

**INGRAM CITY COUNCIL AGENDA  
NOTICE OF REGULAR MEETING  
TUESDAY, JULY 20, 2021 at 6:00 P.M.  
CITY HALL COUNCIL CHAMBERS, 230 HWY 39, INGRAM, TX 78025**

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The meeting facility is wheelchