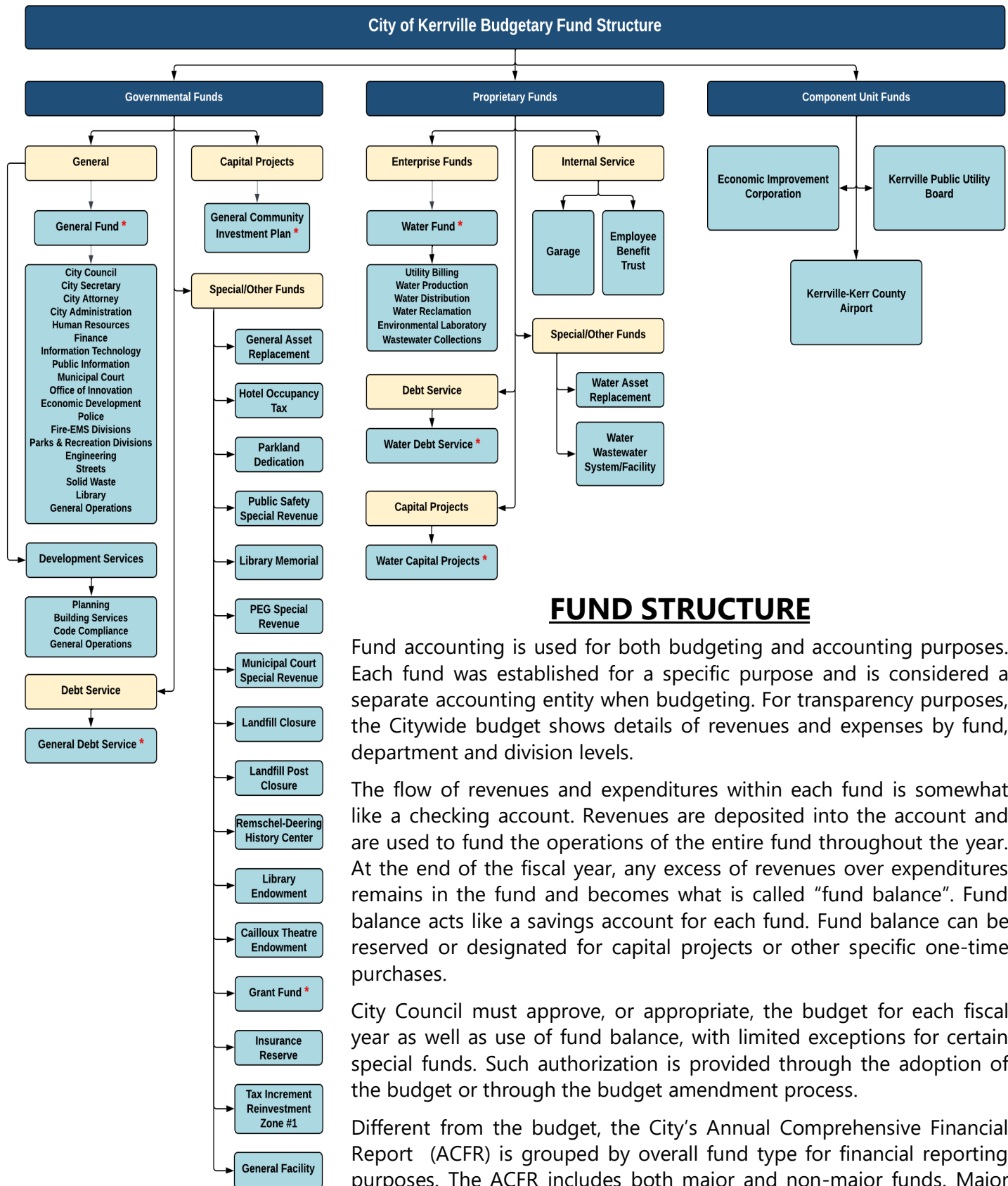
Compensated Absences - Compensated absences, which include accrued (earned) but not used vacation leave, are not budgeted. This item is reported as an expense in the ACFR.

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.

BUDGET PROCESS

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

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

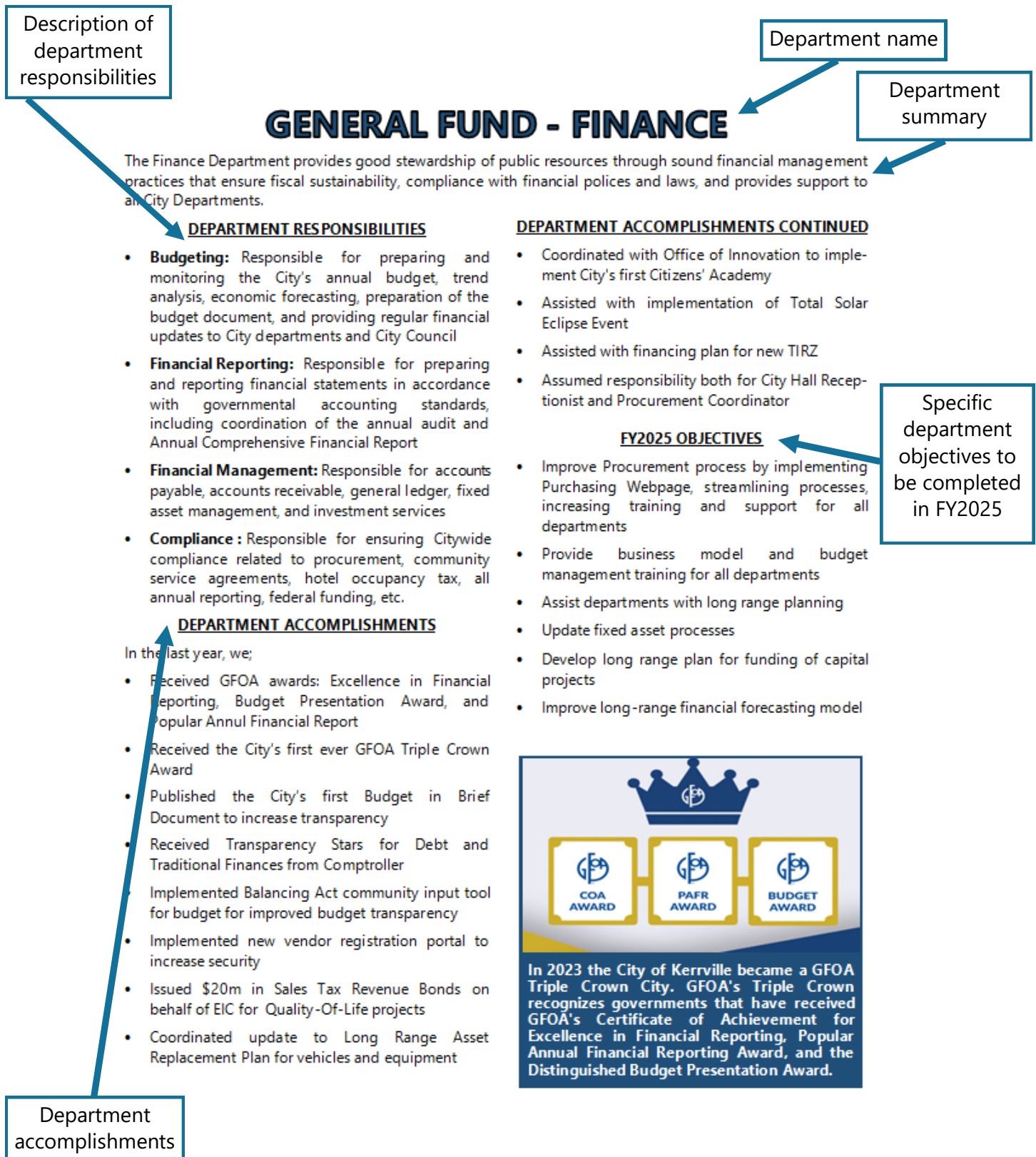
Component Funds - GASB Statement No. 14 defines component units as legally separate organizations for which the elected officials of the primary government are financial accountable. They may be a governmental organization, a non-profit corporation or a for-profit corporation. Component unit funds are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

1. Economic Improvement Corporation (EIC)
2. Kerrville-Kerr County Airport
3. Kerrville Public Utility Board (KPUB)

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:



BUDGET PROCESS - GUIDE TO DEPT. PAGES

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

GENERAL FUND - FINANCE

Department name

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	343,662	377,971	458,429	440,992	546,164
Benefits	106,567	118,358	140,505	139,274	188,458
Travel and Training	4,759	9,091	4,901	4,279	10,450
Total Personnel Services	454,988	505,420	603,835	584,546	745,072
Office Supplies	1,604	1,900	1,900	1,969	1,750
Tools and Equipment	4,037	2,900	4,500	4,511	1,100
Wearing Apparel		375	375	-	280
Postage and Shipping	-	100	100	20	-
Other Supplies	270	300	300	213	250
Total Supplies and Materials	5,910	5,575	7,175	6,714	3,380
Technology	-	-	-	-	22,000
Total Maintenance and Repairs	-	-	-	-	22,000
Utilities	60	-	-	232	-
Professional Services	456,341	489,800	497,701	495,710	520,064
Insurance	675	575	575	1,075	875
Total Services	457,076	490,375	498,276	497,017	520,939
Other	2,553	1,725	1,725	1,835	3,605
Total Other Expenses	2,553	1,725	1,725	1,835	3,605
Total Expenditures	\$ 920,528	\$ 1,003,095	\$ 1,111,011	\$ 1,090,111	\$ 1,294,996

Most recently approved budget

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

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

FY2024 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.

CITYWIDE BUDGET SUMMARY

CITYWIDE BUDGET SUMMARY

City of Kerrville Consolidated Budget Totals by Fund FY2025

PROGRAM FUNDS						
#	Fund Name	Estimated Beginning Fund Balance	Revenue	Expenditures	Change in Net Position	Estimated Ending Fund Balance
1	General	\$ 12,864,394	\$ 39,410,753	\$ 39,410,753	-	\$ 12,864,394
2	Water	4,290,806	16,826,964	16,826,964	-	4,290,806
3	Garage	72,882	390,761	384,361	6,400	79,281
5	Employee Benefit Trust	314,715	4,580,279	4,580,279	-	314,715
8	Parkland Dedication	258,851	77,175	45,000	32,175	291,026
13	Public Safety Special Revenue	206,830	25,422	30,800	(5,378)	201,452
15	Library Memorial	2,543,557	2,166,771	1,942,352	224,419	2,767,976
18	General Asset Replacement	1,563,349	1,114,898	1,719,172	(604,274)	959,075
19	Water Asset Replacement	1,099,564	824,031	801,777	22,254	1,121,818
20	Hotel Occupancy Tax	2,077,815	1,889,418	2,979,875	(1,090,457)	987,358
21	P.E.G. Special Revenue	95,761	63,052	80,879	(17,827)	77,934
22	Muni Court Special Revenue	155,402	80,663	82,162	(1,499)	153,904
26	Landfill	908,145	87,364	50,000	37,364	945,509
28	Landfill Post Closure	2,572,715	129,760	-	129,760	2,424,687
29	Development Services	(14,922)	1,140,443	1,140,443	-	(14,921)
50	General Debt Service	1,762,502	5,263,056	5,124,989	138,068	1,900,570
51	TIRZ #1	670,605	365,044	-	365,044	1,035,649
53	Water Debt Service	1,544,085	4,780,503	4,780,503	-	1,544,085
68	History Center	218,439	27,122	22,892	4,230	222,669
70	General Capital Projects	38,822,498	20,478,158	51,309,646	(30,831,488)	7,991,010
71	Water Capital Projects	10,348,157	5,688,379	9,693,947	(4,005,568)	6,342,588
72	General Facility	-	1,000,000	200,000	800,000	800,000
73	Water/Wastewater System/Facility	-	500,000	-	500,000	500,000
83	Library Endowment	1,347,082	152,227	7,000	145,226	1,492,309
84	Cailloux Theater Endowment	607,217	54,972	25,000	29,972	637,189
85	Grant	66,125	728,752	728,752	-	66,125
90	Insurance Reserve	260,258	124,472	118,500	5,972	266,230
	TOTAL	\$ 84,656,833	\$ 107,970,439	\$ 142,086,046	\$ (34,115,607)	\$ 50,263,438

COMPONENT UNIT FUND						
40	Economic Improvement Corp	\$ 31,368,974	\$ 6,005,856	\$ 20,490,311	\$ (14,484,455)	\$ 16,884,519

Note: The Economic Improvement Corporation (EIC) is classified as a component unit fund and, as such, is not included in the City's total revenue or expenditure figures. However, transfers received from the EIC for debt and administrative services are recorded as revenues, and any debt payments made by the City on behalf of the EIC are recorded as expenses.

CITYWIDE BUDGET SUMMARY

CONSOLIDATED BUDGET INCLUDING INTERFUND TRANSFERS

The FY2025 budget for all funds totals **\$107,970,439** in revenues and **\$142,086,046** in expenditures, including transfers between funds and capital project components. Transfers in and out are balanced within all funds and total **\$13,556,560**. 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 consolidated budget show expenses exceeding revenues by **\$34,115,607** 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 which is funded by a voter-approved bond issuance of \$45,000,000. 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 expenditures that exceed \$50,000. For detailed information regarding active capital projects, visit the Community Investment Plan section of this document.

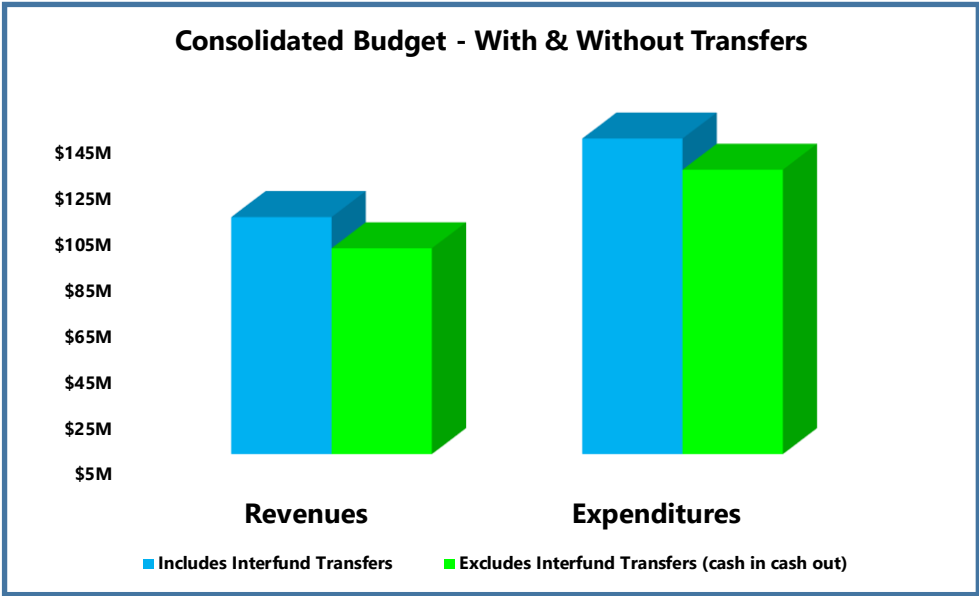
CONSOLIDATED BUDGET NET OF TRANSFERS

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.

Transfers in and out are balanced within all funds and total **\$13,556,560**. After eliminating this interfund activity (transfers in / transfers out), the consolidated revenue budget for FY2025 is **\$94,413,879** and the expenditures total **\$128,529,486**. Removing transfers represents true cash activity within the budget.



CITYWIDE BUDGET SUMMARY

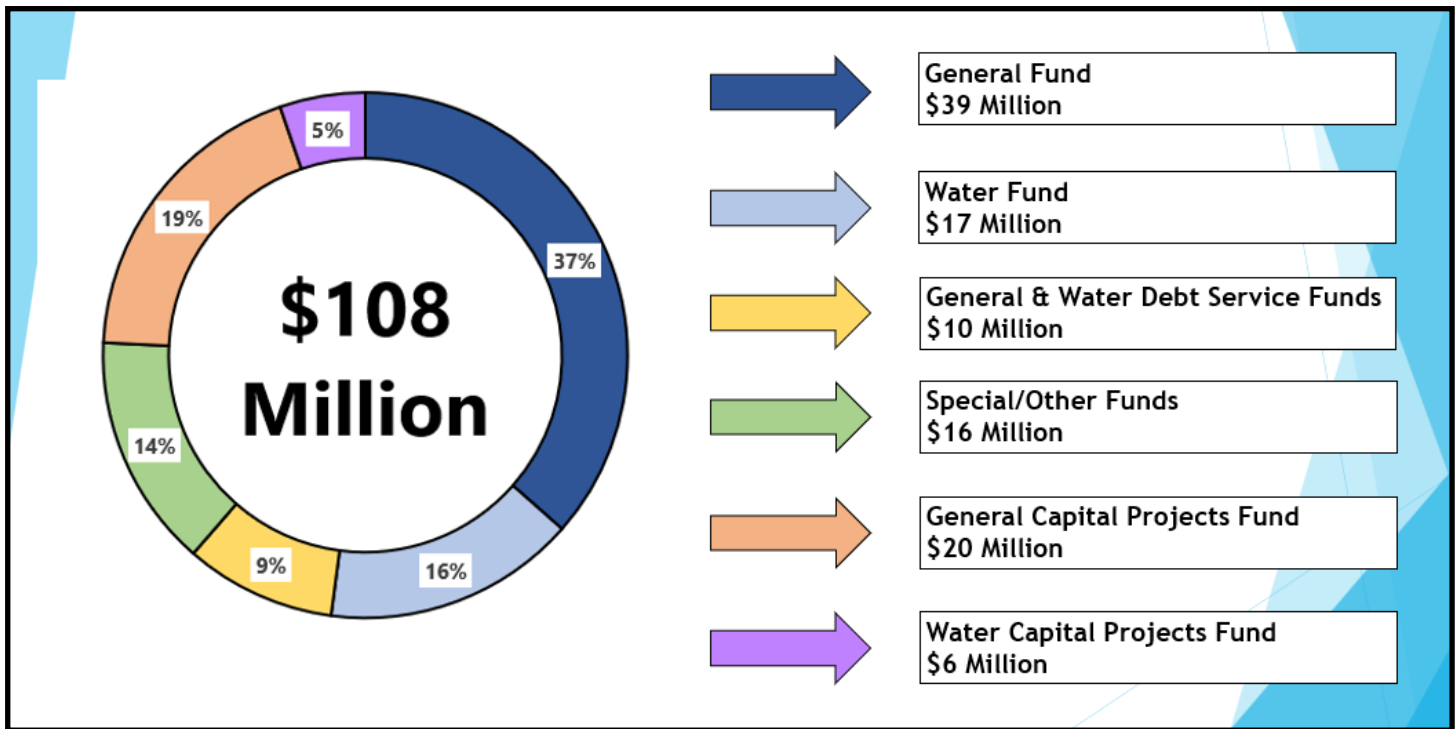
CITY OF KERRVILLE CONSOLIDATED BUDGET SUMMARY FISCAL YEAR 2025

	GOVERNMENTAL FUND TYPES			PROPRIETARY FUND TYPES				COMBINED TOTAL
	General Fund	Debt Service	Other Gov't	Water	Other Water	Debt Service	Internal Service	
UNRESTRICTED								
ESTIMATED BEGINNING FUND BALANCES	\$ 14,043,687	\$ 2,005,639	\$ 51,324,895	\$ 4,109,263	\$ 11,588,363	\$ 1,197,389	\$ 387,597	\$ 84,656,833
REVENUES								
Property Tax	12,978,331	4,034,289	339,470	-	-	-	-	17,352,090
Sales Tax	10,210,111	-	-	-	-	-	-	10,210,111
Franchise Fees & Other Tax	2,094,800	-	1,742,151	-	-	-	-	3,836,951
Permits, Fees & Other	197,300	-	821,605	1,000	-	-	-	1,019,905
Intergovernmental Revenue	1,986,967	1,090,700	3,600	-	-	-	4,580,279	7,661,546
Service Revenues	6,153,594	-	40,104	16,364,348	-	-	385,229	22,943,275
Recreation Revenue	1,120,016	-	-	-	-	-	-	1,120,016
Grant & Donation Revenue	44,800	-	767,752	-	-	-	-	812,552
Fines and Forfeitures	369,359	-	73,200	222,700	-	-	-	665,259
Interest and Miscellaneous	961,350	138,068	21,099,063	238,917	6,245,705	103,541	5,532	28,792,175
Operating Transfer In	3,294,126	-	3,910,470	-	1,675,000	4,676,963	-	13,556,560
TOTAL REVENUES	39,410,753	5,263,056	28,797,415	16,826,964	7,920,705	4,780,503	4,971,040	107,970,439
EXPENDITURES								
FOR COMPARATIVE PURPOSES THE SAME EXPENDITURES ARE SHOWN GROUPED BY CATEGORY (VIEW #1) AND BY FUNCTION (VIEW #2)								
VIEW #1 - EXPENDITURES by CATEGORY								
Personnel	28,686,083	-	1,040,541	4,600,157	-	-	309,306	34,636,086
Supplies	1,698,847	-	153,681	982,713	-	-	25,359	2,860,599
Maintenance	4,229,961	-	209,599	1,163,809	-	-	18,841	5,622,211
Services	2,998,287	2,350	2,216,377	1,184,295	56,063	4,150	4,611,092	11,072,613
Other Expenses	741,305	5,122,639	382,247	386,354	2,000	4,776,353	43	11,410,940
Capital Outlay	-	-	52,340,398	148,979	10,437,661	-	-	62,927,038
Operating Transfers Out	1,056,271	-	3,639,632	8,360,657	500,000	-	-	13,556,560
TOTAL EXPENDITURES	39,410,753	5,124,988	59,982,474	16,826,964	10,995,723	4,780,503	4,964,640	142,086,046
VIEW #2 - EXPENDITURES by FUNCTION								
Public Safety	20,622,987	-	51,412,518	-	-	-	-	72,035,505
Culture, Parks & Recreation	4,532,570	-	2,620,913	-	-	-	-	7,153,483
Streets	4,396,083	-	280,262	-	-	-	-	4,676,345
General Government	4,491,080	-	5,498,449	-	-	-	-	9,989,529
Internal Service	5,368,032	-	170,333	-	-	-	4,964,640	10,503,005
Water	-	-	-	16,826,964	10,995,724	-	-	27,822,688
Debt Service	-	5,124,988	-	-	-	4,780,503	-	9,905,491
TOTAL EXPENDITURES	39,410,753	5,124,988	59,982,477	16,826,964	10,995,725	4,780,505	4,964,640	142,086,046
TOTAL EXPENDITURES	39,410,753	5,124,988	59,982,477	16,826,964	10,995,725	4,780,505	4,964,640	142,086,046
CHANGE IN NET POSITION	-	138,068	(31,185,059)	-	(3,075,018)	-	6,400	(34,115,606)
ESTIMATED ENDING FUND BALANCES	\$ 14,043,687	\$ 2,143,707	\$ 20,139,833	\$ 4,109,263	\$ 8,513,343	\$ 1,197,387	\$ 393,996	\$ 50,541,216

The Consolidated Budget Summary identifies revenue sources by fund, type and category. Expenditures are identified by category and function.

CITYWIDE BUDGET SUMMARY

REVENUES BY FUND



MAJOR REVENUES EXPLAINED

SERVICE REVENUES - \$23M: charges for water, sewer, EMS, solid waste, parks and recreation, library, and other miscellaneous services.

PROPERTY TAX REVENUES - \$17M : taxes for both the General Fund & General Debt Service Fund were budgeted using a rate 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.

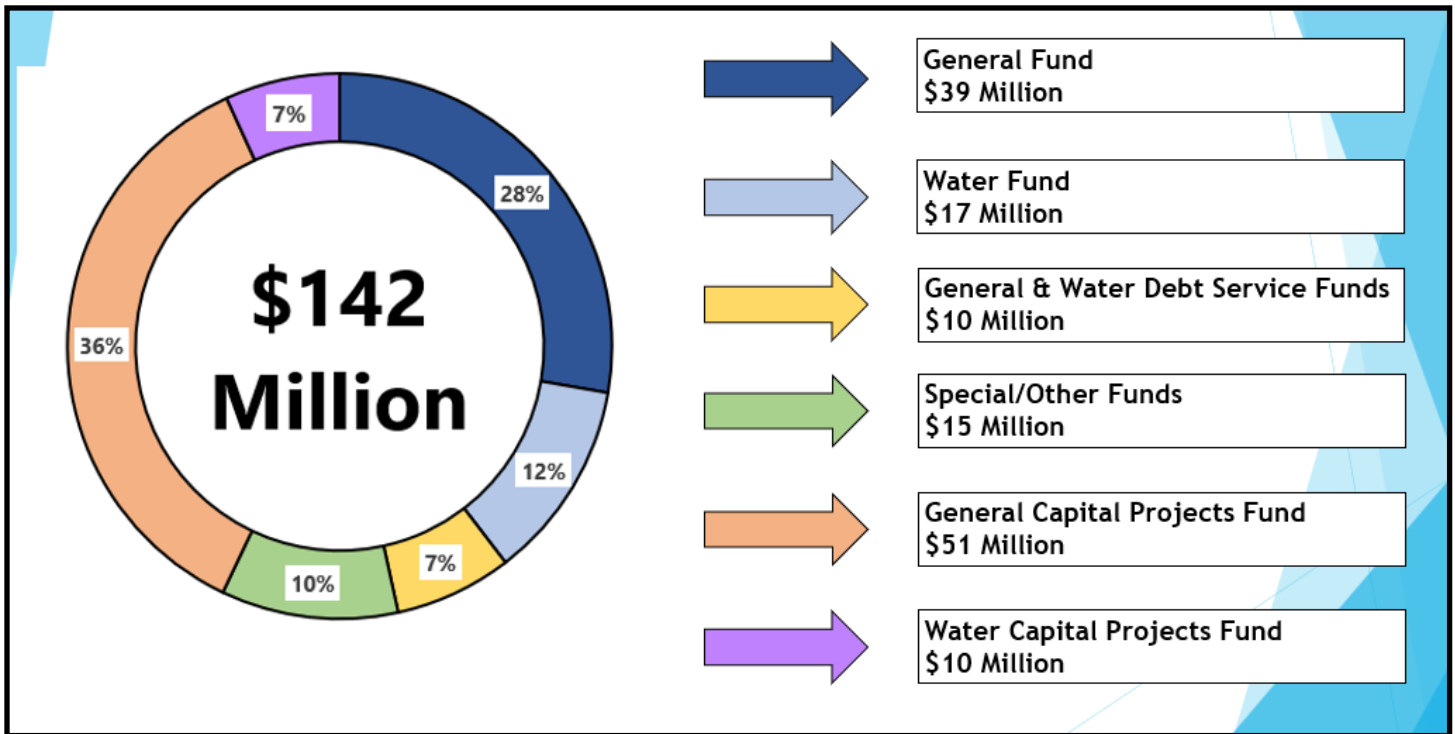
SALES TAX - \$10M 1% tax levied on eligible retail sales, rentals, leases, and taxable services. Sales Tax is received monthly from the Texas Comptroller and has a two month lag time, meaning the City receives sales tax from sales made in October in December of each year.

INTERGOVERNMENTAL REVENUE - \$8M: includes Kerrville ISD payments for the shared cost of School Resource Officers, payments from Kerr County for Fire and EMS services, City of Kerrville employee insurance deductions, and other smaller reimbursements.

CAPITAL PROJECT FUNDING - \$26M: funding generated from a variety of sources including pay-as-you-go, bond funds, and transfers in from EIC for new quality-of-life projects.

CITYWIDE BUDGET SUMMARY

EXPENDITURES BY FUND



The General Fund accounts for **28%** of the City's expenditures. Police, Fire-EMS, Streets, and Parks and Recreation (including facility maintenance, janitorial, and Citywide mowing) are the major departments included in this fund. General Capital & Water Capital Projects Fund accounts for **43%** of the FY2025 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 FY2025. 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 **12%** of expenditures. Smaller funds make up the remaining amount.

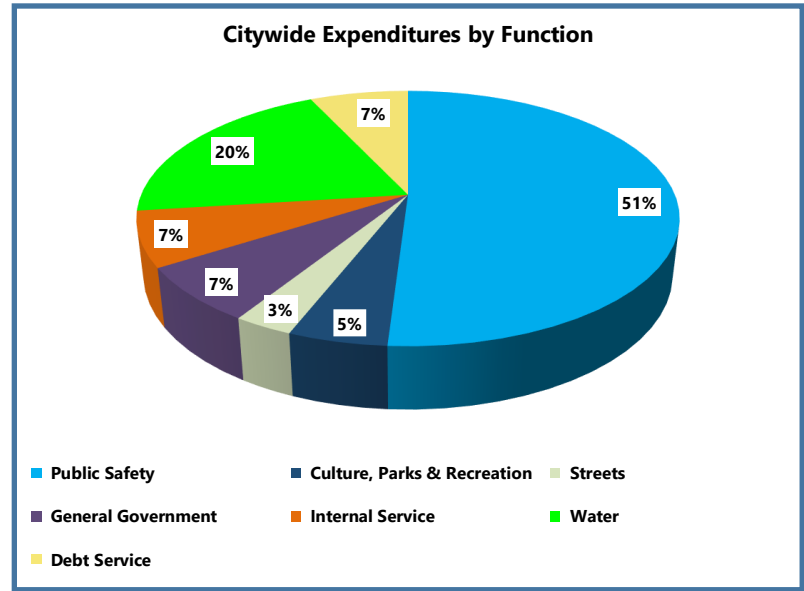
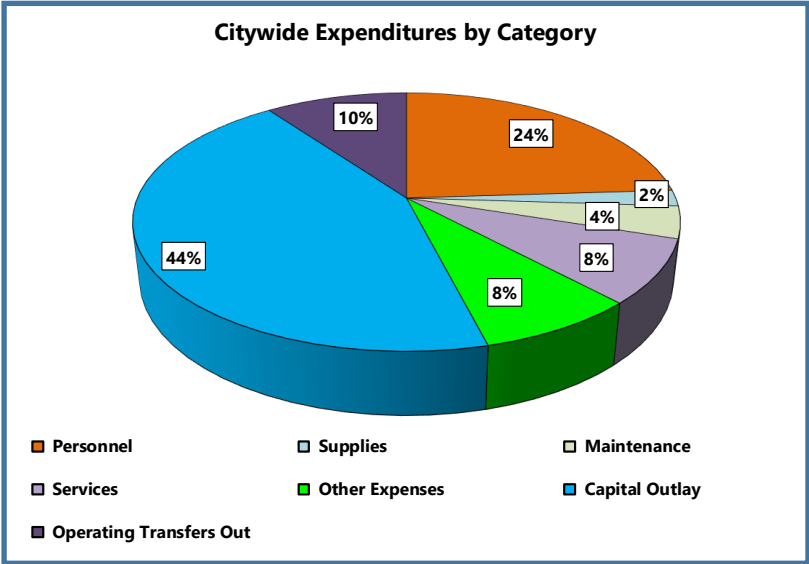
CITYWIDE BUDGET SUMMARY

CONSOLIDATED EXPENDITURES

Consolidated Citywide expenditures for FY2025 are budgeted at **\$142,086,046** including internal transfers. This does not include expenditures for the Economic Improvement Corporation, which is presented as a separate component unit fund.

EXPENDITURES BY CATEGORY

Excluding expenses related to Capital Projects, Personnel is the largest category of expenditures, representing **42%** of the total Citywide budget. In FY2025, general government employees are budgeted to receive an average 3% merit increase. Public Safety employees are scheduled to receive their regular 3% STEP increases. Employee health insurance saw significant increases and the actuarially calculated retirement contribution rate increased from **10.84%** in FY2024 to **11.39%** in FY2025. The Capital Outlay category is unusually large in FY2025 due to the construction of the new Public Safety Facility, Water/Wastewater projects, and Quality-of-Life Projects funded by EIC. Details about these and other projects can be found in the Community Investment Plan (CIP) section of this book.



EXPENDITURES BY FUNCTION

Public Safety was allocated 51% of the Citywide budget in FY2025. This number includes capital projects related to Public Safety, such as the new Public Safety Facility. The City expects to complete this project in FY2025 with an estimated \$32M in expenditures. Water / Wastewater account for 20% of the Citywide budgeted expenditures followed by Internal Service departments including Information Technology, Finance, Human Resources, Legal, Garage, etc. Both General Government, which includes City Admin and General Operations for both the General Fund and Water Fund, and Parks and Recreation Divisions each account for 7% of the budget. Parks and Recreation includes Citywide facility and janitorial maintenance as well as revenue generating divisions like Kerrville Schreiner Park and Golf. Maintenance of City streets accounts for 3% or \$4.7M of the total budget.



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GENERAL FUND

GENERAL FUND HISTORICAL DATA

General Fund					
Fiscal Year	Revenues	Expenditures	Net Transfers	Ending Fund Balance	Fund Balance %
2018	26,797,733	25,748,811	1,260,324	8,419,116	32.7%
2019	27,767,475	27,725,596	173,376	8,460,995	29.9%
2020	28,475,880	27,985,399	(1,470,163)	9,281,478	32.3%
*2021	30,433,257	27,976,550	2,128,710	11,738,185	40.5%
2022	32,718,724	32,341,803	142,001	12,115,106	36.3%
**2023	36,446,036	34,738,924	1,390,900	13,822,217	38.6%
2024	38,053,809	37,246,944	601,698	14,043,687	36.5%
Budget 2025	39,410,753	39,410,753	2,237,856	13,236,821	32.6%
Please refer to the Five Year Forecast on the following page for more information about future forecasting of revenue, expenditures and fund balance.					

Notes:

*Sales Tax revenue was unusually high in FY2021 and FY2022 due to pandemic related factors. This, combined with budget reductions in FY2021 in anticipation of revenue shortfalls during the pandemic inflated fund balance. Surplus revenue was subsequently transferred out to CIP and Asset Replacement funds.

**In FY2023, Golf Fund was merged with General Fund, which created an increase in both revenue & expense to the General Fund.

Negative "Net Transfers" indicate a transfer out of surplus funds from either prior or current year to CIP or Asset Replacement. Transfers of surplus funds are approved by City Council through a budget amendment.

Beginning in FY2019, Development Services (DS) was presented separately for budget purposes to improve transparency but remained part of the General Fund for financial reporting purposes. Fund balance calculations (beginning in FY2019) include expenses for Development Services Fund (not shown in chart). The City's fund balance policy dictates that General Fund must maintain a fund balance of at least 15% of expenses, which includes DS expenses, because DS is included in the General Fund for financial reporting purposes.

FIVE YEAR FORECAST

GENERAL FUND - FIVE YEAR FORECAST FISCAL FORECAST										
	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimate	FY2025 Budget	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast	FY2030 Forecast
BEGINNING FUND BALANCE	\$ 12,115,106	\$ 13,822,217	\$ 13,822,217	\$ 13,236,822	\$ 14,043,687	\$ 13,236,821	\$ 13,142,930	\$ 13,130,606	\$ 13,060,532	\$ 13,049,001
REVENUES										
Property Tax	11,534,326	11,957,339	11,957,339	12,454,215	12,978,331	13,757,031	14,582,453	15,311,575	16,077,154	16,881,012
Sales Tax	10,056,927	10,523,261	10,523,261	9,905,590	10,210,111	10,465,364	10,726,998	10,995,173	11,270,052	11,551,803
Other Taxes & Franchise Fees	2,005,648	2,233,534	2,233,534	2,050,418	2,094,800	2,178,592	2,254,843	2,333,762	2,392,106	2,475,830
Permits and Fees	189,180	235,610	235,610	204,793	197,300	209,913	214,111	218,393	223,853	230,569
Intergovernmental Revenue	1,628,871	1,872,507	1,872,507	1,891,566	1,986,967	2,086,315	2,180,199	2,267,407	2,346,767	2,417,170
Service Revenues	5,113,962	5,621,288	5,621,288	5,868,367	6,153,594	6,430,505	6,687,726	6,921,796	7,094,841	7,307,686
Recreation Revenues	1,724,056	1,876,551	1,876,551	1,695,531	1,120,016	1,960,996	2,019,826	2,080,420	2,132,431	2,196,404
Grant Revenue	383,705	44,902	44,902	113,285	44,800	50,000	52,500	54,600	55,965	57,644
Fines and Forfeitures	101,694	429,500	429,500	340,574	369,359	376,746	388,048	388,048	397,749	409,682
Interest and Miscellaneous	1,124,655	432,724	932,724	1,117,612	961,350	800,000	800,000	800,000	820,000	824,100
Operating Transfer In	2,583,010	2,411,858	2,411,858	2,411,858	3,294,126	2,645,891	2,738,497	2,834,345	2,905,204	2,992,360
TOTAL REVENUES	36,446,036	37,639,074	38,139,074	38,053,809	39,410,753	40,961,353	42,645,201	44,205,521	45,716,122	47,344,259
EXPENDITURES										
Personnel	24,921,179	26,841,827	27,540,761	27,323,269	28,686,083	29,926,957	31,273,670	32,680,985	33,838,224	35,041,753
Supplies	1,921,074	1,865,153	1,908,671	1,832,454	1,698,847	1,927,758	1,975,952	2,025,350	2,075,984	2,127,884
Maintenance	3,546,919	4,098,039	4,097,764	3,023,214	4,229,961	4,272,260	4,379,067	4,466,648	4,578,314	4,669,880
Services	2,797,250	3,082,478	2,976,719	2,872,992	2,998,287	3,028,270	3,088,835	3,150,612	3,245,130	3,293,807
Other Expenses	335,237	703,193	390,394	384,855	741,304	675,000	690,000	690,000	690,000	690,000
Capital Outlay	25,155	-	-	-	-	-	-	-	-	-
Operating Transfers Out										
Transfer Out CIP (Future Projects)	-	100,000	100,000	100,000	-	100,000	100,000	100,000	100,000	100,000
Transfer Out CIP (Facility Reserve)	-	100,000	100,000	100,000	-	100,000	100,000	100,000	100,000	100,000
Transfer Out Streets Maintenance	400,000	-	-	-	-	-	-	-	-	-
Transfer Out Asset Replacement	600,000	650,000	1,400,000	1,400,000	750,000	750,000	750,000	750,000	750,000	750,000
Transfer Out Development Services	192,110	198,384	210,160	210,160	306,271	275,000	300,000	312,000	350,000	350,000
Total Transfers Out	1,192,110	1,048,384	1,810,160	1,810,160	1,056,271	1,225,000	1,250,000	1,262,000	1,300,000	1,300,000
TOTAL EXPENDITURES	34,738,924	37,639,074	38,724,469	37,246,944	39,410,753	41,055,244	42,657,524	44,275,595	45,727,653	47,123,325
CHANGE IN NET POSITION	1,707,111	-	(585,395)	806,865	(806,865)	(93,891)	(12,324)	(70,075)	(11,531)	220,934
ENDING FUND BALANCE	\$ 13,822,217	\$ 13,822,217	\$ 13,236,822	14,043,687	\$ 13,236,821	13,142,930	13,130,606	\$ 13,060,532	\$ 13,049,001	\$ 13,269,935
DEV SVCS OPERATING EXPENSE	\$ 1,107,213	\$ 1,179,629	\$ 1,191,404	1,183,385	\$ 1,140,443	1,197,465	1,245,364	\$ 1,295,178	\$ 1,346,985	\$ 1,400,865
Reserve %	38.6%	35.6%	33.2%	36.5%	32.6%	31.1%	29.9%	28.7%	27.7%	27.3%
Reserve Target (25%)	8,961,534	9,704,676	9,978,968	9,607,582	10,137,799	10,563,177	10,975,722	11,392,693	11,768,660	12,131,047
Over (Under) Reserve	4,860,684	4,117,542	3,257,854	4,436,105	3,099,022	2,579,752	2,154,884	1,667,838	1,280,341	1,138,887
Key assumptions for FY26 - FY27:										
1. Property Tax revenue grows at 6% annually due to natural growth, completion of Ridgeland subdivision & Blue Wood apartments, initiation of Windridge subdivision										
2. Sales tax revenue growth at 2.5% annually										
3. Other revenues grow at 4-4.5% annually										
4. Personnel expenses grow at 4.5% annually										
5. Other expenses grow by 2-3% annually										
6. Maintain transfer out to Asset Replacement										
7. Asset & Facility Transfers for sustainability to cover future maintenance and replacement needs										

Forecasts are updated regularly, for current and future years, as conditions that impact the City's overall financial position change. Factors considered when forecasting 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.

Major considerations when budgeting include compliance with fund balance policies and future sustainability. Inflationary impacts from FY2022 - FY2024 are proving to be a challenge when looking to the future. Larger expense increases (percentage), particularly in areas such as salaries, group insurance, supplies and maintenance compound over time creating higher costs in future years. Departments continue to find creative ways to maintain budgetary control without creating deferred maintenance, which would prove more costly in the future. The addition of attainable housing that began in FY2022 and continues is expected to prove beneficial in the future by adding property values to the roll which will spread the tax burden across more property owners. This additional housing will also provide more teachers, health care workers and public safety officers the opportunity to live in Kerrville instead of commuting, which support growth in sales tax.



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GENERAL FUND BUDGET SUMMARY

GENERAL FUND - BUDGET SUMMARY

GENERAL FUND - BUDGET SUMMARY

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
BEGINNING FUND BALANCE	\$ 12,115,106	\$ 13,822,217	\$ 13,822,217	\$ 13,236,822	\$ 14,043,687
REVENUES					
Property Tax - Current	11,312,982	11,757,339	11,757,339	12,225,225	12,733,331
Property Tax - Prior Year	125,151	115,000	115,000	128,135	125,000
Property Tax - Penalty & Interest	96,194	85,000	85,000	100,855	120,000
Sales Tax	10,056,927	10,523,261	10,523,261	9,905,590	10,210,111
Other Taxes & Franchise Fees	2,005,648	2,233,534	2,233,534	2,050,418	2,094,800
Permits and Fees	189,180	235,610	235,610	204,793	197,300
Intergovernmental Revenue	1,628,871	1,872,507	1,872,507	1,891,566	1,986,967
Service Revenue	5,113,962	5,621,288	5,621,288	5,868,367	6,153,594
Recreation Revenue	1,724,056	1,876,551	1,876,551	1,695,531	1,120,016
Fines and Forfeitures	383,705	429,500	429,500	340,574	369,359
Grant Revenue	101,694	44,902	44,902	113,285	44,800
Interest and Miscellaneous	1,124,655	432,724	932,724	1,117,612	961,350
Operating Transfer In	2,583,010	2,411,858	2,411,858	2,411,858	3,294,126
TOTAL REVENUES	36,446,036	37,639,074	38,139,074	38,053,809	39,410,753
EXPENDITURES					
Personnel	24,921,179	26,841,826	27,540,761	27,323,269	28,686,083
Supplies	1,921,074	1,865,152	1,908,670	1,832,454	1,698,847
Maintenance	3,546,919	4,098,039	4,097,764	3,023,214	4,229,961
Services	2,797,250	3,082,478	2,976,720	2,872,992	2,998,287
Other Expenses	335,237	703,194	390,394	384,855	741,304
Capital Outlay	25,155	-	-	-	-
Operating Transfers Out	1,192,110	1,048,384	1,810,160	1,810,160	1,056,271
TOTAL EXPENDITURES	34,738,924	37,639,074	38,724,469	37,246,944	39,410,753
CHANGE IN NET POSITION	1,707,111	-	(585,395)	806,865	-
ENDING FUND BALANCE	\$ 13,822,217	\$ 13,822,217	\$ 13,236,822	\$ 14,043,687	14,043,687
DEV SVCS OPERATING EXP	\$ 1,071,213	\$ 1,179,629	\$ 1,191,404	\$ 1,183,385	\$ 1,140,443
Reserve %	38.6%	35.6%	33.2%	36.5%	34.6%
Reserve Target (25%)	8,952,534	9,704,676	9,978,968	9,607,582	10,137,799
Over (Under) Reserve	4,869,683	4,117,542	3,257,854	4,436,105	3,905,888

Please see further explanation about property tax on page 2 of the document, in the Budget Summary and in the General Fund Revenues section.

GENERAL FUND - BUDGET SUMMARY

The General Fund is the primary 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 FY2025 budget for the General Fund includes \$39.4 million in revenues and expenditures, resulting in a balanced budget. Variance analysis on the significant changes in revenues and expenditures between the FY2024 **original** budget and FY2025 budget is as follows:

1. Property Tax - up 8.3% - This category, includes taxes expected to be collected in FY2025 for taxes billed in October of 2024 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 and new value added to the roll are not used to calculate the No New Revenue property tax rate but are used to budget revenues. The Maintenance and Operations (M&O) portion of the rate increased from \$0.4185 in FY2024 to \$0.4189 in FY2025. This represents a \$0.0004 cent increase in the M&O rate compared to FY2024. In past budgets Property Tax was budgeted on 98% of the levy. Due to the positive collection rate over the past 10 years, the budget for FY2025 was calculated on 99% of the levy, which will help keep the overall rate lower while increasing budgeted revenue.
2. Sales Tax - down 3% - This decrease from the prior year budget is based on sales tax trends and economic indicators that are constantly monitored by Finance staff. The large increases in sales tax revenues during and post COVID-19 have been leveling over the past 24 months. 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 revenues when compared to "normal" years as proven by the fact that FY2024 is expected to end the year 38% higher than FY2019 and 14% higher than FY2021. 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 of local retailers, provide strategic advantages.
3. Service Revenue - up 9.5% - 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 landfill fees and EMS service fees based on volume, not rate increases.
4. Intergovernmental Revenue - up 6.1% - 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. FY2025 budget assumes all 4 SRO positions will be filled.

GENERAL FUND - BUDGET SUMMARY

5. Interest and Miscellaneous - up 122.2% - This increase is due to interest rate trends which have risen considerably due to inflation. Interest rates are currently averaging 5%. Interest rates are expected to slowly decrease over the following year, depending on action taken by the Federal Reserve Bank. The City uses very conservative investment practices to safeguard the City's resources while capitalizing on a high interest rate environment. City's investment policy can be found in the appendix of this document.
6. Recreation - down 40.3% - This decrease is due to the partial year closing of the Scott Schreiner Golf Course and the full year closing of the Olympic Pool for renovations. Both the Scott Schreiner Golf Course and the Olympic pool renovations are funded by the Kerrville Economic Improvement Corporation (EIC). These renovations are **not** being funded by Property Tax .
7. Personnel - up 6.9% - The increase is driven by an increase in the cost of group health insurance as well as 4% Cost of living adjustment approved by Council mid-year in FY2024. The FY2025 budget includes a 3% average merit increase for all general government employees as well as step plan increases for public safety.

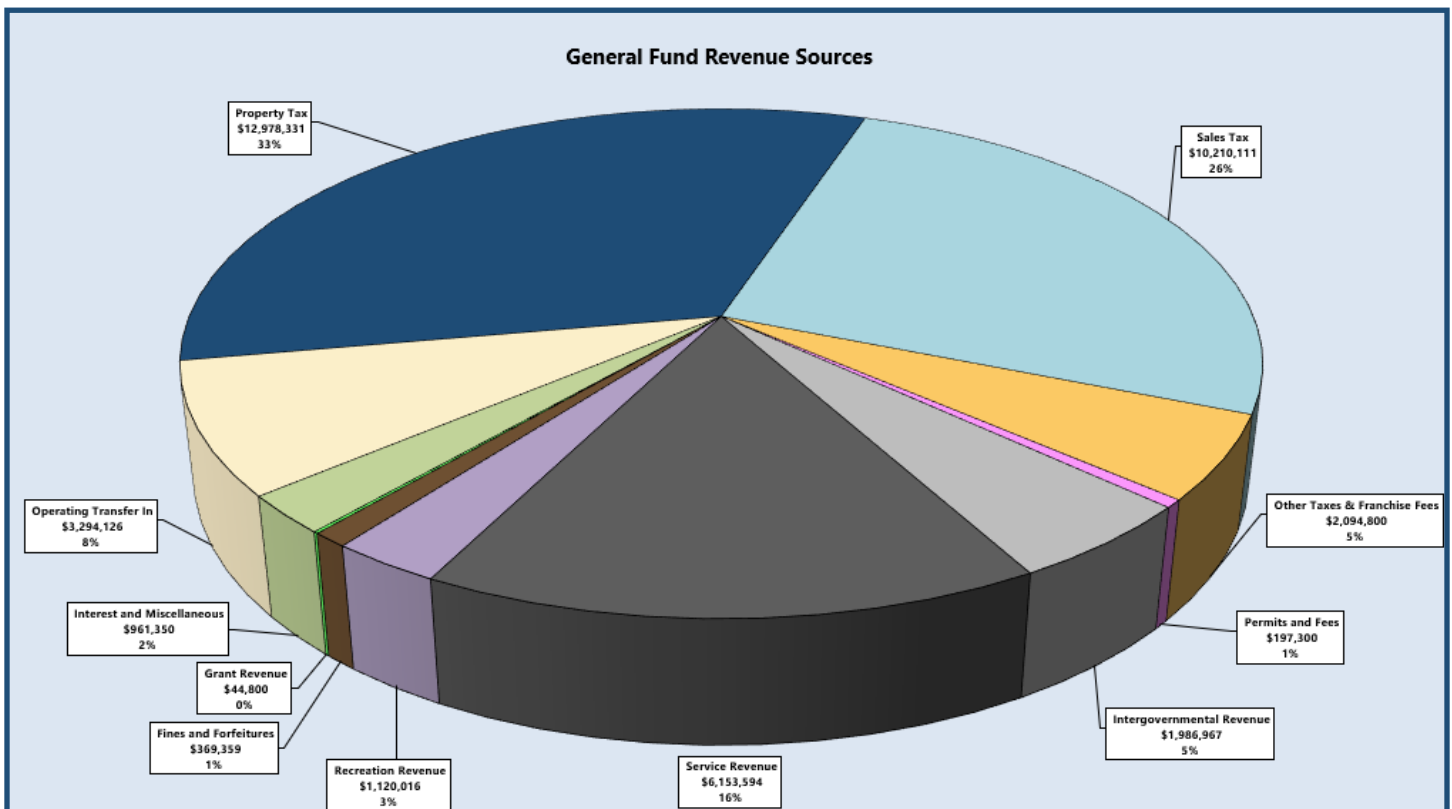
BEYOND TOMORROW



GENERAL FUND REVENUES

GENERAL FUND - REVENUES

FY2025 budgeted revenue of \$39,410,753 is 4.7% higher than the FY2024 **original budget**. Property Tax and Sales Tax are the largest revenues categories, accounting for 59% of total revenue. Property Tax revenue (including current year and prior year collections) is budgeted 8.3% higher than FY2024 primarily due to growth in valuation and new development added to the roll. Sales Tax is budgeted 3% less than FY2024 in line with current trends. Intergovernmental revenues are budgeted 9.5% higher than FY2024 due to an increase in the Kerr County agreement for EMS services, which is increased based on CPI, and an increase in reimbursement from Kerrville Independent School District for the provision of School Resource Officers. Recreation revenue is budgeted 40.3% less than FY2024 due to the full year closer of the Olympic Pool and partial year closure of the Scott-Schreiner Municipal Golf Course for renovations.



BEYOND TOMORROW

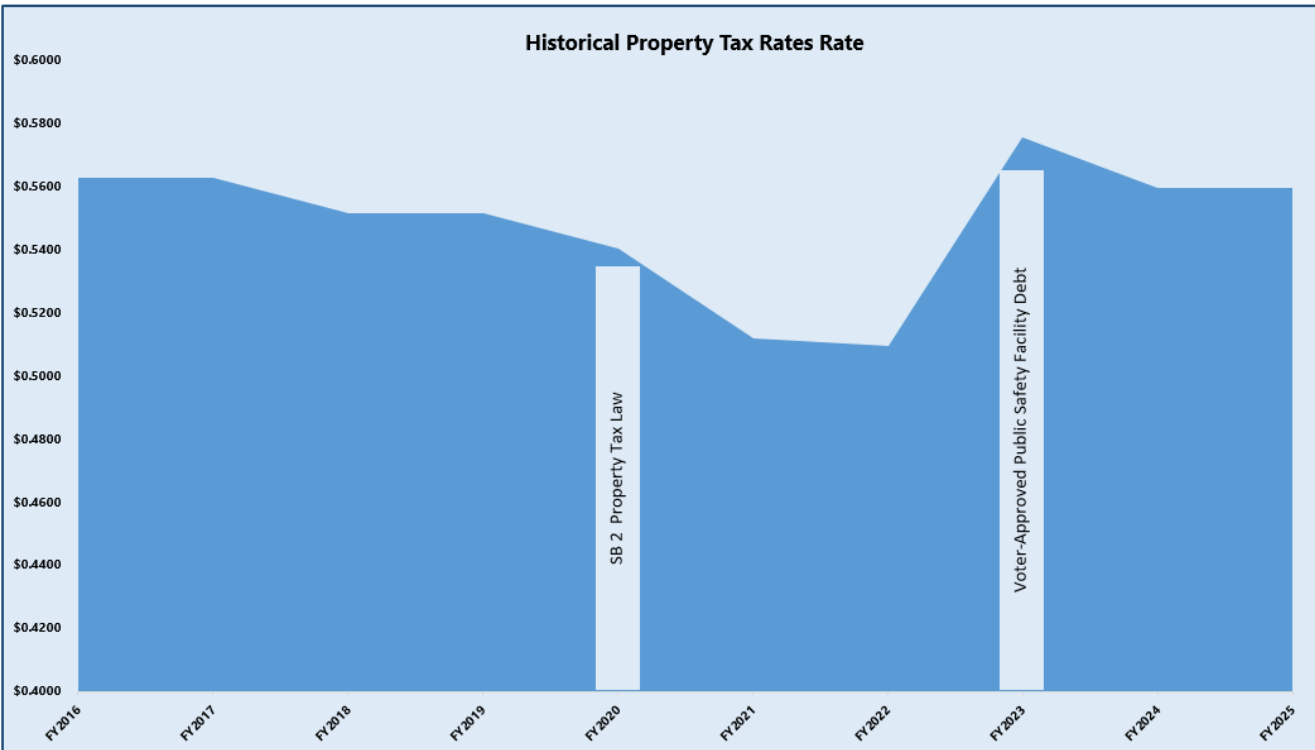
GENERAL FUND - REVENUES

PROPERTY TAX

The City's largest revenue source, Property Tax, is budgeted to increase by 8.3% to \$12,978,331 in the General Fund in FY2025. The Property Tax budget includes taxes due from **current year** as well as estimates from taxes owed from **prior year taxes** (past due). **The FY2025 overall property tax rate is equal to the FY2024 rate. The Maintenance and Operations (M&O) portion of the rate increased equal to the amount of the decrease in the Interest & Sinking (I&S) portion of the rate. The FY2025 M&O rate of \$0.4189 is higher than the FY2024 M&O rate of \$0.4185. The FY2025 I&S rate of \$0.1406 is lower than the FY2024 I&S rate of \$0.1410.**

Property valuations are determined by the Kerr Central Appraisal District (KCAD) for all taxing entities KCAD represents. SB2 limits taxing entities to an increase of no more than 3.5% over the M&O No New Revenue Rate. The Property Tax Rate Calculation Worksheet generated by the Kerr County Tax Assessor/Collector, 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	\$ 0.5595	\$ 0.4185	\$ 0.1410
FY2025 Proposed	\$ 0.5595	\$ 0.4189	\$ 0.1406



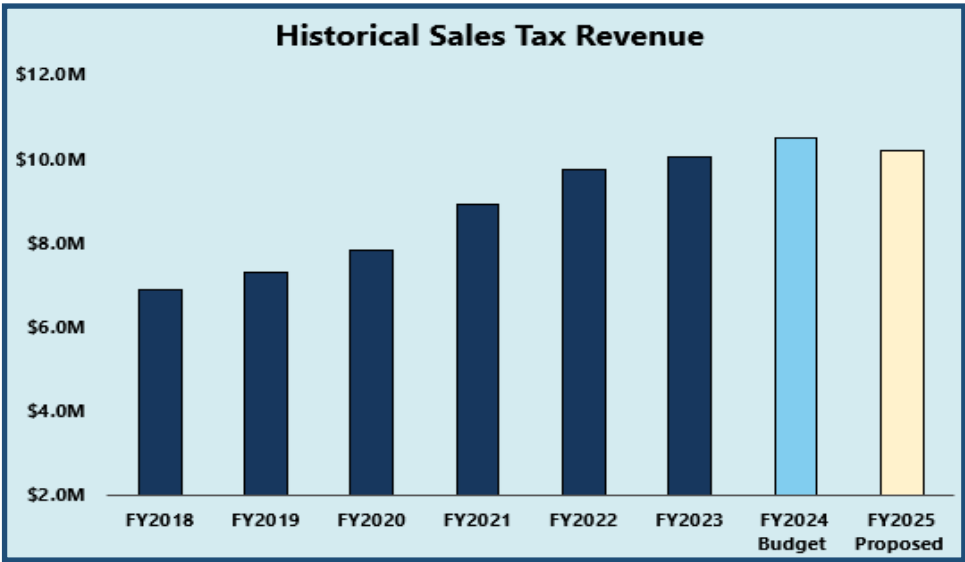
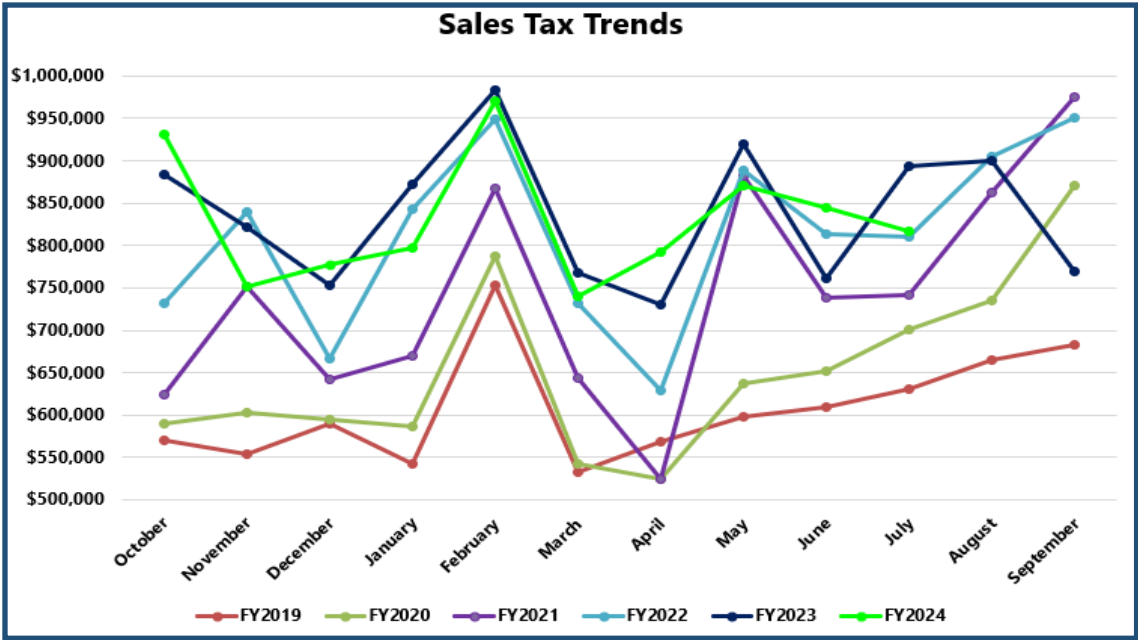
GENERAL FUND - REVENUES

SALES TAX

Sales tax is the City's second largest revenue source, expected to generate \$10,210,111 in FY2025, a slight decrease from the FY2024 budget. This reduction reflects changing sales tax trends over the past year. City staff regularly analyze these trends and also consider Hotel Occupancy Tax Revenue to predict sales tax performance.

Inflation and economic conditions have slowed spending due to decreased expendable income. Despite the budget reduction, the City's overall sales tax remains robust. Sales tax grew rapidly during the pandemic, leading to unusual increases. FY2024 is expected to end 1% below FY2023 but remains 39% above the last "normal" economic year, FY2019. This slowing is not an economic downturn but a return to more typical growth patterns.

Kerrville is a retail hub for rural areas within a 100-mile radius. Retail and food service expansion, along with stable large sales taxpayers, help stabilize sales tax revenue. This growth helps reduce the City's reliance on property tax for general operations. However, due to its volatility, the FY2025 budget is set 3% lower than the FY2024 original budget.



GENERAL FUND REVENUES BY LINE ITEM

GENERAL FUND - REVENUES

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Revenues					
Property Tax - Current	11,312,982	11,757,339	11,757,339	12,225,225	12,733,331
Property Tax - Prior Year	125,151	115,000	115,000	128,135	125,000
Property Tax - Penalty & Interest	96,194	85,000	85,000	100,855	120,000
Sales And Use Tax	10,056,927	10,523,261	10,523,261	9,905,590	10,210,111
Mixed Beverage Tax	121,051	120,000	120,000	119,118	112,000
Franchise Fee - KPUB	1,319,388	1,508,434	1,508,434	1,400,312	1,400,000
Franchise Fee - Natural Gas	238,979	270,000	270,000	237,991	278,100
Telephone R.O.W. Use Fee	34,600	35,000	35,000	31,614	34,600
Franchise Fee - Taxicabs	133	100	100	100	100
Franchise Fee - Cable	291,497	300,000	300,000	261,283	270,000
Total Taxes & Franchise Fees	23,596,902	24,714,134	24,714,134	24,410,223	25,283,242
KPD - Parade Permits	50	-	-	50	-
KPD - Alarm Permit Fee	1,450	1,500	1,500	1,250	1,500
Environmental/Stormwater Fee	150,084	195,660	195,660	156,612	156,600
Capacity Analysis Administrative Fee	-	-	-	1,902	1,500
Alcoholic Beverage License	10,495	15,000	15,000	17,485	10,500
Sidewalk Fee	500	500	500	500	500
Tent Permit	440	350	350	260	500
Fire Sprinkler - Repair/Remodel	1,000	1,000	1,000	400	1,000
Fire Alarm - Commercial Only	-	-	-	-	-
Fire Alarm - Repair/Remodel	2,700	4,000	4,000	3,700	4,000
Fire Permit - Misc.	1,950	3,000	3,000	760	3,000
Fire Plan Review Fee	13,987	7,000	7,000	8,598	8,000
Waterflow Test Permit	3,600	5,000	5,000	5,100	5,000
Flood Plain Permit Fee	1,475	200	200	1,300	200
Use of Right-of-Way Fee	-	-	-	5,600	2,600
Manifest Books	-	1,200	1,200	-	1,200
Banner Admin. Fee	1,450	1,200	1,200	1,275	1,200
Total Permits and Fees	189,180	235,610	235,610	204,793	197,300
Kerr County - Emergency Mgt	1,293	1,300	1,300	1,294	1,300
Kerr County- Fire/EMS Contract	1,383,680	1,463,934	1,463,934	1,463,934	1,535,667
KISD-School Resource Officer	243,898	407,274	407,274	426,339	450,000
Total Intergovernmental	1,628,871	1,872,507	1,872,507	1,891,566	1,986,967

GENERAL FUND - REVENUES

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Revenues					
Child Support - Admin Fee	940	1,000	1,000	840	1,000
Library - Non-Resident Fees	2,630	2,500	2,500	2,945	2,500
Library - Equip Rental Fees	54	50	50	12	50
Library - Meeting Room	1,170	1,200	1,200	1,190	1,200
Library - Copies	1,125	1,000	1,000	921	1,000
Library - Fax Machine	33	50	50	8	50
Library - Internet Printing	7,753	5,500	5,500	7,598	5,500
Library - Inter-Library Mailing	1,102	1,200	1,200	1,141	1,200
Fire - TEEX Classes	1,800	1,000	1,000	-	1,000
KPD - Accident Reports	2,653	2,500	2,500	2,431	2,500
KPD - Funeral Procession Fees	11,745	14,000	14,000	13,042	12,000
KPD - Offense Reports	1,916	2,000	2,000	-	2,000
KPD - Letters Of Clearance	40	50	50	60	50
KPD - Oversize Load Escort	100	-	-	-	-
Requested Service/Repairs	5,500	5,000	5,000	1,347	3,000
SW - Recycling Proceeds	2,343	3,000	3,000	4,250	3,000
SW - Curbside Recycle Proceeds	-	4,500	4,500	-	-
SW - Hauler Fee	120	-	-	-	-
SW - Admin Fee	111,778	115,504	115,504	117,253	120,124
SW - Surcharge	1,273,218	1,293,675	1,293,675	1,402,154	1,388,843
EIC - Admin Svc Fee	200,000	205,000	205,000	205,000	210,000
EMS - Medical Records	3,480	4,000	4,000	4,300	4,500
EMS - Base Rate	5,961,080	6,507,421	6,507,421	7,115,682	6,846,163
EMS - Mileage	2,012,238	2,252,462	2,252,462	2,613,129	2,252,462
EMS - Transfer Agreement	12,590	8,000	8,000	7,442	6,000
EMS - On-Site Standby	7,388	10,000	10,000	34,315	12,000
EMS - Aid Only	17,940	30,000	30,000	44,265	56,494
EMS - Response Fee	15,105	15,000	15,000	23,625	25,457
EMS - Charges Disallowed	(4,147,240)	(3,004,500)	(3,004,500)	(4,467,000)	(3,004,500)
EMS - Bad Debt Write-Off	(394,638)	(1,859,824)	(1,859,824)	(1,267,583)	(1,800,000)
Total Services	5,113,962	5,621,288	5,621,288	5,868,367	6,153,594

GENERAL FUND - REVENUES

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Revenues					
KSP - Annual Permit	26,981	28,250	28,250	29,459	28,000
KSP - Day Pass	32,677	46,088	46,088	37,820	42,000
KSP - Excess Vehicle Fee	3,420	7,000	7,000	5,090	4,000
KSP - Pecan Loop-30 Amp	70,297	79,000	79,000	55,706	73,000
KSP - Deerfield Loop-30 Amp	108,854	147,860	147,860	102,819	115,000
KSP - Sycamore Circle-50 Amp	86,960	106,375	106,375	81,460	92,000
KSP - Tent Site	40,293	40,000	40,000	50,703	48,000
KSP - Mountain View Loop (W/E)	46,589	73,500	73,500	41,470	59,000
KSP - Mini Cabins	100,245	103,292	103,292	88,537	110,000
KSP - Park Cabin	11,631	15,000	15,000	14,626	14,500
KSP - Ranch House	12,391	14,500	14,500	13,514	13,500
KSP - Group Recreation Hall	20,785	18,500	18,500	18,250	18,000
KSP - Group Dining Hall	4,520	4,900	4,900	5,100	4,500
KSP - Equipment Rental	780	500	500	1,115	750
KSP - Dump Station	900	1,000	1,000	850	900
KSP - Cancellation Fee	12,948	17,000	17,000	15,583	16,500
KSP - Leased Concession	4,737	5,600	5,600	4,380	5,000
KSP - Ancillary Item Sales	2,097	4,300	4,300	3,117	4,000
KSP - Public Deer Hunt	3,600	3,600	3,600	3,602	3,600
Aquatics - Admissions	14,289	13,000	13,000	14,739	-
Aquatics - Programs	20,090	17,236	17,236	18,003	-
Aquatics - Rentals	6,850	6,000	6,000	7,345	-
Aquatics- Concessions	1,724	1,000	1,000	1,724	-
Parks And Rec - Programs	31,848	35,350	35,350	30,780	26,990
Parks And Rec - Rentals	16,684	15,000	15,000	18,948	15,000
Merchandise	-	-	-	3,377	-
KSC - Soccer - Field Rental	1,370	1,200	1,200	-	1,200
KSC - Concessions	4,647	6,000	6,000	4,747	6,000
Golf - Green Fees	470,200	465,500	465,500	478,654	191,018
Golf - Cart Rentals	248,682	275,000	275,000	243,109	107,809
Golf - Membership Dues	48,139	61,500	61,500	50,175	17,681
Golf - Private Cart Fees	3,720	4,500	4,500	4,201	1,829
Golf - Driving Range Fees	37,015	39,000	39,000	36,776	15,103
Golf - Merchandise Sales	125,530	110,000	110,000	108,793	44,133
Golf - Food Sales	30,007	30,000	30,000	30,106	12,182
Golf - Beer Sales	72,556	80,000	80,000	70,853	28,821
Total Recreation	1,724,056	1,876,551	1,876,551	1,695,531	1,120,016

GENERAL FUND - REVENUES

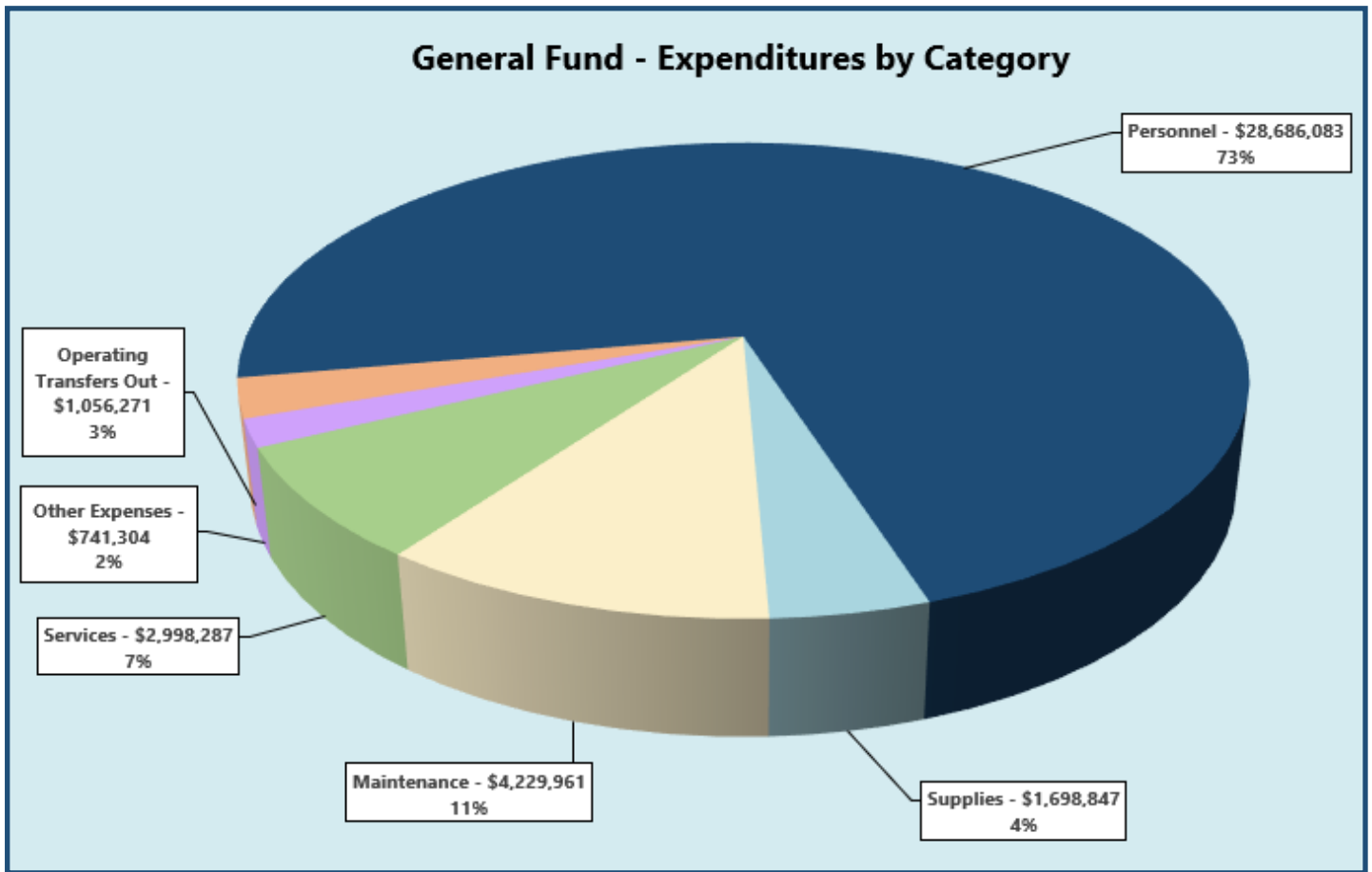
	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Revenues					
MC - City Portion Omnibase	632	1,000	1,000	660	1,000
MC - Time Payments/City	60	500	500	70	100
MC - Time Pmts/Adm. Of Justice	6,499	6,000	6,000	6,055	6,500
MC - Municipal Court Fine	283,932	340,000	340,000	267,489	277,559
MC - 10% Collection Fee	20,779	20,000	20,000	14,760	20,000
MC - Warrant Fees Collected	13,464	12,000	12,000	13,103	13,000
MC - Arrest Fee Collected	14,080	13,500	13,500	10,250	13,500
MC - Special Expense Fee	30,736	24,000	24,000	17,030	25,000
MC - Jury Trial Fee	284	200	200	203	200
MC - Traffic	5,070	5,000	5,000	3,049	5,000
MC - Contempt Fine	307	-	-	-	-
MC - Overtime pay for Officers	-	-	-	157	-
Library - Extended Use Fees	5,799	5,800	5,800	5,909	6,000
Library - Lost Books/Equipment	2,063	1,500	1,500	1,840	1,500
Total Fines and Forfeitures	383,705	429,500	429,500	340,574	369,359
Republic Services Reimbursement	6,216	6,800	6,800	6,655	6,800
July 4th Fireworks-Sponsor	12,000	12,000	12,000	15,000	12,000
Donation - Parks	80,828	22,500	22,500	7,549	22,500
Miscellaneous Donation	2,650	3,602	3,602	200	3,500
Fire Deployment Reimbursement	-	-	-	72,302	-
Parks - Donations	-	-	-	11,579	-
Total Grants and Donations	101,694	44,902	44,902	113,285	44,800
Election Filing Fee	360	300	300	700	300
UPS - Lease	16,309	18,247	18,247	21,160	18,600
Building Lease	71,168	72,207	72,207	71,779	72,204
Radio Control Airplane Lease	100	100	100	100	100
Land Lease	15,695	15,970	15,970	16,158	16,249
Purchasing Card Rebate	9,183	10,000	10,000	9,634	10,000
Purchasing Co-Op Rebate	2,876	1,400	1,400	5,833	1,400
Recovering Bad Debts	793	-	-	-	2,500
EMS - Bad Debt Recovered	95,068	70,000	70,000	83,844	98,540
Mowing/Cleaning	13,047	500	500	-	-
Interest Revenue	791,432	234,000	734,000	896,219	731,457
Library - Merchandise Sales	-	-	-	507	-
Miscellaneous Revenue	103,884	10,000	10,000	11,678	10,000
Total Interest and Miscellaneous	1,119,915	432,724	932,724	1,117,612	961,350
Transfer In - Water Fund	2,186,463	2,326,858	2,326,858	2,326,858	2,432,126
Transfer In - Golf	311,546	-	-	-	-
Transfer In - HOT	85,000	85,000	85,000	85,000	112,000
Transfer In - Gen Capital Projects	-	-	-	-	750,000
Total Transfer In	2,583,010	2,411,858	2,411,858	2,411,858	3,294,126

Total Revenues	\$36,441,295	\$37,639,074	\$38,139,074	\$38,053,809	\$39,410,753
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GENERAL FUND EXPENDITURES

GENERAL FUND - EXPENDITURES



BY CATEGORY

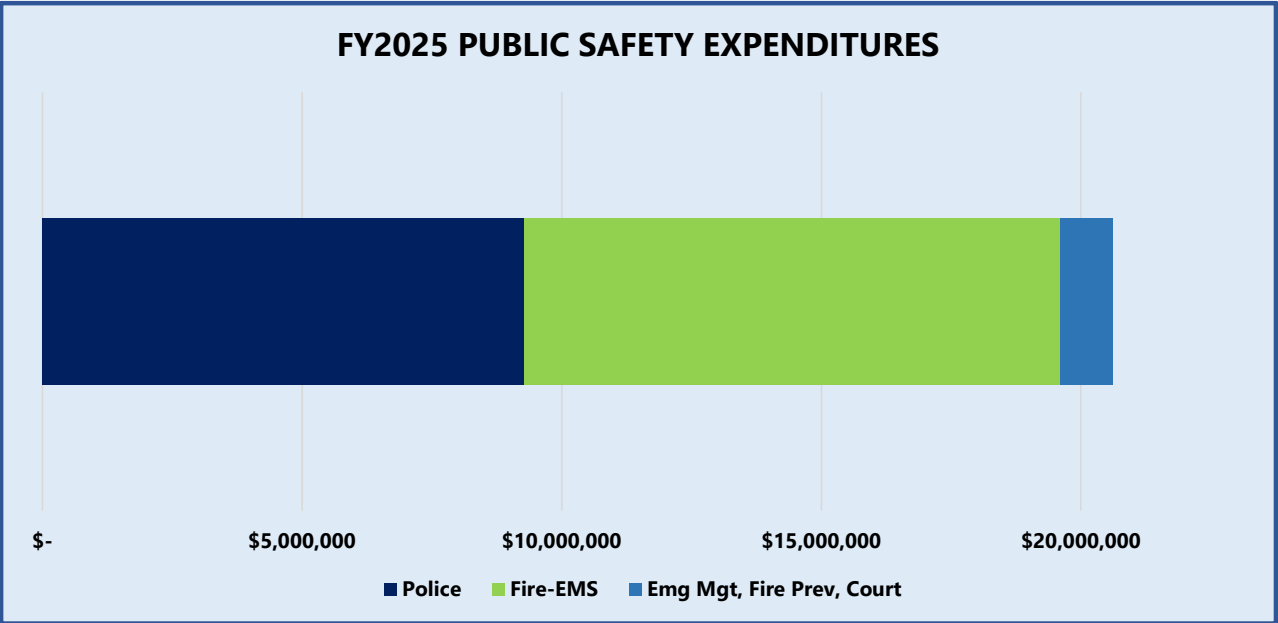
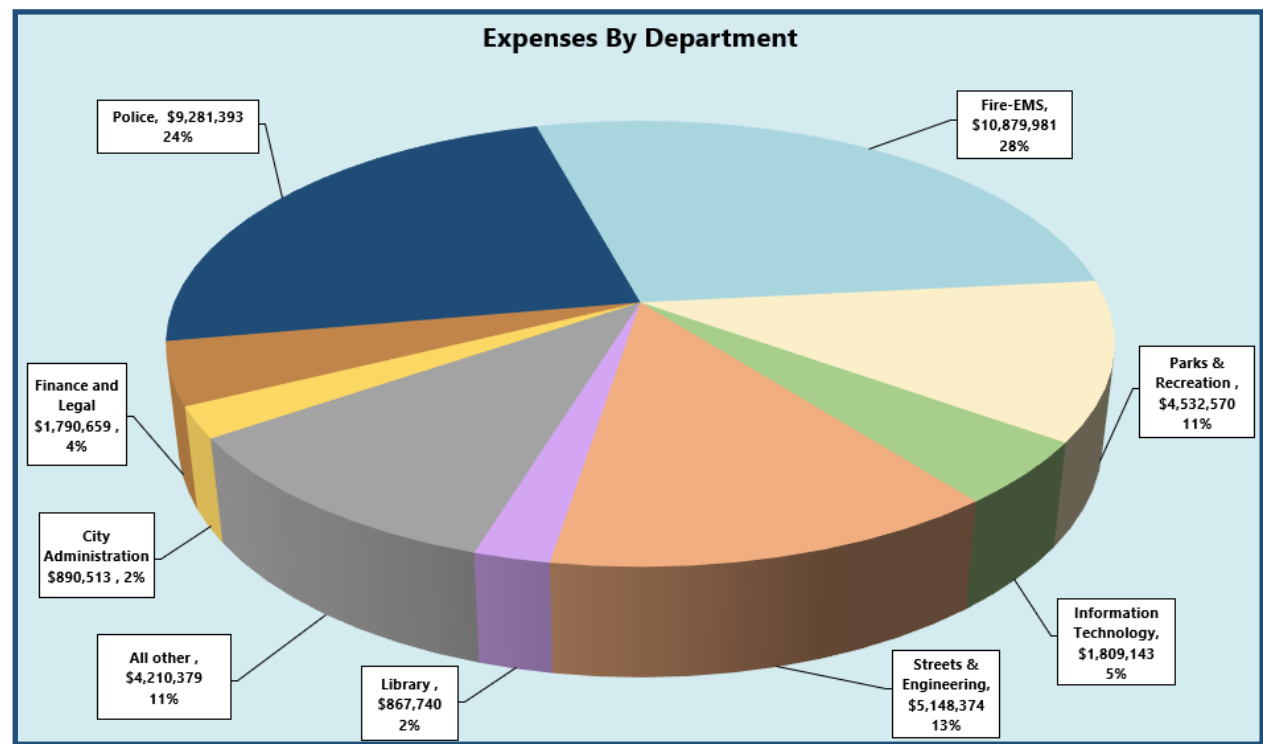
Personnel is the largest spending category in the General Fund accounting for 73% of total expenditures.. **Public Safety accounts for 63% of all Personnel costs.** When considering the percentage dedicated to Personnel for Public Safety, support departments such as IT, Finance, Legal, Admin, etc. are not considered. If all time dedicated to Public Safety was 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 Capital Projects. 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

Public Safety (Police and Fire-EMS) is Kerrville's top priority. Expenses for Public Safety make up 52% of the General Fund budget. Streets are also a major focus for FY2025, aligning with Kerrville 2050. The City updated its Pavement Condition Assessment in FY2024, using this plan to allocate street resources annually. Once adopted, the new plan will guide future street maintenance efforts.

Recreation expenses account for 11% of the General Fund budget. The Parks and Recreation Department, in line with Kerrville 2050, continues to enhance the quality of life for residents and visitors. Significant revenue is generated by the Scott Schreiner Golf Course and Kerrville-Schreiner Park.





BEYOND TOMORROW

GENERAL FUND EXPENDITURES BY DEPARTMENT



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GENERAL FUND - CITY COUNCIL

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	6,425	6,500	6,500	6,729	5,750
Benefits	492	478	478	515	440
Travel and Training	15,710	16,075	22,590	22,397	17,100
Total Personnel Services	22,627	23,053	29,568	29,641	23,290
Office Supplies	112	511	511	452	250
Wearing Apparel		-	-	302	-
Total Supplies and Materials	112	511	511	753	250
Utilities	1,903	2,220	2,220	1,439	2,400
Total Services	1,903	2,220	2,220	1,439	2,400
Other	-	300	-	-	300
Total Other Expenses	-	300	-	-	300
Total Expenditures	\$ 24,642	\$ 26,084	\$ 32,299	\$ 31,834	\$ 26,240

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.

BEYOND TOMORROW

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
- **Licenses / Permits:** Responsible for issuance of both new Texas Alcoholic Beverage Licenses and new Vehicle for Hire Permits

DEPARTMENT ACCOMPLISHMENTS

- Received 2024-2025 Achievement of Excellence Award through Texas Municipal Clerks Association (TMCA)
- Both the City Secretary and Deputy City Secretary received Texas Registered Municipal Clerk Certifications (TRMC)
- Served on both, TMCA HCC Fundraiser Committee and 2025 Seminar Committee
- Attended the Secretary of State Election Law Seminar
- Successfully administered the City's General Election in May to include Charter Amendments

FY2025 OBJECTIVES

- Continue archiving paper to electronic files elections in accordance with state law
- Records Management Staff Training

Did you know?

The Texas Municipal Clerks' Association (TMCA) Achievement of Excellence Award was implemented in 2020 to recognize excellence in effective and efficient management of resources by municipal clerks.



Pictured left to right:

Kesha Franchina - Deputy City Secretary
Shelley McElhannon - City Secretary

GENERAL FUND - CITY SECRETARY

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	144,171	154,099	158,971	159,023	166,290
Benefits	43,363	48,700	49,037	49,437	53,229
Travel and Training	7,951	6,125	5,825	2,191	4,775
Total Personnel Services	195,485	208,924	213,833	210,650	224,294
Office Supplies	325	850	894	1,860	850
Tools and Equipment	66	-	20	20	-
Other Supplies	767	980	1,336	386	800
Total Supplies and Materials	1,157	1,830	2,250	2,266	1,650
Technology	350	1,000	5,000	5,000	5,500
Total Maintenance and Repairs	350	1,000	5,000	5,000	5,500
Utilities	675	47	213	339	502
Professional Services	2,300	8,000	1,200	15	-
Insurance	350	350	350	350	350
Advertising	6,134	9,000	9,000	7,100	8,000
Total Services	9,459	17,397	10,763	7,804	8,852
Other	10,952	23,650	16,664	16,558	12,350
Total Other Expenses	10,952	23,650	16,664	16,558	12,350
Total Expenditures	\$ 217,403	\$ 252,800	\$ 248,510	\$ 242,278	\$ 252,646

BEYOND TOMORROW

GENERAL FUND - CITY SECRETARY

PERFORMANCE MEASURES

City Secretary					
Key Priority Area	Measure	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Target
Public Facilities & Services	Open Records Requests	285	302	286	325
	Agendas Processed	268	272	297	300
	City Notary Services	336	170	158	150
	Publications Produced	85	87	85	90
	Contractual Documents	N/A	N/A	563	570
	Operational Data	N/A	N/A	855	875
	Customer Data	N/A	N/A	465	4
	Special Circumstances	N/A	N/A	2	2
	Professional Training	N/A	N/A	78	80

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

- Provided legal guidance to City Council, staff, and boards.
- Supported efforts of outside counsel defending the City in contracts and lawsuits filed against the City
- Prepared agreements related to City operations
- Helped create and implement the Kerrville Teen Court program in conjunction with the Municipal Court

FY2025 OBJECTIVES

- Provide legal guidance to City Council, staff, and boards
- Continue reviewing City's Code of Ordinances for necessary updates and revisions
- Maintain individual Municipal Accreditation with the Texas City Attorneys Association and International Municipal Lawyers Association
- Monitor the 89th Texas Legislative session, provide analysis and guidance to City Council, to City Council and staff, as necessary



Did you know?

The City Attorney is a board member for the Texas City Attorneys Association. The Asst. City Attorney serves as a board member for Playhouse 2000.

GENERAL FUND - CITY ATTORNEY

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	321,284	339,559	361,823	350,534	366,693
Benefits	77,327	82,277	111,173	107,264	91,105
Travel and Training	7,743	11,250	8,750	9,822	12,480
Total Personnel Services	406,355	433,086	481,746	467,620	470,278
Office Supplies	49	500	500	614	400
Postage	96	100	100	79	100
Total Supplies and Materials	145	600	600	693	500
Professional Services	851	27,000	10,000	9,669	20,000
Total Services	851	27,000	10,000	9,669	20,000
Other	4,258	5,545	3,845	3,745	4,885
Total Other Expenses	4,258	5,545	3,845	3,745	4,885
Total Expenditures	\$ 411,608	\$ 466,231	\$ 496,191	\$ 481,726	\$ 495,663

This department does not track performance measures.

BEYOND TOMORROW

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

- City of Kerrville Recognized by Gallagher as Best in Class Employer – April 2024
- Received 2024 DSHRA Award of Excellence - "Raising the Employee Engagement Stakes"
- Restructured Organizational Chart
- Realigned Senior Executive & Leadership Teams
- Implemented Inaugural Citizens' Academy
- Entered construction phase for the Public Safety Facility
- Implemented plans to support and update the Pavement Condition Assessment

FY2025 OBJECTIVES

Key Priority Area: Public Facility and Services

- Grand opening for the Public Safety Facility
- Continue to focus on quality of life attributes and enhancements as a high priority

Key Priority Area: Water, Wastewater & Drainage

- Continue to monitor water conditions and encourage conservation
- Continue long range planning efforts for the City's water supply
- Plan for future Stormwater/Drainage Management

Key Priority Area: Economic Development

- Continue to encourage the development of workforce housing in the City
- Encourage local workforce development initiatives
- Create an identity for Kerrville as the capital or hub of the Hill Country

Key Priority Area: Downtown Revitalization

- 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

Key Priority Area: Community & Neighborhood Character/ Placemaking

- 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

GENERAL FUND - CITY ADMINISTRATION

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	476,332	507,694	463,952	462,696	685,606
Benefits	140,022	133,518	148,367	147,134	171,132
Travel and Training	11,805	11,360	17,248	18,152	20,980
Total Personnel Services	628,159	652,572	629,567	627,982	877,718
Office Supplies	1,453	1,000	1,000	1,220	1,100
Tools and Equipment	2,261	-	-	152	-
Postage & Shipping	10	-	-	-	-
Fuel	-	-	-	9	-
Other Supplies	1,159	1,200	1,200	1,088	1,100
Total Supplies and Materials	4,884	2,200	2,200	2,467	2,200
Utilities	-	888	888	567	-
Professional Services	823	-	-	-	-
Insurance	350	350	350	525	525
Total Services	1,173	1,238	1,238	1,092	525
Other	5,225	5,350	8,500	9,404	10,070
Total Other Expenses	5,225	5,350	8,500	9,404	10,070
Total Expenditures	\$ 639,440	\$ 661,360	\$ 641,505	\$ 640,947	\$ 890,513

Due to realignment of staffing resources, the Economic Development division was combined with City Administration for the FY2025 Budget, creating the overall increase in FY2025.

This department does not track performance measures.

BEYOND TOMORROW

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:

Kimberly Meisner - Assistant City Manager

Maya Johnson - Manager of HR & Risk Mgt.

Rebecca Priess - Human Resources Assistant

Mary Pierce - Human Resources Analyst

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Successfully negotiated an employee benefits package with no cost impact to employees
- Provided Workplace Harassment training for all employees
- Planned and hosted employee appreciation events
- Received the Texas Municipal Human Resources Association (TMHRA) Award of Distinction for the implementation of Neogov
- Participated in Gallagher's 2023 U.S. Benefits Strategy & Benchmarking Survey and earned designation as Gallagher's Best-in-Class Employer for excelling in employee and organizational wellbeing by implementing successful strategies for managing people and programs
- Awarded the 2024 Public Sector Human Resource Association (PSHRA) Small Agency Award, which honors innovative HR initiatives for Kerrville's "Raising the Employee Engagement Stakes" program

FY2025 OBJECTIVES

- Continue to improve the productivity and efficiency of the Human Resources Operations
- Negotiate annual employee benefits package
- Conduct an update to the Formal Compensation Study
- Conduct comprehensive training sessions for employees and supervisors covering safety protocols accident/incident reporting, disciplinary procedures, and workers' compensation injury management
- Update City's Personnel Policy Manual and related policies for regulatory compliance and best practices

GENERAL FUND - HUMAN RESOURCES

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	175,640	168,304	203,096	196,742	219,640
Benefits	55,142	61,671	60,705	58,555	74,212
Travel and Training	3,060	5,075	5,075	5,277	5,675
Total Personnel Services	233,842	235,051	268,876	260,573	299,527
Office Supplies	2,180	2,200	2,200	1,788	2,200
Tools and Equipment	927	500	4,290	4,836	500
Postage and Shipping	237	100	100	73	100
Other Supplies	33	200	200	-	200
Total Supplies and Materials	3,377	3,000	6,790	6,696	3,000
Technology	16,339	25,000	25,000	24,387	25,606
Total Maintenance and Repairs	16,339	25,000	25,000	24,387	25,606
Utilities	37	444	444	-	-
Professional Services	39,698	47,769	38,669	38,892	32,000
Insurance	300	400	400	400	400
Advertising	2,649	2,500	900	839	2,400
Total Services	42,684	51,113	40,413	40,131	34,800
Other	22,635	30,670	25,195	25,222	28,480
Total Other Expenses	22,635	30,670	25,195	25,222	28,480
Total Expenditures	\$ 318,878	\$ 344,834	\$ 366,274	\$ 357,010	\$ 391,413

BEYOND TOMORROW

GENERAL FUND - HUMAN RESOURCES

PERFORMANCE MEASURES

Human Resources									
Key Priority Area	Measure	FY2022 Actual	FY2023 Actual	FY2024 Q1	FY2024 Q2	FY2024 Q3	FY2024 Q4	FY2024 Actual	FY2025 Target
Public Facilities & Services	Number of Full-Time Employees	310	315	317	316	320	321	319	342
	Turnover Rate	15.20%	15.20%	4.20%	4.40%	4.30%	4.00%	16.90%	16.50%
	New Property & Liability Claims Processed	30	17	4	6	12	10	321	30
	FMLA Leave Cases Processed	52	35	11	10	10	11	42	N/A
	Closed Insurance Claims	37	19	2	1	8	18	29	100%

BEYOND TOMORROW

GENERAL FUND - FINANCE

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

DEPARTMENT RESPONSIBILITIES

- **Budgeting:** Responsible for preparing and monitoring the City's annual budget, trend analysis, economic forecasting, preparation of the budget document, and providing 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, hotel occupancy tax, all annual reporting, federal funding, etc.

DEPARTMENT ACCOMPLISHMENTS

In the last year, we;

- Received GFOA awards: Excellence in Financial Reporting, Budget Presentation Award, and Popular Annual Financial Report
- Received the City's first ever GFOA Triple Crown Award
- Published the City's first Budget in Brief Document to increase transparency
- Received Transparency Stars for Debt and Traditional Finances from Comptroller
- Implemented Balancing Act community input tool for budget for improved budget transparency
- Implemented new vendor registration portal to increase security
- Issued \$20m in Sales Tax Revenue Bonds on behalf of EIC for Quality-Of-Life projects
- Coordinated update to Long Range Asset Replacement Plan for vehicles and equipment

DEPARTMENT ACCOMPLISHMENTS CONTINUED

- Coordinated with Office of Innovation to implement City's first Citizens' Academy
- Assisted with implementation of Total Solar Eclipse Event
- Assisted with financing plan for new TIRZ
- Assumed responsibility both for City Hall Receptionist and Procurement Coordinator

FY2025 OBJECTIVES

- Improve Procurement process by implementing Purchasing Webpage, streamlining processes, increasing training and support for all departments
- Provide business model and budget management training for all departments
- Assist departments with long range planning
- Update fixed asset processes
- Develop long range plan for funding of capital projects
- Improve long-range financial forecasting model



GENERAL FUND - FINANCE

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	343,662	377,971	458,429	440,992	546,164
Benefits	106,567	118,358	140,505	139,274	188,458
Travel and Training	4,759	9,091	4,901	4,279	10,450
Total Personnel Services	454,988	505,420	603,835	584,546	745,072
Office Supplies	1,604	1,900	1,900	1,969	1,750
Tools and Equipment	4,037	2,900	4,500	4,511	1,100
Wearing Apparel		375	375	-	280
Postage and Shipping	-	100	100	20	-
Other Supplies	270	300	300	213	250
Total Supplies and Materials	5,910	5,575	7,175	6,714	3,380
Technology	-	-	-	-	22,000
Total Maintenance and Repairs	-	-	-	-	22,000
Utilities	60	-	-	232	-
Professional Services	456,341	489,800	497,701	495,710	520,064
Insurance	675	575	575	1,075	875
Total Services	457,076	490,375	498,276	497,017	520,939
Other	2,553	1,725	1,725	1,835	3,605
Total Other Expenses	2,553	1,725	1,725	1,835	3,605
Total Expenditures	\$ 920,528	\$ 1,003,095	\$ 1,111,011	\$ 1,090,111	\$ 1,294,996

Late in FY2024 both the City Hall Receptionist and the Procurement Coordinator were shifted into Finance from other departments which increased overall personnel expense.

BEYOND TOMORROW

GENERAL FUND - FINANCE

PERFORMANCE MEASURES

Finance									
Key Priority Area	Measure	FY2022 Actual	FY2023 Actual	FY2024 Q1	FY2024 Q2	FY2024 Q3	FY2024 Q4	FY2024 Total	FY2025 Target
Public Facilities & Services / Economic Development	Invoices Processed for Payment	8,784	9,167	1,994	2,273	2,075	2,481	8,823	9,300
	Payment Count (Checks & EFT)	8,721	5,234	1,327	1,234	1,186	1,241	4,989	6,000
	%Check Payments	39%	39%	43%	39%	36%	35%	38%	37%
	%EFT	61%	62%	62%	60%	64%	65%	62%	70%
	Comptroller Transparency Stars Received	2	2	N/A	N/A	N/A	N/A	2	2
	GFOA Awards Received	2	3	N/A	N/A	N/A	N/A	3	3
	Finance Staff Training Hours Completed	256	120	28	50	11	25	114	60
	Average Short Term Rental Payers	49	72	79	70	75	84	77	75
	Short Term Rental Occupancy Tax Revenue	161,607	188,449	43,665	31,523	61,250	46,618	183,056	200,000

GENERAL FUND - TECHNOLOGY & INNOVATION

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

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

- Assisted Finance with Accounts Payable portal
- Security Camera installation at BHML Complex
- Implemented Advanced Email Security system
- Upgraded Mail archiving System
- Server Migration to latest version
- EOC set up and operations for Solar Eclipse 2023 and 2024
- Deployment and Digital Signage system
- Microsoft Teams implementation to Leadership
- Windows 11 Deployment
- Create a new GIS base map
- Update GIS aerals
- Create a Community Investment Plan (CIP) Dashboard

FY2025 OBJECTIVES

- Upgrade GIS Infrastructure
- Develop Open Data Portal Initiative
- Migrate Court ERP system to Incode 10 ERP System
- Conduct a comprehensive Cybersecurity Assessment
- Develop internal SharePoint site
- Pilot Generative AI technology within tightly controlled systems
- Upgrade Virtualization host
- Develop data governance policies to ensure data quality and integrity
- Develop useful graphical dashboards for Public Safety



GENERAL FUND - TECHNOLOGY & INNOVATION

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	474,579	520,565	535,545	535,470	621,033
Benefits	145,812	156,648	170,195	172,007	190,950
Travel and Training	30,781	13,033	13,118	10,014	9,733
Total Personnel Services	651,172	690,246	718,859	717,492	821,716
Office Supplies	759	1,000	1,000	370	845
Tools and Equipment	100,968	112,150	112,150	107,348	120,650
Chemical and Medical	31	50	50	-	-
Fuel	287	490	490	380	483
Postage and Shipping	267	50	50	-	50
Other Supplies	306	309	1,569	1,259	259
Total Supplies and Materials	102,618	114,049	115,309	109,357	122,286
Building, Structure and Land	-	500	720	364	400
Vehicle	101	189	189	101	129
Equipment	104,537	133,050	84,675	84,296	163,050
Technology	372,154	407,330	398,330	391,184	439,526
Total Maintenance and Repairs	476,793	541,069	483,914	475,946	603,105
Utilities	158,803	179,576	162,736	156,933	177,449
Professional Services	4,210	15,000	12,000	11,933	-
Total Services	163,013	194,576	174,736	168,867	177,449
Other	20,257	57,000	42,000	40,593	84,587
Total Other Expenses	20,257	57,000	42,000	40,593	84,587
Total Expenditures	\$ 1,413,853	\$ 1,596,940	\$ 1,534,817	\$ 1,512,255	\$ 1,809,143

FY2025 includes the addition of 1 FTE, an Assistant Director of Technology & Innovation

BEYOND TOMORROW

GENERAL FUND - TECHNOLOGY & INNOVATION PERFORMANCE MEASURES

Technology & Innovation									
Key Priority Area	Measure	FY2022 Actual	FY2023 Actual	FY2024 Q1	FY2024 Q2	FY2024 Q3	FY2024 Q4	FY2024 Actual	FY2025 Target
Public Facilities & Services	Service Customer Survey Rating	4.00	4.00	4.17	4.83	4.58	4.25	4.46	4.75
	Network Uptime	100%	100%	100%	99%	99%	99%	99%	100%
	Average Work Orders Closed Same Day (%)	86%	89%	90%	90%	87%	91%	90%	90%
	Blocked Network Attacks	1,278,893	1,332,371	323,534	312,130	307,891	314,899	1,258,454	1,500,000
	Average % Critical Priority Support Requests met	95%	98%	96%	98%	96%	99%	97%	100%
	Average % High Priority Support Requests met	90%	92%	91%	92%	96%	94%	93%	95%
	Average % Normal Priority Support Requests met	84%	84%	85%	85%	88%	91%	87%	90%
	Average % Low Priority Support Requests met	81%	80%	81%	81%	84%	84%	83%	85%
	Total Tickets Closed	5,437	3,063	1,228	1,302	1,535	1,901	5,966	5,000

BEYOND TOMORROW

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 FY2024 the Public Information Office (PIO) coordinated 256 press releases and 752 Facebook posts
- Increased the City's social media presence on Facebook to 20,751 followers
- Regularly issued short video clips to keep citizens informed about fun and important happenings
- 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.

FY2025 OBJECTIVES

- 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	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	143,429	151,629	156,416	156,482	163,720
Benefits	51,225	48,252	58,804	59,288	52,743
Total Personnel Services	194,653	199,881	215,220	215,770	216,463
Office Supplies	194	75	75	107	75
Tools and Equipment	4,845	1,500	1,500	514	750
Other Supplies		225	225	-	100
Total Supplies and Materials	5,039	1,800	1,800	621	925
Technology	2,983	3,000	3,000	-	4,200
Total Maintenance and Repairs	2,983	3,000	3,000	-	4,200
Utilities	906	1,128	1,128	742	1,004
Advertising	1,361	1,400	1,400	1,507	10,000
Total Services	2,267	2,528	2,528	2,249	11,004
Other	801	1,000	1,000	740	1,066
Total Other Expenses	801	1,000	1,000	740	1,066
Total Expenditures	\$ 205,744	\$ 208,209	\$ 223,548	\$ 219,380	\$ 233,658

BEYOND TOMORROW

GENERAL FUND - PUBLIC INFORMATION

PERFORMANCE MEASURES

Public Information									
Key Priority Area	Measure	FY2022 Actual	FY2023 Actual	FY2024 Q1	FY2024 Q2	FY2024 Q3	FY2024 Q4	FY2024 Actual	FY2025 Target
Community & Neighborhood Character / Placemaking / Public	Press Releases	276	258	68	62	64	62	256	250
	Social Media - Facebook Followers	13,004	14,225	14,494	14,908	15,760	20,751	20,751	21,500
	Videos Filmed	134	100	15	31	27	23	96	100
	YouTube Views	6,596	8,186	1,570	5,042	3,344	1,300	11,256	9,000
	Social Media Posts - Facebook	884	766	169	178	187	218	752	750

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:

- Filed approximately 3,198 cases
- Filed 100% of cases within 24 hours of the citation issuance
- Continuing to offer zoom hearings once a month for persons not able to appear in person.
- Provided information to the public for National School Bus Safety Week in October.
- The Mayor designated November 6-10 2023, Municipal Court Week.
- Deputy Clerk T. Strickland attended Texas Municipal Court Education Center New Clerks Seminar.
- Associate Judge Ryan Henry was appointed by council.

FY2025 OBJECTIVES

- Attend annual TMCEC seminars to help educate staff regarding changes in legislation and to keep certifications up-to-date.
- Provide traffic statistics and information on lobby TV
- Migrate Court ERP system to Incode 10 ERP System
- Begin Teen Court program once a month starting in October 2024.
- Have Deputy Clerk T. Strickland obtain TMCEC level I clerk certification



Did you know?

The Kerrville Municipal Court has been part of the Kerrville community since 1942 when Kerrville became a home-rule municipality and the voters of Kerrville approved a new city charter.

GENERAL FUND - MUNICIPAL COURT

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	289,968	329,657	311,787	309,161	332,670
Benefits	95,499	104,156	117,501	116,784	109,500
Travel and Training	3,123	4,805	4,356	3,917	4,071
Total Personnel Services	388,589	438,618	433,643	429,862	446,240
Office Supplies	3,061	3,500	3,500	3,379	3,100
Tools and Equipment	44	425	378	-	-
Fuel	1,614	1,680	1,680	1,538	1,600
Wearing Apparel	169	1,940	1,940	1,614	380
Other Supplies	170	220	220	129	200
Total Supplies and Materials	5,058	7,765	7,718	6,661	5,280
Building, Structure and Land	3,105	900	900	262	470
Vehicle	604	394	890	875	279
Total Maintenance and Repairs	3,708	1,294	1,790	1,137	749
Utilities	6,561	7,164	7,139	7,080	7,118
Professional Services	494	1,050	1,050	1,514	1,600
Insurance	375	450	475	475	475
Total Services	7,430	8,664	8,664	9,070	9,193
Other	98	150	150	98	150
Total Other Expenses	98	150	150	98	150
Total Expenditures	\$ 404,883	\$ 456,491	\$ 451,965	\$ 446,828	\$ 461,612

BEYOND TOMORROW

GENERAL FUND - MUNICIPAL COURT

PERFORMANCE MEASURES

Municipal Court									
Key Priority Area	Measure	FY2022 Actual	FY2023 Actual	FY2024 Q1	FY2024 Q2	FY2024 Q3	FY2024 Q4	FY2024 Actual	FY2025 Target
Public Facilities & Services	Court Online Payments	554	683	138	121	11	129	399	500
	Cases Dismissed After Driver Safety Course	562	616	135	118	90	85	428	500
	New Cases Filed Within 24 Hours	100%	100%	100%	100%	100%	100%	100%	100%
	Warrants Served Within 60 Days	51%	48%	55%	33%	50%	21%	40%	50%
	New Cases Filed	3,658	4,691	862	838	704	794	3,198	3,500
	Number of Cases Adjudicated	4,081	4,377	981	1,002	854	1,111	3,948	4,500

GENERAL FUND - OFFICE OF INNOVATION

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	32,920	34,832	32,285	32,285	-
Benefits	9,567	8,906	8,638	8,638	-
Travel and Training	294	-	402	402	-
Total Personnel Services	42,781	43,738	41,325	41,325	-
Office Supplies	1,500	650	172	172	-
Total Supplies and Materials	1,500	650	172	172	-
Professional Services	6,967	9,000	9,237	9,237	-
Insurance	100	-	-	-	-
Total Services	7,067	9,000	9,237	9,237	-
Other	26,496	27,504	26,404	26,404	-
Total Other Expenses	26,496	27,504	26,404	26,404	-
Total Expenditures	\$ 77,845	\$ 80,892	\$ 77,138	\$ 77,138	\$ -

Due to realignment of staffing resources, this division has been combined with the Technology & Innovation division for FY2025.

BEYOND TOMORROW

GENERAL FUND - ECONOMIC DEVELOPMENT

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	241,491	250,701	252,758	236,704	-
Benefits	64,330	66,189	71,370	67,435	-
Travel and Training	9,564	13,990	13,990	8,096	-
Total Personnel Services	315,385	330,880	338,117	312,234	-
Office Supplies	24	50	50	-	-
Tools and Equipment	215	-	-	-	-
Total Supplies and Materials	239	50	50	-	-
Utilities	528	444	444	416	-
Insurance	100	-	-	175	-
Total Services	628	444	444	591	-
Other	2,863	4,470	4,470	1,437	-
Total Other Expenses	2,863	4,470	4,470	1,437	-
Total Expenditures	\$ 319,115	\$ 335,844	\$ 343,081	\$ 314,262	\$ -

Due to realignment of staffing resources, this division has been combined with City Administration for FY2025.

BEYOND TOMORROW

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



DEPARTMENT ACCOMPLISHMENTS

- Responded to 32,521 calls for service and investigated 1,306 traffic accidents
- Conducted 55 community outreach programs such as Coffee with a Cop, Tea with KPD, KPD Community Picnic, and Citizens Police Academy
- Implemented Policy update project complete and Lexipol policy management solution deployed.
- Received grant funding to equip patrol units with rifle rated ballistic shields, funding to deploy an ALPR project, and funding to help improve response to active threats in KISD.
- Assisted with the planning and design of the Public Safety Facility.
- Planned and executed an emergency management plan related to April 8, 2024 Total Eclipse.

FY2025 OBJECTIVES

- Complete construction of Public Safety Facility and transition to the new facility.
- Re-deploy Traffic Enforcement Unit to address traffic safety issues
- Continue on improving the status of the police vehicle fleet
- Deploy a Multi-Jurisdictional Tactical Response Team with partnering agencies
- Identify and implement a new computer-aided Dispatch and Records Management System

Did you know?

The Kerrville Police Department Dispatch Center answered 14,543 calls last year.

GENERAL FUND - POLICE

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	5,378,154	5,925,121	5,983,560	5,888,251	6,331,002
Benefits	1,653,527	1,877,860	1,922,061	1,916,880	2,044,174
Travel and Training	101,632	130,700	121,400	118,276	101,500
Total Personnel Services	7,133,313	7,933,682	8,027,021	7,923,407	8,476,676
Office Supplies	11,665	11,250	11,250	11,389	11,250
Tools and Equipment	56,729	47,711	34,811	27,302	60,681
Chemical and Medical	12,163	15,290	15,290	14,435	15,192
Fuel	125,915	112,400	139,400	138,759	124,700
Wearing Apparel	96,453	89,456	82,456	72,910	111,667
Postage and Shipping	486	600	600	675	600
Other Supplies	72,851	58,771	72,271	70,380	52,298
Total Supplies and Materials	376,262	335,478	356,078	335,849	376,388
Building, Structure and Land	15,055	12,240	18,321	17,660	11,800
Vehicle	48,270	46,100	60,400	61,376	56,741
Equipment	11,201	74,140	43,640	41,879	62,750
Technology	73,039	113,548	108,548	106,816	125,734
Total Maintenance and Repairs	147,565	246,028	230,909	227,731	257,024
Utilities	60,312	70,476	65,476	60,989	70,624
Professional Services	64,856	83,300	51,400	54,163	68,350
Insurance	600	400	400	600	500
Leases/Rents	7,373	4,800	4,800	4,999	4,800
Total Services	133,141	158,976	122,076	120,752	144,274
Other	24,218	27,472	19,402	18,979	27,032
Total Other Expenses	24,218	27,472	19,402	18,979	27,032
Total Expenditures	\$7,814,498	\$ 8,701,636	\$ 8,755,486	\$ 8,626,717	\$ 9,281,393

BEYOND TOMORROW

GENERAL FUND - POLICE

PERFORMANCE MEASURES

Kerrville Police Department					
Key Priority Area	Measure	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Target
Public Facilities & Services	Officers Trained by KPD	240	320	147	N/A
	Number of Reports Processed	3,936	3,040	2,849	N/A
	Total Call for Service Responses	35,640	15,636	28,670	N/A
	Calls for Service on KISD campuses	898	1,397	901	N/A
	Number of Offenses	2,895	3,053	N/A	N/A
	Number of Evidency Items Processed and Stored	3,211	2,058	1,028	N/A
	Accident Investigations Completed	501	668	581	N/A
	Subpoenas & Court Orders Processed	443	618	671	N/A
	Reports from Crimes and Emergency Response	3,936	8,904	N/A	N/A
	Reactive Criminal Investigations Completed	502	461	557	N/A
	Avg Response Time to All Calls (min)	3.58	3.55	4.56	N/A
	Avg Response Time to Emergency Calls (min)	2.51	2.83	4.36	N/A

Note: Metrics marked as "N/A" in the FY2025 column represent data tracked by the Kerrville Police Department. These are responsive measures, not performance indicators tied to predetermined targets.

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.




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-EMS 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

	Kerrville Fire EMS	Please review and update your medical information regularly.
FILE OF LIFE		<ul style="list-style-type: none">• Fill out one page for each person.• Fold the page and insert it in the red magnetic pouch.• Place on the front of your refrigerator door.• Call 830-258-1371 with any questions.
Name: _____		
Gender: <input type="checkbox"/> M <input type="checkbox"/> F		
Address: _____		Date of Birth: _____
Emergency Contact: _____		Phone: _____
Primary Doctor: _____		Phone: _____
Do you have a DNR (Do Not Resuscitate) Form? Yes No		
If yes, where? _____		
Medication Allergies: _____		
Current Medical Conditions: _____		

File of Life cards are designed to contain your latest medical information, including allergies, medications, contact persons and more, all in one safe place and can prove vital in emergency situations where that information is urgently needed.

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Responded to over 8,500 EMS, 2,000 Medical First Responder and 500 Fire calls for service
- Maintained an EMS response time of just over 5 minutes within the City limits
- Celebrated the 30-year anniversary of EMS
- Kicked off the 1st Mobile Heroes-In-Arms program with South Texas Blood and Tissue
- Implemented a Fire Engine Replacement Plan and ordered 2 Fire Engines
- FEMA approved as IPAWS agency

FY2025 OBJECTIVES

- Renewed the 10-year Kerr County Interlocal Agreement for Fire and EMS response
- Research and implement the Texas Fire Chief Association Best Practices program
- Expand community education programs
- Move Fire Administration to new Public Safety Facility

Did you know?

The Kerrville Fire Department has responded to over 224,000 calls for service to include Fire, Medical First Responder and EMS since taking over EMS on January 1, 1994.

GENERAL FUND - FIRE - EMS DIVISION

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	6,405,756	6,497,153	6,731,595	6,791,187	6,981,802
Benefits	1,949,484	1,997,910	2,170,929	2,170,645	2,180,661
Travel and Training	5,715	7,694	7,694	8,788	6,254
Total Personnel Services	8,360,955	8,502,757	8,910,219	8,970,620	9,168,717
Office Supplies	3,273	4,390	4,390	4,380	3,500
Tools and Equipment	55,752	59,505	51,205	51,463	53,880
Chemical and Medical	169,093	182,236	160,956	160,462	172,333
Fuel	140,982	121,930	128,580	128,061	115,920
Wearing Apparel	105,324	103,807	109,107	109,296	99,023
Postage and Shipping	547	240	240	683	490
Other Supplies	17,348	14,085	23,085	21,097	13,508
Total Supplies and Materials	492,320	486,192	477,562	475,442	458,654
Building, Structure and Land	47,099	36,860	41,460	41,455	30,500
Vehicle	143,702	93,179	162,179	162,653	101,101
Equipment	50,862	78,616	57,816	59,321	77,796
Technology	395	28,399	34,999	34,978	27,925
Total Maintenance and Repairs	242,059	237,054	296,454	298,406	237,321
Utilities	80,336	77,560	74,110	75,283	76,771
Professional Services	270,657	382,510	381,410	316,552	324,500
Insurance	200	200	200	200	200
Leases/Rents	50,499	51,339	51,339	51,484	48,786
Total Services	401,692	511,609	507,059	443,774	450,257
Other	22,326	16,397	11,397	11,712	15,881
Total Other Expenses	22,326	16,397	11,397	11,712	15,881
Total Expenditures	\$ 9,519,351	\$ 9,754,009	\$ 10,202,691	\$ 10,199,953	\$ 10,330,830

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.

BEYOND TOMORROW

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:

- Coordinated Active Threat Planning with Kerrville Police, Kerr County Sheriffs Office, Peterson Health, Kerr County ISDs, Kerr County VFDs, MHDD, and other volunteer organizations
- Planned and prepared for the Annular Eclipse event in 2023 and the Total Solar Eclipse event in 2024
- Conducted mass casualty drills and Active Threat exercises with Peterson Regional Medical Center
- Activated Emergency Operations Center (EOC) in response to 2024 Total Solar Eclipse
- Actively monitored threats of potential wildland fires and Floods
- Provide Just in Time Training
- Improved Live Fire Training with the addition of new props that aided in realism

FY2025 OBJECTIVES

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



Multi-departmental Emergency Operations Planning Sessions for the Total Solar Eclipse

GENERAL FUND - EMERGENCY MANAGEMENT AND TRAINING

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	101,703	104,872	109,356	109,206	111,785
Benefits	24,423	29,387	27,106	26,806	32,027
Travel and Training	61,045	71,144	65,339	65,717	66,936
Total Personnel Services	187,170	205,403	201,800	201,730	210,749
Office Supplies	162	-	-	-	-
Tools & Equipment	3,226	11,828	4,701	4,701	3,614
Fuel	1,540	1,820	1,820	1,598	1,650
Wearing Apparel	-	200	200	-	300
Other Supplies	376	500	500	347	300
Total Supplies and Materials	5,305	14,348	7,221	6,646	5,864
Vehicle	711	143	143	74	143
Technology	1,790	1,790	1,790	1,790	1,790
Total Maintenance and Repairs	2,501	1,933	1,933	1,864	1,933
Utilities	4,230	5,748	4,163	4,051	1,750
Total Services	4,230	5,748	4,163	4,051	1,750
Other	5,330	7,055	5,293	5,293	8,500
Total Other Expenses	5,330	7,055	5,293	5,293	8,500
Total Expenditures	\$ 204,535	\$ 234,487	\$ 220,410	\$ 219,584	\$ 228,795

BEYOND TOMORROW

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:

- Continue to seek continuous education through fire prevention conferences
- Continue to expand youth fire prevention and intervention programs in the community
- Continue to increase fire safety education for citizens
- Evaluate and implement new standards: NFPA 1321 standards for fire investigation units.
- Update local amendments of the 2018 International Fire Code
- Continue to review Fire Codes to identify opportunities for improvement
- Complete entering all commercial business into Image trend
- Evaluate EV (electric vehicle) mitigation and response within the AHJ

FY2025 OBJECTIVES

- Implementing entering all commercial businesses into Image Trend for both pre-fire planning and fire inspection
- Provide fire safety education within the community to over 2500 individuals
- Attended annual conferences of Arson/Fire investigations and Code/Plan review
- Fire Marshal obtained newly state certification of Fire Marshal– Master Level, through Texas Commission on Fire Protection
- Fire Prevention conducted over 900 inspections and actively investigated over 20 fires within the city.
- Fire Prevention reviewed over 650 plans.

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.



kerrvilletx.gov

GENERAL FUND - FIRE PREVENTION

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	201,648	215,391	218,275	216,314	229,164
Benefits	57,335	59,797	64,219	64,314	65,112
Travel and Training	5,064	5,614	4,616	4,606	5,564
Total Personnel Services	264,047	280,802	287,110	285,234	299,840
Office Supplies	150	50	50	159	50
Tools and Equipment	634	1,000	1,000	1,158	2,428
Fuel	2,901	2,800	2,400	2,354	2,800
Wearing Apparel	963	750	600	610	550
Postage and Shipping	-	75	-	-	50
Other Supplies	1,344	4,120	4,120	4,208	4,380
Total Supplies and Materials	5,993	8,795	8,170	8,490	10,258
Vehicle	2,477	989	414	396	669
Technology	2,472	2,071	21	-	2,397
Total Maintenance and Repairs	4,949	3,060	435	396	3,066
Utilities	1,777	2,016	1,716	1,694	1,004
Total Services	1,777	2,016	1,716	1,694	1,004
Other	5,609	12,810	5,369	5,368	6,188
Total Other Expenses	5,609	12,810	5,369	5,368	6,188
Total Expenditures	\$ 282,375	\$ 307,483	\$ 302,800	\$ 301,182	\$ 320,356

BEYOND TOMORROW

GENERAL FUND - FIRE DEPARTMENT

PERFORMANCE MEASURES

Kerrville Fire Department					
Key Priority Area	Measure	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Target
Public Facilities & Services	Fire Prevention Inspections	569	923	749	900
	Average Fire Response Time %	66%	86%	TBD	90%
	Average First Responder Response Time %	61%	58%	TBD	90%
	Average EMS Response Time (%<6m)	61%	59%	TBD	90%
	Total Call Volume	10,952	11,273	11,464	11,498
	Total Fire Call Volume	650	692	643	706
	Total First Responder Call Volume	2,085	2,048	2,214	2,089
	Total EMS Call Volume	8,217	8,534	8,586	8,790
	Smoke Alarm Program	38	32	34	40
	Professional Development - Class Hours	77	70	66	75
	Public Safety Educaion Programs - # Students	3,000	3,192	3,403	3,200

*Note: The Kerrville Fire Department is still currently processing response time performance measures for the FY2024 Year. This data will be available later this year and updated for subsequent budget books published.

BEYOND TOMORROW

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.

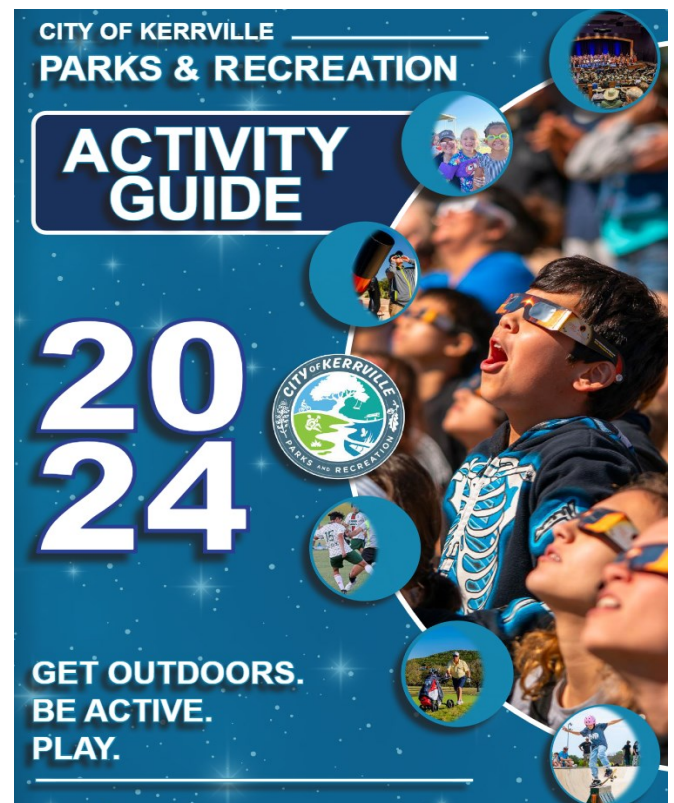
Section Organization

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 and Facilities Maintenance
- Kerrville Sports Complex
- Recreation
- Community Events
- Scott Schreiner Golf Course



GET OUTDOORS. BE ACTIVE. PLAY.



GENERAL FUND - PARKS & RECREATION

DEPARTMENT PERFORMANCE MEASURES

Parks & Recreation									
Key Priority Area	Measure	FY2022 Actual	FY2023 Actual	FY2024 Q1	FY2024 Q2	FY2024 Q3	FY2024 Q4	FY2024 Actual	FY2025 Target
Parks, Open Space, & The River Corridor	Kerrville Sports Complex Baseball/ Softball Tournament Teams	352	661	143	153	226	83	605	600
	Kerrville Sports Complex Soccer League Participation	3,500	5,524	1,950	1,475	1,650	1,680	6,755	5,000
	Special Event Applications	16	16	10	1	7	7	25	20
	Swim Lesson Participants	200	215	N/A	N/A	129	62	191	N/A
	Pool Attendance	17,286	17,013	N/A	N/A	10,305	7,247	17,552	N/A
	Social Media - New Followers (Facebook)	592	1,841	333	564	412	394	1,703	1,000
	Park Rentals (Non-Kerrville Schreiner Park)	291	392	52	53	98	91	294	290
	Golf Rounds Played	25,582	23,737	5,397	6,223	7,360	6,218	25,198	4,000

GENERAL FUND - KERRVILLE-SCHREINER PARK

Kerrville-Schreiner Park (KSP) 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:

- Continued beautification efforts throughout the park
- Processed 22,739 reservations and permits
- Continued sales of branded merchandise
- Completed waterline replacement project
- Hired new Full-Time Office Clerk & add a new position for a Part-Time Office Clerk
- Broke ground for the KSP Afterhours Gate / Kiosk Project



FY2025 OBJECTIVES

- Complete waterline replacement project
- Continue signage improvement project
- Provide recreation and promotional events to tourists and local community
- Maintain a quality park and facilities
- Increase public usage of the park through tourism and marketing efforts
- Continue to identify and invest in park improvements to address aging infrastructure
- Continue to provide excellent customer service to all visitors
- Complete KSP Afterhours Gate / Kiosk Project



KERRVILLE-SCHREINER PARK
CITY OF KERRVILLE, TEXAS

Did you know?

Crickets chirp faster in hotter weather & slower in colder temperatures. You can estimate the outdoor temperature by counting their chirps. Test this theory the next time you are at KSP camping by counting the chirps & comparing the estimated temp with the actual temp.

GENERAL FUND - KERRVILLE-SCHREINER PARK

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	291,410	352,598	337,415	328,369	380,630
Benefits	107,834	145,276	122,982	119,965	157,265
Travel and Training	64	621	256	255	350
Total Personnel Services	399,309	498,495	460,653	448,590	538,245
Office Supplies	4,838	5,625	4,725	5,789	4,875
Tools and Equipment	7,724	8,120	22,001	21,821	12,396
Chemical and Medical	1,980	1,900	1,594	1,122	2,150
Fuel	9,184	9,894	9,894	9,663	9,408
Wearing Apparel	2,182	2,625	5,616	5,722	2,600
Other Supplies	9,543	13,055	13,624	13,170	14,137
Total Supplies and Materials	35,451	41,219	57,454	57,287	45,566
Building, Structure and Land	15,699	16,106	22,318	19,276	14,056
Vehicle	6,544	3,500	3,100	2,494	3,000
Equipment	2,053	6,500	9,034	8,520	4,450
Technology	13,238	3,500	9,641	9,641	10,723
Total Maintenance and Repairs	37,534	29,606	44,093	39,931	32,229
Utilities	83,798	95,284	87,043	81,380	95,171
Professional Services	107	-	50	50	2,880
Insurance	400	700	412	412	500
Advertising	318	-	-	-	-
Lease/Rent	-	200	63	63	500
Total Services	84,623	96,184	87,568	81,905	99,051
Other	278	180	280	278	180
Total Other Expenses	278	180	280	278	180
Total Expenditures	\$ 557,195	\$ 665,684	\$ 650,048	\$ 627,991	\$ 715,270

BEYOND TOMORROW

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.



Kerrville Tennis Complex - 801 Tennis Dr.

Did you know?

The Kerrville Tennis Complex also has pickle ball courts.

Daily Court Fees

Non-Members
\$5 per person

Annual Membership

Juniors
\$120

Adults
\$180

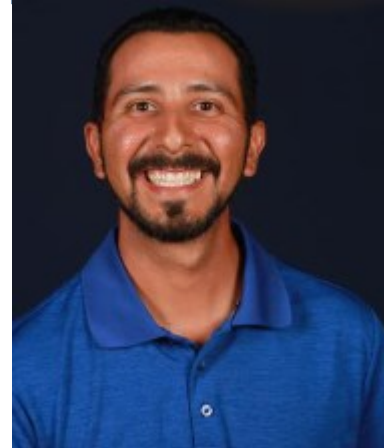
Family
\$250

FY2025 OBJECTIVES

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

- Maintain professional relationship with the contracted tennis professional
- Encourage an active lifestyle to improve quality of life of Kerrville citizens
- Assist with marketing efforts of the Tennis Complex
- Increase marketing efforts to attract more Tennis players

Meet the Tennis Professional



Daniel Rubio is the contracted Tennis Professional at the Kerrville Tennis Complex. He operates the Hill Country Tennis Academy out of the Facility. Daniel coordinates private lessons, clinics, family fun events, and so much more!



GENERAL FUND - TENNIS COMPLEX

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Tools and Equipment	-	500	500	-	500
Other Supplies	2,000	1,500	1,500	293	1,000
Total Supplies and Materials	2,000	2,000	2,000	293	1,500
Building, Structure and Land	1,506	2,500	2,500	1,025	2,650
Equipment	16	-	-	-	-
Total Maintenance and Repairs	1,523	2,500	2,500	1,025	2,650
Utilities	6,364	8,678	8,678	7,272	7,772
Total Services	6,364	8,678	8,678	7,272	7,772
Total Expenditures	\$ 9,887	\$ 13,178	\$ 13,178	\$ 8,590	\$ 11,922

BEYOND TOMORROW

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:

- In FY2024, we had 17,552 open swim patrons during the summer; 1,136 water aerobics attendees; 401 lap swimmers; 191 group swim lessons participants; and 48 private swim lessons, 12 private swim lessons
- The Kerrville Lifeguard Team placed 1st at the 2024 Central Region Lifeguard Competition.
- Increased presence on social media.
- Spread awareness and education on water safety to the community.
- Moving forward with Olympic pool renovation project.

FY2025 OBJECTIVES

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

- Invest in improvements and updates to address aging infrastructure, evolve with current trends, and to increase opportunities for programming, recreation and leisure activities
- The pool will be closed in 2025 for construction



Aquatics Lessons



GENERAL FUND - AQUATICS

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	100,524	101,726	119,913	119,913	-
Benefits	7,690	7,477	9,173	9,173	-
Travel and Training	5,169	6,553	5,636	5,635	2,012
Total Personnel Services	113,383	115,756	134,723	134,722	2,012
Office Supplies	79	-	-	66	-
Tools and Equipment	6,999	880	3,172	3,172	-
Chemical and Medical	25,288	28,690	18,429	17,671	-
Wearing Apparel	2,682	3,277	2,831	2,831	-
Other Supplies	4,516	7,260	4,250	3,574	600
Total Supplies and Materials	39,564	40,107	28,682	27,315	600
Building, Structure and Land	2,305	11,050	9,150	8,938	1,700
Equipment	1,208	1,500	510	509	700
Total Maintenance and Repairs	3,514	12,550	9,660	9,447	2,400
Utilities	36,882	35,272	31,957	31,842	32,772
Professional Services	11,264	6,265	6,855	6,855	-
Advertising	976	2,000	2,000	360	-
Total Services	49,123	43,537	40,812	39,057	32,772
Other	95	95	95	118	120
Total Other Expenses	95	95	95	118	120
Total Expenditures	\$ 205,679	\$ 212,045	\$ 213,972	\$ 210,659	\$ 37,904

BEYOND TOMORROW

GENERAL FUND - PARKS & FACILITIES MAINTENANCE

Parks Maintenance is responsible for grounds and structure maintenance at City parks, custodial, and routine maintenance of City buildings, rights-of-way, 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

- Director obtained a Certified Park and Recreation Executive (CPRE) designation
- Installed a fitness court in Louise Hays Park
- Installed several commemorative benches along the River Trail and within parks
- Increased Public Art in the parks system and City facilities
- Planned and successfully executed activities for the Total Solar Eclipse on April 8, 2024.
- Secured funding via a sales tax revenue bond for several quality of life projects such as improvements to the Olympic Pool, Scott Schreiner Golf Course, and general park improvements.
- Plan to replace the playgrounds and added shade structures at Guadalupe Park and Kerrville-Schreiner Park.
- Installed a fitness court with a shade structure in Louise Hays Park.
- Improved the basketball courts at Westland Park and Schultz Park.
- Continued collaborations with UGRA to mitigate invasive species.
- Continued to develop the wildflower meadows and no-mow zones.

DEPARTMENT ACCOMPLISHMENTS CONTIUED

- Increased Public Art in the parks system.
- Completed landscaping improvements at the downtown parking garage.
- Accepted an extension of the River Trail from Flat Rock Park.
- Parks and Recreation established and began foundation fund

FY2025 OBJECTIVES

- Complete capital projects for the sales tax revenue bond quality of life projects for improvements to the Olympic Pool, Scott Schreiner Golf Course, and general park improvements.
- Invest in staff by providing adequate resources for staff and training opportunities
- Continue to maintain quality parks and facilities for the community and visitors.
- Implement a work order system for building and grounds maintenance.
- Celebrate the 75th Anniversary of Louise Hays Park.
- Replace the playgrounds at Guadalupe Park and



Fitness Court Ribbon Cutting

GENERAL FUND - PARKS & FACILITIES MAINTENANCE

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	881,595	1,080,709	979,751	978,488	1,236,075
Benefits	319,876	424,462	383,429	381,845	484,318
Travel and Training	11,042	12,350	14,851	13,718	18,945
Total Personnel Services	1,212,513	1,517,522	1,378,031	1,374,051	1,739,338
Office Supplies	568	900	1,123	1,123	1,080
Tools and Equipment	29,630	27,700	38,508	38,987	31,796
Chemical and Medical	16,907	18,572	11,492	9,150	18,772
Fuel	29,215	34,655	35,020	35,757	35,460
Wearing Apparel	7,707	7,550	5,782	5,489	11,200
Postage and Shipping	38	-	91	90	-
Other Supplies	50,463	48,750	50,679	44,279	55,380
Total Supplies and Materials	134,529	138,127	142,695	134,874	153,688
Building, Structure and Land	65,462	62,200	32,704	30,684	66,346
Vehicle	15,015	11,612	11,612	11,016	11,812
Equipment	10,281	13,800	9,600	9,203	12,120
Total Maintenance and Repairs	90,758	87,612	53,916	50,903	90,278
Utilities	72,255	77,628	77,628	71,960	78,307
Professional Services		-	277	277	140
Leases/Rents	770	650	-	-	500
Total Services	73,025	78,278	77,905	72,236	78,947
Other	963	1,064	1,064	987	1,064
Total Other Expenses	963	1,064	1,064	987	1,064
Total Expenditures	\$ 1,511,789	\$ 1,822,603	\$ 1,653,610	\$ 1,633,052	\$ 2,063,315

FY2025 includes the addition of 1 FTE, an Maintenance and Janitorial position for the Public Safety Facility

BEYOND TOMORROW

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 and Loop 534 Fields
- **Operations:** Responsible for managing field rentals, use agreements, the D-BAT tenant, and facilitating sports leagues and tournaments.

DEPARTMENT ACCOMPLISHMENTS

- Maintained 11 baseball and softball fields
- Maintained 18 soccer fields and four off-site multi-purpose fields at loop 534 fields
- Facilitated two local youth soccer leagues and served as the home field for a local high school's soccer program
- Hosted one local youth baseball / softball league as well as a year round co-ed softball and senior softball leagues
- In FY2023 hosted 15 baseball / softball tournaments with 616 teams and 6,936 players (D-BAT)

FY2025 OBJECTIVES

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



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



Did you know?

Kerrville Sports Complex provided a place for over 12,00 youth and adult athletes to play soccer, baseball, & softball this year.

GENERAL FUND - KERRVILLE SPORTS COMPLEX

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	277,230	295,492	285,370	284,232	222,086
Benefits	101,004	115,899	113,118	112,073	96,474
Travel and Training	3,334	3,960	4,980	5,247	200
Total Personnel Services	381,569	415,351	403,468	401,553	318,760
Office Supplies	163	345	345	294	339
Tools and Equipment	8,042	6,050	6,050	6,371	6,050
Chemical and Medical	53,573	49,810	40,480	36,858	52,300
Fuel	7,471	7,800	7,800	6,535	8,820
Wearing Apparel	1,686	1,921	3,641	3,429	2,100
Other Supplies	36,157	48,110	47,446	44,249	55,175
Total Supplies and Materials	107,092	114,036	105,762	97,738	124,784
Building, Structure and Land	16,077	12,155	15,099	15,529	13,480
Vehicle	615	700	700	155	687
Equipment	22,556	22,560	26,640	26,217	21,160
Total Maintenance and Repairs	39,247	35,415	42,439	41,901	35,327
Utilities	55,230	60,230	51,230	46,952	64,468
Professional Services	23,860	2,700	2,700	1,306	1,400
Leases/Rents	14,450	-	-	-	-
Total Services	93,540	62,930	53,930	48,258	65,868
Other	1,330	1,250	1,250	1,427	1,380
Total Other Expenses	1,330	1,250	1,250	1,427	1,380
Total Expenditures	\$ 622,779	\$ 628,982	\$ 606,849	\$ 590,877	\$ 546,119

BEYOND TOMORROW

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 Dances, Haunted Ghou! Pool, Kids Triathlon, Running Home for the Holidays 5K, and more

DEPARTMENT ACCOMPLISHMENTS

- Recreation Coordinator obtained MBA
- Enhanced marketing and social media presence
- Hosted Disc, Golf and Basketball Tournament
- Hosted the Kerrville annual Kids Triathlon with over 80 participants
- In FY2024, hosted three adult sports leagues: Soccer (two seasons); Kickball (one season)

FY2025 OBJECTIVES

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

Did you know?

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



Cornhole Tournament

GENERAL FUND - RECREATION

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	112,389	121,318	134,897	135,131	201,253
Benefits	36,728	42,765	43,684	43,539	70,737
Travel and Training	2,847	3,820	2,161	2,199	4,600
Total Personnel Services	151,964	167,902	180,742	180,869	276,590
Office Supplies	484	700	1,107	1,106	558
Tools and Equipment	2,788	2,155	5,414	5,414	1,555
Fuel	1,077	1,516	1,516	1,060	1,058
Wearing Apparel	999	600	145	145	500
Postage and Shipping	-	-	6,078	6,078	6,100
Other Supplies	11,869	18,170	7,985	8,115	7,769
Total Supplies and Materials	17,217	23,141	22,244	21,918	17,540
Vehicle	506	243	866	888	194
Technology	332	-	-	-	-
Total Maintenance and Repairs	839	243	866	888	194
Utilities	1,143	1,128	728	714	1,507
Professional Services	17,865	20,250	24,106	24,106	9,845
Insurance	200	200	200	200	200
Advertising	19,842	20,780	12,552	12,519	16,625
Leases/Rents	228	1,015	1,168	1,170	-
Total Services	39,278	43,373	38,754	38,709	28,177
Other	1,987	2,233	2,236	2,195	1,952
Community Events	-	-	-	-	19,490
Total Other Expenses	1,987	2,233	2,236	2,195	21,442
Total Expenditures	\$ 211,285	\$ 236,892	\$ 244,843	\$ 244,578	\$ 343,942

BEYOND TOMORROW

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: 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

- Increased marketing and social media presence
- Organized and assisted planning committees for the 2023 & 2024 Eclipse events
- Significantly built social media following on the @cityofkerrville Instagram and Kerrville Parks and Recreation Department Facebook
- Won the 2023 Texas recreation and Parks society's Central Region Marketing Excellence Award for Eclipse Marketing Efforts



Trails at Kerrville-Schreiner Park

FY2025 OBJECTIVES

- Plan diverse community events that cater to the interest of citizens
- Plan programming to support Kerrville's tourism industry in conjunction with Kerrville area Convention and Visitors Bureau and area businesses
- Increase social media efforts
- Continue to improve and add additional free events to bring the community together



2024 Total Solar Eclipse

Did you know?

Kerrville was one of only 3 cities chosen by NASA to host and broadcast during the Total Solar Eclipse and was the only Texas location!

GENERAL FUND - COMMUNITY EVENTS

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	42,841	48,085	46,380	45,576	50,700
Benefits	13,823	19,106	16,008	15,401	20,482
Travel and Training	1,398	2,710	2,748	2,554	2,450
Total Personnel Services	58,061	69,901	65,135	63,532	73,632
Tools and Equipment	1,590	2,000	2,000	-	-
Wearing Apparel	468	520	220	203	300
Other Supplies	27,890	50,870	31,421	29,219	11,565
Total Supplies and Materials	29,947	53,390	33,641	29,422	11,865
Utilities	428	564	564	316	502
Professional Services	42,468	49,350	42,189	42,189	23,000
Insurance	100	100	100	100	100
Advertising	6,527	9,710	3,910	3,778	3,325
Lease/Rent	31,233	25,065	34,614	34,614	2,400
Total Services	80,755	84,789	81,377	80,997	29,327
Other	2,448	3,339	3,027	2,991	1,614
Community Events	-	-	-	-	74,250
Total Other Expenses	2,448	3,339	3,027	2,991	75,864
Total Expenditures	\$ 171,212	\$ 211,419	\$ 183,181	\$ 176,942	\$ 190,689

BEYOND TOMORROW

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

- Secured funding for the Golf Course Improvement Project.
- Overseeded greens
- Installed irrigation in the course rough areas
- Updated the irrigation software system
- Hosted the 77 Annual Heart of the Hills Golf Tournament
- Hosted over 50 tournaments and events
- Celebrated the centennial of the Scott Schreiner Golf Course, with a Centennial Celebration event, Golf Tournament, and other related activities

FY2025 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
- P5: Complete the Scott Schreiner Golf Course Improvement Project.
- Host a Centennial Celebration & related activities in honor of the course's 100th year



Did you know?

Crew Leader Ralph Arredondo lived on the golf course in the 1960s. One of the maintenance barns is now located where his house once stood. At that time, Scott Schreiner Golf Course was a 9-hole course.

GENERAL FUND - SCOTT SCHREINER GOLF COURSE

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	388,241	462,842	441,872	422,254	285,222
Benefits	106,185	133,733	143,133	125,924	121,769
Travel and Training	2,973	4,518	6,181	6,141	2,420
Total Personnel Services	497,398	601,093	591,186	554,318	409,411
Office Supplies	3,909	3,600	1,600	607	1,000
Tools and Equipment	10,467	10,000	7,547	7,455	7,400
Chemical and Medical	30,150	40,075	30,827	29,695	11,781
Fuel	13,586	9,430	11,071	11,100	9,590
Wearing Apparel	3,412	3,395	3,409	2,171	2,200
Postage and Shipping	36	-	44	44	-
Cost of Goods Sold	155,853	123,000	167,435	160,467	56,202
Other Supplies	34,132	31,020	20,270	17,918	14,074
Total Supplies and Materials	251,544	220,520	242,203	229,457	102,247
Building, Structure, Land Maintenance	11,282	20,100	12,821	11,830	3,400
Vehicle	(20)	429	508	508	279
Equipment	37,653	29,366	31,338	32,681	25,900
Total Maintenance and Repairs	48,915	49,895	44,667	45,019	29,579
Utilities	82,779	79,641	71,002	68,542	76,717
Professional Services	993	700	1,874	1,874	1,040
Insurance	100	600	600	100	600
Advertising	-	500	500	-	-
Total Services	83,872	81,441	73,976	70,516	78,357
Other	3,559	8,174	11,680	12,598	3,815
Total Other Expenses	3,559	8,174	11,680	12,598	3,815
Total Expenditures	\$ 885,289	\$ 961,123	\$ 963,710	\$ 911,908	\$ 623,409

Expenses for FY2025 are substantially lower than FY2024 due to renovations to the course requiring partial year closing.

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



City of Kerrville's Public safety Facility

Did you know?

The **Hoover Dam**, located on the border between Arizona and Nevada, was one of the largest and most challenging engineering projects of its time. It's estimated that about **3.25 million cubic yards** of concrete were used to build the dam — enough to pave a road from San Francisco to New York City!

DEPARTMENT ACCOMPLISHMENTS

- Completed the force main sewer portion of the Knapp Road force main and gravity main sewer line replacement project
- Managed and inspected the 2024 list of street maintenance for crack seal and slurry seal projects
- Completed the Westminster Street Reconstruction and Utility Improvements
- Completed Wastewater Treatment (WWTP) Plan Float Equalization Basin (FEB) lift station replacement
- Managed and inspected Public Safety Facility project
- Completed CDBG Downtown Revitalization

FY2025 OBJECTIVES

- Begin rehabilitation of WWTP Clarifier #3
- 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
- Design and construct sidewalk improvements in conjunction with TxDOT
- Begin replacement of the Cailloux Theater's roof and HVAC systems
- Oversee completion of public safety Facility project
- Schreiner Golf Course project
- Olympic Pool project

GENERAL FUND - ENGINEERING

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	466,413	505,602	501,095	492,566	539,693
Benefits	148,542	153,939	179,366	178,679	167,402
Travel and Training	7,106	15,556	10,956	2,939	13,056
Total Personnel Services	622,060	675,097	691,417	674,184	720,151
Office Supplies	1,499	1,000	1,000	1,257	1,200
Tools and Equipment	7,625	6,100	10,667	6,578	5,300
Fuel	5,347	4,800	4,800	4,351	4,600
Wearing Apparel	3,163	3,450	3,450	3,383	3,450
Other Supplies	292	250	250	653	250
Total Supplies and Materials	17,925	15,600	20,167	16,222	14,800
Vehicle	451	950	950	2,815	950
Technology	2,860	3,500	3,500	2,959	13,200
Total Maintenance and Repairs	3,312	4,450	4,450	5,773	14,150
Utilities	3,846	5,604	5,604	3,119	2,511
Total Services	3,846	5,604	5,604	3,119	2,511
Other	233	680	680	696	680
Total Other Expenses	233	680	680	696	680
Total Expenditures	\$ 647,376	\$ 701,431	\$ 722,318	\$ 699,994	\$ 752,292

BEYOND TOMORROW

GENERAL FUND - ENGINEERING

PERFORMANCE MEASURES

Engineering									
Key Priority Area	Measure	FY2022 Actual	FY2023 Actual	FY2024 Q1	FY2024 Q2	FY2024 Q3	FY2024 Q4	FY2024 Actual	FY2025 Target
Parks, Open Space, & The River Corridor	% of capital project plans reviewed in 21 days or less	100%	100%	100%	80%	86%	100%	91%	100%
	% of private development plans reviewed in 21 days or less	78%	86%	100%	91%	89%	100%	95%	100%
	% of floodplain applications processed in 10 days or less	100%	71%	100%	100%	0%	0%	100%	100%
	% of fireflow applications processed in 10 days or less	100%	100%	100%	100%	100%	100%	100%	100%
	# of reviews completed	58	18	9	16	16	5	46	30
	Staff training hours	20	24	15	-	14	1	30	45
	Fireflow applications recived	27	26	5	11	7	10	33	24
	Floodplain applications recived	13	7	1	5	-	-	6	12
	Capital improvement project plans recived	5	4	5	5	7	3	20	10
	Private development plans recived	51	14	4	11	9	2	26	10

GENERAL FUND - STREETS

The Streets Department provide efficient and economical services to the citizens through a proactive pavement management program and multiple drainage improvements. Maintain a comprehensive plan for traffic safety signs and R.O.W maintenance.

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

In the last year, we:

- Won the 2023 Texas Quality Asphalt Pavement Award for work performed on Kerrville Airport.
- Paved North & South runway at Kerrville Airport.
- Helped keep roads and bridges safe to travel around the clock during the January 2024 Winter Storm
- Fulfilled Year 4 maintenance projects outlined in the Pavement Master Plan
- Improved pedestrian crossings at three intersections by installing LED crosswalk flasher devices

FY2025 OBJECTIVES

Key Priority Area: Mobility/Transportation

- Manage allocated funding to ensure that services are provided in a cost effective manner.
- Assist with public safety efforts by improving pavement markings, damaged roadways, and maintaining visibility for drivers.
- Maintain a healthy, positive relationship with the public.
- Share information with citizens regarding road and drainage repair
- Assist in completion of Kerrville 2050 projects.
- Utilize in-house expertise and strategic outsourcing to maximize project delivery



Streets team paving airport runway

Did you know?

The Street Division is responsible for over 1,000 traffic signs citywide.

GENERAL FUND - STREETS

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	829,551	922,308	911,773	903,985	1,045,400
Benefits	290,652	354,184	349,886	345,033	393,781
Travel and Training	3,206	4,081	4,051	3,258	4,735
Total Personnel Services	1,123,409	1,280,573	1,265,710	1,252,275	1,443,915
Office Supplies	1,990	1,520	1,520	1,431	1,270
Tools and Equipment	64,101	40,698	39,728	38,528	40,300
Chemical and Medical	10,403	5,280	1,250	1,129	4,280
Fuel	55,959	48,680	50,400	50,225	48,880
Wearing Apparel	19,596	16,663	17,903	16,337	16,860
Postage and Shipping	33	50	500	492	50
Other Supplies	55,367	66,100	61,550	61,035	64,600
Total Supplies and Materials	207,448	178,991	172,851	169,175	176,240
Building, Structure and Land	16,572	5,000	7,705	7,813	5,000
Vehicle	30,823	20,220	29,220	28,759	25,100
Equipment	66,556	74,198	70,610	69,386	67,178
Technology	13,844	16,000	19,250	19,229	16,000
Street	1,832,823	2,244,282	2,216,332	1,164,154	2,351,734
Total Maintenance and Repairs	1,960,618	2,359,700	2,343,117	1,289,341	2,465,012
Utilities	267,726	272,772	258,772	256,636	277,064
Professional Services	25,276	18,200	10,085	9,948	20,200
Lease/Rent	6,048	5,984	10,484	10,292	13,400
Total Services	299,051	296,956	279,341	276,875	310,664
Other	143	250	250	43	250
Total Other Expenses	143	250	250	43	250
Machinery, Tools and Equipment	15,337	-	-	-	-
Total Capital Outlay	15,337	-	-	-	-
Total Expenditures	\$ 3,606,007	\$ 4,116,470	\$ 4,061,269	\$ 2,987,710	\$ 4,396,082

BEYOND TOMORROW

GENERAL FUND - STREETS

PERFORMANCE MEASURES

Streets					
Key Priority Area	Measure	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Target
Mobility/ Transportation	Man-hours of general ROW maintenance	3,566	3,974	7,568	5,000
	Man-hours for traffic operations and maintenance	1,911	1,042	2,018	2,500
	Man-hours of drainage operation and Maintenance	863	1,443	1,435	1,400
	Potholes repaired	429	469	348	350
	Overlay miles	4.80	6.70	7	7
	Slurry Seal Miles	N/A	6.50	7	7
	Reconstructed miles	0.40	2.30	-	-

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

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Further enhanced a work order system (implemented in 2021) to improve efficiencies
- Removed approximately 580 animal carcasses throughout the City
- Issued nearly 2,000 vouchers for bulk waste—a 25% increase over the prior year

FY2025 OBJECTIVES

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

<p>Household Trash is collected <u>once a week</u> on the day designated to your street and consists of solid waste derived from household residential units.</p>  <p>TRASH (Blue or black lid)</p> <p>Does not include:</p> <ul style="list-style-type: none">• Yard waste• Hazardous waste• Construction debris (sink, vanity, tub, toilet, cabinet, cement, bricks, shingles, etc.) <p>Only issued carts designated for regular garbage shall be used for household trash. Placing trash into trash bags before putting in the cart is recommended.</p>	<p>Curbside collection of <u>recycling</u> is <u>every other week</u> on your designated Friday. Do not place items in plastic bags or outside of cart – <u>they won't be collected</u>. Plastic bags may be recycled at your local grocery store.</p>  <p>RECYCLE (Light blue lid)</p> <p>Includes:</p> <ul style="list-style-type: none">• Paper Products *• Plastic Containers: No. 1, 2, or 5 (Look for the recycle triangle)• Rinsed aluminum or tin cans• Rinsed, unbroken glass bottles/jars <p>Only carts designated for recycling shall be used for recycling.</p> <p>* Newspaper, magazines, direct mail, cardboard boxes & shredded paper in paper bags</p>
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Did you know?

The City of Kerrville Solid Waste services include collections for garbage, recycling, yard waste, bulky items, and landfill vouchers. These services resulted in over 9,003 combined tons collected at the curb and dropped off with vouchers, for a total of 18,007,160 pounds of solid waste.

GENERAL FUND - SOLID WASTE

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	38,789	43,134	43,778	45,274	46,529
Benefits	13,071	18,209	15,901	15,328	19,694
Travel and Training	1,245	1,509	1,509	450	1,520
Total Personnel Services	53,105	62,852	61,188	61,052	67,743
Office Supplies	4,012	4,400	4,400	4,103	4,400
Tools and Equipment	1,034	650	650	1,201	925
Chemical and Medical	-	250	250	-	200
Fuel	2,593	3,060	3,060	3,163	3,060
Wearing Apparel	679	1,355	1,355	374	890
Postage and Shipping	2,231	2,500	2,500	2,572	2,500
Other Supplies	266	650	650	704	450
Total Supplies and Materials	10,813	12,865	12,865	12,117	12,425
Building, Structure and Land	62	-	-	2,119	-
Vehicle	733	929	929	302	700
Equipment	180	200	200	256	200
Technology	3,904	-	-	-	-
Total Maintenance and Repairs	4,878	1,129	1,129	2,677	900
Utilities	670	1,008	1,008	612	502
Professional Services	1,235	2,000	2,000	1,764	2,000
Total Services	1,905	3,008	3,008	2,376	2,502
Other	8,862	9,710	9,710	8,784	9,000
Total Other Expenses	8,862	9,710	9,710	8,784	9,000
Total Expenditures	\$ 79,564	\$ 89,564	\$ 87,900	\$ 87,005	\$ 92,571

BEYOND TOMORROW

GENERAL FUND - SOLID WASTE

PERFORMANCE MEASURES

Solid Waste					
Key Priority Area	Measure	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Target
Public Facilities & Services	Curbside garbage tons	6253	6283	6,631	6,800
	Curbside recycled tons	1065	1109	1,154	1,300
	Curbside yard waste tons	774	691	839	1,000
	Solid waste diversion rate	23%	22%	23%	24%
	Bulk Waste Vouchers Issued	1073	1710	2,054	2,200
	Landfill tons	9298	8853	9,933	1,000
	Transfer station tons	80062	78193	81,801	82,000
	Dead Animals Collected	622	484	573	500

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 providing access to materials which offer opportunities for personal, educational, cultural, and recreational enrichment. Including organizing and making materials accessible for all patrons
- **Programs:** Responsible for giving opportunities for patrons of all ages to participate in library activities and programs to encourage lifelong learning. Our Summer Reading program is a classic example
- **Outreach:** Responsible for supplying information on City and Library services to the public. Help those who cannot visit the library for whatever reason with either the Homebound program or by

DEPARTMENT ACCOMPLISHMENTS

- Participated in community arts project that created permanent artwork on the library ramp known as "Ode to the River."
- Celebrated the beginning of renovations at the A. C. Schreiner Home
- Digitized the Tivy yearbooks for remote access use by patrons
- Circulated over 130k print and electronic materials
- Answered over 12k reference questions
- Hosted over 300 adult and youth programs to public FREE OF CHARGE

FY2025 OBJECTIVES

- Refine the Summer Reading program to help drive reading impact
- Create a 'lounge area' to replace the old Reference area to allow for casual community interaction and small group gatherings
- Refresh the juvenile area of the library with updated design elements, stronger branding and a information architecture approach to usage and signage
- Display art in library via community partnerships
- Continue digitization of historical photos and documents for remote access

Ode to the River



The Library Ramp is now an art installation honoring our unique environment.

Did you know?

The library now has memory aid 'kits' for our older patrons and exploration kits for our families and children.

GENERAL FUND - LIBRARY

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	457,713	485,135	495,938	495,332	529,095
Benefits	145,020	179,675	162,491	161,937	196,109
Travel and Training	1,534	1,692	1,692	1,319	1,273
Total Personnel Services	604,266	666,502	660,122	658,588	726,477
Office Supplies	5,830	5,500	5,500	4,984	5,500
Tools and Equipment	464	4,540	5,840	5,397	6,420
Chemical and Medical	-	25	25	25	25
Fuel	410	680	680	303	400
Postage and Shipping	-	2,800	5,763	5,763	2,800
Other Supplies	8,374	6,520	5,120	5,709	8,762
Total Supplies and Materials	15,077	20,065	22,928	22,180	23,907
Building, Structure and Land	8,997	10,742	5,542	3,797	7,512
Vehicle	1,258	129	129	46	129
Equipment	943	-	4,967	4,967	-
Technology	17,620	15,827	14,927	14,918	18,509
Total Maintenance and Repairs	28,817	26,698	25,565	23,728	26,150
Utilities	30,478	26,696	34,896	34,428	31,882
Professional Services	19,904	19,200	19,200	19,650	24,953
Advertising	-	4,200	700	700	1,200
Total Services	50,382	50,096	54,796	54,777	58,035
Other	28,859	37,671	32,971	32,942	33,171
Total Other Expenses	28,859	37,671	32,971	32,942	33,171
Library Collection	109	-	-	-	-
Total Capital Outlay	109	-	-	-	-
Total Expenditures	\$ 727,511	\$ 801,031	\$ 796,381	\$ 792,216	\$ 867,740

BEYOND TOMORROW

GENERAL FUND - LIBRARY

PERFORMANCE MEASURES

Library									
Key Priority Area	Measure	FY2022 Actual	FY2023 Actual	FY2024 Q1	FY2024 Q2	FY2024 Q3	FY2024 Q4	FY2024 Actual	FY2025 Target
Public facilities & Services	Physical material Checkout	104,285	109,258	24,236	24,785	28,164	27,874	105,059	115,000
	Digital Material Checkout	21,317	22,466	5,463	5,724	5,790	6,672	23,649	26,000
	Public Computer Sessions	4,911	7,197	1,531	2,005	1,771	1,948	7,255	7,400
	Kerr Regional History Center Attendance	625	682	289	306	134	146	875	700
	Library Card (Inside City Limits)	4,845	4,774	4,963	5,047	4,993	4,993	19,996	5,300
	Library Card (Kerr-Outside City Limits)	3,497	3,759	4,002	4,122	4,124	4,124	16,372	4,400
	Library Card (Non-County)	380	330	349	360	354	354	1,417	380

GENERAL FUND - GENERAL OPERATIONS

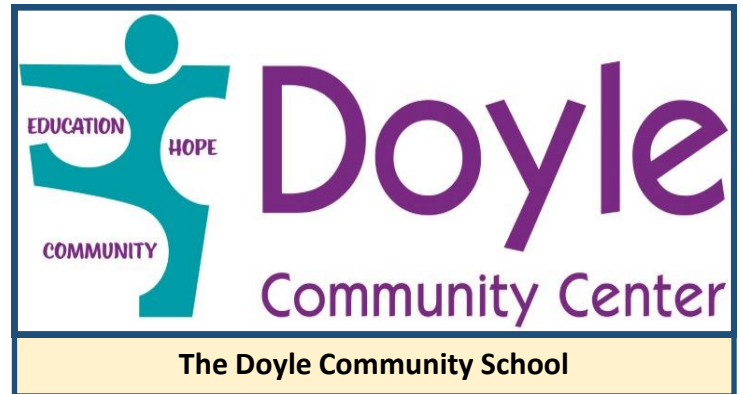
Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	3,090	(130,000)	15,700	13,604	(135,000)
Benefits	184,425	179,670	202,347	202,382	184,030
Travel and Training	37,104	37,000	29,600	24,865	40,200
Total Personnel Services	224,619	86,670	247,647	240,850	89,230
Office Supplies	4,456	4,500	4,500	5,228	4,500
Tools and Equipment	22,624	400	19,554	19,092	300
Chemical and Medical	1,858	-	-	160	150
Fuel	165	200	200	49	-
Postage and Shipping	10,613	12,500	12,500	12,525	13,000
Other Supplies	2,831	4,650	14,818	14,576	5,100
Total Supplies and Materials	42,547	22,250	51,572	51,629	23,050
Building, Structure and Land	74,181	39,500	55,025	55,594	16,990
Vehicle	336,353	344,805	344,805	345,169	287,751
Equipment	3,183	4,500	35,500	35,305	31,700
Technology	16,000	40,000	41,600	41,646	34,147
Total Maintenance and Repairs	429,718	428,805	476,930	477,715	370,588
Utilities	59,818	65,380	65,680	65,658	66,180
Professional Services	96,569	98,009	119,889	119,974	105,720
Insurance	509,132	553,311	583,311	583,517	640,000
Advertising	2,637	-	-	812	-
Lease/Rent	3,941	3,000	3,000	3,941	4,400
Joint Ventures	25,000	25,000	5,556	5,556	5,555
Total Services	697,096	744,700	777,436	779,457	821,855
Bad Debt Expense	(3,133)	-	-	1	-
Community Support	115,500	121,750	123,250	123,250	121,750
Other	20,490	295,700	32,489	31,156	269,496
Total Other Expenses	132,857	417,450	155,739	154,406	391,246
Machinery/Tools-Equipment	9,709	-	-	-	-
Total Capital Outlay	9,709	-	-	-	-
Transfer Out - Asset Replacement	-	650,000	1,400,000	1,400,000	750,000
Transfer Out - Development Services	1,192,110	198,384	210,160	210,160	306,271
Transfer Out - General CIP	-	200,000	200,000	200,000	-
Total Transfers Out	1,192,110	1,048,384	1,810,160	1,810,160	1,056,271
Total Expenditures	\$ 2,728,656	\$ 2,748,259	\$ 3,519,483	\$ 3,514,217	\$ 2,752,239

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.





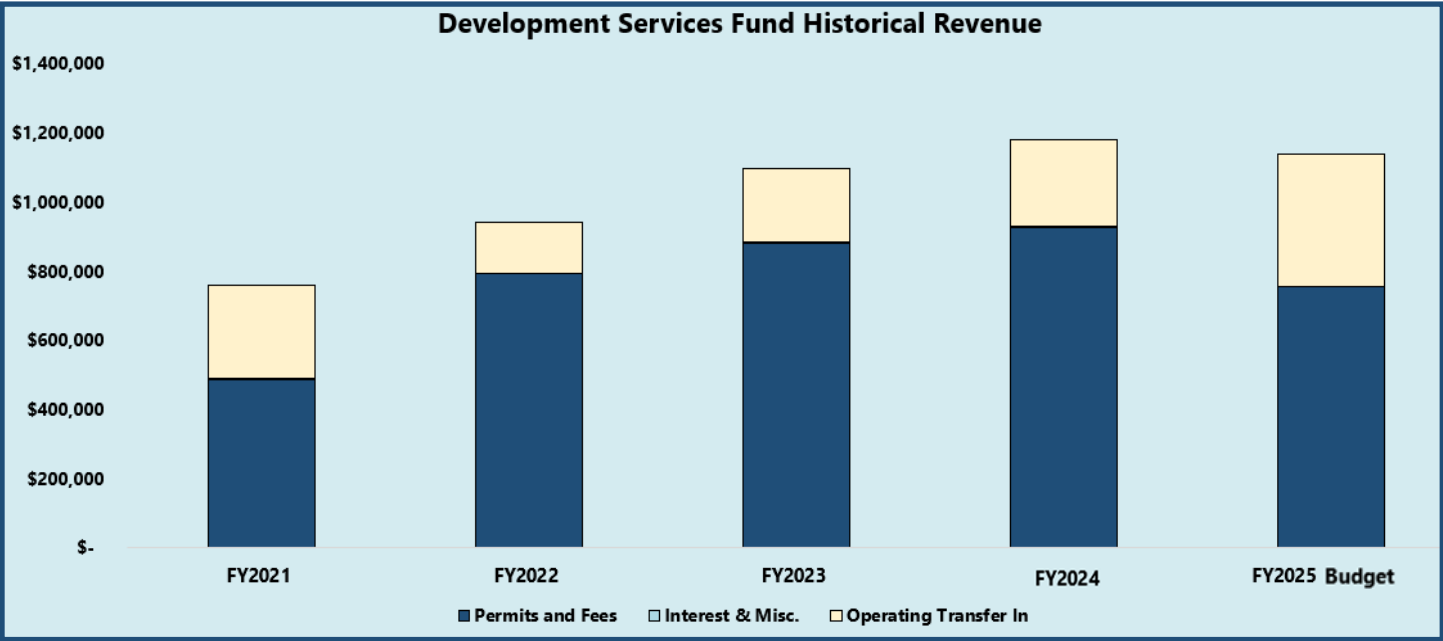
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DEVELOPMENT SERVICES FUND

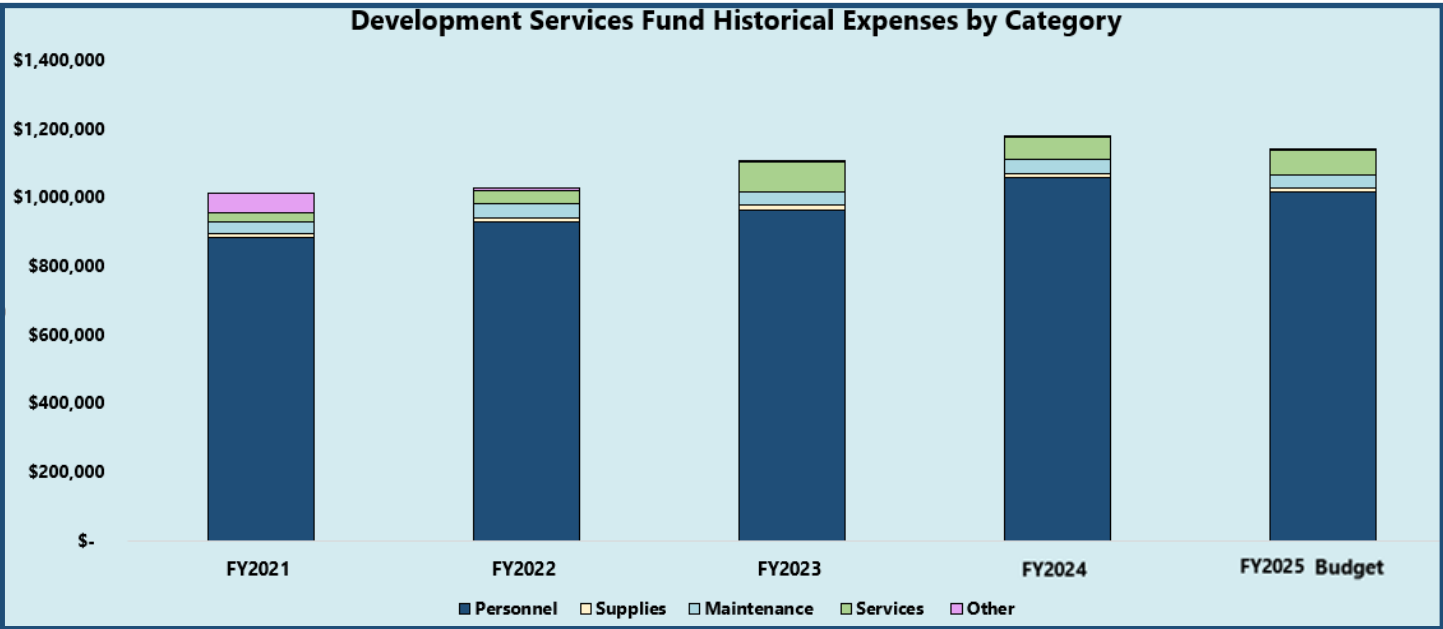
DEVELOPMENT SERVICES FUND

HISTORY

Budgeting for Development Services revenue is challenging due to the unpredictable nature of residential and commercial projects, which can vary greatly each year. External factors like geographic location, drought conditions, and economic trends also play a significant role. To forecast revenue, City staff consider these factors, along with known construction projects expected to be permitted in the coming year, and use historical data for comparison. The chart below illustrates the history of Development Services Fund Revenue.



Development Services expenses are easier for City staff to budget due to fixed costs, such as personnel, which make up the majority of the fund's expenses, as shown in the chart below.

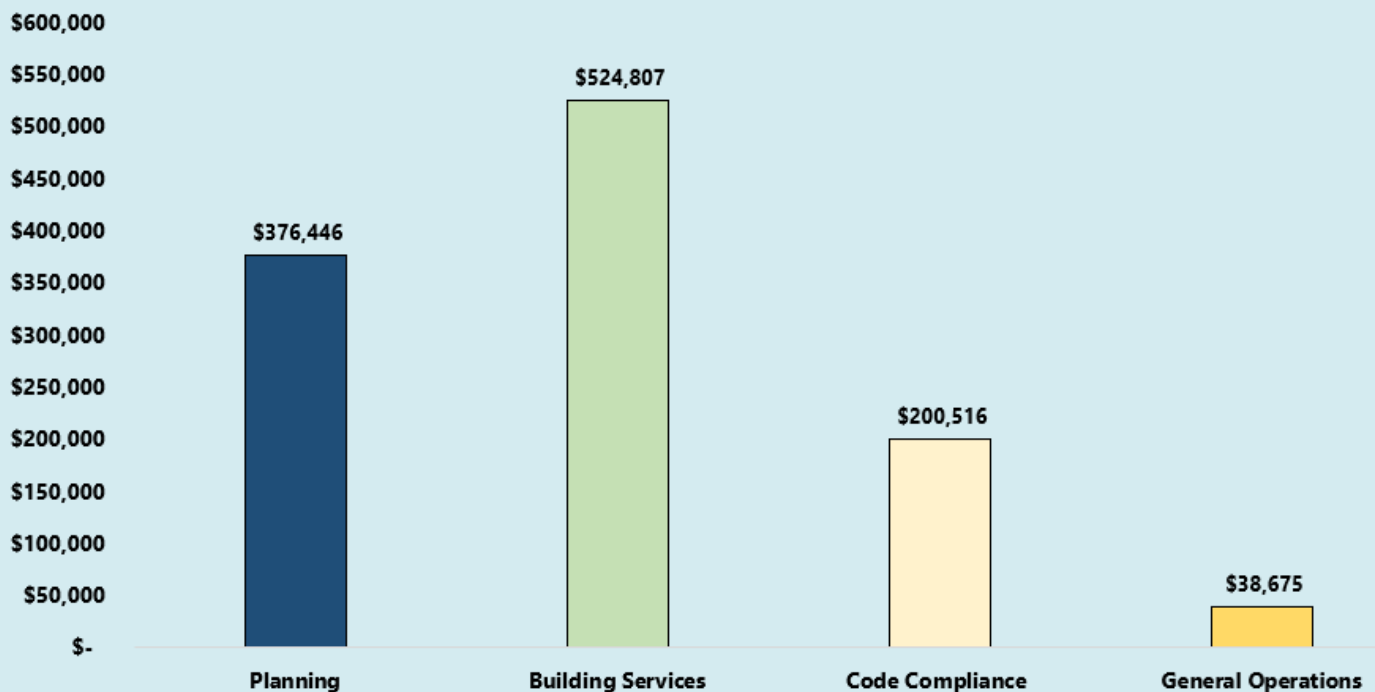


DEVELOPMENT SERVICES FUND - BUDGET

DEVELOPMENT SERVICES FUND - BUDGET SUMMARY

		FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
BEGINNING FUND BALANCE	\$	(6,857)	\$ (14,922)	\$ (14,922)	\$ (14,922)	\$ (356,622)
REVENUES						
Permits and Fees		881,748	926,648	926,648	579,948	756,605
Interest & Misc		3,943	5,000	5,000	1,981	1,000
Operating Transfer In		213,456	247,980	259,756	259,756	382,838
TOTAL REVENUES		1,099,147	1,179,629	1,191,404	841,685	1,140,443
EXPENDITURES						
Personnel		963,309	1,056,458	1,068,396	1,073,199	1,015,191
Supplies		14,610	13,180	13,782	13,173	11,134
Maintenance		39,575	41,694	39,849	38,688	39,282
Services		86,169	63,443	65,479	54,364	71,235
Other Expenses		3,551	4,854	3,898	3,961	3,601
TOTAL EXPENDITURES		1,107,213	1,179,629	1,191,404	1,183,385	1,140,443
CHANGE IN NET POSITION		(8,066)	-	-	(341,701)	-
ENDING FUND BALANCE	\$	(14,922)	\$ (14,922)	\$ (14,922)	(356,622)	\$ (356,623)

Development Services FY2025 Proposed Budget Expenditures By Department



DEVELOPMENT SERVICES FUND REVENUES

Account Name	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Contractor License	50,400	60,000	60,000	45,900	44,000
Building Permits	407,041	325,000	325,000	211,398	285,000
Electrical Permits	39,788	38,000	38,000	34,507	34,000
Plumbing And Gas Permits	32,150	37,000	37,000	25,135	30,000
Backflow Inspection Fee	-	-	-	-	15
Tear Down Permit	1,100	3,000	3,000	1,200	1,500
Zoning And Subdivision Fees	25,890	35,000	35,000	21,311	20,000
Mechanical Permits	39,454	40,000	40,000	35,090	25,000
Generator/ Solar Panel Permit	900	-	-	1,200	500
Sign Permit	3,057	500	500	3,205	-
Irrigation Permit	2,349	2,220	2,220	2,460	2,000
LP Gas Permit	1,200	2,000	2,000	150	1,000
Plan Check Fee	217,562	325,000	325,000	142,603	250,000
Health Permit - Pool	3,125	3,000	3,000	3,200	3,000
Health Permit - Mobile	3,825	2,500	2,500	4,275	4,300
Health Permit - Temporary	1,985	1,500	1,500	1,715	1,500
Health Permit - Fixed Facility	24,251	26,706	26,706	24,142	28,000
Hotel - Annual Permit	750	797	797	750	750
Health Permit - Inspection	360	200	200	320	200
Farmers Market	600	600	600	900	700
Vendor/Solicitor Permit	2,510	1,000	1,000	1,662	2,000
Group Home - Annual Permit	6,250	7,985	7,985	5,250	6,000
Group Home - Other Fees	-	140	140	75	140
Short Term Rental - New Application	10,700	2,500	2,500	1,600	1,000
Short Term Rental - Renewal	-	5,000	5,000	4,900	10,000
Interest Revenue	3,943	5,000	5,000	1,981	1,000
Administrative Fee	6,500	7,000	7,000	7,000	6,000
Total Permits and Fees	885,691	931,648	931,648	581,929	757,605
Transfer In - General Fund	192,110	198,384	210,160	210,160	306,271
Transfer In - Water Fund	21,346	49,596	49,596	49,596	76,568
Total Transfers In	213,456	247,980	259,756	259,756	382,838
Total Revenues	\$ 1,099,146	\$ 1,179,629	\$ 1,191,404	\$ 841,685	\$ 1,140,443

DEVELOPMENT SERVICES FUND - PERFORMANCE MEASURES

Development Services					
Key Priority Area	Measure	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Target
Public Facilities & Services	Total Permits Issued	2,130	2,196	2,095	2,072
	Total Commercial Permits Issued	457	556	473	492
	Total Residential Permits Issued	1,713	1,640	1,622	1,589
	Total Inspections	4,526	5,168	5,113	4,686
	Total Commercial Inspections	934	1,523	1,157	1,188
	Total Residential Inspections	3,592	3,645	3,956	3,497
	Average Plan Review Days	5.68	5.80	5.50	5.80
	% Average of Plan Review Within 10 Days	94%	92%	98%	97%
	Total Code Enforcement Cases	770	674	852	754
	Total Proactive Cases	164	113	105	150
	Total Reactive Cases	580	256	360	365
	Total Water Cases	-	305	387	346
	% of Code Enforcement Cased Complied	100%	100%	100%	100%
	Total of STR Permits Issued	-	103	111	120
	Total Health Inspections	296	372	391	341
	Average Food Rating	A	A	A	A
	Average % of Plats Approvd Within 30 Days	100%	100%	100%	100%
	Total Plats Reviewd	53	32	32	43
	Total Planning & Zoning Cases	79	32	26	42
	Total ZBA Cases	1	5	7	5

DEVELOPMENT SERVICES FUND EXPENDITURES BY DEPARTMENT

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

- Drafted a Tree Preservation Ordinance.
- Managed process for new annexations.
- Kicked off a year long effort to update the Kerrville 2050 Comprehensive Plan.
- Assisted in the development process for multiple housing projects, both single and multifamily.

Did you know?

The earliest recorded city plan dates back to 3000 BC, in the ancient city of Mohenjo-daro in present-day Pakistan. This plan featured a grid system of streets, public squares, and a sophisticated drainage system.

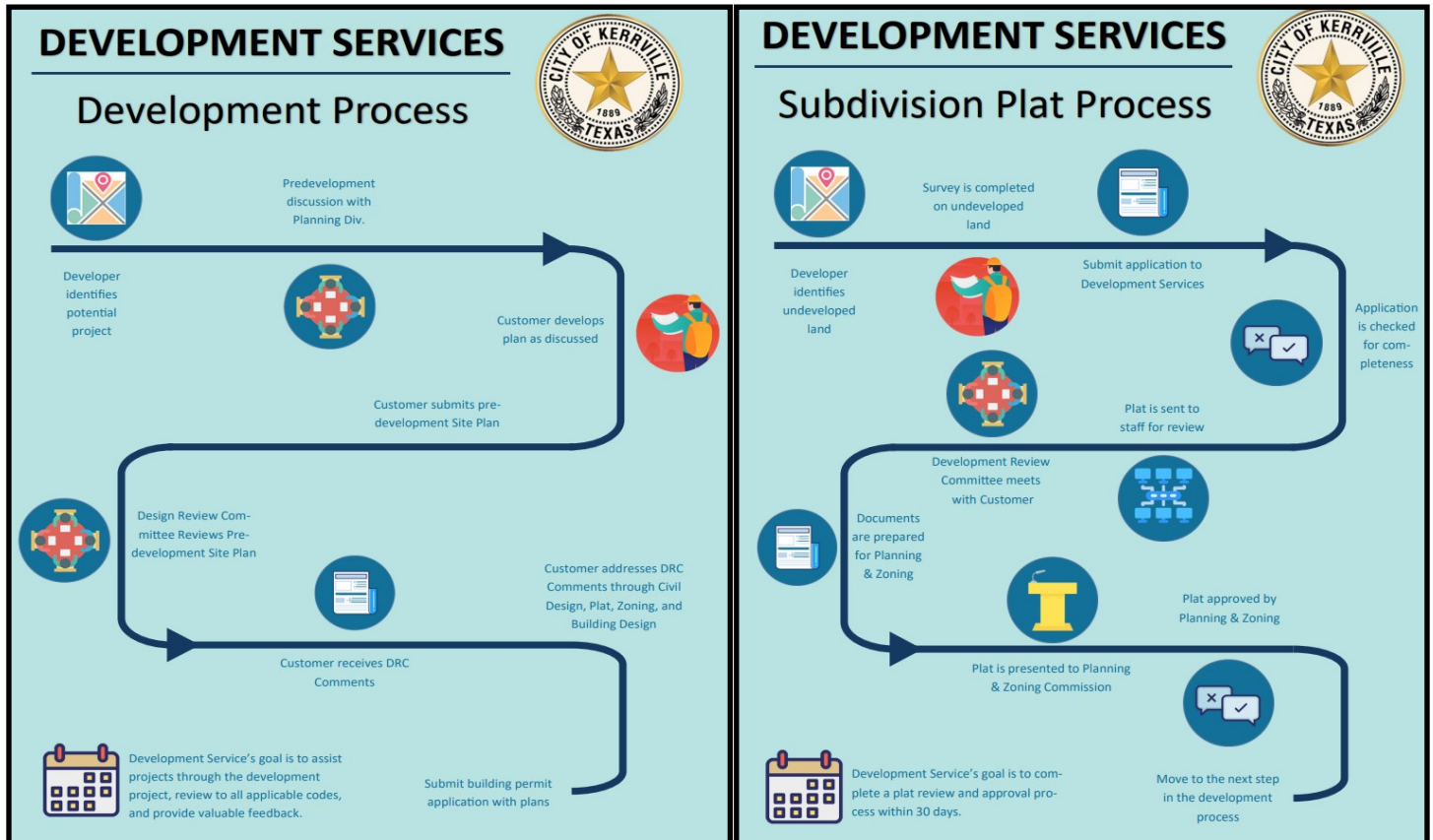
FY2025 OBJECTIVES

- Provide support for the Comprehensive Plan update
- Review potential updates to the Subdivision Code and Zoning Code
- Finalize and implement the Tree Preservation Ordinance, once adopted by the City Council
- Provide excellent customer service through enhanced community outreach
- D1: Create an engaging culture that motivates, develops, and promotes safety
- Assist staff, council, and commissions with new projects



DEVELOPMENT SERVICES FUND - PLANNING

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	242,664	261,955	262,856	265,173	279,703
Benefits	78,740	80,427	81,086	90,819	86,665
Travel and Training	2,411	2,326	2,181	1,628	3,468
Total Personnel Services	323,815	344,708	346,124	357,620	369,836
Office Supplies	354	450	196	184	400
Fuel	135	-	51	51	100
Wearing Apparel	-	160	160	122	250
Other Supplies	-	-	254	254	-
Total Supplies and Materials	489	610	661	612	750
Utilities	754	888	888	515	-
Insurance	200	100	100	100	100
Advertising	4,023	2,500	4,334	4,334	4,260
Total Services	4,976	3,488	5,322	4,949	4,360
Other	1,169	1,240	1,385	1,385	1,500
Total Other Expenses	1,169	1,240	1,385	1,385	1,500
Total Expenditures	\$ 330,450	\$ 350,046	\$ 353,491	\$ 364,566	\$ 376,446



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

- Building Services staff acquired three new certifications
- Assisted in the Public Safety Facility ongoing construction project
- Staff attended valuable education seminars as a part of their continuing education efforts

FY2025 OBJECTIVES

- Provide excellent customer service to developments of the general public
- Continue to address unsafe structures
- Enhance community outreach and education
- Assess the needs for building code amendments
- Review and update the sign code

Did you know?

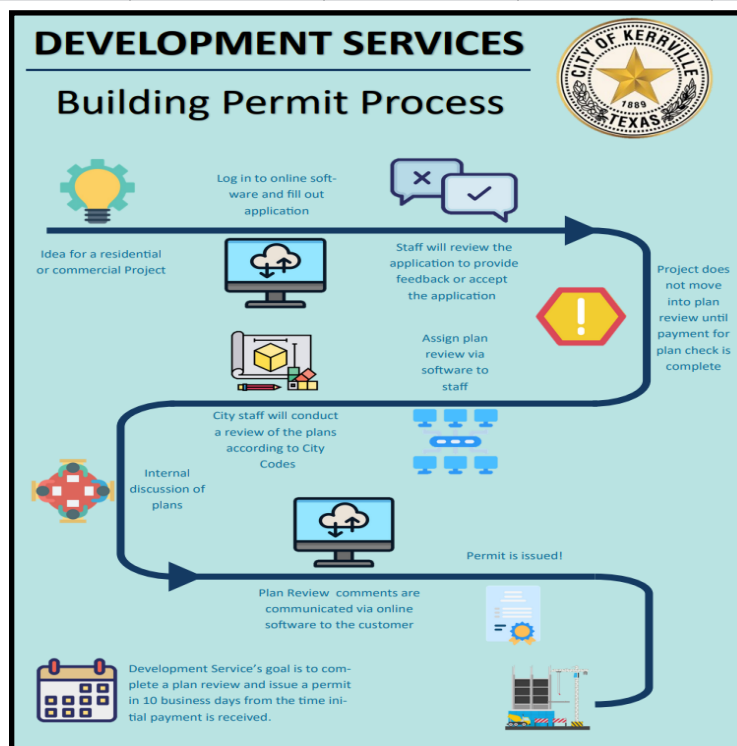
Concrete is one of the oldest building materials with evidence of its use dated back to ancient civilizations like the Romans, who even coined the term "concrete" from the Latin "concretus" meaning grown together.



City of Kerrville Building Services Team

DEVELOPMENT SERVICES FUND - BUILDING SERVICES

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	338,803	382,672	390,067	369,154	321,551
Benefits	116,954	129,783	130,339	140,446	117,108
Travel and Training	5,210	7,728	7,557	4,881	5,280
Total Personnel Services	460,967	520,182	527,962	514,481	443,939
Office Supplies	1,048	1,500	1,500	1,320	1,200
Tools and Equipment	3,510	550	390	368	250
Chemical and Medical	12	75	41	41	75
Fuel	2,508	2,665	2,665	2,707	2,700
Wearing Apparel	853	1,350	1,043	1,043	1,300
Other Supplies	1,204	1,100	2,865	2,792	100
Total Supplies and Materials	9,135	7,240	8,503	8,270	5,625
Vehicle	1,525	1,125	1,125	298	894
Technology	37,960	40,000	37,964	37,960	37,960
Other Maintenance	-	-	191	191	-
Total Maintenance and Repairs	39,485	41,125	39,280	38,449	38,853
Utilities	2,424	4,032	4,032	2,775	3,588
Professional Services	53,427	26,000	26,202	21,576	31,000
Insurance	-	300	300	200	200
Advertising	475	-	-	-	-
Total Services	56,326	30,332	30,534	24,551	34,788
Other	1,947	3,039	1,756	1,818	1,601
Total Other Expenses	1,947	3,039	1,756	1,818	1,601
Total Expenditures	\$ 567,860	\$ 601,918	\$ 608,036	\$ 587,568	\$ 524,807



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

In the last year, we:

Code Enforcement Division

- Managed 852 total enforcement cases
 - ~747 Reactive
 - ~105 Proactive
- Maintained a 99.9% voluntary code compliance
- Issued 115 Short Term Rental Permits.

Health Enforcement Division

- Completed 372 Health Inspection as of April
- Completed 53 Pool Inspections
- Issued over 20 Mobile Food Units (MFU) Permits

FY2025 OBJECTIVES

- Ensure that the community is safe, attractive, and lawful
- Increase community engagement through education and outreach programs
- Promote growth and development of staff
- Utilize social media to share updates and key code and health information

City of Kerrville Code Compliance Team



**Donna Bowyer - Code Enforcement
Officer**

and

Daryle Poe - Health Specialist

DEVELOPMENT SERVICES FUND - CODE COMPLIANCE

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	123,601	134,133	136,108	135,556	141,906
Benefits	47,514	46,285	46,574	55,333	49,354
Travel and Training	372	4,350	4,828	3,499	4,035
Total Personnel Services	171,487	184,768	187,510	194,388	195,296
Office Supplies	439	400	400	492	400
Tools and Equipment	1,033	910	452	373	600
Fuel	816	1,680	1,629	782	1,144
Wearing Apparel	368	740	637	485	740
Other Supplies	67	100	-	-	75
Total Supplies and Materials	2,723	3,830	3,118	2,132	2,959
Vehicle	90	569	569	240	429
Total Maintenance and Repairs	90	569	569	240	429
Utilities	919	1,332	1,332	942	1,332
Professional Services	-	-	-	100	-
Total Services	919	1,332	1,332	1,042	1,332
Other	434	575	758	758	500
Total Other Expenses	434	575	758	758	500
Total Expenditures	\$ 175,654	\$ 191,074	\$ 193,287	\$ 198,559	\$ 200,516

DEVELOPMENT SERVICES CODE ENFORCEMENT PROCESS



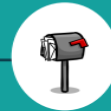
Complaint Received
All Code Enforcement cases begin when a complaint is called in or online submittal.



Case Referred to Code Enforcement Officer
Upon receipt of a complaint, the case is referred to the Code Enforcement Officer.



Inspection Conducted
The property is inspected in order to determine whether the complaint is valid and a violation exists.



Notification
If there is a violation, the owner/renter of the property is notified and is given an opportunity to abate the violation.



Follow Up of Violation
The Code Enforcement Officer will do a follow up inspection to make sure the violation has been abated.



Citation Issued
If the violation is not abated by the property owner, citations are issued to the Kerrville Municipal Court.



Court Proceeding
The parties appear in court. The case is prosecuted by the Municipal Prosecutor.



Case Disposition
Property owners who fail to correct violations are typically fined.



Case Closed
If the violation is corrected, the case is closed. If not, additional citations may be issued.

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	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Benefits	7,039	6,800	6,800	6,710	6,120
Total Personnel	7,039	6,800	6,800	6,710	6,120
Technology Equipment	462	-	-	-	-
Postage	1,800	1,500	1,500	2,160	1,800
Total Supplies and Materials	2,262	1,500	1,500	2,160	1,800
Legal Services	1,050	5,000	5,000	-	5,000
Technology Prof Services	2,001	1,815	1,815	2,001	1,815
Insurance	20,897	21,476	21,476	21,822	23,940
Total Services	23,948	28,291	28,291	23,823	30,755
Total Expenditures	\$ 33,249	\$ 36,591	\$ 36,591	\$ 32,693	\$ 38,675





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 (captured in City-owned Nimitz Lake)
 - 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

The maintenance costs associated with the City's water and wastewater systems are predominantly fixed, meaning that the system requires consistent upkeep irrespective of water consumption levels. Water consumption is significantly influenced by weather conditions, particularly rainfall. Given that 97% of the fund's revenues are generated from consumption-based services, accurately budgeting for this fund is challenging.

In FY2022, the City Council adopted an updated Water/Wastewater Master Plan to outline future infrastructure and maintenance requirements for the City's water and wastewater systems. In 2019, the City engaged New Gen Strategies and Solutions to conduct a rate study. This study recommended structural changes to the City's rates to enhance the stability of revenue and improve sustainability. The proposed changes included an increase to the base rate to create more stable revenue. While the City partially implemented these recommendations in FY2020 with conservative adjustments to the base rate, there were no rate increases in FY2021 and only moderate changes were made in FY2022, due to the COVID-19 pandemic.

In FY2023, City staff presented a future forecast for the fund, emphasizing asset sustainability and addressing inflationary pressures that significantly increased the costs of supplies and services. To promote water conservation, the City charges substantially higher volumetric fees for users with high water consumption. The extreme drought in FY2023 necessitated the implementation of strict water conservation measures, reducing water usage for irrigation and certain construction projects. This reduction in irrigation led to decreased water fund revenues in FY2023 and into FY2024.

Given the fixed nature of system costs and the growing focus on sustainability, the City has restructured its water rates to better support the system's needs now and in the future.

FIVE YEAR FORECAST

WATER FUND - FIVE YEAR FORECAST									
	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimate	FY2025 Budget	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast
BEGINNING FUND BALANCE	\$ 4,198,553	\$ 4,200,729	\$ 4,200,729	\$ 4,200,729	\$ 4,109,263	\$ 4,109,263	\$ 4,109,263	\$ 4,109,263	\$ 4,109,263
REVENUES									
Water Service	7,011,863	7,550,971	7,550,971	6,531,554	7,816,830	8,051,335	8,333,132	8,624,791	8,883,535
Sewer Service	6,496,887	6,856,655	6,856,655	6,936,727	7,783,678	8,017,188	8,297,790	8,588,213	8,845,859
Reuse Water	214,170	175,000	175,000	148,871	175,000	200,000	225,000	225,000	225,000
Waste Disposal	328,535	350,000	350,000	301,462	319,000	320,000	320,000	320,000	320,000
Taps, Meters, & Other Fees	429,285	471,800	471,800	442,619	493,540	495,000	475,000	488,000	488,000
Interest and Miscellaneous	280,911	139,500	274,500	361,867	238,917	150,000	125,000	125,000	100,000
TOTAL REVENUES	14,761,651	15,543,926	15,678,926	14,723,100	16,826,964	17,233,523	17,775,922	18,371,004	18,862,394
EXPENDITURES									
Operating Expenses									
Personnel	3,998,623	4,431,141	4,476,066	4,214,970	4,600,157	4,819,484	4,969,263	5,151,034	5,408,586
Supplies	922,440	911,280	911,280	860,028	982,713	1,004,022	1,034,142	1,065,167	1,096,522
Maintenance	1,178,231	1,197,069	1,164,271	941,264	1,163,809	1,189,489	1,225,174	1,261,929	1,312,406
Services	1,140,046	1,096,980	1,056,981	1,118,927	1,184,295	1,219,823	1,256,418	1,294,051	1,345,813
Other Expenses	77,156	338,292	378,292	65,700	386,354	397,945	400,000	412,000	424,360
Capital Outlay	152,527	144,980	177,778	172,407	148,979	160,000	175,000	180,000	185,400
Total Operating Expenses	7,469,023	8,119,742	8,164,668	7,373,296	8,466,307	8,790,763	9,059,998	9,364,180	9,773,087
Operating Transfers Out									
Street Use Fee	574,780	618,513	618,513	618,513	655,448	689,341	711,037	734,840	754,496
Admin Fee to GF	1,611,684	1,708,345	1,708,345	1,708,345	1,776,679	1,829,979	1,894,028	1,950,849	2,009,375
Development Services	21,345	49,596	49,596	49,596	76,568	76,568	76,985	80,000	82,400
Asset Replacement	825,000	500,000	500,000	517,089	750,000	650,000	650,000	650,000	650,000
Total Operating Transfers Out	3,032,809	2,876,454	2,876,454	2,893,543	3,258,694	3,245,888	3,332,050	3,415,689	3,496,271
Community Investment Plan (CIP) Transfers Out									
Capital Projects	100,000	300,000	300,000	300,000	425,000	250,000	250,000	250,000	275,000
Facility/System Replacement	-	25,000	25,000	25,000	-	200,000	200,000	200,000	200,000
Total CIP Transfer	100,000	325,000	325,000	325,000	425,000	450,000	450,000	450,000	475,000
Debt Service Transfer									
(details in Water Debt Service Summary)	4,157,643	4,222,729	4,222,729	4,222,729	4,676,963	4,746,871	4,933,872	5,141,133	5,118,036
Total Transfers Out	7,290,452	7,424,183	7,424,183	7,441,272	8,360,657	8,442,759	8,715,922	9,006,822	9,089,307
TOTAL EXPENDITURES	14,759,475	15,543,926	15,588,851	14,814,568	16,826,964	17,233,523	17,775,922	18,371,004	18,862,394
CHANGE IN NET POSITION	2,176	-	90,076	(91,466)	-	-	-	-	-
ENDING FUND BALANCE	\$ 4,200,729	\$ 4,200,729	\$ 4,290,805	\$ 4,109,263	\$ 4,109,263	\$ 4,109,263	\$ 4,109,263	\$ 4,109,263	\$ 4,109,263
CURRENT (OR ESTIMATED) CASH + RECEIVABLES	\$ 4,467,785	\$ 4,467,785	\$ 4,467,785	\$ 4,171,347	\$ 4,338,201	\$ 4,511,729	\$ 4,601,963	\$ 4,694,003	\$ 4,787,883
RESERVE %	30.3%	28.7%	28.7%	28.2%	25.8%	26.2%	25.9%	25.6%	25.4%
RESERVE TARGET (20.0%)	\$ 2,951,895	\$ 3,108,785	\$ 3,117,770	\$ 2,962,914	\$ 3,365,393	\$ 3,446,705	\$ 3,555,184	\$ 3,674,201	\$ 3,772,479

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". In anticipation of a revenue shortfall in FY2024, estimated cash and receivables was decreased to estimate future reserves. Actual cash and receivables will be updated at year-end close.



WATER FUND BUDGET SUMMARY

WATER FUND - BUDGET SUMMARY

The Water Fund is a business-type fund, which means that it operates as an individual business relying on revenues generated from the fund to cover expenses. All activities necessary to provide water and wastewater 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 FY2025 budget for the Water Fund includes **\$16.8** million in revenues and expenditures, resulting in a balanced budget. This budget anticipates having cash and current receivables on hand of **\$4.5** million at the end of FY2024, creating a reserve of **28.7%** of cash and receivables. Per the City's Financial Management Policy, the Water Fund should reserve between 15-25% of cash and receivables in fund balance. The shortfall in revenues in FY2024 due to strict water conservation stages reduced cash and receivables, which reduced the fund balance.

Variance analysis on notable changes to FY2025 revenues and expenses compared to the FY2024 budget is as follows:

1. Revenues - up **8.3%** over FY2024 original budget. The Water Fund's two largest revenue sources (Water Service and Sewer Service) are proposed to increase **3.5%** and **13.5%** compared to FY2024. Smaller categories such as waste disposal, sale of taps, meters, and other fees also contribute to revenues. Changes to the tiered rate structure included an increase to the base rate in addition to increases to some of the volumetric tiers. The increase to the base rate will help stabilize water revenues in periods of extreme conservation. In turn, this will increase sustainability for the fund and allow better future planning. Interest and miscellaneous revenue for FY2025 is proposed at **\$238,917** compared to **\$139,500** in FY2024 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 **3.8%** or **\$169K** over FY2024 original budget. The FY2025 proposed budget includes a **3%** average merit increase for all general government employees (which includes Water Fund employees). Personnel also includes other benefits such as retirement and professional development expenses. This increase is a smaller percentage than the General Fund because the Water Fund has fewer employees, had two tenured employee retirements in FY2024, and has had higher than normal turnover since COVID-19.
3. Supplies - up **7.8%** over FY2024 original budget due to increases in cost of items such as chemicals, pipe and other infrastructure supplies.
4. Maintenance - down **2.8%** or **\$33K** compared to FY2024 original budget. FY2025 includes the annual expense for the replacement of Granular Activated Carbon (GAC) at the Water Production plant, at a cost of **\$206K**. 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 **12.6%** or **\$936K** compared to the FY2024 Original Budget. This increase is attributed to the strategic planning efforts of the City Council and staff, aimed at establishing a sustainable future for the Water Fund. Emphasizing the maintenance of current water fund assets and planning for future replacement, the City Council and staff have directed an increase in transfers to the Community Investment Plan (CIP) and the Water Fund Asset Replacement Fund. Additionally, City staff have established a separate fund to plan for the future replacement of facilities and infrastructure for the Water Fund.

WATER FUND - BUDGET SUMMARY

WATER FUND - BUDGET SUMMARY					
	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
BEGINNING FUND BALANCE	\$ 4,198,553	\$ 4,200,729	\$ 4,200,729	\$ 4,200,729	\$ 4,109,263
REVENUES					
Water Service	7,011,863	7,550,971	7,550,971	6,531,554	7,811,830
Sewer Service	6,496,887	6,856,655	6,856,655	6,936,727	7,783,678
Reuse Water	214,170	175,000	175,000	148,871	175,000
Waste Disposal	328,535	350,000	350,000	301,462	319,000
Taps, Meters, & Other Fees	429,285	471,800	471,800	442,620	498,540
Interest and Miscellaneous	280,911	139,500	274,500	361,867	238,917
TOTAL REVENUES	\$ 14,761,651	\$ 15,543,926	\$ 15,678,926	\$ 14,723,100	\$ 16,826,964
EXPENDITURES					
Personnel	3,998,623	4,431,141	4,496,301	4,214,970	4,600,157
Supplies	922,440	911,280	923,982	860,028	982,713
Maintenance	1,178,231	1,197,069	1,131,726	941,264	1,163,809
Services	1,140,046	1,096,980	1,187,050	1,118,927	1,184,295
Other Expenses	77,156	338,292	222,830	65,699	386,354
Capital	152,527	144,980	202,778	172,407	148,979
Operating Transfers Out	7,290,452	7,424,183	7,424,183	7,441,272	8,360,657
TOTAL EXPENDITURES	\$ 14,759,475	\$ 15,543,926	\$ 15,588,850	\$ 14,814,568	\$ 16,826,964
CHANGE IN NET POSITION	2,176	-	90,077	(91,466)	-
ENDING FUND BALANCE	\$ 4,200,729	\$ 4,200,729	\$ 4,290,807	\$ 4,109,263	\$ 4,290,807
CASH + RECEIVABLES	\$ 4,467,785	\$ 4,195,627	\$ 4,195,627	\$ 4,171,347	\$ 4,338,201
FUND BALANCE RESERVE %	30.3%	27.0%	26.9%	28.2%	25.8%
RESERVE TARGET	\$ 2,951,895	\$ 3,108,785	\$ 3,117,770	\$ 2,962,914	\$ 3,365,393

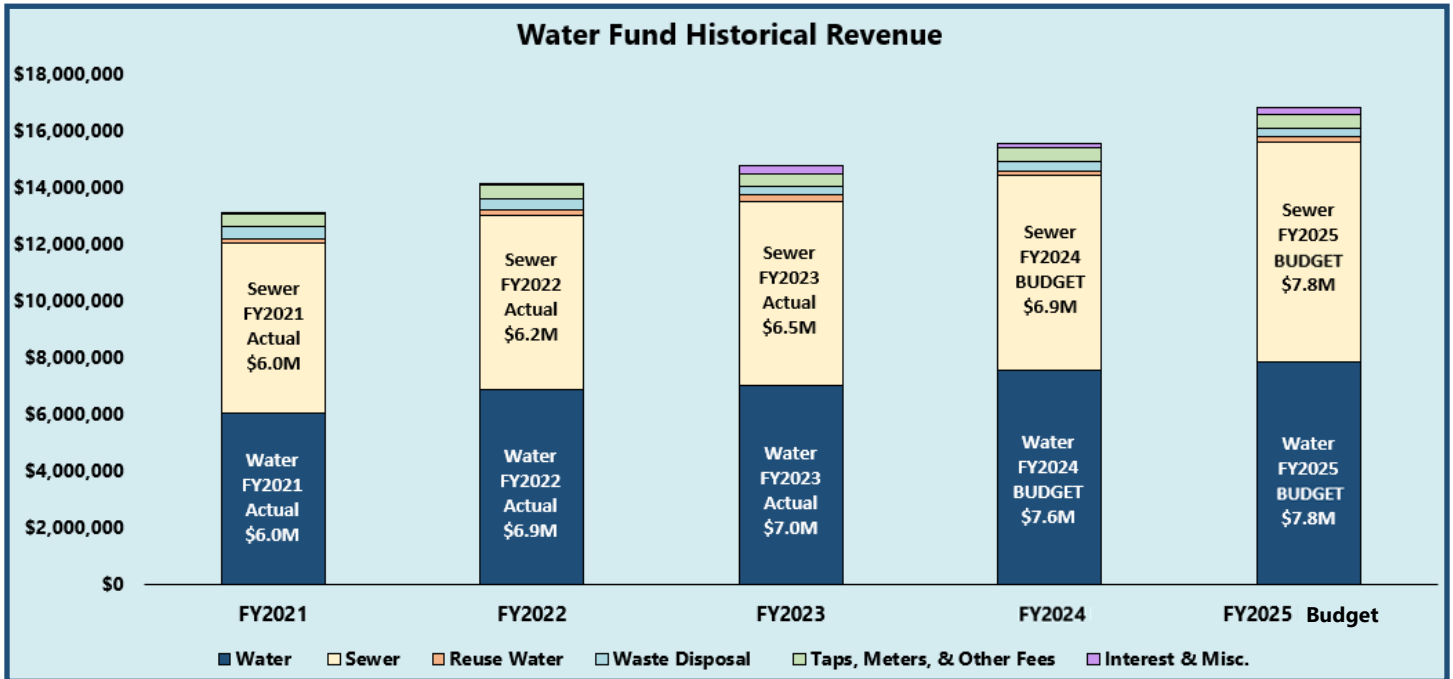
BEYOND TOMORROW



WATER FUND REVENUES

WATER FUND - REVENUES

Water Fund revenues have increased, over time, due to residential and commercial growth within the community and rate increases necessitated by inflationary pressures on fund expenses beginning in FY2022. The following chart shows Water Fund historical revenues. The Water Fund is heavily impacted by inflation due to the high percentage of petroleum based supplies used to maintain the water/wastewater system such as gasoline, pipe, meters, chemicals, etc.



BEYOND TOMORROW

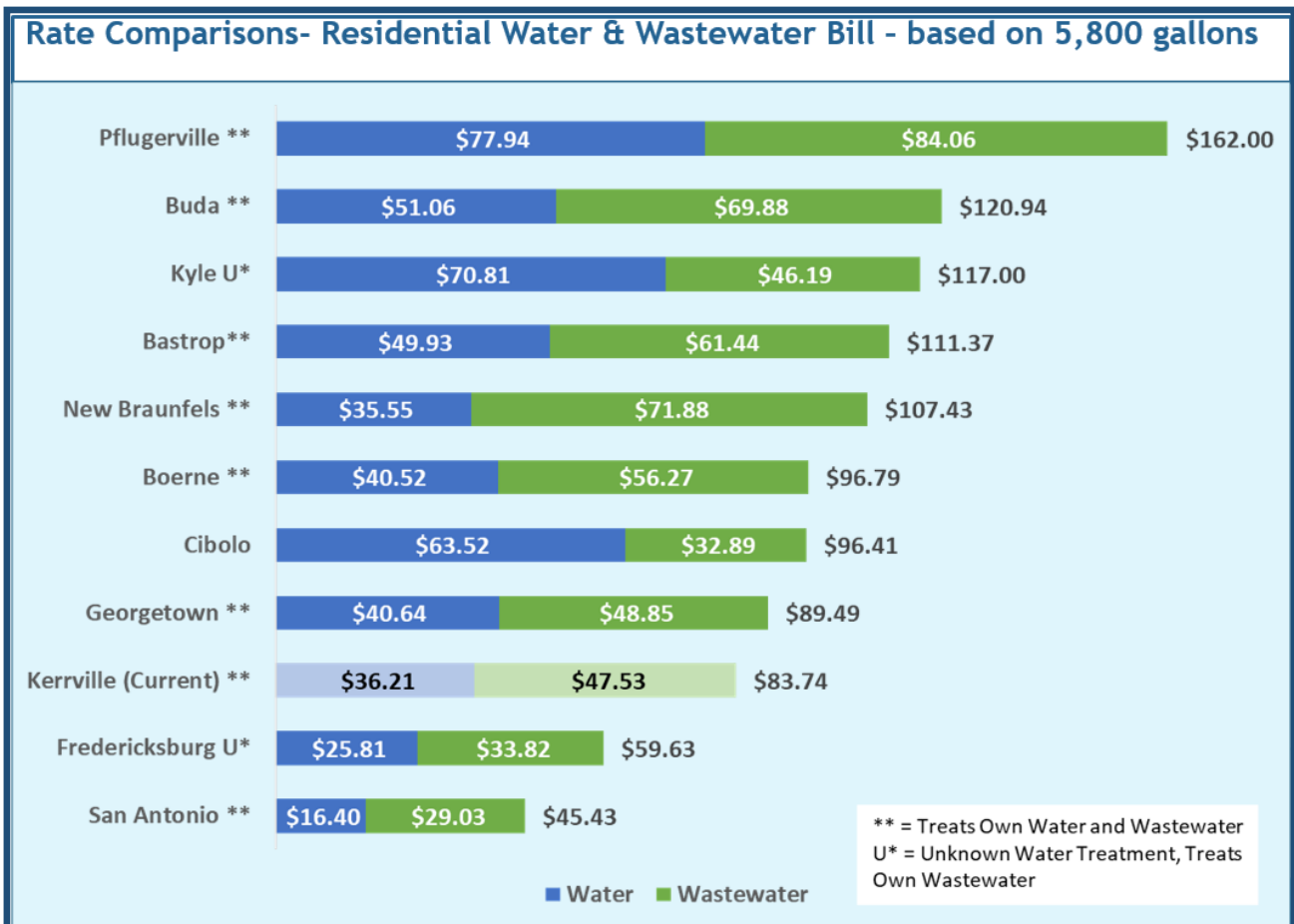
WATER FUND - REVENUES

The extreme drought onset in FY2023 and continuing to the present created a need for the City to implement strict water conservation measures. With the City's low base rate and low volumetric cost of water within average customer tiers, water revenues have been heavily impacted. In a regular rainfall year, irrigation revenues account for more than 30% of the water consumption and revenues. Although the City has historically charged much higher prices for higher volume users to encourage conservation, during drought periods when irrigation is very heavily restricted, irrigation revenue is lost, which has an impact on revenues of the overall fund.

Because revenues generated from sewer (wastewater) are more stable due to the consistent monthly bill, this revenue source is much easier to budget. Residential sewer averaging determines the annual household (and apartment) sewer billing. Annual residential sewer bills are the same each month and modified each April using the average consumption during the months of December, January, and February when most citizens are not irrigating. This method makes it easier for both citizens and the City to budget. It also allows citizens to use water for irrigation on their residential meter without being penalized on their cost of wastewater.

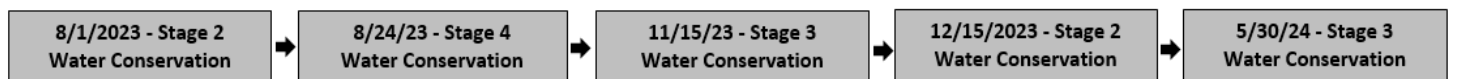
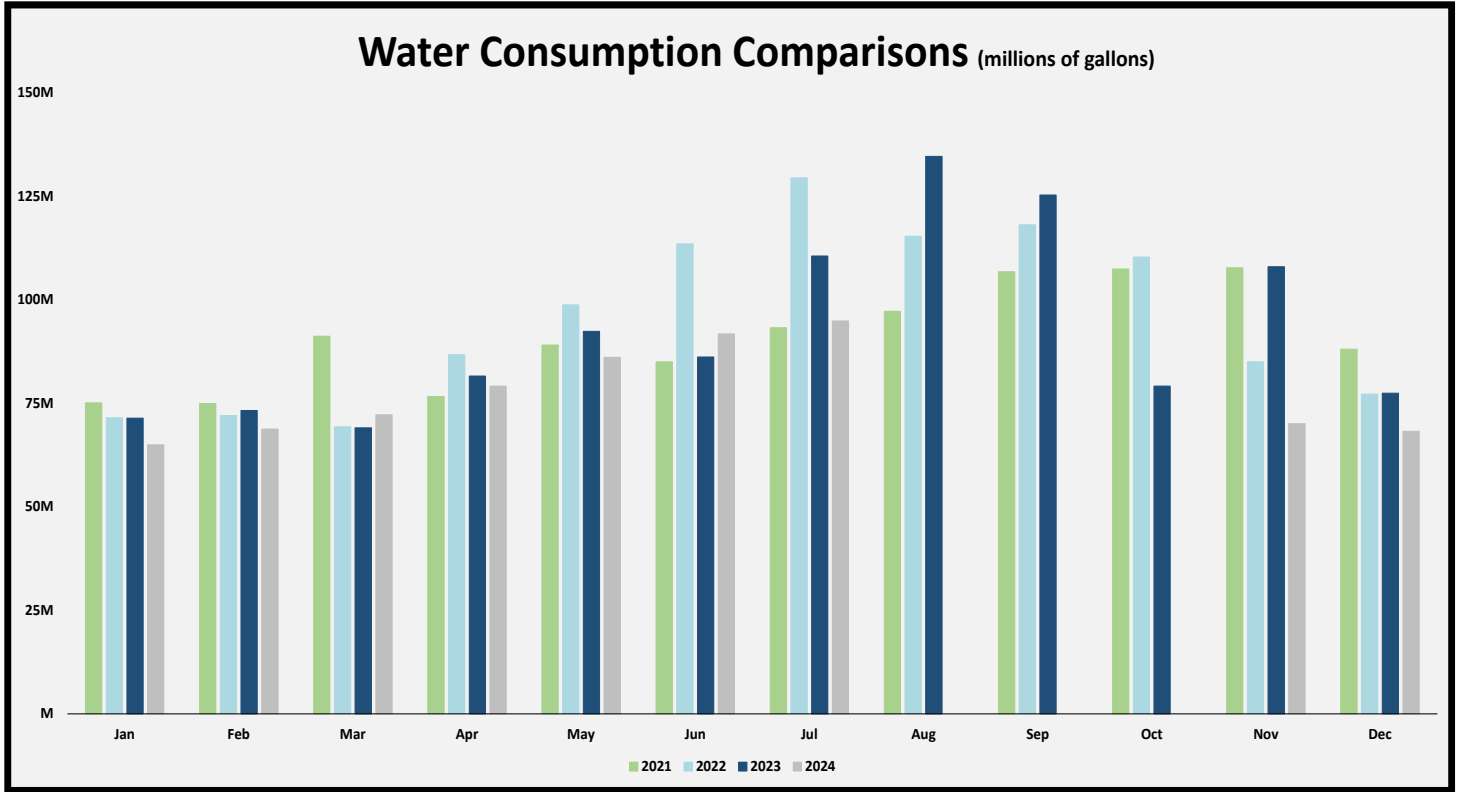
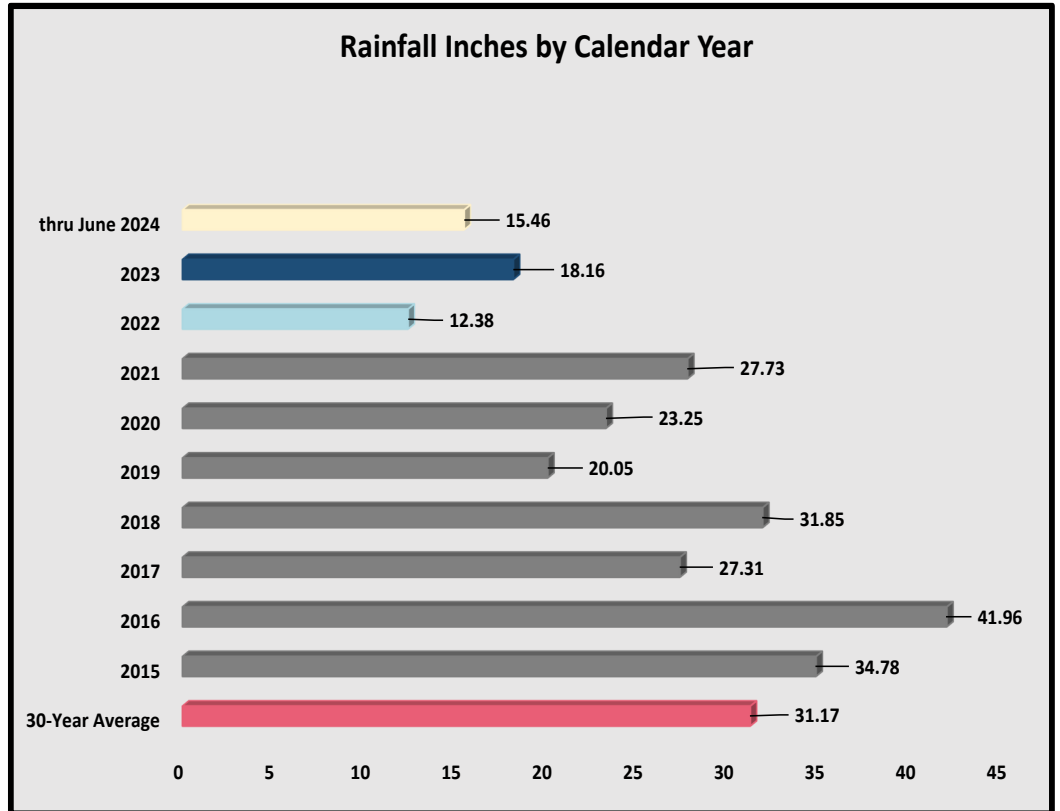
Increases for FY2025 include an increase to the base rates for both water and wastewater as well as increases to some volumetric tiers. Residential users receive 1,000 gallons in the base rate for both water consumption and wastewater averaging cost. This protects customers who use fewer than 1,000 gallons of water each month from being charged more than the base rate, and makes monthly bills for those customers consistent each month. Higher volumetric increases were imposed on heavier users to encourage water conservation.

The graph below shows comparisons of other municipal rates within Kerrville's region. Based on 5,800 gallons of consumption, Kerrville's total bill is currently the third lowest in the region.



WATER FUND - REVENUES

The 30-year rainfall average through December 2021 was 27.73". Calendar year 2022, 2023, and 2024, have fallen well behind the average. Due to prolonged drought conditions, the City of Kerrville activated multiple water conservation stage restrictions beginning in August 2023 and continuing to the present. The water stage restraints drastically reduced water consumption, as intended. As of August 2024 data shows an average 7% consumption decrease compared to an average of the last 3 years. The reduction in consumption correlates to the shortfall in water revenue in FY2024.



WATER FUND - REVENUES

FY2025 RATES

Residential Water Rate Comparison

Tier	Current Rate	Proposed Rate	\$ Increase	# Residential Accounts (Jun 2024)	% Residential Accounts (Jun 2024)
Base Rate (includes 1,000 gallons)	\$19.36 per account	\$24.20 per account	\$4.84 per account	8,665	100%
0-1,000 gallons	\$0.00 per 1,000 gallons	\$0.00 per 1,000 gallons	\$0.00 per 1,000 gallons	1,140	13.2%
1,001-6,000 gallons	\$3.51 per 1,000 gallons	\$3.51 per 1,000 gallons	\$0.00 per 1,000 gallons	4,862	56.1%
6,001-15,000 gallons	\$4.70 per 1,000 gallons	\$4.74 per 1,000 gallons	\$0.05 per 1,000 gallons	1,882	21.7%
15,001-25,000 gallons	\$6.04 per 1,000 gallons	\$6.22 per 1,000 gallons	\$0.18 per 1,000 gallons	437	5.0%
25,001-50,000 gallons	\$7.55 per 1,000 gallons	\$7.93 per 1,000 gallons	\$0.38 per 1,000 gallons	250	2.9%
50,000 gallons and up	\$9.42 per 1,000 gallons	\$10.37 per 1,000 gallons	\$0.94 per 1,000 gallons	94	1.1%

Residential Wastewater Rate Comparison

Rate Type	Current Rate	Proposed Rate	\$ Increase
Monthly Account Fee (plus)	\$18.15 per account	\$22.69 per account	\$4.54 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	\$6.12 per 1,000 gallons	\$6.30 per 1,000 gallons	\$0.18 per 1,000 gallons

Water & Sewer Combined Rates Monthly Bill Comparison

Gallons	Current	Proposed FY25	\$ Monthly	\$ Annually
1,000	\$ 37.51	\$ 46.89	\$ 9.38	\$ 112.56
2,000	\$ 46.85	\$ 56.71	\$ 9.86	\$ 118.32
3,000	\$ 56.19	\$ 66.53	\$ 10.34	\$ 124.08
4,000	\$ 65.53	\$ 76.35	\$ 10.82	\$ 129.84
5,000	\$ 74.87	\$ 85.84	\$ 10.97	\$ 131.64
6,000	\$ 84.21	\$ 95.99	\$ 11.78	\$ 141.36
7,000	\$ 94.69	\$ 107.04	\$ 12.35	\$ 148.20
8,000	\$ 105.17	\$ 118.09	\$ 12.92	\$ 155.04
9,000	\$ 115.65	\$ 129.14	\$ 13.49	\$ 161.88
10,000	\$ 126.13	\$ 140.19	\$ 14.06	\$ 168.72
15,000	\$ 178.53	\$ 195.44	\$ 16.91	\$ 202.92
20,000	\$ 237.28	\$ 258.09	\$ 20.81	\$ 249.72
25,000	\$ 296.03	\$ 320.74	\$ 24.71	\$ 296.52
30,000	\$ 362.18	\$ 391.94	\$ 29.76	\$ 357.12
40,000	\$ 494.48	\$ 534.34	\$ 39.86	\$ 478.32
50,000	\$ 626.78	\$ 676.74	\$ 49.96	\$ 599.52
60,000	\$ 777.48	\$ 843.54	\$ 66.06	\$ 792.72

Residential Water and Wastewater rates are depicted here, as residential customers make up the vast majority of the utility billing accounts.

Please visit the FY2025 fee schedule to find other categorical utility billing rates, i.e., Commercial, Irrigation, Reuse and Fire Hydrants.

Per the FY2024 sewer averaging period, the average household consumes approximately 5,000 gallons of water per month.

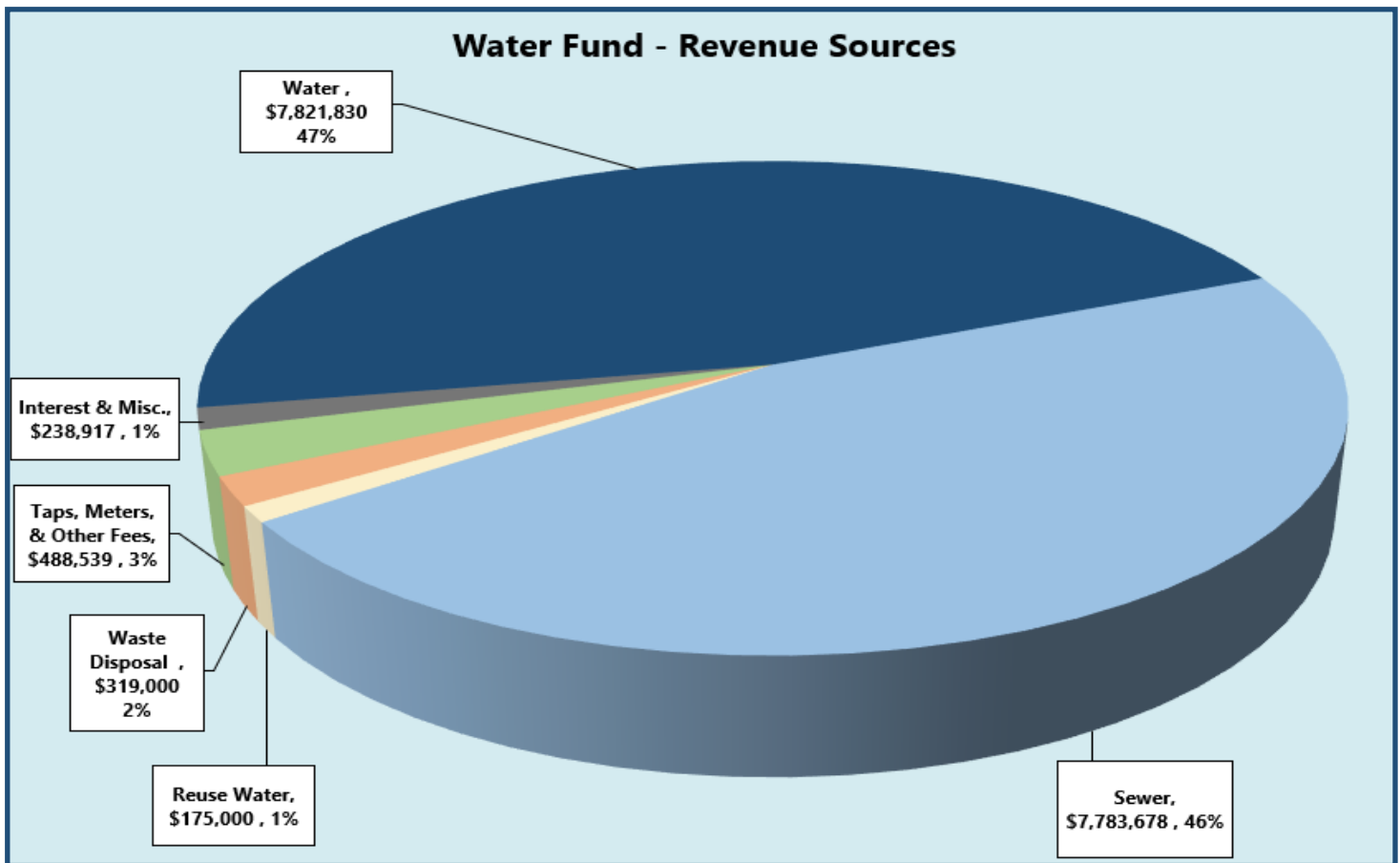
Average Household Consumption

WATER FUND - REVENUES

WATER FUND REVENUES

FY2025 Water Fund revenues are budgeted at \$16,826,964 which is an 8% increase over FY2024. Water Sales, comprise 47% of the total revenue followed by Sewer Services at 46%. 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 budgeted 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. This fund was heavily impacted by inflation, beginning mid-2022. This fund utilizes many petroleum based products such as chemicals, pipe, etc. Many of these items so increases of between 25-40% over the first few years. Inflationary pressures played a large part in the necessary increase in revenues in this fund.



WATER FUND REVENUES BY LINE ITEM

WATER FUND - REVENUES

REVENUES BY LINE ITEM

Account Name	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Backflow Inspection Fee	7,837	5,000	5,000	9,525	5,000
Manifest Books	1,152	1,000	1,000	1,145	1,000
Water Service	7,011,863	7,550,971	7,550,971	6,531,554	7,816,830
Reuse Water Sales	214,170	175,000	175,000	148,871	175,000
Water Taps	77,821	97,750	97,750	56,713	89,000
Sewer Service	6,496,887	6,856,655	6,856,655	6,936,727	7,783,678
Sewer Taps	17,215	42,000	42,000	22,706	33,640
Waste Disposal	328,535	350,000	350,000	301,462	319,000
Sale of Meters	62,735	53,000	53,000	84,032	95,000
Requested Service/Repair	18,943	24,000	24,000	14,951	21,200
Water Sample Test	20,753	25,000	25,000	26,626	26,000
Wastewater Sample Test	129	3,000	3,000	152	-
Capacity Analysis	800	-	-	-	-
Service Charge	49,042	54,050	54,050	59,638	55,700
New Account Fee	41,070	40,000	40,000	41,205	41,000
Late Fee / Penalty	131,789	127,000	127,000	125,926	126,000
Total Services	14,480,740	15,404,426	15,404,426	14,361,232	16,588,048
Returned Item Fee	5,722	4,500	4,500	5,820	6,100
Sale of Scrap Metal	-	-	-	267	-
Interest Revenue	273,008	130,000	265,000	354,122	230,217
Miscellaneous Revenue	2,181	5,000	5,000	1,658	2,600
Total Interest and Miscellaneous	280,911	139,500	274,500	361,867	238,917
Total Revenues	\$ 14,761,651	\$ 15,543,926	\$ 15,678,926	\$ 14,723,100	\$ 16,826,964

Notable Descriptions:

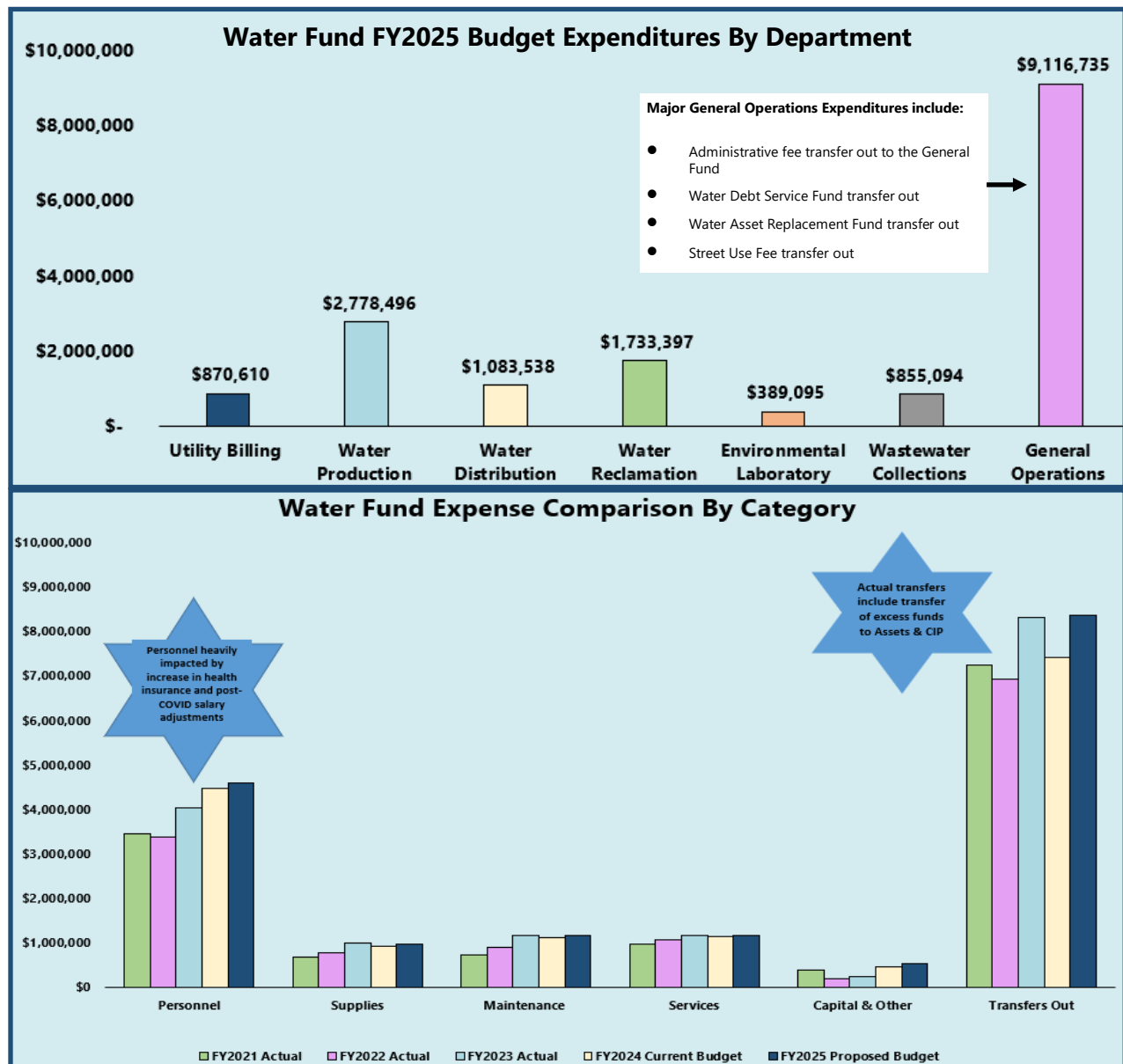
- Waste Disposal - The Wastewater Plant allows dumping of septage by septic hauling and portable toilet companies in order to ensure proper waste disposal of this type of sewage. These customers are billed monthly through the Utility Billing Department.
- Sale of Meters - Customers/developers purchase 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), Environmental 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. Although Transfers Out are much higher than individual department expenses, it is important to note that for financial reporting purposes the Water Debt Service Fund, Water Asset Replacement Fund, and Water Capital Projects Funds are included in the overall Water Fund. These individual funds, while supported by the Water Fund are displayed separately for budgeting purposes for increased transparency. Visit the "Other Funds" section of this document to view details related to expenses of these funds.



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
- **Customer Service:** Responsible for providing reception services for City Hall by routing calls and visitors to appropriate locations, supporting utility and garbage customers, managing incoming and outgoing mail, providing seasonal information about the City

DEPARTMENT ACCOMPLISHMENTS

- Updated and replaced outdated curb stops and aging meter infrastructure
- Maintained same day turn around time for 80% of customer calls and less than 3 days remaining 20%
- Completed 3 Texas Municipal League safety courses
- Completed lifesaving course offered by Kerrville Fire - EMS
- Assisted the Streets and Parks Department during the Total Solar Eclipse Event
- Implemented vehicle safety protocols for all drivers and weekly "tailgate talks" to increase safety measures
- Increased electronic billing by 3%, saving money on printing & postage
- Completed installation of data collectors for AMI Project
- Increased bank draft payments by 8%

FY2025 OBJECTIVES

- Continue to maintain and upgrade infrastructure through consistent meter maintenance processes
- Continue to increase the number of e-bills and automatic payments to reduce costs
- Reduce utility bad debt balance
- Cross-train employees for better customer service and efficiency
- Increase bank draft payments / reduce credit card payments in order to save citizens money



Advanced Metering Infrastructure (AMI)

WATER FUND - UTILITY BILLING

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	365,749	398,887	394,941	393,624	422,780
Benefits	133,070	160,219	161,105	155,197	167,105
Travel and Training	2,195	2,863	2,863	583	3,078
Total Personnel Services	501,014	561,969	558,909	549,404	592,963
Office Supplies	1,701	2,070	2,070	2,072	1,900
Tools and Equipment	3,799	5,195	5,195	2,782	5,150
Chemical and Medical	244	200	200	184	535
Fuel	5,462	6,052	6,052	5,073	5,539
Wearing Apparel	3,246	3,868	3,868	3,323	4,165
Postage and Shipping	36,760	42,000	38,400	38,302	45,660
Other Supplies	1,661	1,975	1,975	1,786	1,900
Total Supplies and Materials	52,872	61,360	57,760	53,523	64,849
Vehicle Maintenance	4,385	2,866	4,866	4,514	2,544
Equipment Maintenance	6,313	11,281	11,281	11,278	12,442
Technology Equipment Maintenance	20,731	17,209	21,809	21,665	24,118
Water System Maintenance	66,626	75,000	65,000	64,702	85,000
Total Maintenance and Repairs	98,054	106,357	102,957	102,159	124,103
Utilities	3,714	5,244	5,244	3,517	4,500
Professional Services	11,881	14,721	14,721	11,919	13,270
Insurance	775	775	775	792	675
Total Services	16,370	20,740	20,740	16,228	18,445
Bad Debt	7,723	15,000	7,000	-	10,000
Other	193	250	250	43	250
Total Other Expenses	7,917	15,250	7,250	43	10,250
Water System	55,623	52,000	77,000	77,034	60,000
Total Capital Outlay	55,623	52,000	77,000	77,034	60,000
Total Expenditures	\$ 731,850	\$ 817,675	\$ 824,616	\$ 798,390	\$ 870,610

Utility Billing contracts with a third-party to resolve and collect bad debt. A 20% fee is charged to the City on the amount collected. The Utility Billing staff focuses heavily on in-house collection practices and remedy of delinquent accounts prior to submitting to the agency. Due to this process, bad debt accounts have decreased allowing for savings in budgeted collection fees.

Capital Outlay in this department consists of expenses related to components of new meters and other infrastructure added to the water system. The City is currently experiencing growth with new developments that will require infrastructural elements. 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	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Target
Public Facilities & Services	E-Bills (%)	43%	45%	47%	48%
	Total Number of Bills Generated	N/A	N/A	127,906	137,755
	AMI Service Orders Completed	1,575	747	2,676	N/A
	Total Service Orders Completed	11,699	16,210	10,900	N/A
	In-Office Payments Received	39,692	35,369	33,747	34,000
	Bank Draft Payments Received	32,833	35,942	38,865	40,000
	Online & App Payments Received	18,242	18,300	19,383	18,500
	Online Autopay Received	24,394	25,261	26,119	24,000
	Phone System (IVR) Payments Received	6,192	6,302	6,045	6,000
	Text-to-Pay Payments Received	770	1,505	1,784	1,600

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 Plant located at 1000 Thompson Dr.

DEPARTMENT ACCOMPLISHMENTS

- Replaced Granular Activated Carbon media in all four vessels to better filter water
- Made repairs to filter gallery and added media
- Replaced HVAC unit at the sewage treatment plant
- Updated SWTP-1 Raw Flow Control Valve
- Replaced heater in Membrane Unit

FY2025 OBJECTIVES

- Replace check valves on Stadium pumps
- Replace piping and make other modifications to Methodist well and tank
- Change out Granular Activated Carbon (GAC) pumps
- Replace units of GAC media
- Rehab H Street Well
- Assess condition of all transducers for wells
- Replace check valves on Stadium pumps
- Transition Kerrville Schreiner Park from well to City's water system
- Repair/replace tank level sight gauges
- Continue to use Asset Essential Solutions Software, to better help track city asset conditions and create alerts about preventative maintenance.

WATER FUND - WATER PRODUCTION

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	1,005,826	1,032,479	1,044,277	1,063,915	1,039,001
Benefits	330,890	346,430	348,159	367,010	348,744
Travel and Training	10,901	12,568	17,568	13,982	12,958
Total Personnel Services	1,347,617	1,391,477	1,410,003	1,444,908	1,400,703
Office Supplies	1,809	2,270	5,270	5,152	2,470
Tools and Equipment	26,839	21,850	20,550	13,405	33,900
Chemical and Medical	268,042	250,300	270,300	281,952	297,256
Fuel	9,940	10,315	10,315	10,366	10,675
Wearing Apparel	6,363	9,071	11,271	10,054	10,047
Postage and Shipping	3,408	1,850	4,850	3,282	3,850
Other Supplies	6,370	7,354	9,454	7,673	8,300
Total Supplies and Materials	322,772	303,010	332,010	331,885	366,498
Building, Structure, Land Maintenance	3,582	14,020	9,920	8,460	16,550
Vehicle Maintenance	4,252	5,672	9,672	5,583	4,600
Equipment Maintenance	77,545	117,120	78,820	61,058	110,620
Technology Equipment Maintenance	9,689	5,785	12,785	9,446	6,833
Street Maintenance	499,052	-	-	-	-
Water System Maintenance	2,143	398,389	339,391	272,975	380,000
Wastewater System Maintenance	-	1,000	1,000	-	1,000
Total Maintenance and Repairs	596,263	541,986	451,588	357,522	519,603
Utilities	408,355	371,032	371,232	350,735	414,207
Professional Services	46,863	39,475	46,575	27,939	31,975
Advertising	1,543	1,900	1,900	-	1,500
Lease / Rent	742	1,900	1,900	462	1,000
Total Services	457,503	414,307	421,607	379,135	448,682
Other	40,819	44,306	44,306	40,260	43,010
Total Other Expenses	40,819	44,306	44,306	40,260	43,010
Buildings and Structures	13,500	-	-	-	-
Machinery, Tools and Equipment	-	-	32,798	32,798	-
Total Capital Outlay	13,500	-	32,798	32,798	-
Total Expenditures	\$2,778,473	\$ 2,695,086	\$ 2,692,312	\$ 2,586,506	\$ 2,778,496

- Chemicals continue to experience price increases which began mid-year FY2022.
- Water System Maintenance includes the annual expense of replacing the Granular Activated Carbon (GAC) in two of the four tanks. This is the third year that this large expense has been included in the operational budget. Reductions in other maintenance areas allowed for a small reduction in the FY2025 budget.

WATER FUND - WATER PRODUCTION

PERFORMANCE MEASURES

Water Production					
Key Priority Area	Measure	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Target
Water, Wastewater, & Drainage	Total Water to Distribution in millions gallons (MG)	1,291	1,316	1,375	1,300
	Ground Water to Distribution (MG)	267	167	199	200
	Percent of Ground Water Permit Remaining (MG)	23	14	16	15
	Surface Water stored in the ASR System (MG)	958	3,567	953	950
	Raw Surface Water Diverted from River (MG)	1,039	1,181	1,246	1,200
	Percent of Surface Water Permit Remaining (MG)	61%	70%	63	61
	Customer Service Calls	111	126	115	120

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 developments.

DEPARTMENT RESPONSIBILITIES

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

DEPARTMENT ACCOMPLISHMENTS

In the last year, we:

- Installed 800 ft. of new water main to better serve our community.
- Completed an average of 240 line locates monthly within the 48 hour requirement, and 2 hour time frame for all emergency locates,
- Completed total of 3,709 work orders.
- Inspected and performed maintenance on 996 fire hydrants and 560 control valves throughout the city.
- Worked diligently with citizens to resolve water and wastewater issues.

FY2025 OBJECTIVES

Key Priority Area: Water, Wastewater & Drainage:

- Assist PARD with installing new water lines at the city park in an effort to provide a better quality of water to that facility.
- Continue to work with IT to keep the GIS utility map updated and as accurate as possible.
- Develop procedures to better prepare the community during extreme weather occurrences.
- Coordinate with the Streets division to inspect existing utilities before paving.
- Track work orders and performance measures through Dude Solutions Program in efforts to improve our quality of production and performance.
- Exercise valves and hydrants to insure water system is operating properly during peak demands.
- Provide high quality service to all customers by making all necessary notifications to the public as needed. Respond to service calls quickly and resolve issues with swift decision making.
- Invest in training through state accredited programs to provide staff with the best safety, and in the field training possible.
- Continue to use Asset Essential Solutions Software, to help track city asset conditions better and create alerts about preventative maintenance.



Remember to call 811 before you dig!

WATER FUND - WATER DISTRIBUTION

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	455,232	541,895	549,166	490,177	581,775
Benefits	171,519	208,110	215,235	205,565	218,956
Travel and Training	2,184	3,235	3,985	3,745	3,240
Total Personnel Services	628,934	753,240	768,386	699,488	803,971
Office Supplies	262	278	278	182	278
Tools and Equipment	6,701	6,780	9,375	9,112	14,780
Chemical and Medical	145	266	266	103	206
Fuel	17,488	20,674	20,674	14,870	20,669
Wearing Apparel	9,778	11,700	11,800	9,220	11,322
Other Supplies	12,185	10,700	10,850	9,619	11,299
Total Supplies and Materials	46,559	50,398	53,243	43,106	58,554
Building, Structure, Land Maintenance	1,675	3,290	3,290	937	2,190
Vehicle Maintenance	18,796	20,795	21,795	19,283	20,795
Equipment Maintenance	3,124	11,740	11,740	5,122	11,140
Technology Equipment Maintenance	3,904	-	-	-	-
Street Maintenance	15,649	20,000	17,500	10,634	18,000
Water System Maintenance	63,555	70,000	61,255	28,487	60,000
Water Reclamation System Maintenance	1,523	3,200	3,200	574	2,500
Total Maintenance and Repairs	108,224	129,025	118,780	65,037	114,625
Utilities	10,190	11,652	11,927	10,495	10,949
Professional Services	-	-	-	-	4,000
Total Services	10,190	11,652	11,927	10,495	14,949
Other	641	2,932	2,932	849	2,460
Total Other Expenses	641	2,932	2,932	849	2,460
Water System	68,157	85,980	85,980	59,586	84,980
Water Reclamation System	2,879	4,000	4,000	2,989	4,000
Total Capital Outlay	71,036	89,980	89,980	62,575	88,980
Total Expenditures	\$ 865,585	\$ 1,037,227	\$ 1,045,249	\$ 881,550	\$ 1,083,538

BEYOND TOMORROW

WATER FUND - WATER DISTRIBUTION

PERFORMANCE MEASURES

Water Distribution					
Key Priority Area	Measure	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Target
Water, Wastewater, & Drainage	Customer Service Calls	1,679	3,636	3,845	4,000
	Main Leak/Break Svc Calls	84	62	57	75
	New Water Taps	42	38	30	35
	New Sewer Taps	22	14	16	25
	Line Locates	2,625	2,787	3,269	3,300
	Fire Hydrants Serviced	857	997	1,493	1,500
	Valve Exercise Program	603	497	554	600
	Water Main Replaced (linear ft.)	180	159	167	175
	New Water Main Installed (linear ft.)	737	995	239	400

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)



Water Reclamation Plant

DEPARTMENT ACCOMPLISHMENTS

- Treated over 762 million gallons of wastewater
- Dewatered and transported more than 579 dry metric tons of treated sludge
- Distributed more than 365 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
- Complete Five Year Engineering Certification of the reclaimed water storage pond

FY2025 OBJECTIVES

- Maintain operational compliance with TCEQ
- Complete clarifier #3 rehabilitation project
- Replace Flow Equalization Basin Lift Station (FEB)
- Provide an environment that motivates staff and encourages professional development
- Maintain fiscal responsibility for operations
- Continue to use Asset Essential Solutions Software, to help track city asset conditions better and create alerts about preventative maintenance.

WATER FUND - WATER RECLAMATION

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	585,732	627,679	635,540	625,925	664,185
Benefits	189,031	212,098	213,250	206,759	223,518
Travel and Training	4,084	17,450	17,450	5,422	8,565
Total Personnel Services	778,847	857,227	866,240	838,107	896,268
Office Supplies	1,307	5,582	5,582	3,591	5,000
Tools and Equipment	4,194	4,287	8,587	8,180	5,263
Chemical and Medical	326,741	347,497	318,820	290,482	341,351
Fuel	25,965	14,568	18,268	18,271	14,844
Wearing Apparel	8,570	9,096	9,996	9,816	11,208
Postage and Shipping	52	600	600	260	300
Other Supplies	3,602	5,566	5,743	5,491	5,215
Total Supplies and Materials	370,430	387,195	367,595	336,092	383,181
Building, Structure, Land Maintenance	18,610	20,429	31,329	15,413	22,537
Vehicle Maintenance	4,344	3,573	4,573	5,806	4,073
Equipment Maintenance	16,958	65,622	35,622	21,322	65,000
Technology Maintenance	3,904	1,898	1,898	-	1,898
Street Maintenance	-	700	700	-	-
Water Reclamation System	52,397	71,986	129,986	130,315	71,061
Total Maintenance and Repairs	96,213	164,208	204,108	172,856	164,568
Utilities	234,046	247,316	227,016	209,279	244,159
Professional Services	27,275	16,865	16,865	15,758	17,065
Lease / Rent	-	8,000	8,000	6,816	8,000
Total Services	261,321	272,181	251,881	231,854	269,224
Other	18,811	28,161	28,161	18,058	20,156
Total Other Expenses	18,811	28,161	28,161	18,058	20,156
Machinery, Tools and Equipment	12,369	-	-	-	-
Total Capital Outlay	12,369	-	-	-	-
Total Expenditures	\$ 1,537,991	\$ 1,708,972	\$ 1,717,985	\$ 1,596,966	\$ 1,733,397

BEYOND TOMORROW

WATER FUND - WATER RECLAMATION

PERFORMANCE MEASURES

Water Reclamation					
Key Priority Area	Measure	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Target
Water, Wastewater, & Drainage	Septage Received (million gallons)	3.30	2.82	2.90	3.00
	Septage Revenue	388,328	325,117	303,770	325,000
	Average Daily Influent Treated (million gallons)	1.94	2.09	2.32	2.25
	Total Influent Treated (million gallons)	712	737	744	750
	Total Effluent Water Discharged (million gallons)	430	396	570	550
	Reuse Water Sold (million gallons)	319	365	223	300
	Reuse Water Diverted to Pond (million gallons)	250	282	174	250
	Dewatered Sludge (tons)	631	560	596	600
	Process Control Tests	12,342	12,438	12,390	12,200

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:

- Performed over 3,800 lab tests for the Water Reclamation Plant
- Performed over 1,200 lab tests for the Water Production department
- Performed approximately 1,600 water analyses on public samples
- Performed 420 tests on restaurant grease trap samples
- Assisted Schreiner University Engineering and Chemistry departments with a water potability study.

		City of Kerrville Laboratory 1000 Thompson Drive Kerrville, TX 78028 Phone: (830) 257-4230				TCEQ Laboratory ID: T104704312	
Laboratory Analysis							
Sample Iced?		Temperature (°C)		Lab Comments			
Yes	No	Actual Temp:	Corrected Temp:				
		Incubation Date and Time		Lab Rejected Code (LR) - Document Reason:			
Start Date and Time:		Analyst:					
End Date and Time:		Analyst:					
Result Reporting and Approval							
Laboratory Approval:		Date:		Time:			
Reported to PWS By:		Date:		Time:			
Laboratory Analysis Results							
Rejection Code (if applicable) - Please Recheck	Test Method: SM 9223 - COLILERT®						Analysis Results meet all accreditation requirements unless stated otherwise.
	Chlorine Check		Total Coliform		E. coli		
	Absent	Present	Absent	Present	Absent	Present	Laboratory Sample ID Number
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FY2025 OBJECTIVES

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

Did you know?

The laboratory pretreatment technicians sample and test every restaurant, school, assisted living facility and hospital for contaminants including fats, oils, and grease.

WATER FUND - ENVIRONMENTAL LABORATORY

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	180,690	193,324	203,392	202,278	219,409
Benefits	80,847	79,001	83,751	84,761	85,068
Travel and Training	4,213	7,600	6,755	5,074	7,546
Total Personnel Services	265,749	279,926	293,898	292,112	312,024
Office Supplies	648	1,500	1,190	833	1,000
Tools and Equipment	8,141	5,140	2,497	2,099	4,840
Chemical and Medical	34,247	33,869	37,869	36,898	35,650
Fuel	508	691	691	376	500
Wearing Apparel	1,732	2,560	1,860	1,357	2,150
Postage and Shipping	-	200	210	206	300
Other Supplies	1,625	1,700	3,300	2,903	3,792
Total Supplies and Materials	46,902	45,660	47,617	44,673	48,232
Building, Structure, & Land Maintenance	1,360	1,800	1,800	178	1,450
Vehicle Maintenance	234	600	600	86	600
Equipment Maintenance	13,374	13,098	11,898	11,944	13,360
Technology Equipment Maintenance	3,904	-	-	-	-
Total Maintenance and Repairs	18,872	15,498	14,298	12,208	15,410
Utilities	5,481	1,008	6,008	5,367	5,160
Professional Services	5,639	5,708	5,796	5,796	5,900
Total Services	11,120	6,716	11,804	11,163	11,060
Other	1,727	2,324	2,324	1,995	2,369
Total Other Expenses	1,727	2,324	2,324	1,995	2,369
Total Expenditures	\$ 344,370	\$ 350,124	\$ 369,941	\$ 362,151	\$ 389,095

BEYOND TOMORROW

WATER FUND - ENVIRONMENTAL LABORATORY PERFORMANCE MEASURES

Environmental Laboratory					
Key Priority Area	Measure	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Target
Water, Wastewater, & Drainage	Lab Tests for Grease Trap Samples	480	415	440	450
	Lab Tests for Water Reclamation	3,673	3,696	3,732	3,750
	Lab Test for Water Production	911	1,306	1,506	1,500
	Lab Tests for Accreditation	4,154	4,317	5,385	5,500
	Staff Training Hours	20	20	16	16

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

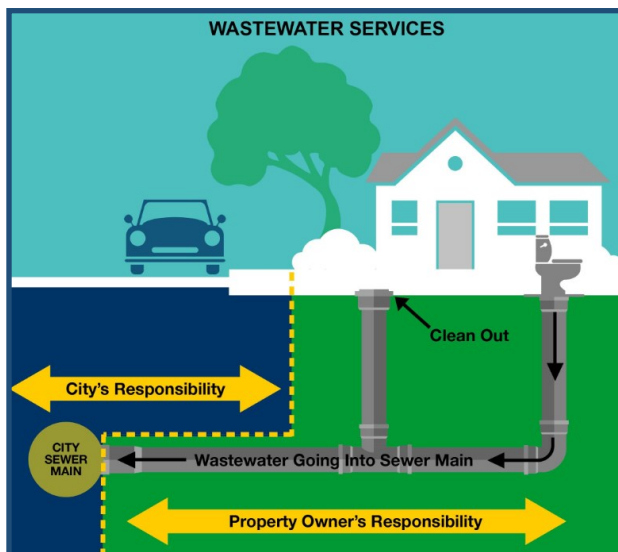
DEPARTMENT ACCOMPLISHMENTS

Over the last year, we've:

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

FY2025 OBJECTIVES

- 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
- Conduct planning efforts of Airport Lift Station, as indicated in the Master Plan
- Plan for replacement of 18 manhole covers on First Street, as indicated in Master Plan
- Continue to use Asset Essential Solutions Software, to help track city asset conditions better and create alerts about preventative maintenance.



WATER FUND - WASTEWATER COLLECTIONS

Expenditures	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	328,891	398,542	401,950	264,064	406,134
Benefits	111,538	149,156	149,655	89,819	153,059
Travel and Training	3,075	5,820	5,820	3,733	4,630
Total Personnel Services	443,504	553,519	557,425	357,616	563,823
Office Supplies	326	625	625	409	400
Tools and Equipment	12,065	8,387	8,387	6,099	9,500
Chemical and Medical	30,242	18,300	18,300	17,886	18,200
Fuel	17,589	17,935	17,935	13,583	17,220
Wearing Apparel	9,301	8,185	8,185	4,490	6,305
Postage and Shipping	160	225	225	106	225
Other Supplies	7,865	6,800	6,800	2,830	6,350
Total Supplies and Materials	77,547	60,457	60,457	45,403	58,200
Building, Structure, Land Maintenance	10,050	9,620	18,920	18,427	5,200
Vehicle	9,157	3,996	26,996	28,423	6,915
Equipment	10,661	11,650	18,650	15,527	10,390
Technology Equipment Maintenance	5,866	1,962	6,962	6,880	8,362
Wastewater System Maintenance	65,783	87,572	43,272	35,668	87,500
Total Maintenance and Repairs	101,517	114,800	114,799	104,925	118,367
Utilities	98,544	106,416	106,416	105,771	111,345
Lease / Rent	10,947	3,000	3,000	4,727	3,000
Total Services	109,491	109,416	109,416	110,498	114,345
Other	43	359	359	315	359
Total Other Expenses	43	359	359	315	359
Building and Structures	-	3,000	3,000	-	-
Total Capital Outlay	-	3,000	3,000	-	-
Total Expenditures	\$ 732,103	\$ 841,550	\$ 845,457	\$ 618,757	\$ 855,094

BEYOND TOMORROW

WATER FUND - WASTEWATER COLLECTIONS PERFORMANCE MEASURES

Wastewater Collection					
Key Priority Area	Measure	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Target
Wastewater	Customer Service Calls	93	72	63	75
	Sewer Taps Repaired/Installed	21	22	3	-
	SCADA Calls	66	66	55	65
	Manholes Raised/Replaced	61	61	7	40
	Collection Lines Inspected (linear ft)	15,586	16,941	2,270	5,000
	Solids Removed from System (Cu. Ft.)	1,337	1,077	715	800

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	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Salaries	-	-	7,655	-	-
Benefits	32,957	33,784	33,784	33,336	30,405
Total Personnel Services	32,957	33,784	41,439	33,336	30,405
Tools & Equipment	2,561	-	3,200	3,312	-
Postage and Shipping	2,797	3,200	2,100	2,036	3,200
Total Supplies and Materials	5,358	3,200	5,300	5,348	3,200
Building, Structure, Land Maintenance	-	-	-	950	-
Vehicle - City Garage Contract	144,059	115,197	115,197	115,197	96,958
Equipment Maintenance	609	-	-	-	-
Technology Maintenance	4,000	10,000	10,000	10,411	10,175
Water System Maintenance	10,419	-	-	-	-
Total Maintenance and Repairs	159,087	125,197	125,197	126,558	107,133
Utilities	11,277	9,000	15,000	13,776	13,200
Professional Services	41,351	9,073	87,063	88,167	169,650
Credit Card Fees	123,588	132,000	143,907	143,907	-
Insurance	97,836	111,895	113,706	113,706	124,740
Total Services	274,052	261,968	359,675	359,555	307,590
Other	7,199	244,960	137,498	4,179	307,750
Total Other Expenses	7,199	244,960	137,498	4,179	307,750
Transfer Out - General Fund	2,186,464	2,326,858	2,326,858	2,326,858	2,432,126
Transfer Out - Water Asset Replacement	825,000	500,000	500,000	500,000	750,000
Transfer Out - Development Services	21,346	49,596	49,596	49,596	76,568
Transfer Out - Water Debt Service	4,157,643	4,222,729	4,222,729	4,222,729	4,676,963
Transfer Out - Water / Sewer Capital Projects	100,000	325,000	325,000	325,000	425,000
Total Transfers Out	7,290,453	7,424,183	7,424,183	7,424,183	8,360,657
Total Expenditures	\$ 7,769,105	\$ 8,093,292	\$ 8,093,292	\$ 7,953,158	\$ 9,116,734

- 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.
- 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

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 an AA debt rating from Standard & Poor's rating service. 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.

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 FY2025 is \$0.1406, 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 FY2025 budget, debt service should be less than \$5.8 million to ensure compliance. Actual debt service in FY2025 is 28.4% of revenue at \$4.7 million.

DEBT CHANGES

In December 2023, the Kerrville Economic Improvement Corporation (EIC) issued \$20 million in 4B Sales Tax Revenue Bonds to support multiple quality of life projects. S&P Global Ratings assigned its AA- rating, which reflects a stable outlook with a strong debt service coverage ratio and likely continued pledge growth. The City did not require funds to be deposited and maintained in a debt service reserve account due to the pledged revenue additional bonds test resulting to higher than 1.75 for maximum annual debt service. The bond proceeds will fund improvements to the Scott Schreiner Golf Course, Olympic Pool, Cailloux Theater, Granger McDonald Park, Heart of the Hills Heritage Center and other City parks. The issuance of this debt does not affect the City's overall property tax rate as it is repaid strictly by EIC's 4B Sales Tax dollars.

Additionally, in February 2024, the City of Kerrville issued \$2 million in tax notes to finance the replacement of two fire engines. The issuance is a 7-year note with an increase to annual debt service of approximately \$335,000. The engines have been ordered with an anticipated delivery in 2027. The City has worked through an asset replacement assessment, to implement a separate replacement plan for fire apparatuses. The recommended fleet management plan includes financing options, rotation to response-ready reserve, and final replacement schedules. The previous replacement concept was to staff a primary unit for 15 years and then place it in reserve for 10 years before discussing a replacement plan. This is not a sustainable model based on current cost, service delivery expectations, and extended production times.

GENERAL DEBT SERVICE FUND

GENERAL DEBT SERVICE FUND

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Beginning Restricted Fund Balance	\$ 1,318,421	\$ 1,455,291	\$ 1,455,291	\$ 1,455,291	\$ 2,005,639
Revenues					
Property Tax - Current	3,593,706	3,961,254	3,961,254	4,029,410	4,034,289
Property Tax - Prior Year	20,366	-	-	30,821	-
Property Tax - Penalty & Interest	22,927	-	-	28,586	-
Total Taxes	3,636,998	3,961,254	3,961,254	4,088,818	4,034,289
EIC - Debt Funding	1,085,141	1,090,706	1,090,706	1,090,706	1,090,700
Total Intergovernmental	1,085,141	1,090,706	1,090,706	1,090,706	1,090,700
Interest Revenue	89,690	44,751	44,751	160,624	138,068
Total Interest and Miscellaneous	89,690	44,751	44,751	160,624	138,068
Total Revenues	4,811,829	5,096,711	5,096,711	5,340,148	5,263,056
Expenditures					
Professional Services	1,850	2,050	2,050	2,350	2,350
Total Services	1,850	2,050	2,050	2,350	2,350
Debt Principal	2,165,000	2,180,000	2,180,000	2,180,000	2,485,000
Debt Interest	2,508,110	2,607,450	2,607,450	2,607,450	2,637,639
Total Other Expenses	4,673,110	4,787,450	4,787,450	4,787,450	5,122,639
Total Expenditures	4,674,960	4,789,500	4,789,500	4,789,800	5,124,989
Net Revenue (Expenditures)	136,869	307,211	307,211	550,348	138,068
Ending Restricted Fund Balance	\$ 1,455,291	\$ 1,762,502	\$ 1,762,502	\$ 2,005,639	\$ 2,143,707

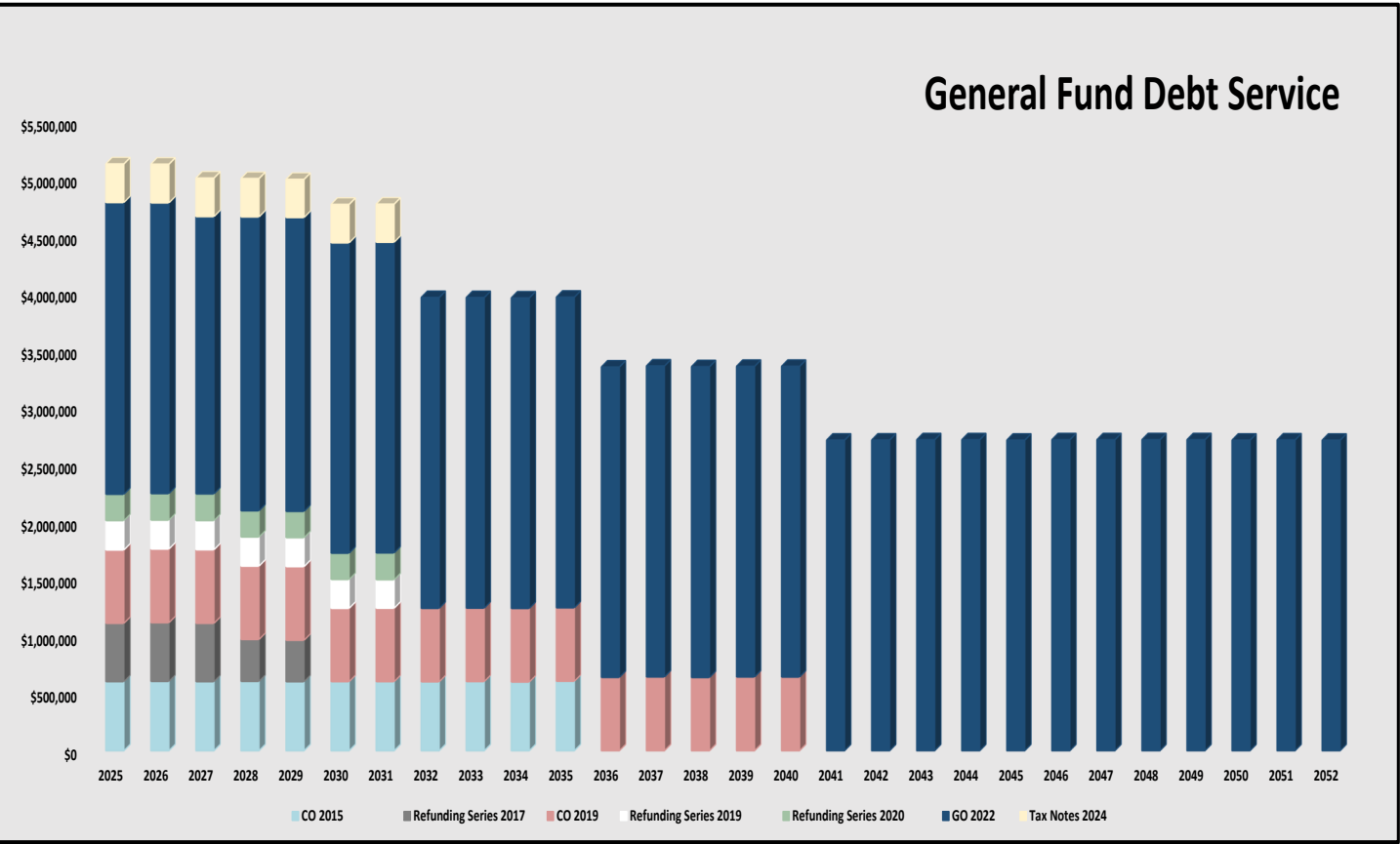
General Debt service is funded from property tax revenue and 4B sales tax revenue. 4B sales tax revenue is contributed by the Economic Improvement Corporation to pay for the River Trail, Kerrville Sports Complex and economic incentive related debt.

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

FY2025 General Fund Debt Service	
BANKING FEES	\$ 2,350
2015 CO BOND	602,600
2017 GO REF BOND	509,625
2019 REFUNDING BOND	256,700
2019 CO BOND	640,275
2020 GO REF BOND	230,250
2022 GO BOND	2,547,494
2024 TAX NOTE	335,695
Total	\$ 5,124,989

GENERAL DEBT SERVICE FUND

The chart below shows annual General Debt Service through FY2052:



Debt Issuance Purposes

CO 2015	Sports Complex
REF 2017	Refinance CO 2007, GO 2007 & CO 2009
GO 2019	Streets and Drainage
REF 2019	Refinance CO 2011A (River Trail)
REF 2020	Refinance CO 2012 (River Trail)
GO 2022	Public Safety Facility
TN 2021	Fire Trucks

GENERAL DEBT SERVICE FUND

The table below shows the total remaining debt principal and interest payments by issuance.

General Fund Debt Schedule

	CO 2015	Refunding Series 2017	CO 2019	Refunding Series 2019	Refunding Series 2020	GO 2022	Tax Notes 2024	Total Payments
2025	602,600	509,625	640,275	256,700	230,250	2,547,494	335,695	5,122,639
2026	604,700	512,750	643,575	252,200	232,000	2,538,619	336,623	5,120,466
2027	602,463	509,750	642,475	254,700	233,250	2,421,244	335,485	4,999,366
2028	604,950	366,100	640,775	253,950	229,000	2,566,494	333,943	4,995,211
2029	602,025	362,100	643,375	252,700	229,500	2,566,244	331,995	4,987,939
2030	602,625		640,275	252,150	229,500	2,710,244	334,541	4,769,335
2031	602,775		641,475	248,675	234,000	2,713,119	331,581	4,771,625
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

WATER DEBT SERVICE FUND

WATER DEBT SERVICE FUND

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Beginning Restricted Fund Balance	\$ 1,784,831	\$ 1,544,085	\$ 1,544,085	\$ 1,544,085	\$ 1,197,389
Revenues					
Interest Revenue	82,183	42,500	42,500	109,285	103,541
Total Interest and Miscellaneous	82,183	42,500	42,500	109,285	103,541
Transfer In - Water Fund	4,157,643	4,222,729	4,222,729	4,222,729	4,676,963
Total Transfer In	4,157,643	4,222,729	4,222,729	4,222,729	4,676,963
Total Revenues	4,239,826	4,265,229	4,265,229	4,332,014	4,780,503
Expenditures					
Professional Services	3,650	3,850	3,850	4,150	4,150
Total Services	3,650	3,850	3,850	4,150	4,150
Debt Principal	2,941,429	3,116,429	3,116,429	3,116,429	3,191,429
Debt Interest	1,535,493	1,144,950	1,144,950	1,558,130	1,584,925
Total Other Expenses	4,476,921	4,261,379	4,261,379	4,674,559	4,776,353
Total Expenditures	4,480,571	4,265,229	4,265,229	4,678,710	4,780,503
Net Revenue (Expenditures)	(240,746)	-	-	(346,696)	-
Ending Restricted Fund Balance	\$ 1,544,085	\$ 1,544,085	\$ 1,544,085	\$ 1,197,389	\$ 1,197,389

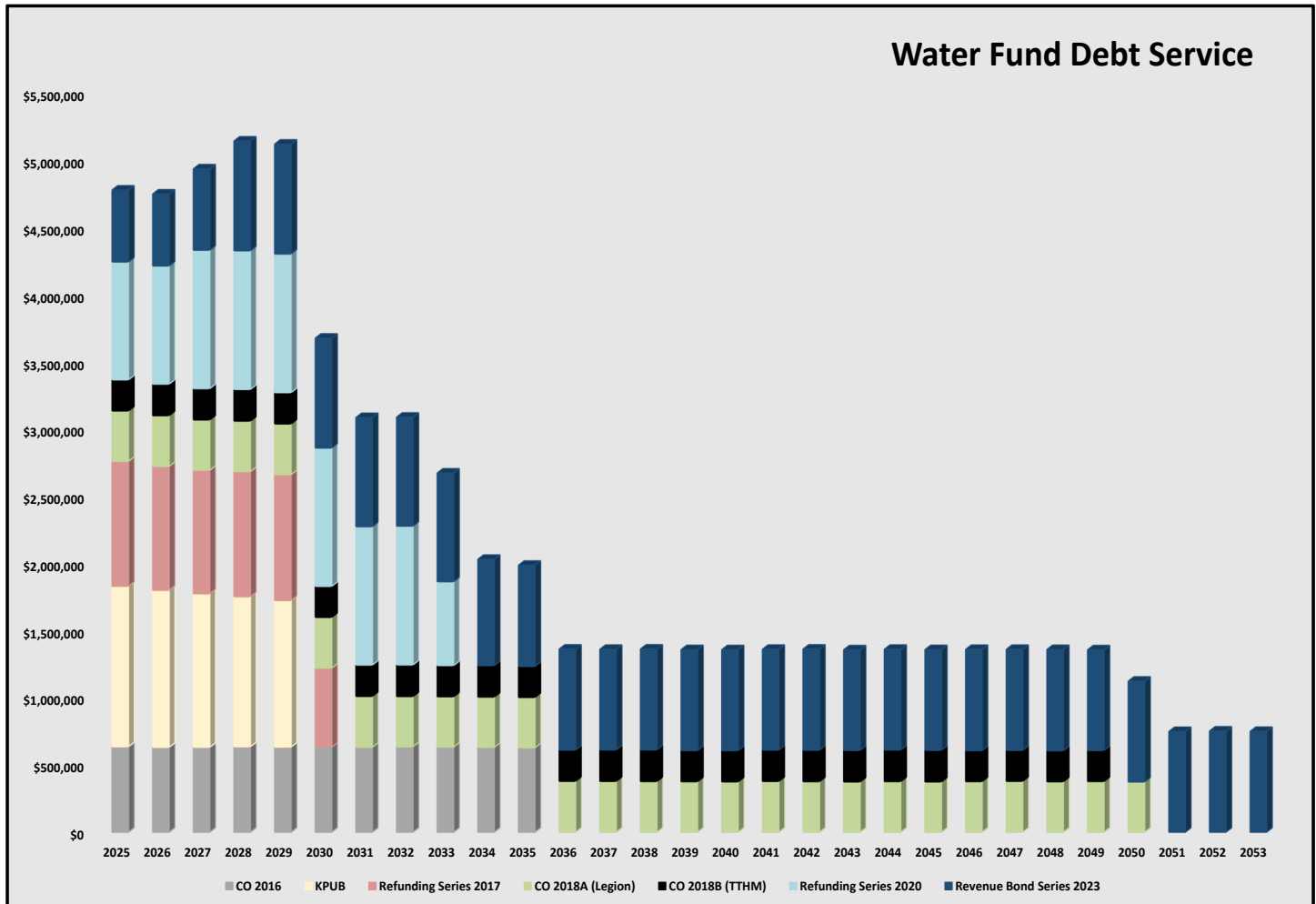
The City uses Water Fund debt to finance significant public infrastructure projects such as wells, lift stations, pump stations, transmission lines, and water lines. Revenue in this fund is transferred in from the Water Fund. Budgeted expenditures represent banking fees and principal and interest payments 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 FY2025 budget, this limit means that debt service should be less than \$5.8 million. Actual debt service in FY2025 is 28.4% of revenue at \$4.8 million.

FY2025 Water Fund Debt Service	
BANKING FEES	\$ 4,150
CO 2016	635,950
KPUB	1,193,571
REF 2017	929,050
CO 2018A	375,454
CO 2018B	231,178
REF 2020	877,000
RB 2023	534,150
Total	\$ 4,780,503

WATER DEBT SERVICE FUND

The chart below shows annual Water Debt Service through FY2053:



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 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.

WATER DEBT SERVICE FUND

The table below shows the total remaining debt principal and interest payments by issuance.

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
2025	635,950	1,193,571	929,050	375,454	231,178	877,000	534,150	4,776,353
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 focusing 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
- An extensive 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

Note: The General Capital Projects Fund and the Water Capital Projects Fund are both expected to decrease more than 10% in the FY2025. Capital Project Funds naturally have fluctuations in fund balance due to the multi-year nature of projects. When funding was received in one year but expended in future years, fund balance decreases. This has no impact on the future performance of the fund.

GENERAL CAPITAL PROJECTS FUND

CITY OF KERRVILLE

General Capital Projects Fund

		GENERAL FUND PROJECTS					
		ACTUAL		ESTIMATED	PRELIMINARY ESTIMATES		
PROJECT FUNDING	TOTAL	Previous Years	FY2023	FY2024	FY2025	FY2026	FY2027
1 Beginning Fund Balance			\$ 49,391,574	\$ 48,638,763	\$ 35,350,332	\$ 8,361,181	\$ 9,734,668
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 Revenue Bonds - EIC Supported	20,000,000	-	-	784,928	10,223,968	8,991,104	
6 Tax Notes - General Fund	2,842,580	842,580	-	2,000,000			
7 Pay As You Go - transfer from General operating budget	8,502,766	6,095,901	400,000	200,000	806,865	200,000	200,000
8 Pay As You Go - transfer from EIC	6,819,976	6,117,949	613,527	88,500			
9 Pay As You Go - transfer from Water Fund	93,586	93,586	-	-			
10 Pay As You Go - transfer from other funds	820,654	656,476	114,178	50,000			
11 Pay As You Go - interest income	7,364,232	775,258	2,620,264	2,182,795	1,335,916	50,000	50,000
12 Pay As You Go - asset disposal proceeds	641,640	641,640	-	-			
13 Grant / Donation / Outside Funding	14,861,750	6,071,736	1,785,377	222,641	6,119,874		
14 Transfers Out	(2,000,000)	-	-	-	(2,000,000)		
TOTAL FUNDING AVAILABLE	129,462,060	90,810,001	54,924,920	54,167,626	53,836,955	17,602,286	9,984,668

PROJECT EXPENDITURES

1 Kerrville Schreiner Park Road Paving	60,000	-	-	-	60,000		
2 Al Mooney Road Reconstruction	1,700,000	-	-	22,815	1,677,186		
3 Existing Park Improvements	800,000	-	-	374,658	425,342		
4 Granger McDonald Park Improvements	2,000,000	-	-	-	750,000	1,250,000	
5 Olympic Pool Improvements	7,000,000	-	-	274,541	4,500,000	2,225,459	
6 Cailloux Theatre Roof & HVAC	4,000,000	-	-	25,407	3,974,593		
7 Scott Schreiner Golf Course Improvements	4,000,000	-	7,500	308,450	3,684,050		
8 City Hall Drive-Thru Upgrades	75,000	-	-	19,818	55,182		
9 GIS Aerials	100,000	-	-	12,699	35,000	52,301	
10 Parks & Rec Events Storage Building	50,000	-	-	24,998	25,003		
11 Comprehensive Plan Update (including area development)	200,000	-	-	77,115	122,885		
12 Public Safety Facility	45,000,000	778,235	1,898,602	15,324,755	25,000,000	1,998,407	
13 Public Safety Communication System	3,041,399	1,830,835	1,054,379	32,046	124,138		
14 Catalyst Area 2 Pedestrian Improvements	1,399,080	74,435	28,019	218,893	1,077,733		
15 Lower Lois Steet Drainage	2,237,439	1,708,688	415,135	59,066	54,551		
16 Hazard Mitigation City Wide Generators	4,682,900	-	-	-	2,341,450	2,341,450	
17 CDBG Intersection Improvements	478,299	52,596	42,621	383,082			
18 Airport Land Acquisition	350,000	-	-	714	349,286		
19 Aiport Fire Protection Study	30,000	-	4,528	6,112	19,360		
20 Sidewalk Improvements	25,362	-	-	362	25,000		
21 Facility/System Replacement	100,000	-	-	60,712	25,000		
22 Neighborhood Enhancement Program	45,498	-	8,066	12,432	25,000		
23 Streets Maintenance Carryover	1,153,845	-	28,830	-	1,125,015		
24 Police Building Roof Repairs (emergency)	25,000	-	-	-	TBD		
COMPLETED PROJECTS:							
1 GIS Base Map	82,335	33,135	49,200	-			
2 Airport Land Use Plan	12,500	-	-	12,500			
3 Wayfinding Signs	144,288	135,330	3,623	5,335			
4 Mobile Generators	250,972	21,340	219,887	9,745			
5 KSP Water Line Replacement/Looping	229,602	1,790	39,527	188,285			
6 Facilities Master Plan/Condition Assessment	115,666	-	666	115,000			
7 City Hall Security Camera System	103,369	-	-	103,369			
8 River Trail Downtown Extension	183,437	37,471	117,494	28,472			
9 Downtown Utilities/Streetscape	366,363	-	36,342	330,021			
10 Westminster Street Reconstruction	1,914,869	41,896	1,117,219	755,754			
11 Airport Row Hangar Project	144,825	9,373	135,452	-			
12 River Trail Nimitz Lake	182,800	-	182,800	-			
13 Airport Crosswind Runway Improvements	175,000*	-	25,000	-			
14 Pavement Condition Re-Assessment	96,350	-	66,211	30,139			
15 Outdoor Fitness Court	131,678	-	131,678	-			
16 KPD Body Cameras (includes in-car components)	681,156	80,774	600,382	-			
17 Kerrville Sports Complex Improvements	500,752	497,263	3,490	-			
18 Airport Main Runway Improvements (TxDOT)	68,938	-	68,938	-			
19 Street Reconstruction	7,369,791	7,369,221	570	-			
20 Previous Years Other Completed Projects	28,746,045	28,746,045	-	-			
TOTAL PROJECTS	119,704,557	41,418,427	6,286,158	18,817,294	45,475,774	7,867,617	-
REMAINING BALANCE		\$ 49,391,574	\$ 48,638,763	\$ 35,350,332	\$ 8,361,181	\$ 9,734,668	\$ 9,984,668

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

GENERAL CAPITAL PROJECTS FUND

COMMUNITY INVESTMENT PLAN

GENERAL FUND PROJECTS							
PROJECT FUNDING	PRELIMINARY ESTIMATES						
	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
1 Beginning Fund Balance	\$ 9,984,668	\$ 10,234,668	\$ 10,484,668	\$ 10,734,668	\$ 10,984,668	\$ 11,234,668	\$ 11,484,668
2 Certificates of Obligation - General Fund supported							
3 Certificates of Obligation - EIC supported							
4 General Obligation Bonds - General Fund supported							
5 Revenue Bonds - EIC Supported							
6 Tax Notes - General Fund							
7 Pay As You Go - transfer from General operating budget	200,000	200,000	200,000	200,000	200,000	200,000	200,000
8 Pay As You Go - transfer from EIC							
9 Pay As You Go - transfer from Water Fund							
10 Pay As You Go - transfer from other funds							
11 Pay As You Go - interest income	50,000	50,000	50,000	50,000	50,000	50,000	50,000
12 Pay As You Go - asset disposal proceeds							
13 Grant / Donation / Outside Funding							
14 Transfers Out							
TOTAL FUNDING AVAILABLE	10,234,668	10,484,668	10,734,668	10,984,668	11,234,668	11,484,668	11,734,668

PROJECT EXPENDITURES							
1 Kerrville Schreiner Park Road Paving							
2 Al Mooney Road Reconstruction							
3 Existing Park Improvements							
4 Granger McDonald Park Improvements							
5 Olympic Pool Improvements							
6 Cailloux Theatre Roof & HVAC							
7 Scott Schreiner Golf Course Improvements							
8 City Hall Drive-Thru Upgrades							
9 GIS Aerials							
10 Parks & Rec Events Storage Building							
11 Comprehensive Plan Update (including area development)							
12 Public Safety Facility							
13 Public Safety Communication System							
14 Catalyst Area 2 Pedestrian Improvements							
15 Lower Lois Steet Drainage							
16 Hazard Mitigation City Wide Generators							
17 CDBG Intersection Improvements							
18 Airport Land Acquisition							
19 Aiport Fire Protection Study							
20 Sidewalk Improvements							
21 Facility/System Replacement							
22 Neighborhood Enhancement Program							
23 Streets Maintenance Carryover							
24 Police Building Roof Repairs (emergency)							
COMPLETED PROJECTS:							
1 GIS Base Map							
2 Airport Land Use Plan							
3 Wayfinding Signs							
4 Mobile Generators							
5 KSP Water Line Replacement/Looping							
6 Facilities Master Plan/Condition Assessment							
7 City Hall Security Camera System							
8 River Trail Downtown Extension							
9 Downtown Utilities/Streetscape							
10 Westminster Street Reconstruction							
11 Airport Row Hangar Project							
12 River Trail Nimitz Lake							
13 Airport Crosswind Runway Improvements							
14 Pavement Condition Re-Assessment							
15 Outdoor Fitness Court							
16 KPD Body Cameras (includes in-car components)							
17 Kerrville Sports Complex Improvements							
18 Airport Main Runway Improvements (TxDOT)							
19 Street Reconstruction							
20 Previous Years Other Completed Projects							
TOTAL PROJECTS	-	-	-	-	-	-	-
REMAINING BALANCE	\$ 10,234,668	\$ 10,484,668	\$ 10,734,668	\$ 10,984,668	\$ 11,234,668	\$ 11,484,668	\$ 11,734,668

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

GENERAL CAPITAL PROJECTS FUND

GENERAL FUND POTENTIAL FUTURE PROJECTS		
POTENTIAL FUTURE PROJECTS:	Estimated Costs	
Fiber Infrastructure	\$	150,000
Louise Hays Park Dam Repairs		741,501
Central Fire Station Improvements		900,000
Fire Station 2 Improvements		27,500
Fire Station 3 Improvements		295,000
City Garage Facility		5,000,000
Estimated Parks Improvements:	\$	4,281,550
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
KSP Hillside Paving - Priority Order 3-5		281,550
(see Parks and Recreation Master Plan for full list)		
TOTAL UNFUNDED PROJECTS	\$	11,395,551
Detail for project spending over \$200,000 in FY2025 is provided on the following pages.		

The Facilities Master Plan/Condition Assessment was completed and presented to Council in FY2024. The potential future project list is subject to change dependent on the assessed ranking of capital needs in priority order.

PROJECT NAME:

Al Mooney Road Reconstruction

DEPARTMENT:

Streets

DESCRIPTION:

The project will include all costs to improve Al Mooney Road from its intersection with Peterson Farm Road to Memorial Boulevard (SH27) and improvements to Peterson Farm Road from its 300 block to intersection with Al Mooney Road.



FUNDING SOURCE	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Pay As You Go - Transfer from General Fund	850,000	-	-	-	-	-	-	-	-	-	-	850,000
Kerr County Interlocal Agreement - 50% Cost Share	-	850,000	-	-	-	-	-	-	-	-	-	850,000
TOTAL FUNDING	850,000	850,000	-	-	-	-	-	-	-	-	-	1,700,000

PROJECT COST	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Al Mooney Road Reconstruction	22,815	1,677,186	-	-	-	-	-	-	-	-	-	1,700,000
TOTAL PROJECT COST	22,815	1,677,186	-	-	-	-	-	-	-	-	-	1,700,000

OPERATING BUDGET IMPACT	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Operations & Maintenance	-	-	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	20,000

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

CIP - AL MOONEY ROAD RECONSTRUCTION

PROJECT NAME:

Existing Parks Improvements

DEPARTMENT:

Parks

**DESCRIPTION:**

Kerrville Schreiner Park and Guadalupe Park are identified in the Parks Master Plan to be in need of playground replacements. The playgrounds are over 25 years old, and due to the age, there is no availability of replacement components. Safety concerns must be addressed. The project also calls for a secondary disinfection system at public interactive water features. Per State code, public interactive water features are required to be equipped with a supplemental (secondary) water treatment system to protect the public against the parasite, Cryptosporidium. This would include the fountain plaza at Louise Hays Park and the sprayground at Carver Park.

FUNDING SOURCE	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
2023 Revenue Bonds - EIC Supported	374,658	425,342	-	-	-	-	-	-	-	-	-	800,000
TOTAL FUNDING	374,658	425,342	-	-	-	-	-	-	-	-	-	800,000

PROJECT COST	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Existing Parks Improvements	374,658	425,342	-	-	-	-	-	-	-	-	-	800,000
TOTAL PROJECT COST	374,658	425,342	-	-	-	-	-	-	-	-	-	800,000

OPERATING BUDGET IMPACT	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Operations & Maintenance	-	-	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	16,000

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

CIP - EXISTING PARKS IMPROVEMENTS

PROJECT NAME:

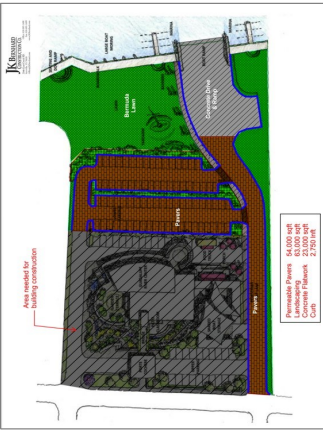
Granger McDonald Park Improvements

DEPARTMENT:

Parks

DESCRIPTION:

Granger McDonald Park was created by the required green space within the Landing development that was gifted to the City. This project will make improvements to the park that consist of building a parking lot with pervious pavers, boat ramp that is suitable for launching kayaks, handicap accessible sailboats and other non-combustion engine water craft and landscaping. The project concept also includes a riverfront boardwalk amenity feature, piers and street access improvements. The City anticipates construction to begin in January 2025.



FUNDING SOURCE	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
2023 Revenue Bonds - EIC Supported	-	750,000	1,250,000	-	-	-	-	-	-	-	-	2,000,000
TOTAL FUNDING	-	750,000	1,250,000	-	-	-	-	-	-	-	-	2,000,000

PROJECT COST	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Granger McDonald Park Improvements	-	750,000	1,250,000	-	-	-	-	-	-	-	-	2,000,000
TOTAL PROJECT COST	-	750,000	1,250,000	-	-	-	-	-	-	-	-	2,000,000

OPERATING BUDGET IMPACT	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Operations & Maintenance	-	-	-	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	17,500

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

CIP - GRANGER MCDONALD PARK IMPROVEMENTS

PROJECT NAME:

Olympic Pool Improvements

DEPARTMENT:

Aquatics

DESCRIPTION:

The Municipal Olympic Pool is very aged and is in need of major renovations. This project will enhance the facility so that it may be utilized as a competitive swimming pool, ultimately, year round; to include, adding bulkheads, new diving stands, spectator seating with shade structures and event sound system. The proposal will bring the existing facility into code compliance. The renovations will provide interior pool finishes to include recirculation piping, renovate the existing building exterior and interior. There will be new locker rooms, first aid room, mechanical room, equipment storage room, chemical storage rooms, replace the existing pool deck and toddler pool. Included in the design is an air-conditioned public space. Construction of the project shall begin by March 2025. The pool will not be open to the public the summer of 2025.



FUNDING SOURCE	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
2023 Revenue Bonds - EIC Supported	274,541	4,500,000	2,225,459	-	-	-	-	-	-	-	-	7,000,000
TOTAL FUNDING	274,541	4,500,000	2,225,459	-	-	-	-	-	-	-	-	7,000,000

PROJECT COST	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Olympic Pool Improvements	274,541	4,500,000	2,225,459	-	-	-	-	-	-	-	-	7,000,000
TOTAL PROJECT COST	274,541	4,500,000	2,225,459	-	-	-	-	-	-	-	-	7,000,000

OPERATING BUDGET IMPACT	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Operations & Maintenance	-	-	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	70,000

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

CIP - OLYMPIC POOL IMPROVEMENTS

PROJECT NAME:

Cailloux Theater Roof & HVAC

DEPARTMENT:

Cailloux

DESCRIPTION:

Over the past few years the City and Playhouse 2000 have discovered the deterioration of the theater's roof and air-conditioning and heating systems. They both require full-scale replacement. The theater holds great value to the community and it is found in the interest of the public to replace these essentials to continue utilizing the facility for public events and entertainment.



FUNDING SOURCE	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
2023 Revenue Bonds - EIC Supported	25,407	3,974,593	-	-	-	-	-	-	-	-	-	4,000,000
TOTAL FUNDING	25,407	3,974,593	-	-	-	-	-	-	-	-	-	4,000,000

PROJECT COST	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Cailloux Theater Roof & HVAC	25,407	3,974,593	-	-	-	-	-	-	-	-	-	4,000,000
TOTAL PROJECT COST	25,407	3,974,593	-	-	-	-	-	-	-	-	-	4,000,000

OPERATING BUDGET IMPACT	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Operations & Maintenance	-	-	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	40,000

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

CIP - CAILLOUX THEATER ROOF & HVAC

PROJECT NAME:

Scott Schreier Golf Course Improvements

DEPARTMENT:

Golf



DESCRIPTION:

The Scott Schreier Golf Course is in need of major renovations. The City contracted with a consultant to assess the needs and prepare documents to bid the project out. This project will remove old sod on all 18 greens and surrounds and replace with new sprigs. All sand from 22 bunkers will be removed and drains cleared to be replaced with new USGA sand. This project also includes remodeling of a course restroom, address maintenance parking lot issues, netting system improvements and maintenance shop upgrades. The bridges and creek crossings will be evaluated for remedies to drainage and erosion concerns. Cart areas and paths will be improved for better mobility.

FUNDING SOURCE	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
2023 Revenue Bonds - EIC Supported	315,950	3,684,050	-	-	-	-	-	-	-	-	-	4,000,000
TOTAL FUNDING	315,950	3,684,050	-	-	-	-	-	-	-	-	-	4,000,000

PROJECT COST	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Scott Schreier Golf Course Improvements	315,950	3,684,050	-	-	-	-	-	-	-	-	-	4,000,000
TOTAL PROJECT COST	315,950	3,684,050	-	-	-	-	-	-	-	-	-	4,000,000

OPERATING BUDGET IMPACT	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Operations & Maintenance	-	-	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	120,000

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

CIP - SCOTT SCHREINER GOLF COURSE IMPROVEMENTS

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	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
General Obligation Bonds 2022 - General Fund supported	45,000,000	-	-	-	-	-	-	-	-	-	-	45,000,000
TOTAL FUNDING	45,000,000	-	-	-	-	-	-	-	-	-	-	45,000,000

PROJECT COST	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Public Safety Facility	18,031,081	25,000,000	1,968,918	-	-	-	-	-	-	-	-	45,000,000
TOTAL PROJECT COST	18,031,081	25,000,000	1,968,918	-	-	-	-	-	-	-	-	45,000,000

OPERATING BUDGET IMPACT	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	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 were presented in FY2024.

The facility is expected to be move-in ready by July 2025.

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

PROJECT NAME:

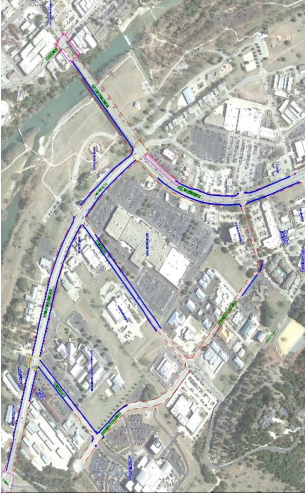
Catalyst Area 2 Pedestrian Improvements

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 Sidney Baker bridge and SH 16/Spur 98. The selected project includes filling sidewalk gaps to provide connectivity to Peterson Hospital, post office, H-E-B, City parks, etc.



FUNDING SOURCE	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	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
TOTAL FUNDING	343,816	527,632	527,632	-	-	-	-	-	-	-	-	1,399,080

PROJECT COST	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Catalyst Area 2 Pedestrian Improvements	321,347	1,077,733	-	-	-	-	-	-	-	-	-	1,399,080
TOTAL PROJECT COST	321,347	1,077,733	-	-	-	-	-	-	-	-	-	1,399,080

OPERATING BUDGET IMPACT	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Operations & Maintenance	-	-	500	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	FY2023	FY2024	FY2025	FY2026	FY2027
1	Beginning Fund Balance			\$ 546,810	\$ 11,640,812	\$ 9,890,119	\$6,736,472	\$6,057,247
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	-	3,526,573		
6	TWDB - TTHM Mitigation & Lois Tank	5,605,816	3,940,248	200,405	-	753,511		
7	TWDB - Disaster Recovery Grant	1,444,675	370,302	701,763	-	372,611		
8	Pay As You Go - EIC Funding	5,750,000	5,000,000	-	-	500,000	250,000	
9	Pay As You Go - Transfer from Water Fund	8,841,889	6,191,889	100,000	325,000	425,000	200,000	200,000
10	Pay As You Go - Other funds	245,292	245,292	-	-	-		
11	Pay As You Go - Interest income	2,756,202	691,421	308,577	822,909	483,295	50,000	50,000
12	Grant / Donation / Outside Funding	244,912	244,912	-	-	-		
13	Transfer out		-	-	-	(500,000)		
TOTAL FUNDING AVAILABLE		64,124,541	39,826,542	14,424,257	12,788,721	15,951,108	7,236,472	6,307,247

PROJECT EXPENDITURES

1 Knapp Wastewater Collection Projects	5,644,802	403,105	1,484,969	1,375,994	2,380,734		
2 Lois/Methodist Pressure Plane Improvements	1,753,511	54,575	105,918	50,274	1,542,745		
3 Travis Street Pump Station Improvements	750,000	-	-	6,152	493,848	250,000	
4 Clarifier #3 Rehabilitation	2,000,000	-	95,325	37,468	1,867,208		
5 First Street Manhole Replacements	500,000	-	12,375	19,410	468,215		
6 Lift Station Improvements	1,000,000	-	-	38,113	961,888		
7 Galbraith & Quinlan Streets Waterline	2,500,000			70,775	1,500,000	929,225	
8 Facilities/System Replacement	25,000	-	-	-	TBD		
9 System Looping	100,000	-	-	-	TBD		
10 Capital Contingency for oversizing, etc.	200,000	-	-	-	TBD		
COMPLETED PROJECTS:							
1 FEB and Lift Station Rehabilitation	796,514	-	78,411	718,103			
2 H Street Well	404,962	19,250	212,486	173,226			
3 Advanced Metering Infrastructure	737,413	478,599	55,082	203,733			
4 Loop 534 & Meadowview Wells Pump Downsizing				205,357			
5 Water Street Water Main Enhancements	346,628	33,000	313,628				
6 Airport Commerce Parkway System Looping	46,769	39,738	7,030				
7 Guadalupe River Utility Crossing	1,444,675	1,144,906	299,769				
8 Water/Wastewater Master Plan Update	477,337	420,597	56,740				
9 Generator Auto Starts	103,041	41,329	61,712				
10 Previous Years Other Completed Projects	36,644,634	36,644,634					
TOTAL PROJECTS	55,475,287	39,279,732	2,783,446	2,898,603	9,214,638	1,179,225	-
REMAINING BALANCE		\$ 546,810	\$ 11,640,812	\$ 9,890,119	\$ 6,736,472	\$ 6,057,247	\$ 6,307,248

*** 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
12"/18" Interceptor upstream of Knapp LS	2,350,000

WATER CAPITAL PROJECTS FUND

COMMUNITY INVESTMENT PLAN

		WATER FUND PROJECTS						
		PRELIMINARY ESTIMATES						
PROJECT FUNDING	TOTAL	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
1 Beginning Fund Balance		\$6,307,248	\$6,557,249	\$6,807,250	\$7,057,251	\$ 7,307,252	\$ 7,557,253	\$ 7,807,254
2 Certificates of Obligation	11,295,058							
3 Revenue Bonds	12,440,698							
4 KPUB Loan	7,500,000							
5 TWDB - Legion Lift & Knapp	8,000,000							
6 TWDB - TTHM Mitigation & Lois Tank	5,605,816							
7 TWDB - Disaster Recovery Grant	1,444,675							
8 Pay As You Go - EIC Funding	5,750,000							
9 Pay As You Go - Transfer from Water Fund	8,841,889	200,000	200,000	200,000	200,000	200,000	200,000	200,000
10 Pay As You Go - Other funds	245,292							
11 Pay As You Go - Interest income	2,756,202	50,000	50,000	50,000	50,000	50,000	50,000	50,000
12 Grant / Donation / Outside Funding	244,912							
13 Transfer out								
TOTAL FUNDING AVAILABLE	64,124,541	6,557,248	6,807,249	7,057,250	7,307,251	7,557,252	7,807,253	8,057,254

PROJECT EXPENDITURES

1 Knapp Wastewater Collection Projects	5,644,802							
2 Lois/Methodist Pressure Plane Improvements	1,753,511							
3 Travis Street Pump Station Improvements	750,000							
4 Clarifier #3 Rehabilitation	2,000,000							
5 First Street Manhole Replacements	500,000							
6 Lift Station Improvements	1,000,000							
7 Galbraith & Quinlan Streets Waterline	2,500,000							
8 Facilities/System Replacement	25,000							
9 System Looping	100,000							
10 Capital Contingency for oversizing, etc.	200,000							
COMPLETED PROJECTS:								
1 FEB and Lift Station Rehabilitation	796,514							
2 H Street Well	404,962							
3 Advanced Metering Infrastructure	737,413							
4 Loop 534 & Meadowview Wells Pump Downsizing								
5 Water Street Water Main Enhancements	346,628							
6 Airport Commerce Parkway System Looping	46,769							
7 Guadalupe River Utility Crossing	1,444,675							
8 Water/Wastewater Master Plan Update	477,337							
9 Generator Auto Starts	103,041							
10 Previous Years Other Completed Projects	36,644,634							
TOTAL PROJECTS	55,475,287	-	-	-	-	-	-	-
REMAINING BALANCE		\$ 6,557,249	\$ 6,807,250	\$ 7,057,251	\$ 7,307,252	\$ 7,557,253	\$ 7,807,254	\$ 8,057,255

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

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	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
TWDB Certificates of Obligation 2018A - Water Fund supported	3,644,802	-	-	-	-	-	-	-	-	-	-	3,644,802
2023 Revenue Bonds	2,000,000	-	-	-	-	-	-	-	-	-	-	2,000,000
TOTAL FUNDING	5,644,802	-	-	-	-	-	-	-	-	-	-	5,644,802

PROJECT COST	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Knapp Wastewater Collection Projects	3,192,070	2,452,732	-	-	-	-	-	-	-	-	-	5,644,802
TOTAL PROJECT COST	3,192,070	2,452,732	-	-	-	-	-	-	-	-	-	5,644,802

OPERATING BUDGET IMPACT	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Operations & Maintenance	-	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	90,000

*** 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	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	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
TOTAL FUNDING	1,753,511	-	-	-	-	-	-	-	-	-	-	1,753,511

PROJECT COST	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Lois Tank Replacement	210,767	1,542,744	-	-	-	-	-	-	-	-	-	1,753,511
TOTAL PROJECT COST	210,767	1,542,744	-	-	-	-	-	-	-	-	-	1,753,511

OPERATING BUDGET IMPACT	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Operations & Maintenance	-	-	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	45,000

*** 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 baggies.



FUNDING SOURCE	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Waterworks and Sewer System Revenue Bonds 2023	2,000,000	-	-	-	-	-	-	-	-	-	-	2,000,000
TOTAL FUNDING	2,000,000	-	-	-	-	-	-	-	-	-	-	2,000,000

PROJECT COST	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Clarifier #3 Rehabilitation	132,793	1,867,207	-	-	-	-	-	-	-	-	-	2,000,000
TOTAL PROJECT COST	132,793	1,867,207	-	-	-	-	-	-	-	-	-	2,000,000

OPERATING BUDGET IMPACT	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Operations & Maintenance	-	-	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	45,000

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

PROJECT NAME:

Travis Street Pump Station Improvements

DEPARTMENT:

Public Works

DESCRIPTION:

The Water and Wastewater Master Plan update focused on growth driven recommendations to the water system that will provide service to future developments. This purpose of the project is to add distribution pumping capacity to meet TCEQ minimum requirements for those needs.



FUNDING SOURCE	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Pay As You Go - Transfer from EIC	6,152	743,848	-	-	-	-	-	-	-	-	-	750,000
TOTAL FUNDING	6,152	743,848	-	-	-	-	-	-	-	-	-	750,000
PROJECT COST	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Travis Street Pump Station Improvements	6,152	743,848	-	-	-	-	-	-	-	-	-	750,000
TOTAL PROJECT COST	6,152	743,848	-	-	-	-	-	-	-	-	-	750,000
OPERATING BUDGET IMPACT	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Operations & Maintenance	-	-	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	45,000

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

CIP - TRAVIS STREET PUMP STATION IMPROVEMENTS

PROJECT NAME:

First Street Manhole Replacements

DEPARTMENT:

Public Works

DESCRIPTION:

The City is replacing approximately 14 existing fiberflass manholes on 1st Street, between Gilmer Street and the existing Quinlan lift station. City staff agrees that the existing manholes are not adequate to sustain repeated dynamic loads from vehicular traffic on the roadway. The manholes will be installed with appropriate structural conditions to support heavy vehicle loading. Repavement of approximately 1,000 linear feet of roadway on 1st Street will be necessary when the new manholes are in place.



FUNDING SOURCE	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Waterworks and Sewer System Revenue Bonds 2023	500,000	-	-	-	-	-	-	-	-	-	-	500,000
TOTAL FUNDING	500,000	-	-	-	-	-	-	-	-	-	-	500,000

PROJECT COST	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
First Street Manhole Replacements	31,785	468,215	-	-	-	-	-	-	-	-	-	500,000
TOTAL PROJECT COST	31,785	468,215	-	-	-	-	-	-	-	-	-	500,000

OPERATING BUDGET IMPACT	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Operations & Maintenance	-	-	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	45,000

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

CIP - FIRST STREET MANHOLE REPLACEMENTS

PROJECT NAME:

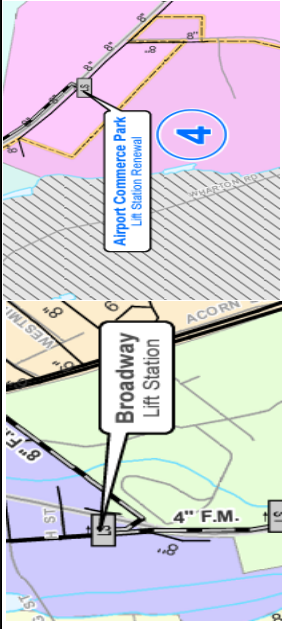
Lift Station Improvements

DEPARTMENT:

Public Works

DESCRIPTION:

Airport Commerce Lift Station and Broadway Lift Station renewal project includes condition upgrades to the wet well, electrical system and control panels. This project is triggered by existing condition issues noted during lift station site visits.



FUNDING SOURCE	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Waterworks and Sewer System Revenue Bonds 2023	1,000,000	-	-	-	-	-	-	-	-	-	-	1,000,000
TOTAL FUNDING	1,000,000	-	-	-	-	-	-	-	-	-	-	1,000,000

PROJECT COST	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Lift Station Improvements	38,113	961,888	-	-	-	-	-	-	-	-	-	1,000,000
TOTAL PROJECT COST	38,113	961,888	-	-	-	-	-	-	-	-	-	1,000,000

OPERATING BUDGET IMPACT	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Operations & Maintenance	-	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	90,000

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

CIP - LIFT STATION IMPROVEMENTS

PROJECT NAME:

Gabraith and Quinlan Streets Waterline

DEPARTMENT:

Public Works

DESCRIPTION:

Prioritized in the Water and Wastewater Master Plan are Gabraith and Quinlan Street water line replacements. This project includes replacement of cast-iron water mains. Cast-iron pipes are at a higher risk of failure due to corrosion and chemical weathering. Replacement of these pipes is recommended to maintain functionality and reduce the risk of emergency repairs.



FUNDING SOURCE	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Waterworks and Sewer System Revenue Bonds 2023	2,500,000	-	-	-	-	-	-	-	-	-	-	2,500,000
TOTAL FUNDING	2,500,000	-	-	-	-	-	-	-	-	-	-	2,500,000

PROJECT COST	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Gabraith and Quinlan Streets Waterline	70,775	1,500,000	929,225	-	-	-	-	-	-	-	-	2,500,000
TOTAL PROJECT COST	70,775	1,500,000	929,225	-	-	-	-	-	-	-	-	2,500,000

OPERATING BUDGET IMPACT	PRIOR YRS	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	TOTAL
Operations & Maintenance	-	-	-	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	40,000

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

CIP - GALBRAITH AND QUINLAN STREETS WATERLINES

OTHER FUNDS

GENERAL ASSET REPLACEMENT FUND

The General Asset Replacement Fund is a governmental type fund 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 assets.

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Beginning Fund Balance	\$ 1,587,488	\$ 1,225,457	\$ 1,225,457	\$ 1,225,457	\$ 1,435,646

Revenues					
Asset Disposal Proceeds	138,407	90,000	90,000	133,488	50,000
Interest Revenue	38,552	17,741	17,741	87,861	64,898
Total Interest and Miscellaneous	176,959	107,741	107,741	221,350	114,898
Transfer In - General Fund	600,000	650,000	1,400,000	1,400,000	750,000
Transfer In - Gen Capital Projects	-	-	-	-	250,000
Transfer In - Insurance Reserve	-	-	-	22,253	-
Total Transfer In	600,000	650,000	1,400,000	1,422,253	1,000,000
Total Revenues	776,959	757,741	1,507,741	1,643,603	1,114,898

Expenditures					
Tools and Equipment	133,721	43,200	43,200	223,767	43,200
Total Supplies and Materials	133,721	43,200	43,200	223,767	43,200
Vehicle & Equipment Lease	292,554	426,649	426,649	437,174	434,472
Total Services	292,554	426,649	426,649	437,174	434,472
Other Charges	5,192	4,000	4,000	7,604	4,000
Total Other Expenses	5,192	4,000	4,000	7,604	4,000
Buildings and Structures	-	-	-	11,311	-
Vehicles	142,833	135,000	135,000	239,086	991,000
Machinery-Tools-Equipment	532,267	361,000	361,000	356,558	135,500
Technology Equipment	32,423	200,000	200,000	157,915	111,000
Total Capital Outlay	707,523	696,000	696,000	764,870	1,237,500
Total Expenditures	1,138,990	1,169,849	1,169,849	1,433,414	1,719,172

Net Revenue (Expenditures)	(362,031)	(412,108)	337,892	210,189	(604,274)
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Ending Fund Balance	\$ 1,225,457	\$ 813,349	\$ 1,563,349	\$ 1,435,646	\$ 831,372
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General Fund FY2025 Proposed Replacement Purchases:

- Replacing 2 Information Technology servers
- Replacing 4 Police vehicles
- Replacing an automated stretcher for Fire-EMS
- Replacing a truck for Recreation Division
- Replacing a mower for Parks and Facilities Maintenance Division
- Replacing a dump trailer for Parks and Facilities Maintenance Division

General Fund FY2025 Proposed New Purchases:

- New Utility Vehicle for Kerrville Schreiner Park Division
- New tractor with wide area mower for Parks and Facilities Maintenance Division
- New mower for Parks and Facilities Maintenance Division for the Public Safety Facility

Note: No new leases were budgeted for in FY2025 Proposed Budget.

Note: This fund does not have a minimum fund balance policy. Changes to fund balance year-over-year fluctuate depending on the cost of assets that require replacing. FY2025 ending fund balance is more than 10% than less than FY2024 ending fund balance due to the cost of assets being replaced in FY2025.

WATER ASSET REPLACEMENT FUND

The Water Asset Replacement Fund is a governmental type fund that is consolidated with the Water Fund for financial reporting purposes. The fund is dedicated for the replacement of Water Fund capital items such as buildings and structures, fleet vehicles, heavy equipment, and water system assets.

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Beginning Fund Balance	\$ 510,275	\$ 965,109	\$ 965,109	\$ 965,109	\$ 1,144,914

Revenues					
Asset Disposal Proceeds	38,275	25,000	25,000	20,095	25,000
Interest Revenue	28,909	18,000	18,000	63,609	49,031
Total Interest and Miscellaneous	67,184	43,000	43,000	83,703	74,031
Transfer In - Water Fund	825,000	500,000	500,000	500,000	750,000
Total Transfer In	825,000	500,000	500,000	500,000	750,000
Total Revenues	892,184	543,000	543,000	583,703	824,031

Expenditures					
Tools and Equipment	21,549	-	7,300	11,550	-
Total Supplies	21,549	-	7,300	11,550	-
Vehicle Lease	30,108	36,246	36,246	44,782	56,063
Total Services	30,108	36,246	36,246	44,782	56,063
Other Charges	11,408	2,000	2,000	8	2,000
Total Other Expenses	11,408	2,000	2,000	8	2,000
Building and Structures	-	30,000	30,000	48,750	-
Vehicles	-	170,300	150,000	-	475,000
Machinery-Tools-Equipment	94,019	70,000	83,000	210,649	-
Water System	280,265	100,000	100,000	88,161	268,714
Total Capital Outlay	374,284	370,300	363,000	347,559	743,714
Total Expenditures	437,350	408,546	408,545	403,898	801,777

Net Revenue (Expenditures)	454,834	134,454	134,455	179,805	22,254
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Ending Fund Balance	\$ 965,109	\$ 1,099,563	\$ 1,099,564	\$ 1,144,914	\$ 1,167,168
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Water Fund FY2025 Replacement Purchases:

- Replacing a truck for Utility Billing
- Replacing aging meter infrastructure citywide
- Replacing a Freightliner truck for Water Distribution
- Replacing a truck for Water Reclamation
- Replacing a Freightliner dump truck for Water Reclamation
- Replacing a truck for Wastewater Collections

General Fund FY2025 New Purchases:

- New membrane expansion in Zenon Plant for Water Production
- New strainers for Zenon Plant for Water Production

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.

GENERAL FACILITY FUND

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ 363,777
Revenues					
Misc Revenue	-	-	-	9	-
Total Interest and Miscellaneous	-	-	-	9	-
Transfer In - General Capital Projects	-	-	-	363,768	1,000,000
Total Transfer In	-	-	-	363,768	1,000,000
Total Revenues	-	-	-	363,777	1,000,000
Net Revenue (Expenditures)	-	-	-	363,777	1,000,000
Ending Fund Balance	\$ -	\$ -	\$ -	\$ 363,777	\$ 1,363,777

This fund was established in FY2024 for the specific purpose of building reserve funds to increase sustainability. These funds will be reserved and used over-time to address maintenance , repair or replacement of City facilities.

BEYOND TOMORROW

WATER WASTEWATER SYSTEM/FACILITY FUND

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues					
Transfer In - Water Sewer Capital Projects	-	-	-	-	500,000
Total Transfer In	-	-	-	-	500,000
Total Revenues	-	-	-	-	500,000
Net Revenue (Expenditures)	-	-	-	-	500,000
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ 500,000

This fund was established in FY2024 for the specific purpose of building reserve funds to increase sustainability. These funds will be reserved and used over-time to address maintenance, repair or replacement of City facilities or systems related to water or wastewater.

BEYOND TOMORROW

HOTEL OCCUPANCY TAX FUND

The Hotel Occupancy Tax Fund is a special fund that is located with governmental funds for financial reporting purposes. Hotel Occupancy Tax accounts for revenues and expenditures related to the hotel/motel occupancy tax received by the City. Revenue in this fund must be used in compliance with Texas Tax Code Chapter 351.

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Beginning Restricted Fund Balance	\$2,052,638	\$2,134,198	\$2,134,198	\$2,134,198	\$2,203,651

Revenues					
Occupancy Tax	1,665,271	1,719,032	1,719,032	1,671,379	1,684,651
Total Tax Revenue	1,665,271	1,719,032	1,719,032	1,671,379	1,684,651
Merchandise Sales	32,560	25,000	87,126	202,386	-
Grants & Donations	19,900	140,000	140,000	246,276	100,000
Interest Revenue	69,260	35,086	35,086	130,809	104,768
Total Interest and Miscellaneous	121,720	200,086	262,212	579,471	204,768
Total Revenues	1,786,992	1,919,118	1,981,243	2,250,850	1,889,418

Expenditures					
Travel and Training	1,067	-	-	-	-
Total Personnel Services	1,067	-	-	-	-
Other Supplies	-	-	-	2,678	-
Total Supplies	-	-	-	2,678	-
Technology Maintenance	3,172	-	-	2,969	3,118
Total Maintenance and Repairs	3,172	-	-	2,969	3,118
Professional Services	17,800	22,900	22,900	22,223	226,015
Advertising	1,208,595	1,409,702	1,409,702	1,372,225	1,373,742
Total Services	1,226,395	1,432,602	1,432,602	1,394,449	1,599,757
Community Support	244,745	329,500	139,500	156,310	145,000
Solar Eclipse	-	-	750,000	439,991	-
Other	145,053	100,000	100,000	100,000	100,000
Contingency	-	25,000	25,000	-	20,000
Total Other Expenses	389,798	454,500	1,014,500	696,302	265,000
Transfer Out - General Fund	85,000	85,000	85,000	85,000	112,000
Transfer Out - Golf	-	-	-	-	-
Transfer Out - Library Memorial	-	-	1,000,000	-	1,000,000
Total Transfer Out	85,000	85,000	1,085,000	85,000	1,112,000
Total Expenditures	1,705,432	1,972,102	3,532,102	2,181,397	2,979,875

Net Revenue (Expenditures)	81,559	(52,984)	(1,550,859)	69,453	(1,090,457)
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Ending Restricted Fund Balance	\$2,134,198	\$2,081,214	\$ 583,339	\$2,203,651	\$1,113,194
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FY2025 Expenditures includes:

- CVB Funding - \$1.1M
- Community Art Program Funding - \$225K
- Arcadia Live - \$25K
- Fourth on the River - \$50K
- Museum of Western Art - \$25K
- Playhouse 2000 - \$100K
- Transfer Out - \$112K
- HHHC Commitment - \$1M

Note: This fund does not have a minimum fund balance policy. The ending fund balance for FY2025 is more than 10% less than that of FY2024 due to the **reallocation of budget** of the transfer out of the HOT fund to the Library Memorial Fund for the HHHC project. This transfer out did not occur due to the timing of the HHHC project. Funds will not be transferred out of HOT Fund until the HHHC project develops further.

GARAGE FUND

The Garage Fund is an internal service fund in the proprietary funds category for financial reporting. The Garage Fund was established to account for the costs of operating a maintenance facility for City owned vehicles and equipment. All funds utilizing the facility provide funding for 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
- **Asset Replacement:** Utilize maintenance data to help assess the condition of assets and partner with the Budget Team to plan for replacement timing of assets.
- **Asset Readiness:** Provide support including installation of equipment for newly purchased vehicles and other road-readiness needs.

DEPARTMENT ACCOMPLISHMENTS

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

FY2025 OBJECTIVES

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



City Garage Team works on Fleet Vehicles

BEYOND TOMORROW

GARAGE FUND

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Beginning Fund Balance	\$ 57,388	\$ 71,162	\$ 72,882	\$ 71,162	\$ 111,413
Revenues					
Maintenance Contracts	480,198	459,787	459,787	459,787	385,229
Total Service Revenue	480,198	459,787	459,787	459,787	385,229
Interest Revenue	2,831	1,395	1,395	7,437	5,532
Miscellaneous Revenue	5,550	-	-	4,500	-
Total Interest and Miscellaneous	8,381	1,395	1,395	11,937	5,532
Total Revenues	488,579	461,182	461,182	471,723	390,761
Expenditures					
Salaries	282,971	291,202	277,670	272,258	217,795
Benefits	104,799	113,853	100,019	98,546	89,275
Travel and Training	988	2,383	1,345	955	2,235
Total Personnel Services	388,758	407,438	379,033	371,760	309,306
Office Supplies	546	500	500	147	400
Tools and Equipment	13,742	7,303	4,878	4,606	18,599
Chemical and Medical	26	100	100	-	50
Fuel	1,082	1,200	1,200	902	1,159
Wearing Apparel	3,505	3,600	3,600	3,926	3,850
Other Supplies	1,565	1,300	1,300	1,805	1,300
Total Supplies and Materials	20,466	14,003	11,578	11,385	25,357
Building, Structure, Land Maintenance	3,009	3,000	1,856	1,779	3,000
Vehicle	750	661	661	1,104	661
Equipment	6,124	6,640	6,640	7,117	6,680
Technology Maintenance	5,500	5,500	5,500	5,550	8,500
Total Maintenance and Repairs	15,383	15,801	14,657	15,550	18,841
Utilities	6,925	6,616	6,616	6,894	6,209
Professional Services	1,091	1,760	1,760	1,316	1,660
Insurance	9,974	10,737	10,737	10,919	11,970
Vehicle Lease	3,020	3,020	9,020	9,067	10,975
Total Services	21,009	22,132	28,132	28,197	30,813
Other	93	87	87	4,581	43
Total Other Expenses	93	87	87	4,581	43
Machinery, Tools and Equipment	29,096	-	-	-	-
Total Capital Outlay	29,096	-	-	-	-
Total Expenditures	474,805	459,462	433,488	431,472	384,361
Net Revenue (Expenditures)	13,774	1,720	27,694	40,252	6,399
Ending Fund Balance	\$ 71,162	\$ 72,882	\$ 100,575	\$ 111,413	\$ 117,813

In FY2024, the City reorganized the Garage reporting structure by placing it under Public Works and moving Purchasing personnel to Finance. This change results in decreased personnel expenditures for the Garage Fund in the FY2025 Proposed Budget compared to the FY2024 Original Budget.

EMPLOYEE BENEFIT TRUST FUND

The Employee Benefit Trust Fund is an internal service fund in the proprietary funds category for financial reporting. The Employee Benefit Trust Fund accounts 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 the employee benefit premiums. Revenues for this fund consist of employee portion of premiums for family and optional coverage, as well as departmental contributions for employee coverage.

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Beginning Fund Balance	\$ 333,557	\$ 314,715	\$ 314,715	\$ 314,715	\$ 437,760
Revenues					
City and Employee Premiums	3,879,816	4,423,557	4,423,557	4,468,429	4,580,279
Total Revenues	3,879,816	4,423,557	4,423,557	4,468,429	4,580,279
Expenditures					
Professional Services	30,000	30,000	30,000	30,000	30,000
Insurance	3,868,658	4,393,557	4,393,557	4,315,383	4,550,279
Total Services	3,898,658	4,423,557	4,423,557	4,345,383	4,580,279
Total Expenditures	3,898,658	4,423,557	4,423,557	4,345,383	4,580,279
Net Revenue (Expenditures)	(18,842)	-	-	123,045	-
Ending Fund Balance	\$ 314,715	\$ 314,715	\$ 314,715	\$ 437,760	\$ 437,760

BEYOND TOMORROW

PARKLAND DEDICATION FUND

The Parkland Dedication Fund is a special fund located with governmental funds for financial reporting purposes. The Parkland Dedication Fund is a capital projects fund that allocates funds to purchase and develop future parkland and / or upgrade current parks. Funds are reserved by location, depending upon 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. FY2025 ending fund balance is more than 10% higher than the FY2024 ending fund balance due to fluctuation of revenues and expenditures. The collection of Parkland fees are described in City Ordinance No. 2022-01

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Beginning Fund Balance	\$ 85,420	\$ 191,419	\$ 191,419	\$ 191,419	\$ 256,572
Revenues					
Parkland Fee - East	46,800	40,000	40,000	71,250	40,000
Parkland Fee - West	100,100	70,000	70,000	16,150	25,000
Total Fees	146,900	110,000	110,000	87,400	65,000
Interest Revenue	4,777	2,432	2,432	15,910	12,175
Total Interest and Miscellaneous	4,777	2,432	2,432	15,910	12,175
Transfer In - Gen Capital Projects	5,672	-	-	-	-
Total Transfers In	5,672	-	-	-	-
Total Revenues	157,349	112,432	112,432	103,310	77,175
Expenditures					
Building and Structures	24,000	45,000	45,000	38,157	45,000
Total Capital Outlay	24,000	45,000	45,000	38,157	45,000
Transfer Out - Gen Capital Projects	27,350	-	-	-	-
Total Transfer Out	27,350	-	-	-	45,000
Total Expenditures	51,350	45,000	45,000	38,157	45,000
Net Revenue (Expenditures)	105,999	67,432	67,432	65,153	32,175
Ending Committed Fund Balance	\$ 191,419	\$ 258,851	\$ 258,851	\$ 256,572	\$ 288,747

The fund balance in this fund is expected to increase more than 10% in FY2025. In FY2024, City Council approved increases in parkland dedication fees to help increase sustainability with the growth in Kerrville. These additional funds will help ensure the longevity of parks and open spaces for future years.

PUBLIC SAFETY SPECIAL REVENUE FUND

The Public Safety Special Revenue Fund is a special fund included with governmental funds for financial reporting. It accounts for revenue designated for Police and Fire expenditures. Revenue sources include:

- Distributions from the State of Texas for Law Enforcement Officer Standards and Education (LEOSE), which must be used for law enforcement training
- Funds from judgments of forfeiture from seized assets or proceeds from their sale, which must be used for law enforcement-related expenses
- Community donations dedicated to Public Safety
- Certain local grants

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Beginning Fund Balance	\$ 139,109	\$ 198,751	\$ 198,751	\$ 198,751	\$ 188,789
Revenues					
State - LEOSE - PD	3,000	3,000	3,000	7,567	3,000
State - LEOSE - Fire Marshal	488	600	600	1,545	600
Police - Grants/Donations	200,284	-	-	-	-
Proceeds - Seized Items sold	1,545	600	600	830	600
Restitution	1,019	1,000	1,000	367	1,000
Cash Seizures Awarded	24,459	10,000	10,000	37,970	10,000
Police - K9 Donations	2,625	-	-	4,000	-
Recovery Coalition Donations	-	-	-	500	-
Fire - Deployment Reimbursement	-	-	-	(3,292)	-
Fire - Contract Reimbursement	8,224	-	-	24,445	-
Interest Revenue	7,245	3,679	3,679	12,986	10,222
Miscellaneous Revenue	531	-	-	203	-
Total Interest and Miscellaneous	249,420	18,879	18,879	87,121	25,422
Total Revenues	249,420	18,879	18,879	87,121	25,422
Expenditures					
Travel and Training	1,780	5,000	5,000	-	10,000
Total Personnel Services	1,780	5,000	5,000	-	10,000
Office Supplies	2,803	-	-	-	-
Tools and Equipment	37,054	-	-	18,431	5,000
Wearing Apparel	59,575	-	-	46,597	10,000
Other Supplies	1,404	-	-	3,690	-
Total Supplies and Materials	100,836	-	-	68,717	15,000
Maintenance - Other	2,988	-	-	-	-
Vehicle Maintenance	387	-	-	-	-
Technology	5,760	5,800	5,800	5,875	5,800
Total Maintenance and Repairs	9,135	5,800	5,800	5,875	5,800
Community Support	2,525	-	-	923	-
Other	2,555	-	-	21,568	-
Total Other	5,080	-	-	22,491	-
Vehicles	59,447	-	-	-	-
Machinery, Tools, Equipment	13,500	-	-	-	-
Total Capital Outlay	72,947	-	-	-	-
Total Expenditures	189,779	10,800	10,800	97,084	30,800
Net Revenue (Expenditures)	59,641	8,079	8,079	(9,963)	(5,378)
Ending Restricted Fund Balance	\$ 198,751	\$ 206,830	\$ 206,830	\$ 188,789	\$ 183,411

PEG SPECIAL REVENUE FUND

The PEG Fund, included with governmental funds for financial reporting, stands for Public, Educational, and Governmental access television channels. This special revenue fund accounts for franchise fee revenue from cable providers, which is restricted to supporting PEG access channel facilities.

For FY2025, expenditures include a \$65,929 increase for dues, licenses, and subscriptions to purchase Civic Clerk, a subscription-based service that will better assist city staff compared to Granicus. This cost covers a two-year subscription period.

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Beginning Restricted Fund Balance	\$ 79,379	\$ 93,283	\$ 93,283	\$ 93,283	\$ 108,794
Revenues					
Franchise Fee - PEG	57,836	61,305	61,305	52,257	57,500
Total Franchise Fee Revenue	57,836	61,305	61,305	52,257	57,500
Interest Revenue	2,243	1,123	1,123	6,264	5,552
Total Interest and Miscellaneous	2,243	1,123	1,123	6,264	5,552
Total Revenues	60,079	62,428	62,428	58,521	63,052
Expenditures					
Tools and Equipment	8,880	14,950	14,950	1,210	14,950
Total Supplies and Materials	8,880	14,950	14,950	1,210	14,950
Technology	37,294	45,000	45,000	41,799	-
Total Maintenance and Repairs	37,294	45,000	45,000	41,799	-
Dues / Licenses / Subscriptions	-	-	-	-	65,929
Total Other Expenses	-	-	-	-	65,929
Total Expenditures	46,174	59,950	59,950	43,009	80,879
Net Revenue (Expenditures)	13,905	2,478	2,478	15,511	(17,827)
Ending Restricted Fund Balance	\$ 93,283	\$ 95,761	\$ 95,761	\$ 108,794	\$ 90,967

BEYOND TOMORROW

LIBRARY MEMORIAL FUND

The Library Memorial Fund, included with governmental funds for financial reporting, accounts for contributions from private sources designated for the Butt-Holdsworth Memorial Library Campus. The primary recurring source of contributions is the Friends of the Library (FOTL), but the fund also receives large donations from local estates and trusts.

All project expenses for developing, renovating, and improving the HHHC facility are expensed from this fund. A \$1 million transfer from the HOT Fund has not yet been made due to project timing and will be reallocated in FY2025.

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Beginning Fund Balance	\$ 2,881,991	\$ 2,827,604	\$ 2,827,604	\$ 2,827,604	\$ 2,585,305

Revenues					
Friends of the Library Contribution	38,372	25,000	25,000	38,374	25,000
Donations	727	-	-	814	-
Total Grants and Donations	39,098	25,000	25,000	39,188	25,000
Oil and Gas Revenue	969	-	-	247	-
Interest Revenue	92,913	45,814	45,814	168,596	141,771
Miscellaneous Revenue	1,793	-	-	5	-
Total Interest and Miscellaneous	95,675	45,814	45,814	168,848	141,771
Transfer In - EIC	-	-	-	-	1,000,000
Transfer In - HOT	-	-	1,000,000	-	1,000,000
Total Transfer In	-	-	1,000,000	-	2,000,000
Total Revenues	134,773	70,814	1,070,814	208,036	2,166,771

Expenditures					
Tools and Equipment	-	27,210	27,210	2,277	-
Other Supplies	2,601	4,200	4,200	958	3,700
Total Supplies and Materials	2,601	31,410	31,410	3,234	3,700
Technology	-	15,000	15,000	17,130	23,000
Other Building Maintenance	7,300	-	-	-	-
Total Maintenance and Repairs	7,300	15,000	15,000	17,130	23,000
Network Service	-	3,360	3,360	2,259	3,360
Professional Services	9,942	6,575	6,575	3,848	7,075
Advertising	5,940	5,000	5,000	5,000	5,000
Total Services	15,881	14,935	14,935	11,107	15,435
Dues / Licenses / Subscriptions	35,477	34,017	34,017	28,269	40,717
Other Charges	100	-	-	-	-
Total Other Expenses	35,577	34,017	34,017	28,269	40,717
Buildings and Structures	82,587	-	2,000,000	322,782	1,800,000
Machinery-Tools-Equipment	-	-	-	17,123	-
Books and Records	45,215	59,500	59,500	50,691	59,500
Total Capital Outlay	127,802	59,500	2,059,500	390,595	1,859,500
Total Expenditures	189,161	154,862	2,154,862	450,336	1,942,352

Net Revenue (Expenditures)	(54,388)	(84,048)	(1,084,048)	(242,299)	224,419
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Ending Committed Fund Balance	\$ 2,827,604	\$ 2,743,556	\$ 1,743,556	\$ 2,585,305	\$ 2,809,724
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MUNICIPAL COURT SPECIAL REVNUUE FUND

The Municipal Court Special Revenue Fund, included with governmental funds for financial reporting, accounts for fees received by the court. These fees are restricted for use on court technology, court security, child safety, and truancy-related expenditures.

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Beginning Fund Balance	\$ 95,029	\$ 134,295	\$ 134,295	\$ 134,295	\$ 157,446

Revenues					
MC - Child Safety Fine	2,645	3,600	3,600	1,285	2,400
Vehicle Registration - Child Safety Fee	36,887	36,000	36,000	36,180	36,000
MC - Technology Fee	11,238	10,800	10,800	8,235	9,600
MC - Security Fee	13,720	13,200	13,200	10,030	13,200
MC - Truancy Fee	14,054	12,000	12,000	10,443	12,000
Total Fines and Forfeitures	78,544	75,600	75,600	66,174	73,200
Interest Revenue	3,931	1,952	1,952	9,450	7,463
Total Interest and Miscellaneous	3,931	1,952	1,952	9,450	7,463
Total Revenues	82,475	77,552	77,552	75,624	80,663

Expenditures					
Salaries	13,720	15,000	15,000	15,000	15,000
Total Personnel Services	13,720	15,000	15,000	15,000	15,000
Office Supplies	-	-	-	303	-
Tools and Equipment	485	4,200	4,200	-	7,100
Technology Equipment	22,563	33,302	33,302	141	33,302
Other Supplies		-	-	33,869	5,000
Total Supplies and Materials	23,048	37,502	37,502	34,313	45,402
Technology Maintenance	6,441	3,942	3,942	3,160	21,760
Total Maintenance and Repairs	6,441	3,942	3,942	3,160	21,760
Total Expenditures	43,209	56,444	56,444	52,473	82,162

Net Revenue (Expenditures)	39,266	21,108	21,108	23,151	(1,499)
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Ending Fund Balance	\$ 134,295	\$ 155,402	\$ 155,402	\$ 157,446	\$ 155,947
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In FY2024, the City of Kerrville Municipal Court created the Youth Diversion Program in compliance with Texas House Bill 3186, codified in Chapter 45 of the Texas Code of Criminal Procedure. This policy applies to individuals aged 10 to 16 who receive class C misdemeanors, excluding traffic offenses.

The court believes in providing diversion opportunities to ensure juveniles can enter adulthood without a criminal record that could hinder their educational, employment, and military prospects. Instead of proceeding through the normal criminal process, juveniles with class C misdemeanors, other than traffic offenses, will have the opportunity to participate in the Court's teen court program.

LANDFILL FUND

The Landfill Fund, included with governmental funds for financial reporting, is used to account for funds restricted for purchasing, developing, extending, closing, or increasing capacity for the City's landfill or other solid waste disposal methods.

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Beginning Restricted Fund Balance	\$ 838,771	\$ 905,647	\$ 905,647	\$ 905,647	\$ 1,004,781
Revenues					
Environment Fee	38,570	38,004	38,004	40,218	40,104
Total Tax Revenue	38,570	38,004	38,004	40,218	40,104
Interest Revenue	28,306	14,494	14,494	58,915	47,260
Total Interest and Miscellaneous	28,306	14,494	14,494	58,915	47,260
Total Revenues	66,875	52,498	52,498	99,133	87,364
Expenditures					
Recycling Services	-	50,000	50,000	-	50,000
Total Expenditures	-	50,000	50,000	-	50,000
Net Revenue (Expenditures)	66,875	2,498	2,498	99,133	37,364
Ending Restricted Fund Balance	\$ 905,647	\$ 908,145	\$ 908,145	\$ 1,004,781	\$ 1,042,145

BEYOND TOMORROW

LANDFILL POST CLOSURE FUND

The Landfill Post Closure Fund, included with governmental funds for financial reporting, is used to account for funds restricted for post-closure expenses of the Subtitle D permitted landfill that is currently accepting waste. It also provides the financial assurance required by the TCEQ for the 30-year period after the landfill stops accepting waste.

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Beginning Restricted Fund Balance	\$ 2,429,797	\$ 2,509,609	\$ 2,509,609	\$ 2,509,609	\$ 2,669,258
Revenues					
Interest Revenue	79,811	41,108	41,108	159,649	129,760
Total Interest and Miscellaneous	79,811	41,108	41,108	159,649	129,760
Total Revenues	79,811	41,108	41,108	159,649	129,760
Net Revenue (Expenditures)	79,811	41,108	41,108	159,649	129,760
Ending Restricted Fund Balance	\$ 2,509,609	\$ 2,550,716	\$ 2,550,716	\$ 2,669,258	\$ 2,799,017

BEYOND TOMORROW

REMSCHEL - DEERING HISTORY CENTER FUND

The Remschel-Deering History Center Fund, included with governmental funds for financial reporting, accounts for the operating revenues and expenditures of the History Center.

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Proposed Budget
Beginning Committed Fund Balance	\$ 224,555	\$ 220,329	\$ 220,329	\$ 220,329	\$ 241,436

Revenues					
Library - Internet Printing	13	-	-	4	-
Total Service Revenue	13	-	-	4	-
Deering Trust Income	15,013	14,000	14,000	18,002	14,000
Donation	2,502	-	-	1,000	-
Total Grants and Donations	17,515	14,000	14,000	19,002	14,000
Interest Revenue	8,857	3,771	3,771	15,363	13,122
Total Interest and Miscellaneous	8,857	3,771	3,771	15,363	13,122
Total Revenues	26,385	17,771	17,771	34,369	27,122

Expenditures					
Travel and Training	-	350	350	-	350
Total Personnel Services	-	350	350	-	350
Office Supplies	822	800	800	315	800
Technology Equipment	1,986	769	769	1,290	-
Chemical and Medical	-	25	25	25	25
Postage and Shipping	128	500	500	-	500
Other Supplies	54	1,100	1,100	368	1,100
Total Supplies and Materials	2,990	3,194	3,194	1,998	2,425
Building, Structure, Land Maintenance	6,469	2,443	2,443	2,315	3,943
Equipment	732	1,298	1,298	779	1,298
Technology Maintenance	2,750	1,398	1,398	1,431	1,398
Total Maintenance and Repairs	9,951	5,139	5,139	4,525	6,639
Utilities	5,101	6,228	6,228	5,688	6,228
Professional Services	12,569	3,000	3,000	1,050	6,500
Advertising	-	250	250	-	250
Total Services	17,670	9,478	9,478	6,738	12,978
Technology Equipment	-	-	-	-	-
Library Collection	-	1,500	1,500	-	500
Total Capital Outlay	-	1,500	1,500	-	500
Total Expenditures	30,610	19,661	19,661	13,261	22,892

Net Revenue (Expenditures)	(4,225)	(1,890)	(1,890)	21,108	4,230
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Ending Committed Fund Balance	\$ 220,329	\$ 218,439	\$ 218,439	\$ 241,436	\$ 245,666
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LIBRARY ENDOWMENT FUND

The Library Endowment Fund, included with governmental funds for financial reporting, accounts for endowment funds for which the City became the trustee in FY2020. These funds are restricted for use by the Library according to the Butt-Holdsworth Memorial Library Endowment Fund Trust document established in 1989.

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Beginning Restricted Fund Balance	\$ 1,256,404	\$ 1,288,346	\$ 1,288,347	\$ 1,288,347	\$ 1,487,041
Revenues					
Interest Revenue	84,301	65,736	65,736	205,544	152,227
Total Revenues	84,301	65,736	65,736	205,544	152,227
Expenditures					
Professional Services	6,850	7,000	7,000	6,850	7,000
Total Services	6,850	7,000	7,000	6,850	7,000
Building and Structures	24,566	-	-	-	-
Machinery, Tools and Equipment	20,942	-	-	-	-
Total Capital Outlay	45,508	-	-	-	-
Total Expenditures	52,358	7,000	7,000	6,850	7,000
Net Revenue (Expenditures)	31,943	58,736	58,736	198,694	145,227
Ending Restricted Fund Balance	\$ 1,288,347	\$ 1,347,082	\$ 1,347,082	\$ 1,487,041	\$ 1,632,267

BEYOND TOMORROW

CAILLOUX THEATRE ENDOWMENT FUND

The Cailloux Theatre Fund, included with governmental funds for financial reporting, is governed by an endowment agreement that specifies fund revenue can be used for maintaining the Kathleen C. Cailloux City Center for the Performing Arts. Annually, no more than 5% of the corpus may be utilized. Maintenance expenses for the Kit Werlein Annex are not eligible for reimbursement from this fund.

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Beginning Restricted Fund Balance	\$ 575,500	\$ 602,671	\$ 604,944	\$ 602,671	\$ 629,585
Revenues					
Interest Revenue	39,272	27,273	27,273	61,514	54,972
Total Interest and Miscellaneous	39,272	27,273	27,273	61,514	54,972
Total Revenues	39,272	27,273	27,273	61,514	54,972
Expenditures					
Other Building Maintenance	12,101	25,000	25,000	2,007	25,000
Total Maintenance and Repairs	12,101	25,000	25,000	2,007	25,000
Building, Structure, Land Maintenance	-	-	-	32,593	-
Total Capital Outlay	-	-	-	32,593	-
Total Expenditures	12,101	25,000	25,000	34,600	25,000
Net Revenue (Expenditures)	27,171	2,273	2,273	26,914	29,972
Ending Restricted Fund Balance	\$ 602,671	\$ 604,944	\$ 607,217	\$ 629,585	\$ 659,557

BEYOND TOMORROW

GRANT FUND

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Beginning Restricted Fund Balance	\$ 6,801	\$ 1,125	\$ 1,125	\$ 1,125	\$ 15,220
Revenues					
Police Grants	1,195,884	-	-	487,302	113,250
AACOG Grant	11,399	-	-	-	-
COVID-19 Grants	1,503,916	1,415,684	1,415,684	32,046	-
Fire/EMS - Grants/Donations	409,298	18,500	18,500	492,521	17,870
Recycle Grants	-	25,000	25,000	-	70,000
Community Development - Grants	49,143	290,357	290,357	222,641	-
TexDot Transportation	-	-	-	-	527,632
Miscellaneous Revenue	-	65,000	65,000	-	-
Total Grants and Donations	3,169,640	1,814,541	1,814,541	1,234,509	728,752
Transfer In - Gen Capital Projects	(1,030,933)	-	-	(32,046)	-
Total Transfer In	(1,030,933)	-	-	(32,046)	-
Total Revenues	2,138,706	1,814,541	1,814,541	1,202,463	728,752
Expenditures					
Travel and Training	8,788	-	-	-	-
Total Personnel Services	8,788	-	-	-	-
Tools and Equipment	34,377	18,500	18,500	132,616	-
Chemical & Medical	2,802	-	-	306	2,860
Wearing Apparel	103,121	-	-	-	-
Total Supplies and Materials	140,300	18,500	18,500	132,921	2,860
Recycling Services		25,000	25,000	-	25,000
Total Services	-	25,000	25,000	-	25,000
Community Support	-	-	-	-	-
Other	41,504	-	-	4,061	-
Total Other Expenses	41,504	-	-	4,061	-
Machinery, Tools and Equipment	120,619	160,000	160,000	216,757	75,011
Vehicles	1,078,728	1,097,500	1,097,500	611,988	98,250
Total Capital Outlay	1,199,347	1,257,500	1,257,500	828,745	173,261
Transfer Out - General Capital Projects	754,444	448,541	448,541	222,641	527,632
Total Transfer Out	754,444	448,541	448,541	222,641	527,632
Total Expenditures	2,144,383	1,749,541	1,749,541	1,188,368	728,752
Net Revenue (Expenditures)	(5,676)	65,000	65,000	14,095	-
Ending Restricted Fund Balance	\$ 1,125	\$ 66,125	\$ 66,125	\$ 15,220	\$ 15,220

The Grant Fund is a special fund that is located with governmental funds for financial reporting purposes. The Grant fund 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.

INSURANCE RESERVE FUND

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Beginning Committed Fund Balance	\$ 226,512	\$ 259,662	\$ 259,662	\$ 259,662	\$ 271,783
Revenues					
Reimbursement - Vehicle/Equipment	99,141	40,000	40,000	587,309	60,000
Reimbursement - Building/Structure	71,799	110,000	110,000	30,755	40,000
Interest Revenue	6,693	3,846	3,846	25,400	24,472
Total Interest and Miscellaneous	177,633	153,846	153,846	643,464	124,472
Total Revenues	177,633	153,846	153,846	643,464	124,472
Expenditures					
Building, Structure, Land Maintenance	97,049	45,000	45,000	27,065	50,000
Vehicle	29,082	35,000	35,000	588,259	35,000
Irrigation System Maintenance	-	-	-	2,342	-
Total Maintenance and Repairs	126,131	80,000	80,000	617,666	85,000
Professional Services	-	1,000	1,000	-	500
Total Services	-	1,000	1,000	-	500
Other	-	5,000	5,000	-	3,000
Total Services	-	5,000	5,000	-	3,000
Building and Structures	18,352	60,000	60,000		30,000
Machinery, Tools and Equipment	-	7,250	7,250		-
Total Capital Outlay	18,352	67,250	67,250	-	30,000
Transfer Out - Asset Replacement	-	-	-	13,678	-
Total Transfers Out	-	-	-	13,678	-
Total Expenditures	144,484	153,250	153,250	631,344	118,500
Net Revenue (Expenditures)	33,150	596	596	12,121	5,972
Ending Committed Fund Balance	\$ 259,662	\$ 260,258	\$ 260,258	\$ 271,783	\$ 277,755

The Insurance Reserve Fund is a special fund that is located with governmental funds for financial reporting purposes. The Insurance Reserve fund accounts for losses incurred by the City for physical damages to fleet, equipment, and buildings. Revenue for this fund comes from insurance proceeds obtained through claims filed by the city for vehicle or property damage.

TIRZ #1 FUND

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimate	FY2025 Budget
Beginning Fund Balance	\$ 110,255	\$ 327,985	\$ 327,985	\$ 327,985	\$ 641,190

Revenues					
Property Tax	302,040	338,411	338,411	327,564	339,470
Total Tax Revenue	302,040	338,411	338,411	327,564	339,470
Interest Revenue	8,190	4,210	4,210	35,640	25,574
Total Interest and Miscellaneous	8,190	4,210	4,210	35,640	25,574
Total Revenues	310,230	342,621	342,621	363,205	365,044

Expenditures					
Project Contribution	40,000	-	-	-	-
Transfer Out - General Capital Projects	52,500	-	-	50,000	-
Total Transfer Out	52,500	-	-	50,000	-
Total Expenditures	92,500	-	-	50,000	-

Net Revenue (Expenditures)	217,730	342,621	342,621	313,205	365,044
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Ending Fund Balance	\$ 327,985	\$ 670,606	\$ 670,605	\$ 641,190	\$ 1,006,233
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The Tax Increment Reinvestment Zone #1 (TIRZ #1) Fund is a special fund that is located with governmental funds for financial reporting purposes. The TIRZ #1 Fund was established in 2018. All property tax collected from properties within the TIRZ #1 geographical area in excess of the base year (2018) is considered TIRZ #1 increment revenue. Only increment revenue is recorded in this fund. Any proceeds collected must be used for allowable projects within 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 FY2025 fund balance is projected to be more than 10% higher than FY2024 ending fund balance because the fund has no budgeted expenses.

BEYOND TOMORROW

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 number of primary local jobs, quality-of-life projects, and the participation in public infrastructure projects.

Economic Improvement Corporation meetings are held on the third Monday of each month at 4:00 p.m. in the City 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.

In FY2024, the Economic Improvement Corporation (EIC) issued Sales Tax Revenue Bonds to enhance several quality-of-life facilities and create a new park. These bonds will fund upgrades to the Olympic Pool, the Scott Schreiner Golf Course, and the replacement of the HVAC system and roof at the Callioux Theater. Additionally, the bonds will support renovations at the Heart of The Hills Heritage Center, improvements at Granger MacDonald Park, and enhancements to other existing parks. Importantly, these EIC Bonds will be repaid using revenue from the 4B Sales Tax, meaning that no property tax dollars will be used for repayment.

EIC Sales Tax Bonds \$20M - Quality of Life Projects	
Olympic Pool Improvement Project	\$ 7,000,000
Cailloux Theater Improvement Project (HVAC and Roof)	\$ 4,000,000
Scott Schreiner Golf Course Improvement Project	\$ 4,000,000
Heart of the Hills Heritage Center	\$ 2,000,000
Granger MacDonald Park Improvements	\$ 2,200,000
Existing Park Improvements	\$ 800,000
Total \$ 20,000,000	



Cailloux Theater



Heart of the Hills Heritage Center

ECONOMIC IMPROVEMENT CORPORATION

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 \$89.5 million as of 07/31/2024. The projects that EIC has committed funding towards are listed on the following pages.

During the first quarter of FY2024 the EIC issued \$20M in sales tax revenue bonds. Majority of the revenue received from the bond sale will roll into fund balance, as projects commenced late FY2024 and early FY2025.

	FY2023 Actual	FY2024 Original Budget	FY2024 Current Budget	FY2024 Estimated	FY2025 Budget
Beginning Fund Balance	\$ 6,431,248	\$ 8,662,156	\$ 8,662,156	\$ 8,662,156	\$ 29,922,434

Revenues					
Sales Tax	5,043,221	5,262,270	5,262,270	4,953,056	5,104,402
Total Tax Revenue	5,043,221	5,262,270	5,262,270	4,953,056	5,104,402
Misc Revenue	-	-	-	5,000	
Interest Revenue	313,084	161,000	161,000	1,381,051	901,454
Total Interest and Miscellaneous	313,084	161,000	161,000	1,386,051	901,454
Bond Proceeds	-	-	-	20,264,360	-
Total Bonds	-	-	-	20,264,360	-
Transfer In - Gen Capital Projects	44,273	-	-	-	-
Total Transfer In	44,273	-	-	-	-
Total Revenues	5,400,578	5,423,270	5,423,270	26,603,466	6,005,856

Expenditures					
Travel and Training	-	10,200	10,200	-	10,200
Total Personnel Services	-	10,200	10,200	-	10,200
Office Supplies	-	150	150	50	150
Total Supplies and Materials	-	150	150	50	150
Professional Services	203,000	205,000	205,000	205,000	213,200
Legal Services	600	10,000	10,000	5,750	10,000
Total Services	203,600	215,000	215,000	210,750	223,200
Kerr Economic Development Corp	312,500	343,750	343,750	343,750	343,750
Debt Service	1,085,141	1,090,706	1,090,706	2,561,192	2,559,450
Project Contribution	910,579	800,000	800,000	1,094,828	2,300,000
Other Charges	50	300	300	-	300
Bond Issuance	-	-	-	259,190	-
Total Other Expenses	2,308,270	2,234,756	2,234,756	4,258,960	5,203,500
Transfer Out Library Memorial	-	-	-	-	1,000,000
Transfer Out General Capital Projects	657,800	700,000	700,000	873,428	13,553,261
Transfer Out Water Capital Projects	-	600,000	600,000	-	500,000
Transfer Out	657,800	1,300,000	1,300,000	873,428	15,053,261
Total Expenditures	3,169,670	3,760,106	3,760,106	5,343,188	20,490,311

Net Revenue (Expenditures)	2,230,908	1,663,164	1,663,164	21,260,278	(14,484,455)
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Ending Fund Balance	\$ 8,662,156	\$ 10,325,320	\$ 10,325,320	\$ 29,922,434	\$ 15,437,979
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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
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

ECONOMIC IMPROVEMENT CORPORATION

EIC Projects 1999 - Present		
Project Name	Fiscal Year	Total Funding
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	37,471
Tranquility Island Electrical Infrastructure	2021	79,940
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	145,966
Travis Street Pump Station Upgrades	2023	750,000
Lennar Subdivision Development - Windridge	2024	5,000,000
Habitat for Humanity - Mariposa Subdivision Infrastructure	2024	2,260,000
Scott Schreiner Golf Course Improvements	2024	4,000,000
Olympic Pool Improvements	2024	7,000,000
Cailloux Theater Improvements	2024	4,000,000
Existing Parks Improvements	2024	800,000
Heart of the Hills Heritage Center	2024	2,000,000
Granger McDonald Park	2024	1,000,000
Schreiner University's Talent & Workforce Development	2024	822,430
Schreiner University's Athletic Facilities	2024	2,177,570
Total Active/Completed and Committed: \$		89,540,839

APPENDIX



BEYOND TOMORROW

BUDGET & TAX ORDINANCE

BUDGET ORDINANCE

CITY OF KERRVILLE, TEXAS ORDINANCE NO. 2024-24

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF KERRVILLE, TEXAS, FISCAL YEAR 2025; 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, 2024, 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, 2024, and ending September 30, 2025 (sometimes referred to as "Fiscal Year 2025" or "FY2025"); 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 10, 2024, 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 time 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 2025, 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 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 deemed to provide a complete financial plan of City funds and activities for the

BUDGET ORDINANCE

Fiscal Year 2025, 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. :

- 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:

[1ST MOTION TO STATE AS FOLLOWS: *Motion to approve Ordinance No. 2024-24 to adopt the City's budget for Fiscal Year 2025 on 1st reading.*]

City Secretary to take record vote as follows:

	YES	NO
Joe Herring, Jr., Mayor	<u>X</u>	_____
Delayne Sigerman, Place 1	<u>X</u>	_____
Jeff Harris, Place 2	<u>X</u>	_____
Kent McKinney, Place 3	<u>X</u>	_____

BUDGET ORDINANCE

Brenda Hughes, Place 4

X _____

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

PASSED AND APPROVED ON FIRST READING, this the 10 day of SEPTEMBER, A.D., 2024.

SECOND READING:

[1ST MOTION TO STATE AS FOLLOWS: *Motion to approve Ordinance No. 2024-24 to adopt the City's budget for Fiscal Year 2025 on 2nd reading.*]

City Secretary to take record vote as follows:

	YES	NO	ABSENT
Joe Herring Jr., Mayor	_____	_____	<u>X</u>
Delayne Sigerman, Place 1	<u>X</u>	_____	_____
Jeff Harris, Place 2	<u>X</u>	_____	_____
Kent McKinney, Place 3	<u>X</u>	_____	_____
Brenda Hughes, Place 4	<u>X</u>	_____	_____


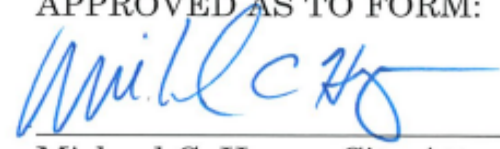
[2ND MOTION TO STATE AS FOLLOWS: *Motion ratifying vote to adopt a budget that will require raising more revenue from property taxes than the previous fiscal year.*]

PASSED AND APPROVED ON SECOND AND FINAL READING, this the 24 day of SEPTEMBER, A.D., 2024.

ATTEST:


Shelley McElhannon, City Secretary

FOR


Joe Herring, Jr., Mayor
BRENDA HUGHES, MAYOR PRO TEM
APPROVED AS TO FORM:

Michael C. Hayes, City Attorney

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TAX ORDINANCE

CITY OF KERRVILLE, TEXAS ORDINANCE NO. 2024-23

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 2025; 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 2025 (Oct. 1, 2024-Sept. 30, 2025); 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 2025; and

WHEREAS, after due deliberation, study, and consideration of the proposed tax rate for Fiscal Year 2025, 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 2025, 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 2025 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 **\$0.4189** 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 2025

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 **\$0.1406** on each one hundred dollars (\$100.00) valuation of such property.

SECTION TWO. The ad valorem taxes levied are due on October 1, 2024, and may be paid up to and including January 31, 2025, without penalty, but if not paid, such taxes are delinquent on February 1, 2025; 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, 2024, and the remaining one-half is paid before July 1, 2025.

SECTION THREE. No discounts are authorized on property tax payments made prior to January 31, 2025.

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 2.77% AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$11.30.

FIRST READING:

[MOTION TO STATE AS FOLLOWS: *Motion to approve Ordinance No. 2024-23 and that the property tax rate be increased by the adoption of a tax rate of \$0.5595, which is effectively a 2.77% percent increase in the tax rate.*]

TAX ORDINANCE

City Secretary to take record vote as follows:

	YES	NO
Joe Herring, Jr., Mayor	<u>X</u>	_____
Delayne Sigerman, Place 1	<u>X</u>	_____
Jeff Harris, Place 2	<u>X</u>	_____
Kent McKinney., Place 3	_____	<u>X</u>
Brenda Hughes, Place 4	<u>X</u>	_____

PASSED AND APPROVED ON FIRST READING, this the 10 day of SEPTEMBER, A.D., 2024.

SECOND READING:

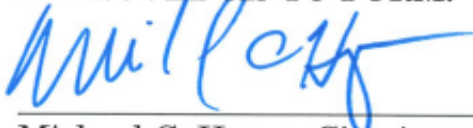
[MOTION TO STATE AS FOLLOWS: *Motion to approve Ordinance No. 2024-23 and that the property tax rate be increased by the adoption of a tax rate of \$0.5595, which is effectively a 2.77% percent increase in the tax rate.*]

City Secretary to take record vote as follows:

	YES	NO	ABSENT
Joe Herring, Jr., Mayor	_____	_____	<u>X</u>
Delayne Sigerman, Place 1	<u>X</u>	_____	_____
Jeff Harris, Place 2	<u>X</u>	_____	_____
Kent McKinney, Place 3	<u>X</u>	_____	_____
Brenda Hughes, Place 4	<u>X</u>	_____	_____

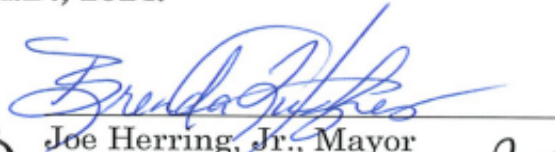
PASSED AND APPROVED ON SECOND AND FINAL READING, this the 24 day of SEPTEMBER, A.D., 2024.

APPROVED AS TO FORM:



Michael C. Hayes, City Attorney

FOR



Joe Herring, Jr., Mayor

BREND A Hughes, Mayor Pro TEM

ATTEST:



Shelley McElhannon, City Secretary



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PERSONNEL SCHEDULES

FULL TIME EMPLOYEES (FTE)

BY DEPARTMENT

Department	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
General Fund Personnel Count						
City Secretary	3	3	3	2	2	2
City Attorney	1	1.5	2	2	2	2
City Administration	5	4.25	4.25	4	4	4
Human Resources	4	4	4	3	4	3
Finance	5	4	4	5	5	8
Technology & Innovation	7	5.25	6	6	6	7
Public Information Office	0	2	2	2	2	2
Municipal Court	6	5	5	5	5	5
Office of Innovation	0	0	0	0.25	0.25	0
Economic Development	0	0	0	2	2	0
Police	72	72	72	77	78	78
Fire	48	48	48	78	78	79
Emergency Management	1	1	1	1	1	1
Fire Marshal	2	2	2	2	2	2
EMS	26	26	27	0	0	0
Kerrville-Schreiner Park	8	8	8	8	8	8
Parks & Facilities Maintenance	21	19.25	21	21.5	22	23
Sports Complex	6	6	6	6	6	5
Recreation	2	2	2	2	2	3
Community Events	1	1	1	1	1	1
Golf	7	7	7	6	6.5	7
Engineering	6	5.25	6	6	6	6
Streets	18	17.5	18.5	18	18	18
Solid Waste	1	1	1	1	1	1
Library	9	9	9	9	9	9
General Operations	1	0	0	0	0	0
Total General Fund	260	254	259.75	267.75	270.75	273.75
Development Services Fund Personnel Count						
Planning	2	3	3	3	3	3
Building Services	6	5	5.5	5.5	5.5	5
Code Compliance	2	2	2	2	2	2
Total Development Services Fund	10	10	10.50	10.50	10.50	10.00
Water Fund Personnel Count						
Utility Billing	8	8	8	8	8	8
Water Production	13	13	13	14	14.5	14
Water Distribution	10	10	10	10	10	10
Water Reclamation	9	9	9	9	9	9
Wastewater Collection	6.0	6.0	6.0	6.5	7	7
Utility Lab	4	4	4	4	4	4
Total Water Fund	50	50	50	51.50	52.50	52.00
Garage Fund Personnel Count						
Garage	5	5.25	5.25	5.25	5.25	4
Total Garage Fund	5	5.25	5.25	5.25	5.25	4
Total City FTEs	325	319.25	325.50	335	339	339.75

GENERAL GOVERNMENT PAY PLAN

City of Kerrville						
FY2025 General Government Pay Plan - Effective 10/01/2024						
Pay Grade	Position Title	FLSA				
20	Management Intern (PT)	NE	Hourly	\$14.00		
21	Building Maintenance Worker/Custodian	NE		Min	Mid	Max
21	City Hall Receptionist	NE	Hourly	\$16.07	\$20.09	\$24.10
21	Duty Desk Clerk (PT)	NE	Bi-Weekly (FTE)	\$1,285.44	\$1,606.80	\$1,928.16
21	Inventory Control Assistant (PT/19)	NE	Annual (FTE)	\$33,421.44	\$41,776.80	\$50,132.16
21	Library Clerk	NE				
21	Library Clerk (PT/19)	NE				
21	Pro Shop Attendant	NE				
21	Pro Shop Attendant (PT/15)	NE				
21	Pro Shop Attendant (PT/20)	NE				
22	Maintenance Worker - Golf	NE		Min	Mid	Max
22	Maintenance Worker - Kerrville Schreiner Park	NE	Hourly	\$16.37	\$20.47	\$24.56
22	Maintenance Worker - Parks	NE	Bi-Weekly (FTE)	\$1,309.95	\$1,637.44	\$1,964.93
22	Maintenance Worker - Sports Complex	NE	Annual (FTE)	\$34,058.80	\$42,573.51	\$51,088.21
22	Office Clerk - Kerrville Schreiner Park	NE				
22	Office Clerk - Kerrville Schreiner Park - Part Time	NE				
22	Utility Clerk	NE				
23	Accounting Assistant (FT)	NE		Min	Mid	Max
23	Accounting Assistant (PT)	NE	Hourly	\$17.19	\$21.48	\$25.78
23	Accounts Payable Assistant	NE	Bi-Weekly (FTE)	\$1,374.80	\$1,718.50	\$2,062.20
23	EMS Assistant	NE	Annual (FTE)	\$35,744.87	\$44,681.09	\$53,617.31
23	Laboratory Assistant	NE				
23	Library Assistant	NE				
24	Administrative Records Clerk	NE		Min	Mid	Max
24	Equipment Operator - Golf Maintenance	NE	Hourly	\$18.04	\$22.55	\$27.06
24	Equipment Operator - Parks Maintenance	NE	Bi-Weekly	\$1,443.24	\$1,804.05	\$2,164.85
24	Equipment Operator - ROW Mowing & Drainage	NE	Annual	\$37,524.14	\$46,905.17	\$56,286.20
24	Light Equipment Operator - Streets	NE				
24	Maintenance Specialist - Solid Waste	NE				
24	Meter Technician	NE				
24	Municipal Court Deputy Clerk	NE				
24	Permit Technician	NE				
24	Water Distribution Utility Worker I	NE				
25	Administrative Assistant - Planning	NE		Min	Mid	Max
25	Property & Evidence Specialist	NE	Hourly	\$18.94	\$23.68	\$28.41
25	Public Works Specialist	NE	Bi-Weekly	\$1,515.25	\$1,894.07	\$2,272.88
		NE	Annual	\$39,396.59	\$49,245.74	\$59,094.89
26	Pretreatment Specialist - LAB	NE		Min	Mid	Max
26	Vehicle & Equipment Mechanic/Technician	NE	Hourly	\$19.89	\$24.86	\$29.83
26	Wastewater Collections Operator I	NE	Bi-Weekly	\$1,590.86	\$1,988.57	\$2,386.28
26	Water Production Operator I	NE	Annual	\$41,362.25	\$51,702.81	\$62,043.37
26	Water Reclamation Operator I	NE				

GENERAL GOVERNMENT PAY PLAN

27	Crew Leader - Building Maintenance/Custodians	NE		Min	Mid	Max
27	Crew Leader - Downtown Parks	NE	Hourly	\$20.88	\$26.10	\$31.31
27	Crew Leader - Golf	NE	Bi-Weekly	\$1,670.08	\$2,087.60	\$2,505.12
27	Crew Leader - Kerrville Schreiner Park	NE	Annual	\$43,422.16	\$54,277.70	\$65,133.24
27	Crew Leader - Parks	NE				
27	Crew Leader - ROW Mowing & Drainage	NE				
27	Human Resources Assistant	NE				
27	Management Analyst - Part Time	NE				
28	Administrative Specialist - Investigations	NE		Min	Mid	Max
28	Heavy Equipment Operator - Streets	NE	Hourly	\$21.91	\$27.39	\$32.87
28	Laboratory Analyst	NE	Bi-Weekly	\$1,752.94	\$2,191.17	\$2,629.40
28	Recreation Coordinator	NE	Annual	\$45,576.35	\$56,970.43	\$68,364.52
28	Sports Complex Supervisor	NE				
28	Tourism & Event Coordinator	NE				
28	Traffic Controls Technician	NE				
28	Wastewater Collections Operator II	NE				
28	Water Distribution Utility Worker II	NE				
28	Water Production Maintenance Technician	NE				
28	Water Production Operator II	NE				
28	Water Production Specialist	NE				
28	Water Reclamation Maintenance Technician	NE				
28	Water Reclamation Operator II	NE				
28	Water Reclamation Technician	NE				
29	Building Inspector	NE		Min	Mid	Max
29	Construction Inspector	NE	Hourly	\$23.00	\$28.75	\$34.50
29	Crew Leader - Streets	NE	Bi-Weekly	\$1,840.24	\$2,300.30	\$2,760.36
29	Crew Leader - Wastewater Collections	NE	Annual	\$47,846.22	\$59,807.77	\$71,769.33
29	Crew Leader - Water Distribution	NE				
29	Executive Assistant - Fire	NE				
29	Executive Assistant - Police	NE				
29	Inventory Control Analyst	NE				
29	Investigative Analyst	NE				
29	Lead Technician - Garage	NE				
29	Parks Maintenance & Facilities Assistant Manager	NE				
30	Administrative Records Supervisor - Police	NE		Min	Mid	Max
30	Deputy City Secretary	NE	Hourly	\$24.15	\$30.19	\$36.23
30	Golf Course Maintenance Superintendent	E	Bi-Weekly	\$1,932.07	\$2,415.09	\$2,898.11
30	Golf Pro Shop Manager	E	Annual	\$50,233.92	\$62,792.41	\$75,350.89
30	Health Specialist	NE				
30	Office Manager - Kerrville Schreiner Park	E				
30	Technical Support Analyst	NE				
31	Accounts Payable Supervisor	E		Min	Mid	Max
31	Assistant Municipal Court Administrator*	E	Hourly	\$25.36	\$31.69	\$38.03
31	City Marshal	NE	Bi-Weekly	\$2,028.44	\$2,535.55	\$3,042.66
31	Customer Service Supervisor	E	Annual	\$52,739.46	\$65,924.33	\$79,109.19
31	Garage Superintendent	E				
31	Human Resources Analyst	NE				
31	Meter Technician Supervisor	E				
31	Multimedia Coordinator	E				
31	Senior Inspector	NE				

GENERAL GOVERNMENT PAY PLAN

32	Assistant Street Division Manager*	E		Min	Mid	Max
32	Assistant Wastewater Collections Superintendent	NE	Hourly	\$26.62	\$33.27	\$39.92
32	Assistant Water Distribution Superintendent	NE	Bi-Weekly	\$2,129.26	\$2,661.57	\$3,193.89
32	Executive Office Coordinator	E	Annual	\$55,360.69	\$69,200.86	\$83,041.03
32	Water Production Assistant Superintendent	NE				
32	Water Reclamation Chief Operator	NE				
33	Librarian - Patron Services	E		Min	Mid	Max
33	Librarian - Reference Services	E	Hourly	\$27.94	\$34.93	\$41.92
33	Librarian - Youth Services	E	Bi-Weekly	\$2,235.51	\$2,794.39	\$3,353.27
33	Senior Management Analyst	E	Annual	\$58,123.31	\$72,654.14	\$87,184.97
34	Engineering Project Manager*	E		Min	Mid	Max
34	Finance Administrator*	E	Hourly	\$29.34	\$36.67	\$44.01
34	Finance Compliance Coordinator*	E	Bi-Weekly	\$2,347.12	\$2,933.90	\$3,520.68
34	Procurement Coordinator	E	Annual	\$61,025.19	\$76,281.49	\$91,537.79
34	Neighborhood Enhancement/Code Enforcement Manag	E				
35	Assistant Library Director	E		Min	Mid	Max
35	GIS Administrator	E	Hourly	\$30.80	\$38.50	\$46.20
35	"Interim" Chief Building Official	E	Bi-Weekly	\$2,464.17	\$3,080.22	\$3,696.26
35	Parks Maintenance & Facilities Manager	E	Annual	\$64,068.47	\$80,085.59	\$96,102.71
35	Public Safety Communications Manager	E				
35	Recreation Manager	E				
35	Senior Planner	E				
35	Systems Administrator	E				
36	Laboratory Superintendent*	E		Min	Mid	Max
36	Street Division Manager*	E	Hourly	\$32.34	\$40.43	\$48.51
36	Wastewater Collections Superintendent*	E	Bi-Weekly	\$2,587.40	\$3,234.25	\$3,881.10
36	Water Distribution Superintendent*	E	Annual	\$67,272.43	\$84,090.54	\$100,908.65
36	Water Production Superintendent*	E				
36	Water Reclamation Superintendent*	E				
37	Manager of Human Resources & Risk Management*	E		Min	Mid	Max
37	Municipal Court Administrator*	E	Hourly	\$33.94	\$42.43	\$50.91
37	Public Information Officer*	E	Bi-Weekly	\$2,715.37	\$3,394.21	\$4,073.05
			Annual	\$70,599.58	\$88,249.47	\$105,899.37
38	Asst Director of Development Services*	E		Min	Mid	Max
38	Assistant Director of Finance*	E	Hourly	\$35.63	\$44.54	\$53.45
38	Assistant Director of Parks & Recreation*	E	Bi-Weekly	\$2,850.42	\$3,563.03	\$4,275.63
38	Assistant Director of Utilities*	E	Annual	\$74,110.97	\$92,638.72	\$111,166.46
38	Chief Building Official*	E				
39	City Secretary*	E		Min	Mid	Max
			Hourly	\$37.41	\$46.76	\$56.11
			Bi-Weekly	\$2,992.69	\$3,740.86	\$4,489.03
			Annual	\$77,809.83	\$97,262.28	\$116,714.74
41	Assistant City Attorney*	E		Min	Mid	Max
41	Library Director*	E	Hourly	\$42.45	\$53.06	\$63.67
41	Project Engineer*	E	Bi-Weekly	\$3,395.79	\$4,244.73	\$5,093.68
		E	Annual	\$88,290.45	\$110,363.06	\$132,435.67
42	Deputy Chief of Police*	E		Min	Mid	Max
42	Deputy Fire Chief*	E	Hourly	\$44.57	\$55.71	\$66.86
			Bi-Weekly	\$3,565.61	\$4,457.02	\$5,348.42
			Annual	\$92,705.93	\$115,882.42	\$139,058.90

GENERAL GOVERNMENT PAY PLAN

45	Director of Development Services*	E		Min	Mid	Max
45	Director of Engineering*		Hourly	\$51.60	\$64.49	\$77.39
45	Director of Innovation and Technology*	E	Bi-Weekly	\$4,127.62	\$5,159.53	\$6,191.43
45	Director of Parks & Recreation*	E	Annual	\$107,318.17	\$134,147.72	\$160,977.26
45	Director of Utilities*	E				
46	Chief of Police*	E		Min	Mid	Max
46	Director of Finance*	E	Hourly	\$54.17	\$67.72	\$81.26
46	Executive Director for Public Works & Engineering*	E	Bi-Weekly	\$4,333.99	\$5,417.49	\$6,500.99
46	Fire Chief*	E	Annual	\$112,683.81	\$140,854.77	\$169,025.72*
51	Assistant City Manager*	E		Min	Mid	Max
			Hourly	\$69.14	\$86.43	\$103.71
			Bi-Weekly	\$5,531.39	\$6,914.24	\$8,297.08
			Annual	\$143,816.10	\$179,770.12	\$215,724.15
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

FY2025 POLICE PAY PLAN - Effective 10/01/2024					
GRADE	POSITION		Min		Max
PD-A	Telecommunications Specialist-Police Dispatch	ANNUAL	50,770.30	3% Increase Every Year Subject to Budget Approval	69,330.56
		BIWEEKLY	1,952.70		2,666.56
		HOURLY	24.41		33.33
PD-A3	Telecommunications Supervisor Police Dispatch (10% Increase upon promotion)	ANNUAL	55,334.66	3% Increase Every Year Subject to Budget Approval	76,274.43
		BIWEEKLY	2,128.26		2,933.63
		HOURLY	26.60		36.67
PD-1	Officer (Police & Evidence)	ANNUAL	60,980.61	3% Increase Every Year Subject to Budget Approval	83,434.62
		BIWEEKLY	2,345.41		3,209.02
		HOURLY	29.32		40.11
PD-2	Detective, Field Training Officer and School Resource Officer	ANNUAL	64,009.09	3% Increase Every Year Subject to Budget Approval	87,609.60
		BIWEEKLY	2,461.89		3,369.60
		HOURLY	30.77		42.12
PD-3	Sergeant (If Promotion from PD-1 = 10% Increase) (If Promotion from PD-2 = 5% Increase)	ANNUAL	74,197.76	3% Increase Every Year Subject to Budget Approval	93,882.88
		BIWEEKLY	2,853.76		3,610.88
		HOURLY	35.67		45.14
PD-4	Police Lieutenant	ANNUAL	95,764.86	3% Increase Every Year Subject to Budget Approval	116,509.95
		BIWEEKLY	3,683.26		4,481.15
		HOURLY	46.04		56.01

FIRE PAY PLAN

FY2024 FIRE PAY PLAN - Effective 10/01/2024					
GRADE	POSITION		Min		Max
FD-1	EMS Crew EMT1 (12 hr - 2 on/2 off)	ANNUAL (1976 Annual Hrs / 76 Hrs/Pay Period)	46,011.68	3% Increase Every Year Subject to Budget Approval	57,497.44
		HOURLY	20.11		25.13
FD-2	EMS Crew EMT2 (24 hr - 48/96) (Not subject to 7K exemption)	ANNUAL (2912 Annual Hrs / 56 Hrs/Wk)	51,014.49	3% Increase Every Year Subject to Budget Approval	62,065.84
		HOURLY	15.33		18.65
FD-2A	EMS Crew Medic (24 hr - 48/96) (Not subject to 7K exemption)	ANNUAL (2912 Annual Hrs / 56 Hrs/Wk)	57,474.56	3% Increase Every Year Subject to Budget Approval	70,387.20
		HOURLY	17.27		21.15
FD-3	Firefighter (24 hr - 48/96)	ANNUAL (2912 Annual Hrs / 112 Hrs/Pay Period)	59,485.71	3% Increase Every Year Subject to Budget Approval	72,399.75
		HOURLY	20.43		24.86
FD-4	Fire Apparatus Driver (24 hr - 48/96)	ANNUAL (2912 Annual Hrs / 112 Hrs/Pay Period)	68,469.39	3% Increase Every Year Subject to Budget Approval	83,286.23
		HOURLY	23.51		28.60
FD-4A	EMS Supervisor (24 hr - 48/96)	ANNUAL (2912 Annual Hrs / 112 Hrs/Pay Period)	68,469.39	3% Increase Every Year Subject to Budget Approval	83,286.23
		HOURLY	23.51		28.60
FD-5	Lieutenant (24 hr - 48/96)	ANNUAL (2912 Annual Hrs / 112 Hrs/Pay Period)	80,853.15	3% Increase Every Year Subject to Budget Approval	94,609.41
		HOURLY	27.77		32.49
FD-5A	Deputy Fire Marshal (8 hr) Lieutenant (8 hr)	ANNUAL (2080 Annual Hrs / 80 Hrs / Pay Period)	80,853.15	3% Increase Every Year Subject to Budget Approval	94,609.41
		BIWEEKLY	3,109.74		3,638.82
		HOURLY	38.87		45.49
FD-8	Battalion Chief (24 hr - 48/96)	ANNUAL (2912 Annual Hrs / 112 Hrs/Pay Period)	91,521.27	3% Increase Every Year Subject to Budget Approval	115,789.69
		HOURLY	31.43		39.76
FD-8A	Division Chief - Fire Marshal (8 hr) Division Chief - Training/EMC (8 hr)	ANNUAL (2080 Annual Hrs / 80 Hrs / Pay Period)	91,521.27	3% Increase Every Year Subject to Budget Approval	115,789.69
		BIWEEKLY	3,520.05		4,453.45
		HOURLY	44.00		55.67

FINANCIAL MANAGEMENT POLICY

Note: City policies are included in the Budget Book and adopted annually by City Council with the Budget. However, all policies can be modified throughout the year (independently or as a group) by City Council with the approval of a resolution.

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 31st 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 30th day of September of the fiscal year currently ending. If it fails to adopt the budget by this date, the budget proposed by the City Manager shall go into effect.

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

FINANCIAL MANAGEMENT POLICY

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

FINANCIAL MANAGEMENT POLICY

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

FINANCIAL MANAGEMENT POLICY

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

FINANCIAL MANAGEMENT POLICY

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.

FINANCIAL MANAGEMENT POLICY

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

FINANCIAL MANAGEMENT POLICY

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

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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

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(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.

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Note: City policies are included in the Budget Book and adopted annually by City Council with the Budget. However, all policies can be modified throughout the year (independently or as a group) by City Council with the approval of a resolution.

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 and the Kerrville Economic Improvement Corporation (EIC). The policy does not apply to Kerrville Public Utility Board and the Kerrville-Kerr County Joint Airport Board.

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 two (2) years.
- C. Diversification - In order to minimize investment and market risk, the City will diversify its investments by market sector (security type) and maturity.

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D. Yield - The City's investment portfolio shall be designed with the objective of attaining a reasonable rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio. The portfolio(s) risk shall be measured quarterly against a benchmark 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 ladder maturity structure that permits some extension for yield enhancement. The maximum dollar weighted average maturity of two (2) years 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:

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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 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 five (5) 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

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consideration as to the prudence of a single investment; and whether the investment decision was consistent with this Policy. The standard states:

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

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

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

VIII. Standard of Ethics

An Investment 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:

INVESTMENT POLICY

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.

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.

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- 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.
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 A. properly securing a pledged security interest.
- B. 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.
- C. 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.
- D. 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.
- E. AAA-rated SEC registered money market mutual funds which strive to maintain a \$1 net asset value and comply with SEC Rule 2a-7.
- F. 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.
- G. 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.
- H. 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.
- I. 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

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

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

XI. Delivery versus Payment

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

XII. Competitive Bidding

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

XIII. Monitoring Credit Ratings

An Investment Officer or Investment Advisor shall monitor, on no less than a monthly basis, the credit rating on all authorized investments in the portfolio based upon independent information from a nationally recognized rating agency. If any security(s) falls below the minimum rating required by this Policy, an Investment Officer or Advisor shall notify the 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

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percent of the total time or demand amounts being collateralized including accrued interest. The banking institution shall be held responsible for monitoring and maintaining the required margins daily. All collateral shall be held by an independent third party banking institution outside the holding company of the pledging bank. A clearly marked evidence of ownership must be provided to the City for all securities pledged and must clearly state that the security is pledged to the City. Substitution of collateral shall only be made after prior written approval by the City or on terms agree to by the City.

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

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

- A. Obligations of the U.S. Government, its agencies and instrumentalities, including Mortgage Backed Securities and Collateralized Mortgage Obligation (CMO) which pass the Federal Reserve Bank test
- B. Obligations of any state, its agencies and instrumentalities, and municipalities rated A or better by two (2) nationally recognized rating agencies

XVII. Repurchase Agreement- Owned Collateral

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

XVIII. Safekeeping of City- Owned Securities

All securities shall be settled on a delivery versus payment basis and be held in safekeeping by an independent third party financial institution contracted by the City. The City shall contract with its banking services depository or another financial institution(s) as safekeeping agent for the safekeeping of any securities owned by the City. The designated safekeeping agent will be responsible for the clearing and safekeeping of all security trades and will provide a monthly report of holdings.

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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.

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.

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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.

Approved Broker/Dealer List

Academy Securities ²	Loop Capital Markets ²
Arbor Research & Trading, LLC	MarketAxess Corporation
Bank of America/Merrill Lynch ¹	Mizuho Securities ¹
Barclays Capital Inc. ¹	Moreton Capital Markets
Blaylock Van, LLC ²	Morgan Stanley ¹
BMO Capital Markets ¹	Multi-Bank Securities ²
BNY Capital Markets	Oppenheimer
BOK Financial	Piper Sandler & Co
Brean Capital	PNC Capital Markets LLC
Cantor Fitzgerald & Co. ¹	Raymond James
CastleOak Securities ²	RBC Securities ¹
Citigroup Global Markets Inc ¹	Rice Financial
D.A. Davidson	Robert W. Baird
Daiwa Capital Markets ¹	Santander US Capital Markets ¹
FHN Financial	Siebert Williams Shank ²
Goldman Sachs & Co. ¹	Stephens Inc
Great Pacific ²	Stifel Nicolaus
Hilltop Securities	StoneX Group Inc.
Huntington Bank	TD Securities ¹
InspereX (formerly InCapital)	TRUIST Securities Inc. (formally Suntrust)
Jefferies ¹	UBS Financial ¹
JPMorgan Securities ¹	UMB Financial Services
Keybank Capital Markets	Wells Fargo ¹

Note: Direct issuers of CP and CDs are considered to be approved counterparties if approved as an issuer.

1 Primary Government Securities Dealer

2 Minority, Woman owned, or Service Disabled-Veteran owned Enterprise



PURCHASING POLICY

Note: City policies are included in the Budget Book and adopted annually by City Council with the Budget. However, all policies can be modified throughout the year (independently or as a group) by City Council with the approval of a resolution.

PURCHASING POLICY

I. Introduction

This is the Purchasing Policy and Procedures Manual ("manual") for the City of Kerrville, Texas ("City"). Texas Local Government Code (TLGC) [§252](#) & [§271](#) and the laws referenced therein are 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.
2. 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.

PURCHASING POLICY

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 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	Formal Solicitations (Bids, Request for Proposals, Request for Qualifications) Competitive bids opened at a public meeting in accordance with Texas Government Code (TGC) §2269.104 & §2269.105	Department or Project Manager	Department Director, City Attorney, Finance Director, City Manager, and City Council
Goods and Services Valued at \$50,000 or more	Formal Solicitations (Bids, Request for Proposals, Request for Qualifications) Competitive bids opened at a public meeting in accordance with TGC §2269.104 & §2269.105 , or proof of purchasing co-op pricing (TLGC §271.102)	Department, Project Manager, Procurement Coordinator	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 (TLGC §271.102)	Department, Project Manager, or Procurement Coordinator	Department Director, Finance Director and City Manager

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\$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 (TLGC §271.102)	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

- 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)

TLGC Section [§252.0215](#) requires Texas cities to contact at least two (2) historically underutilized businesses (HUB) on a rotating basis when making any expenditure of more than \$3,000 but less than \$50,000. A HUB vendor list may be obtained at: www.window.state.tx.us/procurement if the list fails to identify a disadvantaged business in Kerr County, the City is not required to follow this requirement.

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C. Prevailing Wage Rate

Contractors and any sub-contractors employed by the City of Kerrville shall ensure compliance with TLGC Chapter [§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 [TLGC §252](#), before the City may enter into a contract that requires an expenditure greater than \$50,000 (including insurance and technology), the City must:

1. Comply with the procedures established by state law for competitive sealed bidding, requests for proposals and requests for qualifications (where necessary);
2. Use the reverse auction procedure as defined by TGC Section [§2155.062\(d\)](#) for purchasing; or
3. Comply with a method described by TGC Chapter [§2269](#) for Contracting and Delivery Procedures for Construction Projects.
4. Comply with all City policies relating to purchasing when policies exceed what is required by law

B. Alternate Delivery Methods

The City may use the best-value competitive bidding process, competitive sealed proposal method, construction manager-agent method, construction manager-at-risk method, design-build method, and the job order contract method for public procurement in place of the standard competitive bidding method that is also allowed under TGC Chapter [§2269](#) TLGC Chapters [§252](#) and [§271](#). 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.

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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, or Assistant Director of Finance **must** approve all payments over \$1,500 prior to payment.
6. The Accounts Payable Specialist has authority to approve purchases up to \$1,500 prior to payment.

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

1. At least (3) three written quotes for like items or services, proof of co-op pricing, or exemption information must be obtained **PRIOR** to placing order for, making purchase of, or entering into agreement for goods or services.
2. 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. For example: price, quality, availability, reputation of the vendor, past working relationship with the City, 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

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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: 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

TLGC Section [§252.022](#) 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

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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 TLGC [§252](#));

E. a procurement for work that is performed and paid for by the day as the work progresses;

F. a purchase of land or a right-of-way;

G. a procurement of items that are available from only one source (sole source), including:

1. items that are available from only one source because of patents, copyrights, secret processes or natural monopolies;
2. films, manuscripts, or books;
3. gas, water, and other utility services;
4. captive replacement parts or components for equipment;

H. a purchase of rare books, papers, and other library materials for a public library;

I. paving drainage, street widening, and other public improvements, or related matters, if a least one-third of the cost is to be paid by or through special assessments levied on property that will benefit from improvements;

J. Personal property sold:

1. at an auction by a state licensed auctioneer;
2. at a going out of business sale held in compliance with Subchapter F, Chapter 17, Business & Commerce Code;
3. by a political subdivision of this state, an agency of this state, or an entity of the federal government; or
4. under an interlocal contract for cooperative purchasing administered by a regional planning commission established under TLGC Chapter [§391](#);

K. Services performed by blind or severely disabled persons;

L. Goods purchased by a municipality for subsequent retail sale by the municipality;

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M. Advertising, other than legal notices;

N. Purchases made through an existing state contract (TLGC Chapter [§271](#), Subchapter D), Cooperative purchasing program (TLGC Section [§271.102](#)), or inter-local cooperation (Interlocal Cooperation Act, Chapter [§791](#) TGC).

VI. Bids, Proposals, and Contracts

A. City Manager Authority

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. City Council Approval Required

Only City Council has the authority to approve and award bids, proposals, and contracts that exceed \$50,000. State law (TLGC [§252.021](#)) 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 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

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official newspaper.

3. The City will accept bids in both paper and electronic formats. The City Secretary will accept all paper bids and maintain them in a secure confidential file until the date of the bid opening. Electronic bids will only be accepted via the City's current procurement software, which can be accessed via the City's website: www.kerrvilletx.gov. This software ensures the identification, security, and confidentiality of electronic bids or proposals and ensures that the electronic bids or proposals remain effectively unopened until the proper time in compliance with Texas Local Government Code (TLGC [§252.0415](#)).

4. At the time of the bid opening, the City Secretary or designee will present all bids to the Department or Project Manager for opening, review, and analysis. The City will reject any bid or proposal which is received after the due date and time. The time stamp in the City Secretary's Office will be the official time. Specific rules regarding the security of electronic submissions can be found in the appendix section of this policy.

5. The Department or Project Manager will conduct the bid opening and read the bids aloud at the designated time and place. Bid openings are open to the public.

6. Pursuant to state law, the City must award bids on the basis of the lowest, responsible bidder or the bid that provides the best value. As for "best value", the City, pursuant to law, may consider:

- a. price
- b. reputation of the bidder, including any safety record or financial capability
- c. reputation of the bidder's goods or services, including personnel
- d. extent to which the goods and services meet the needs of the City
- e. bidder's past relationship with the City
- f. impact to the City's ability to comply with HUB requirements
- g. total longer-term cost to the City of acquiring goods or services
- h. any other relevant criteria that the City listed in specifications (TLGC [§252.043](#))

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.

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8. The City has the option to reject any or all bids, even if only one bid is received (TLGC Sections [§252.043\(f\)](#), [§271.027\(a\)](#)).
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 (TLGC [§271.901](#)).
- 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 (TLGC [§271.9051](#)).

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.

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- 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.

3. Bonds for Non-Public Works Projects

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

4. Change Orders

Section [§252.048](#) of the TLGC allows change orders as long as the contract price is not increased by more than 25 percent and the change order is not being used to purchase new products or to create an entirely new project. Pursuant to this section, the City Manager has authority to approve such change orders that are less than \$50,000. Change orders over \$50,000 are subject to City Council approval.

5. Insurance Requirements

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

- a. Workers Compensation: Workers Compensation covering all employees per the state statutory requirement is required on all contracts.
- b. Liability Insurance: The following insurance is required of all contractors in which the City has entered into a contract.
 - 1. Employer's Liability of \$100,000;
 - 2. Comprehensive General Liability and Bodily Injury & Property Damage \$1,000,000, per

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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:

i. The company does not include a sole proprietorship; and

ii. The law applies only to a contract that:

- Is between a governmental entity and a company with more than 10 full-time employees, and;
- 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.

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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 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.

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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 Accounts Payable Supervisor, 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 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 ensure 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.

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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 10th 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.
- 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 purchase meals related to travel (as per Travel Policy).

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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 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

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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. Non-reimbursable Expenses through Petty Cash

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:

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

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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 a 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 the expense.
- 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

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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](#), TLGC 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 Government Code is a related ethics law.
 - a. [Chapter §176](#), Texas Local Government Code is applicable to the City. The law also applies to a local government corporation, board, commission, district or authority whose members are appointed by City Council and local government officers. Local government officers include (1) a mayor or City Council member, (2) a director, superintendent, administrator, president or any other person who is designated as the executive officer of the local government entity; and (3) an agent (including an

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employee) of the local government entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor.

- b. A local government officer is required to file a conflicts disclosure statement if:
 - i. 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.
 - ii. 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.
 - iii. 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 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. TLGC 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;
- 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.

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XII. Additional Exemption Information

A. Professional Services

1. Section [§252.022](#) of the TLGC specifically exempts contracts for professional services from the competitive bidding requirements. The Professional Services Procurement Act states that a City may not use traditional competitive bidding procedures to obtain the services of architects, engineers, certified public accountants, land surveyors, physicians, optometrists or state certified real estate appraisers. If the professional services desired by the City do not fall under the Professional Services Procurement Act, state law permits the services to be obtained with or without the use of competitive bidding, as the City desires.

2. Fees must be fair and reasonable, consistent with and not in excess of published recommended practices and fees of applicable professional organizations, and not in excess of any maximums specified by state law.

3. The Professional Services Procurement Act specifies that when obtaining architectural, engineering, or land surveying services, the City must first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and then attempt to negotiate a contract with that provider at a fair and reasonable price. If a satisfactory contract cannot be negotiated with the most highly qualified provider of architectural, engineering, or land surveying services, the City must formally end negotiations with that provider, select the next most highly qualified provider, and attempt to negotiate and attempt to negotiate a contract with that provider at a fair and reasonable price. The City must continue this process to select and negotiate with providers until a contract is entered into.

4. The Professional Services Procurement Act does not specify the exact process by which a City may procure accounting, medical, optometrist, interior design, or real estate appraisal services. The law merely prohibits obtaining these services through competitive bidding and requires that such services be selected on the basis of demonstrated competence and qualifications.

B. Emergency Purchases

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

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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 (TLGC Section [§252.022\(a\)\(1-3\)](#))

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 TLGC Section [§252.022](#), 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. Documentation on vendor letterhead or on the sole source form should be attached to the requisition. Sole source documentation is valid for two years.

PURCHASING POLICY

C. Insurance

All purchases of insurance related products are processed through the Director of General Operations. Cities must seek competitive bids or proposals when purchasing insurance that will cost more than \$50,000. Chapter [§252](#) of the TLGC does not specifically address the need to use competitive sealed bidding or a request for 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).

D. Purchasing Cooperatives

1. 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
2. A purchaser may use a vendor's co-op membership as purchasing compliance in lieu of obtaining quotes as long as:
 - a. The vendor's membership with co-op is current
 - b. The quote AND invoice clearly notates co-op pricing along with the vendor's co-op contract number
 - c. The City has a current relationship with the co-op



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REAL ESTATE POLICY

Note: City policies are included in the Budget Book and adopted annually by City Council with the Budget. However, all policies can be modified throughout the year (independently or as a group) by City Council with the approval of a resolution.

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

Note: City policies are included in the Budget Book and adopted annually by City Council with the Budget. However, all policies can be modified throughout the year (independently or as a group) by City Council with the approval of a resolution.

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.



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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.

ANNUAL COMPREHENSIVE FINANCIAL REPORT

The annual financial report prepared by the City of Kerrville covering all financial activities and audited by an independent accounting firm.

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.

GLOSSARY OF TERMS

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.

ASSET

A probable future economic benefit obtained or controlled by an entity because of past transactions or events. A current asset is cash or readily convertible into cash within a one-year time frame.

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.

GLOSSARY OF TERMS

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.

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.

GLOSSARY OF TERMS

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.

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.

GLOSSARY OF TERMS

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.

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.

GLOSSARY OF TERMS

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.

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.

GLOSSARY OF TERMS

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.

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 or service charges for the support of governmental activities.

GLOSSARY OF TERMS

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.

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.

GLOSSARY OF TERMS

PERFORMANCE MEASURES

Performance measures are specific measures of work performed within an activity or program (such as, total number of dispatched calls). Performance measures also are specific quantitative measures of results obtained through a program or activity.

PROGRAM

A program is a plan outlining funding for personnel, supplies, services, and capital for taking action toward specific goals and objectives.

PROPRIETARY FUND

A proprietary fund is an account that shows actual financial position and operations, such as actual assets, liabilities, reserves, fund balances, revenues, and expenditures, as distinguished from budgetary accounts.

REFUNDING

Refunding is when an issuer refinances an outstanding bond issue by issuing new bonds. There are two major reasons for refunding: to reduce the issuer's interest costs, or to remove a burdensome or restrictive covenant imposed by the terms of the bonds being refinanced. The proceeds of the new bonds are either deposited in escrow to pay the debt service on the outstanding obligations when due, or they are used to immediately retire the outstanding obligations. The new obligations are referred to as the "refunding bonds" and the outstanding obligations being refinanced are referred to as the "refunded bonds" or the "prior issue."

REPLACEMENT COST

Replacement cost is the cost of a property, as of a certain date; which can render similar service (but which need not be of the same structural form) as the property to be replaced.

RESERVE

Reserve is an account in which a portion of the fund balance is segregated for a future use and which is, therefore, not available for further appropriation or expenditure. A reserve for inventories equal in amount to the inventory of supplies on the balance sheet of the general fund is an example of such a reserve.

RESOLUTION

A resolution is a special or temporary order of a legislative body requiring less legal formality than an ordinance or statute.

REVENUE BONDS

Revenue bonds are bonds payable from a specific source of revenue, which do not pledge the full faith and credit of the issuer. Revenue bonds are payable from identified sources of revenue and do not affect the ad valorem tax rate. Pledged revenues may be derived from operation of the financed project, grants, excise, or other specified non-ad valorem tax.

GLOSSARY OF TERMS

REVENUE

Revenue is (1) an increase in a governmental fund net current assets from other than expenditure refunds and residual equity or (2) an increase in a proprietary fund net total assets from other than expense refunds, capital contributions, and residual equity transfers.

SINKING FUND

A sinking fund is an account into which a debt issuer makes periodic deposits to ensure the timely availability of sufficient monies for the payment of debt service requirements. The revenue to be deposited into the sinking fund and payments from the fund are determined by the terms of the bond contract.

STRUCTURAL BALANCE

Structural balance is the state at which current revenue sufficiently supports current expenditures.

TAXES

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 assessed 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,



TAX RATE CALCULATION

TAX RATE CALCULATION

2024 Tax Rate Calculation Worksheet Taxing Units Other Than School Districts or Water Districts

Form 50-856

the City of Kerrville

Taxing Unit Name

701 Main Street, Kerrville, TX, 78028

Taxing Unit's Address, City, State, ZIP Code

(830) 792-2242

Phone (area code and number)

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.	Prior year total taxable value. Enter the amount of the prior year taxable value on the prior year tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). ¹	\$ 3,321,024,551
2.	Prior year tax ceilings. Counties, cities and junior college districts. Enter the prior year 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 last year or a prior year for homeowners age 65 or older or disabled, use this step. ²	\$ 1,016,122,247
3.	Preliminary prior year adjusted taxable value. Subtract Line 2 from Line 1.	\$ 2,304,902,304
4.	Prior year total adopted tax rate.	\$ 3.5595 /\$100
5.	Prior year taxable value lost because court appeals of ARB decisions reduced the prior year's appraised value. A. Original prior year ARB values: \$ 25,600,035 B. Prior year values resulting from final court decisions: - \$ 23,515,000 C. Prior year value loss. Subtract B from A. ³	\$ 2,085,035
6.	Prior year taxable value subject to an appeal under Chapter 42, as of July 25. A. Prior year ARB certified value: \$ 5,000,000 B. Prior year disputed value: - \$ 284,200 C. Prior year undisputed value. Subtract B from A. ⁴	\$ 4,715,800
7.	Prior year Chapter 42 related adjusted values. Add Line 5C and Line 6C.	\$ 6,800,835

¹ Tex. Tax Code §26.012(14)

² Tex. Tax Code §26.012(14)

³ Tex. Tax Code §26.012(13)

⁴ Tex. Tax Code §26.012(13)

TAX RATE CALCULATION

2024 Tax Rate Calculation Worksheet – Taxing Units Other Than School Districts or Water Districts

Form 50-856

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
8.	Prior year taxable value, adjusted for actual and potential court-ordered adjustments. Add Line 3 and Line 7.	\$ 2,311,703,139
9.	Prior year taxable value of property in territory the taxing unit deannexed after Jan. 1, 2024. Enter the prior year value of property in deannexed territory. ⁵	\$ 0
10.	Prior year taxable value lost because property first qualified for an exemption in the current year. 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 the current year does not create a new exemption or reduce taxable value. A. Absolute exemptions. Use prior year market value: \$ 816,515 B. Partial exemptions. Current year exemption amount or current year percentage exemption times prior year value: + \$ 2,895,464 C. Value loss. Add A and B. ⁶	\$ 3,711,979
11.	Prior year 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 the current year. Use only properties that qualified for the first time in the current year; do not use properties that qualified in the prior year. A. Prior year market value: \$ 0 B. Current year productivity or special appraised value: - \$ 0 C. Value loss. Subtract B from A. ⁷	\$ 0
12.	Total adjustments for lost value. Add Lines 9, 10C and 11C.	\$ 3,711,979
13.	Prior year captured value of property in a TIF. Enter the total value of the prior year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the prior year taxes were deposited into the tax increment fund. ⁸ If the taxing unit has no captured appraised value in line 18D, enter 0.	\$ 63,465,740
14.	Prior year total value. Subtract Line 12 and Line 13 from Line 8.	\$ 2,244,525,420
15.	Adjusted prior year total levy. Multiply Line 4 by Line 14 and divide by \$100.	\$ 12,558,119
16.	Taxes refunded for years preceding the prior tax year. Enter the amount of taxes refunded by the taxing unit for tax years preceding the prior tax 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 the prior tax year. This line applies only to tax years preceding the prior tax year. ⁹	\$ 20,181
17.	Adjusted prior year levy with refunds and TIF adjustment. Add Lines 15 and 16. ¹⁰	\$ 12,578,300
18.	Total current year taxable value on the current year certified appraisal roll today. This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled. ¹¹ A. Certified values: \$ 3,482,833,410 B. Counties: Include railroad rolling stock values certified by the Comptroller's office: + \$ 0 C. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: - \$ 0 D. Tax increment financing: Deduct the current year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the current year taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below. ¹² - \$ 62,285,990 E. Total current year value. Add A and B, then subtract C and D.	\$ 3,420,547,420

⁵ Tex. Tax Code §26.012(15)

⁶ Tex. Tax Code §26.012(15)

⁷ Tex. Tax Code §26.012(15)

⁸ Tex. Tax Code §26.03(c)

⁹ Tex. Tax Code §26.012(13)

¹⁰ Tex. Tax Code §26.012(13)

¹¹ Tex. Tax Code §26.012, 26.04(c-2)

¹² Tex. Tax Code §26.03(c)

TAX RATE CALCULATION

2024 Tax Rate Calculation Worksheet – Taxing Units Other Than School Districts or Water Districts

Form 50-856

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
19.	Total value of properties under protest or not included on certified appraisal roll. ¹³	
	A. Current year taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. ¹⁴	\$ 19,627,398
	B. Current year value of properties not under protest or included on certified appraisal roll. The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included 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. ¹⁵	+ \$ 0
	C. Total value under protest or not certified. Add A and B.	\$ 19,627,398
20.	Current year tax ceilings. Counties, cities and junior colleges enter current year 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 the prior year or a previous year for homeowners age 65 or older or disabled, use this step. ¹⁶	\$ 1,098,300,710
21.	Current year total taxable value. Add Lines 18E and 19C. Subtract Line 20. ¹⁷	\$ 2,341,874,108
22.	Total current year taxable value of properties in territory annexed after Jan. 1, of the prior year. Include both real and personal property. Enter the current year value of property in territory annexed. ¹⁸	\$ 2,235,756
23.	Total current year taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in the prior year. 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, of the prior year and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for the current year. ¹⁹	\$ 36,762,947
24.	Total adjustments to the current year taxable value. Add Lines 22 and 23.	\$ 38,998,703
25.	Adjusted current year taxable value. Subtract Line 24 from Line 21.	\$ 2,302,875,405
26.	Current year NNR tax rate. Divide Line 17 by Line 25 and multiply by \$100. ²⁰	\$ 0.5461 /\$100
27.	COUNTIES ONLY. Add together the NNR tax rates for each type of tax the county levies. The total is the current year county NNR tax rate. ²¹	\$ 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.	Prior year M&O tax rate. Enter the prior year M&O tax rate.	\$ 0.4185 /\$100
29.	Prior year taxable value, adjusted for actual and potential court-ordered adjustments. Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 2,311,703,139

¹³ Tex. Tax Code §26.01(c) and (d)
¹⁴ Tex. Tax Code §26.01(c)
¹⁵ Tex. Tax Code §26.01(d)
¹⁶ Tex. Tax Code §26.012(6)(B)
¹⁷ Tex. Tax Code §26.012(6)
¹⁸ Tex. Tax Code §26.012(17)
¹⁹ Tex. Tax Code §26.012(17)
²⁰ Tex. Tax Code §26.04(c)
²¹ Tex. Tax Code §26.04(d)

TAX RATE CALCULATION

2024 Tax Rate Calculation Worksheet – Taxing Units Other Than School Districts or Water Districts

Form 50-856

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
30.	Total prior year M&O levy. Multiply Line 28 by Line 29 and divide by \$100	\$ 9,674,477
31.	Adjusted prior year levy for calculating NNR M&O rate.	
	<p>A. M&O taxes refunded for years preceding the prior tax year. 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 2023. This line applies only to tax years preceding the prior tax year..... + \$ 15,560</p> <p>B. Prior year taxes in TIF. Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no current year captured appraised value in Line 18D, enter 0..... 302,040 - \$</p> <p>C. Prior year transferred function. If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. 0 +/- \$</p> <p>D. Prior year M&O levy adjustments. Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function..... -286,480 \$</p> <p>E. Add Line 30 to 31D.</p>	\$ 9,387,997
32.	Adjusted current year taxable value. Enter the amount in Line 25 of the No-New-Revenue Tax Rate Worksheet.	\$ 2,302,875,405
33.	Current year NNR M&O rate (unadjusted). Divide Line 31E by Line 32 and multiply by \$100.	\$ 0.4076 /\$100
34.	Rate adjustment for state criminal justice mandate. ²³	
	<p>A. Current year state criminal justice mandate. Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. \$ 0</p> <p>B. Prior year state criminal justice mandate. Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies..... - \$ 0</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100..... \$ 0.0000 /\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ 0.0000 /\$100
35.	Rate adjustment for indigent health care expenditures. ²⁴	
	<p>A. Current year indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state assistance received for the same purpose. \$ 0</p> <p>B. Prior year indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state assistance received for the same purpose..... - \$ 0</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100..... \$ 0.0000 /\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ 0.0000 /\$100

²³ (Reserved for expansion)

²⁴ Tex. Tax Code §26.044

²⁵ Tex. Tax Code §26.0441

TAX RATE CALCULATION

2024 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.	Rate adjustment for county indigent defense compensation. ²⁵ A. Current year indigent defense compensation expenditures. 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, of the prior tax year and ending on June 30, of the current tax year, less any state grants received by the county for the same purpose. \$ 0 B. Prior year indigent defense compensation expenditures. 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. \$ 0 C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ 0.0000 /\$100 D. Multiply B by 0.05 and divide by Line 32 and multiply by \$100. \$ 0.0000 /\$100 E. Enter the lesser of C and D. If not applicable, enter 0.	\$ 0.0000 /\$100
37.	Rate adjustment for county hospital expenditures. ²⁶ A. Current year eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year. \$ 0 B. Prior year eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2022 and ending on June 30, 2023. \$ 0 C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ 0.0000 /\$100 D. Multiply B by 0.08 and divide by Line 32 and multiply by \$100. \$ 0.0000 /\$100 E. Enter the lesser of C and D, if applicable. If not applicable, enter 0.	\$ 0.0000 /\$100
38.	Rate adjustment for defunding municipality. This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information. A. Amount appropriated for public safety in the prior year. Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year \$ 0 B. Expenditures for public safety in the prior year. Enter the amount of money spent by the municipality for public safety during the preceding fiscal year \$ 0 C. Subtract B from A and divide by Line 32 and multiply by \$100 \$ 0.0000 /\$100 D. Enter the rate calculated in C. If not applicable, enter 0.	\$ 0.0000 /\$100
39.	Adjusted current year NNR M&O rate. Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.	\$ 0.4076 /\$100
40.	Adjustment for prior year sales tax specifically to reduce property taxes. Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in the prior year should complete this line. These entities will deduct the sales tax gain rate for the current year in Section 3. Other taxing units, enter zero. A. Enter the amount of additional sales tax collected and spent on M&O expenses in the prior year, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent \$ 0 B. Divide Line 40A by Line 32 and multiply by \$100 \$ 0.0000 /\$100 C. Add Line 40B to Line 39.	\$ 0.4076 /\$100
41.	Current year voter-approval M&O rate. Enter the rate as calculated by the appropriate scenario below. Special Taxing Unit. If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08. - or - Other Taxing Unit. If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.	\$ 0.4218 /\$100

²⁵ Tex. Tax Code §26.0442

²⁶ Tex. Tax Code §26.0443

TAX RATE CALCULATION

2024 Tax Rate Calculation Worksheet – Taxing Units Other Than School Districts or Water Districts

Form 50-856

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
D41.	Disaster Line 41 (D41): Current year voter-approval M&O rate for taxing unit affected by disaster declaration. If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of 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. ²⁷ If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).	\$ _____ /\$100
42.	Total current year debt to be paid with property taxes and additional sales tax revenue. Debt means the interest and principal that will be paid on debts that: (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. A. Debt also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here. ²⁸ Enter debt amount \$ 5,124,989 B. Subtract unencumbered fund amount used to reduce total debt. - \$ 0 C. Subtract certified amount spent from sales tax to reduce debt (enter zero if none) - \$ 0 D. Subtract amount paid from other resources - \$ 1,090,700 E. Adjusted debt. Subtract B, C and D from A.	\$ 4,034,289
43.	Certified prior year excess debt collections. Enter the amount certified by the collector. ²⁹	\$ 477,076
44.	Adjusted current year debt. Subtract Line 43 from Line 42E.	\$ 3,557,213
45.	Current year anticipated collection rate. A. Enter the current year anticipated collection rate certified by the collector. ³⁰ 108.00 % B. Enter the prior year actual collection rate..... 113.20 % C. Enter the 2022 actual collection rate. 109.00 % D. Enter the 2021 actual collection rate. 105.10 % E. If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. ³¹	108.00 %
46.	Current year debt adjusted for collections. Divide Line 44 by Line 45E.	\$ 3,293,715
47.	Current year total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 2,341,874,108
48.	Current year debt rate. Divide Line 46 by Line 47 and multiply by \$100.	\$ 0.1406 /\$100
49.	Current year voter-approval tax rate. Add Lines 41 and 48.	\$ 0.5624 /\$100
D49.	Disaster Line 49 (D49): Current year voter-approval tax rate for taxing unit affected by disaster declaration. Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.	\$ _____ /\$100

²⁷ Tex. Tax Code §26.042(a)

²⁸ Tex. Tax Code §26.012(7)

²⁹ Tex. Tax Code §26.012(10) and 26.04(b)

³⁰ Tex. Tax Code §26.04(b)

³¹ Tex. Tax Code §26.04(b), (b-1) and (b-2)

TAX RATE CALCULATION

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Form 50-856

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
50.	COUNTIES ONLY. Add together the voter-approval tax rates for each type of tax the county levies. The total is the current year county voter-approval tax rate.	\$ 0.0000 /\$100

SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
51.	Taxable Sales. For taxing units that adopted the sales tax in November of the prior tax year or May of the current tax year, enter the Comptroller's estimate of taxable sales for the previous four quarters. ³² Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November of the prior year, enter 0.	\$ _____
52.	Estimated sales tax revenue. Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. ³³ Taxing units that adopted the sales tax in November of the prior tax year or in May of the current tax year. Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. ³⁴ - or - Taxing units that adopted the sales tax before November of the prior year. Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$ _____
53.	Current year total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____
54.	Sales tax adjustment rate. Divide Line 52 by Line 53 and multiply by \$100.	\$ _____ /\$100
55.	Current year NNR tax rate, unadjusted for sales tax. ³⁵ Enter the rate from Line 26 or 27, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____ /\$100
56.	Current year NNR tax rate, adjusted for sales tax. Taxing units that adopted the sales tax in November the prior tax year or in May of the current tax year. Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November of the prior tax year.	\$ _____ /\$100
57.	Current year voter-approval tax rate, unadjusted for sales tax. ³⁶ Enter the rate from Line 49, Line D49 (disaster) or Line 50 (counties) as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ _____ /\$100
58.	Current year voter-approval tax rate, adjusted for sales tax. Subtract Line 54 from Line 57.	\$ _____ /\$100

SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control

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.	Certified expenses from the Texas Commission on Environmental Quality (TCEQ). Enter the amount certified in the determination letter from TCEQ. ³⁷ The taxing unit shall provide its tax assessor-collector with a copy of the letter. ³⁸	\$ _____
60.	Current year total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____
61.	Additional rate for pollution control. Divide Line 59 by Line 60 and multiply by \$100.	\$ _____ /\$100

³² Tex. Tax Code §26.041(d)

³³ Tex. Tax Code §26.041(i)

³⁴ Tex. Tax Code §26.041(d)

³⁵ Tex. Tax Code §26.041(c)

³⁶ Tex. Tax Code §26.041(c)

³⁷ Tex. Tax Code §26.045(d)

³⁸ Tex. Tax Code §26.045(f)

TAX RATE CALCULATION

2024 Tax Rate Calculation Worksheet – Taxing Units Other Than School Districts or Water Districts

Form 50-856

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
62.	Current year voter-approval tax rate, adjusted for pollution control. 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

SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the sum of the prior 3 years Foregone Revenue Amounts divided by the current taxable value.⁴⁰ The Foregone Revenue Amount for each year is equal to that year's adopted tax rate subtracted from that year's voter-approval tax rate adjusted to remove the unused increment rate multiplied by that year's current total value.⁴⁰ 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 that was used 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 in which a taxing unit affected by a disaster declaration calculates the tax rate under Tax Code Section 26.042;⁴¹
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);⁴² 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.⁴³

Individual components can be negative, but the overall rate will 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.⁴⁴

Line	Unused Increment Rate Worksheet	Amount/Rate
63.	Year 3 Foregone Revenue Amount. Subtract the 2023 unused increment rate and 2023 actual tax rate from the 2023 voter-approval tax rate. Multiply the result by the 2023 current total value	
	A. Voter-approval tax rate (Line 67).....	\$ 0.5616 /\$100
	B. Unused increment rate (Line 66).....	\$ 0.0000 /\$100
	C. Subtract B from A.....	\$ 0.5616 /\$100
	D. Adopted Tax Rate.....	\$ 0.5595 /\$100
	E. Subtract D from C.....	\$ 0.0021 /\$100
	F. 2023 Total Taxable Value (Line 60).....	\$ 2,531,713,359
	G. Multiply E by F and divide the results by \$100.....	\$ 53,165
64.	Year 2 Foregone Revenue Amount. Subtract the 2022 unused increment rate and 2022 actual tax rate from the 2022 voter-approval tax rate. Multiply the result by the 2022 current total value	
	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
	F. 2022 Total Taxable Value (Line 60).....	\$ 2,025,946,094
	G. Multiply E by F and divide the results by \$100.....	\$ 0
65.	Year 1 Foregone Revenue Amount. Subtract the 2021 unused increment rate and 2021 actual tax rate from the 2021 voter-approval tax rate. Multiply the result by the 2021 current total value	
	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
	F. 2021 Total Taxable Value (Line 60).....	\$ 1,815,021,395
	G. Multiply E by F and divide the results by \$100.....	\$ 0
66.	Total Foregone Revenue Amount. Add Lines 63G, 64G and 65G	\$ 53,165.0000
67.	2024 Unused Increment Rate. Divide Line 66 by Line 21 of the No-New-Revenue Rate Worksheet. Multiply the result by 100	\$ 0.0022 /\$100
68.	Total 2024 voter-approval tax rate, including the unused increment rate. Add Line 67 to one of the following lines (as applicable): Line 49, Line 50 (counties), Line 58 (taxing units with additional sales tax) or Line 62 (taxing units with pollution)	\$ 0.5646 /\$100

⁴⁰ Tex. Tax Code §26.013(b)

⁴¹ Tex. Tax Code §26.013(a)(1-a), (1-b), and (2)

⁴² Tex. Tax Code §26.04(c)(2)(A) and 26.042(a)

⁴³ Tex. Tax Code §26.0501(a) and (c)

⁴⁴ Tex. Local Gov't Code §120.007(d)

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.⁴⁴ This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.⁴⁵

Line	De Minimis Rate Worksheet	Amount/Rate
69.	Adjusted current year NNR M&O tax rate. Enter the rate from Line 39 of the <i>Voter-Approval Tax Rate Worksheet</i> .	0.4076
70.	Current year total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 2,341,874,108
71.	Rate necessary to impose \$500,000 in taxes. Divide \$500,000 by Line 70 and multiply by \$100.	\$ 0.0213 /\$100
72.	Current year debt rate. Enter the rate from Line 48 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.1406 /\$100
73.	De minimis rate. Add Lines 69, 71 and 72.	\$ 0.5695 /\$100

SECTION 7: Voter-Approval Tax Rate Adjustment for Emergency Revenue Rate

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.⁴⁶

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.⁴⁸

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
74.	2023 adopted tax rate. Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____ /\$100
75.	Adjusted 2023 voter-approval tax rate. Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. If a disaster occurred in 2023 and the taxing unit calculated its 2023 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2023 worksheet due to a disaster, complete the applicable sections or lines of <i>Form 50-856-a, Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> . - or - If a disaster occurred prior to 2023 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 2023, complete form 50-856-a, <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 2023 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the years following the disaster. ⁴⁹ Enter the final adjusted 2023 voter-approval tax rate from the worksheet. - or - If the taxing unit adopted a tax rate above the 2023 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
76.	Increase in 2023 tax rate due to disaster. Subtract Line 75 from Line 74.	\$ _____ /\$100
77.	Adjusted 2023 taxable value. Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____
78.	Emergency revenue. Multiply Line 76 by Line 77 and divide by \$100.	\$ _____
79.	Adjusted 2023 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ _____
80.	Emergency revenue rate. Divide Line 78 by Line 79 and multiply by \$100. ⁵¹	\$ _____ /\$100

⁴⁴ Tex. Tax Code §26.04(c)(2)(B).

⁴⁵ Tex. Tax Code §26.012(8-a).

⁴⁶ Tex. Tax Code §26.063(a)(7).

⁴⁷ Tex. Tax Code §26.042(b).

⁴⁸ Tex. Tax Code §26.042(f).

⁴⁹ Tex. Tax Code §26.42(c).

⁵⁰ Tex. Tax Code §26.42(b).

TAX RATE CALCULATION

2024 Tax Rate Calculation Worksheet – Taxing Units Other Than School Districts or Water Districts

Form 50-856

Line	Emergency Revenue Rate Worksheet	Amount/Rate
81.	Current year voter-approval tax rate, adjusted for emergency revenue. Subtract Line 80 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 68 (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. \$ 0.5461 / \$100
As applicable, enter the current year NNIR 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. \$ 0.5646 / \$100
As applicable, enter the current year 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 68 (adjusted for unused increment), or Line 81 (adjusted for emergency revenue).
Indicate the line number used: 68

De minimis rate. \$ 0.5695 / \$100
If applicable, enter the current year de minimis rate from Line 73.

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.³²

print
here

Bob ReevesTAC

Printed Name of Taxing Unit Representative

sign
here

Taxing Unit Representative

July 30, 2024

Date

³² Tex. Tax Code §526.04(c-2) and (d-2)

BEYOND TOMORROW

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FEE SCHEDULE

FEE SCHEDULE

**CITY OF KERRVILLE
FY2025 ADOPTED FEE SCHEDULE
EFFECTIVE 10/01/2024
AMENDED 02/25/2025**

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
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	\$50.00 per permit
New Construction	\$0.40 per sq. foot (all floor area under one roof)
Addition	\$0.40 per sq. foot (all floor area under one roof)
Alteration or Remodel	\$0.23 per sq. foot (all floor area under one roof)
Fire Repair	\$0.23 per sq. foot (all floor area under one roof)
Storage or Accessory Building (>200 square feet)	\$100.00 flat fee (all floor area under one roof)
Application Extension (minimum 180 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 (forth or more review)	50% of building permit fee
Residential Flat/Foundation Work (Concrete)	\$150.00 flat fee
Temporary Residential Certificate of Occupancy	\$150.00 flat fee
Temporary residential Certificate of Occupancy Extension	\$75.00 flat fee
Residential Construction moving-in without Certificate of Occupancy	\$300.00 flat fee
Addendum for after Permit has been issued	50% of original plan review fee
BUILDING PERMITS: COMMERCIAL BY VALUE	
Permit (value up to \$1,000)	\$50.00 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)	\$150.00 per certificate
Temp Certificate of Occupancy Extension (min 30 days)	\$100.00 per certificate
Application Extension (minimum 90 days)	50% of original plan review fee
Permit Extension (minimum 180 days)	50% of original plan review fee
Plan Review Fee (due with permit application)	50% of original permit fee
Subsequent Plan Reviews (when major or substantial changes occur)	50% of original permit fee
Commercial Flat Work (Concrete, etc.)	\$150.00 flat fee
SIGN PERMITS: BY VALUE	
Sign Permit: Non-Electric	
Value: up to \$1,000	\$50.00 per permit
Value: \$1,001 and up	\$5.00 per \$1,000
Sign Permit: Electric	
Value: up to \$1,000	\$50.00 per permit
Value: \$1,001 and up	\$5.00 per \$1,000
Plan Review Fee (due with permit application)	50% of original permit fee
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	\$50.00 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	\$50.00 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 Commercial/minimum 180 Days Residential)	50% of total permit fee
Permit Extension (minimum 180 Days)	50% of total permit fee
BUILDING PERMIT: PLUMBING & GAS	
Permit	\$50.00 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 Commercial/minimum 180 Days Residential)	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	\$50.00 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	
Plan Review Fee (due with permit application)	50% of original permit fee
Application Extension (minimum 90 Days Commercial/minimum 180 Days Residential)	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	\$50.00 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
Two inspection minimum	\$100.00 per inspection
Plan Review	50% of permit fee
Application Extension (minimum 90 Days Commercial / minimum 180 Days Residential)	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 Commercial / minimum 180 Days Residential)	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	\$100.00 per permit
After business hours: scheduled	\$100.00 per hour - 2 hour min
After business hours: emergency	\$100.00 per hour - 4 hour 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	\$265.00 per appeal
Fence Permit Fee	\$80.00 per permit
Parkland Dedication Fee	\$1,000.00 per unit/ lot
Merchant Service Fees	3% of transaction total

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	\$265.00 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	\$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"> * Temporary special events * Sales/Festivals/Carnivals sponsored by IRS recognized charitable organizations * Governmental subdivisions * School Districts * Chamber of Commerce * Visitor's Bureau * Council approved events / city - sponsored events * Open-air markets (required information must be provided showing compliance with laws and zoning regulations) * Traveling salespeople or solicitors calling only on commercial businesses * Garage Sales * Organized sales shows/conventions organized by charitable organizations * Fresh produce sales (fruits, nuts, vegetables) * Firewood sales * A business with a separate location in the City (must furnish proof of payment of all ad valorem and personal property taxes) 	

FEE SCHEDULE

DEVELOPMENT SERVICES DEPARTMENT, CONTINUED	
HEALTH	
PERMITS	
Bars and Lounges: Free Standing <1,000 square feet	\$70.00 per year
1,000-1,999 square feet	\$85.00 per year
2,000-2,999 square feet	\$100.00 per year
3,000-3,999 square feet	\$125.00 per year
4,000-4,999 square feet	\$150.00 per year
5,000-10,000 square feet	\$200.00 per year
> 10,000 square feet	\$350.00 per year
Catering License	\$70.00 per year
Health/Catering Permits <1,000 square feet	\$70.00 per year
1,000-1,999 square feet	\$85.00 per year
2,000-2,999 square feet	\$100.00 per year
3,000-3,999 square feet	\$125.00 per year
4,000-4,999 square feet	\$150.00 per year
5,000-10,000 square feet	\$200.00 per year
> 10,000 square feet	\$350.00 per year
Hotel Permit	\$50.00 per year
Mobile Food Establishment Permits	\$225.00 per unit / year
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 hour minimum)	\$100.00 per hour- 4 hour min
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 reinspection	\$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
ETJ Release	\$500.00 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.	
TREE PRESERVATION FEES	
Application Fee	\$150.00 per application
Fee in lieu of replacement	\$150.00 per caliper inch

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	\$1,092.98 per person
Advanced Life Support 2: Emergency	\$1,633.10 per person
Specialty Care Transport	\$1,930.01 per person
Aid Only: No Transport	\$195.00 per person
Dedicated Standby	\$125.00 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
Letter of Map Amendment (LOMA)	\$500.00 each
Grading Permits	\$275.00 plus \$25.00/acre
Grading Permit Admin Fee	\$100.00 per permit
Letter of Map Revision (LOMR)	\$1,500.00 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	
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
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 hour 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
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
MITIGATION RATES (FEES)	
Motor Vehicle Incidents:	
Level 1 - Basic Response	\$602.00 per hour
Level 2 - Intermediate	\$687.00 per hour
Level 3 - Car Fire	\$838.00 per hour
Add-On Services:	
Extrication	\$1,811.00 per hour
Hazmat - Level 1 Basic Response	\$972.00 per hour
Gas Leak - Natural or Propane	\$943.00 per hour
Additional Time On-Scene:	
Chief Officer Response	\$347.00 per hour
Additional Engine	\$554.00 per hour
Aerial Apparatus	\$693.00 per hour
Miscellaneous Specialized Equipment	\$416.00 per hour
Note: The City, pursuant to Ord. No. 2024-30, shall bill and collect mitigation rates (fees) for emergency fire services provided by the Kerrville Fire Department. Such fees, as specified here, include reimbursement for all equipment, personnel, materials, maintenance, and overhead expenses and costs, which constitute full reimbursement to the City for services actually rendered. The City shall apply the mitigation rates to persons who do not reside within the City or a district or area that the City has interlocal agreement to provide emergency fire services by the Fire Department. More information as to the specific application of the fees and the basis for such may be found in a policy document maintained by and available for review in the Fire Department, such document which is consistent with the fees provided above.	
PUBLIC SAFETY STAFFING	
Personnel	
Minimum 2 hours per Fire Department staff	\$50.00 per hour
Apparatus (Not including EMS Dedicated Standby)	
Minimum 2 hours per vehicle	\$35.00 per hour
Fire Engine Standby (Not including Personnel) Minimum 2 hours per Engine	\$300.00 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

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	
OTHER FEES	
Merchant Service Fees	3% of transaction total

FEE SCHEDULE

MUNICIPAL COURT	
Online Transaction Fee	\$1.50 per transaction
Technology Fee	\$4.00 per offense
Building Service Fee	\$4.90 per offense
Local Truancy Prevention and Diversion Fund	\$5.00 per offense
Municipal Jury Fund	\$0.10 per offense
Driving Safety Course Administrative Fee	\$10.00 per offense
Third Party Collections (60 Days Delinquent)	30% of unpaid fines, fees, costs
Time Payment Reimbursement Fee - \$15 upon conviction plus any part of the fine and costs on or after the 31st day after the date judgment is entered	
Merchant Service Fees	3% of transaction total
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.	
Note: For full schedule of fees and other costs, visit the Municipal Court page on the City's website: kerrvilletx.gov . Fees are prescribed by the state and subject to change. Judges assess fines within limits set by the state.	

FEE SCHEDULE

PARKS AND RECREATION	
KERRVILLE SCHREINER PARK	
DAY USE FEES	
Adult (13 and over) \$15 per vehicle max	\$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
Facility Use Fee - Day Pass	\$1.00 per person
Annual Day Use Pass	
First Vehicle	\$50.00 per year
Second Vehicle (when registered with first)	\$25.00 per year
Facility Use Fee - Annual Pass	\$5.00 per year
CAMPING FEES	
Tent Site with Water (max 2 week stay)	\$25.00 per night
Tepee (Riverside)	\$30.00 per night
Facility Use Fee - Tent	\$2.00 per tent
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
Facility Use Fee - RV	\$3.00 per RV
Note: Camping fees include entrance for up to 4 people per site. Campsites accommodate	
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
Facility Use Fee - Cabin/House	\$3.00 per cabin/house
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	

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
Merchant Service Fees	3% of transaction total
Expedited Commemorative Bench Fee	\$1,500.00 per bench
Note: The Director of Parks and Recreation has the authority to adjust or waive fees for the	

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/Schreiner University Tournaments/practices	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
Kernville 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 Kernville Sports Complex	\$0.00 per field
Hill Country United use of Kernville 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	dbatkernville.com
Contact: D-BAT	830-955-8232
Kernville Little League use of the Kernville 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
Note: Kernville Little League has free usage of the Sports Complex during their authorized season only.	
EVENT FEES	
Special Event Permit	\$100.00 per event
Holiday Parade	\$50.00 per entry
Note: The Director of Parks and Recreation has the authority to adjust or waive fees for the	

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	\$55.00 per hour
Minimum of 2 hours per vehicle	\$10.00 per hour
Peddler and Solicitor Fees	
Base Charge	\$86.00 per permit

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	\$150.00 per hour
Air Compressor	\$15.00 per hour
Closed Circuit Television Sloping Service	\$197.00 per hour
Service Truck with tools	\$52.00 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 hour/person
After Business Hours - Scheduled	\$59.00 per hour/person
Emergency Non-Scheduled	\$80.00 per hour/person
Traffic Control Fee	\$40.00 per hour/person
After Business Hours - Scheduled	\$59.00 per hour/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	\$73.06 per ton
Municipal Solid Waste - Commercial Minimum Charge (less than 1 ton)	\$73.06 per ton
Municipal Solid Waste - Residential Minimum Charge (less than 360 lbs)	\$26.45 per load
Small Animal (plus surcharge)	\$11.51 each
Large Animal (plus surcharge)	\$44.25 each
Disposal Surcharge	\$19.47 per ton
Special Waste - Liquids (plus surcharge)	\$0.32 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	\$10.33 per month
Disposal Pass Through Fee	\$6.20 per month
Composting	\$2.81 per month
Recycling	\$4.61 per month
Total Garbage Collection: Curbside Service	\$23.95 per month
MOBILE HOME GARBAGE COLLECTION	
Mobile Home Garbage Collection: Curbside Fee Breakdown	
Garbage Collection	\$8.42 per month
Disposal Pass Through Fee	\$6.20 per month
Composting	\$2.81 per month
Recycling	\$4.61 per month
Total Garbage Collection: Curbside Service	\$22.04 per month
ADDITIONAL GARBAGE COLLECTION FEES	
Toter Exchange	\$25.00 per tote
Replacement Toter	
Lost/damaged by customer	\$50.00 per tote
Extra Toter	\$6.50 per month
Out of Cycle Brush or Bulk Waste Pick Up	
First 2 cubic yards	\$50.00 per 2 cu. yards
Additional pickup	\$25.00 per cu. yard
Animal Pickup (Greater than 10lb)	\$50.00 per animal
OTHER FEES	
Weight/Scale	\$1.59 each
Ticket Copy	\$3.15 each
Safety Vest	\$5.00 each
Loads Not Covered With Tarp	\$30.00 per occurrence
Notes: *All garbage collection services subject to sales tax.	

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

PUBLIC WORKS, CONTINUED	
WATER DISTRIBUTION	
WATER TAPS (INCLUDES METER & SET FEE)	
1" Tap	\$2,926.35 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	\$403.20 per meter
1" Meter	\$576.45 per meter
2" Meter and Above	quoted by job
SEWER TAPS	
4" Tap - Off City Main	\$2,436.98 per tap
4" Tap - Internal/External Manhole Drop	quoted by job
6" Tap - Out of Existing Manhole	\$2,438.01 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 (Subject to Site Capacity Limit - 25,000 gallons per day) 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
Note: The City will only accept a combined total of 25,000 gallons of septage or chemical toilet waste per day	

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 Personal guarantor required on all commercial accounts	\$200.00 per account 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, Bank drafts	\$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)	\$24.20 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	\$4.74 per 1,000 gallons
15,001-25,000 gallons	\$6.22 per 1,000 gallons
25,001-50,000 gallons	\$7.93 per 1,000 gallons
50,000 gallons and up	\$10.37 per 1,000 gallons
COMMERCIAL	
Monthly Account Fee (plus)	\$20.65 per account
0-25,000 gallons	\$4.01 per 1,000 gallons
25,001-50,000 gallons	\$5.00 per 1,000 gallons
50,001 gallons and up	\$6.11 per 1,000 gallons
IRRIGATION	
Monthly Account Fee (plus)	\$20.65 per account
0-15,000 gallons	\$5.18 per 1,000 gallons
15,001-25,000 gallons	\$7.08 per 1,000 gallons
25,001 gallons and up	\$9.96 per 1,000 gallons
FIRE HYDRANTS RATES	
Monthly Account Fee (plus)	\$86.40 per account
Refundable Deposit	\$2,750.00 per account
Meter Set-up/Move	\$215.00 per account
0-15,000 gallons	\$5.18 per 1,000 gallons
15,001-25,000 gallons	\$7.08 per 1,000 gallons
25,001 gallons and up	\$9.96 per 1,000 gallons

FEE SCHEDULE

UTILITY BILLING, CONTINUED	
WATER RATES OUTSIDE CITY LIMITS	
RESIDENTIAL	
Monthly Account Fee (plus)	\$36.30 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	\$7.11 per 1,000 gallons
15,001-25,000 gallons	\$9.33 per 1,000 gallons
25,001-50,000 gallons	\$11.90 per 1,000 gallons
50,000 gallons and up	\$15.55 per 1,000 gallons
COMMERCIAL	
Monthly Account Fee (plus)	\$31.76 per account
0-25,000 gallons	\$6.02 per 1,000 gallons
25,001-50,000 gallons	\$7.49 per 1,000 gallons
50,001 gallons and up	\$9.16 per 1,000 gallons
IRRIGATION	
Monthly Account Fee (plus)	\$31.76 per account
0-15,000 gallons	\$7.77 per 1,000 gallons
15,001-25,000 gallons	\$10.59 per 1,000 gallons
25,001 gallons and up	\$14.93 per 1,000 gallons
FIRE HYDRANT RATES	
Monthly Account Fee (plus)	\$129.59 per account
Refundable Deposit	\$2,750.00 per account
Meter Set-up/Move	\$215.00 per account
0-15,000 gallons	\$7.77 per 1,000 gallons
15,001-25,000 gallons	\$10.59 per 1,000 gallons
25,001 gallons and up	\$14.93 per 1,000 gallons

FEE SCHEDULE

UTILITY BILLING, CONTINUED	
SEWER RATES INSIDE CITY LIMITS	
RESIDENTIAL SEWER RATES	
Monthly Account Fee (plus)	\$22.69 per account
Account with no consumption history	\$18.90 4,000 gal. min
Residential Sewer Average	\$0.00 first 1,000 gallons
Residential Sewer Average	\$6.30 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)	\$23.20 per account
Per 1,000 of water usage	\$0.00 first 1,000 gallons
Per 1,000 of water usage	\$6.72 per 1,000 gallons > 1,001

FEE SCHEDULE

UTILITY BILLING, CONTINUED	
SEWER RATES OUTSIDE CITY LIMITS	
RESIDENTIAL SEWER RATES	
Monthly Account Fee (plus)	\$34.04 per account
Flat consumption	\$28.38 4,000 gallons
Per 1,000 of water usage	\$0.00 first 1,000 gallons
Per 1,000 of water usage	\$9.46 per 1,000 gallons > 1,001
COMMERCIAL SEWER RATES	
Monthly Account Fee (plus)	\$34.80 per account
Per 1,000 of water usage	\$0.00 first 1,000 gallons
Per 1,000 of water usage	\$10.07 per 1,000 gallons > 1,001
WHOLESALE SEWER RATES	
Monthly Account Fee (plus)	\$26.52 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)	\$20.65 per account
Commercial	\$0.75 per 1,000 gallons
Commercial Contract	per contract
Municipal	\$0.75 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
OTHER FEES	
Merchant Service Fees	3% of transaction total

FEE SCHEDULE

CITY OF KERRVILLE

FY2025 ADOPTED FEE SCHEDULE

EFFECTIVE 10/01/2024 AND UNTIL RENOVATIONS AT THE SCOTT SCHREINER GOLF COURSE ARE COMPLETE

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
Note: According to Resolution No. 11-2023 The Director of Parks and Recreation has the authority to adjust or waive fees for use of parks and other city facilities			

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	
Note: 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	
Note: According to Resolution No. 11-2023 The Director of Parks and Recreation has the authority to adjust or waive fees for use of parks and other city facilities							

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.		
Note: According to Resolution No. 11-2023 The Director of Parks and Recreation has the authority to adjust or waive fees for use of parks and other city facilities		
Merchant Service Fees	3% of transaction total	

FEE SCHEDULE

CITY OF KERRVILLE

FY2025 ADOPTED FEE SCHEDULE

EFFECTIVE IMMEDIATELY AFTER RENOVATIONS AT THE SCOTT SCHREINER GOLF COURSE ARE COMPLETE

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	\$21.00	\$32.00
	18 Holes	\$30.00	\$49.00
Weekend/ Holiday	9 Holes	\$27.00	\$38.00
	18 Holes	\$37.00	\$56.00
<u>Twilight (after 2pm)</u>			
Weekday	9 Holes	\$20.00	\$31.00
	18 Holes	\$20.00	\$39.00
Weekend/Holiday	9 Holes	\$26.00	\$37.00
	18 Holes	\$26.00	\$45.00
SPECIAL RATES		WALKING	WITH CART
<u>Senior (age 65+)</u>			
Weekday (M-F)	18 Holes	\$19.00	\$38.00
<u>Military</u>			
Weekday	18 Holes	\$23.00	\$42.00
Weekend/Holiday	18 Holes	\$29.00	\$48.00
MEMBER RATES		WALKING	WITH CART
<u>Regular</u>			
Weekday	9 Holes	\$9.00	\$20.00
	18 Holes	\$11.00	\$30.00
Weekend/Holiday	9 Holes	\$10.00	\$24.00
	18 Holes	\$12.00	\$31.00
<u>Twilight (after 2pm)</u>			
Weekday	9 Holes	\$8.00	\$19.00
	18 Holes	\$8.00	\$27.00
Weekend/Holiday	9 Holes	\$9.00	\$20.00
	18 Holes	\$9.00	\$28.00
Note: According to Resolution No. 11-2023 The Director of Parks and Recreation has the authority to adjust or waive fees for use of parks and other city facilities			

FEE SCHEDULE

GOLF: SCOTT SCHREINER GOLF COURSE, CONTINUED							
JUNIOR/STUDENT RATES		WALKING		WITH CART			
Grades K-12							
Weekday		9 Holes		\$8.00		\$19.00	
		18 Holes		\$12.00		\$31.00	
Weekend/Holiday		9 Holes		\$11.00		\$22.00	
		18 Holes		\$14.00		\$33.00	
College							
Weekday		18 Holes		\$18.00		\$37.00	
Weekend/Holiday		18 Holes		\$24.00		\$43.00	
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				\$350.00 per person			
Quarterly Range Pass				\$150.00 per person			
Family Membership				\$900.00 2 adults + all jrs.			
UNLIMITED GOLF				WALKING		WITH CART	
18 Holes				\$200/month		\$300/month	
Note: 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				\$350.00 per year			
Quarterly				\$150.00 per quarter			
CART FEES							
				9 Holes		18 Holes	
Cart Use Fees				\$11.00		\$19.00	
Private Cart Membership							
Annual members only				\$220.00		\$220.00	
Trail Fee Private Cart							
w/cart membership & green fees				\$6.00		\$9.00	
Passenger or Private Cart							
without green fees				\$11.00		\$19.00	
Note: According to Resolution No. 11-2023 The Director of Parks and Recreation has the authority to adjust or waive fees for use of parks and other city facilities							

FEE SCHEDULE

GOLF: SCOTT SCHREINER GOLF COURSE, CONTINUED		
CART STORAGE		
Annual	\$425.00 per year	
TOURNAMENT FEES		
Weekday/Weekend Afternoons	\$45.00 per player	
Weekend Mornings	\$55.00 per player	
Note: Contact Pro-Shop in order to schedule tournament play.		
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	9 Holes	18 Holes
Club Rental	\$20.00	\$30.00
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Note: According to Resolution No. 11-2023 The Director of Parks and Recreation has the authority to adjust or waive fees for use of parks and other city facilities		
Merchant Service Fees	3% of transaction total	

THE END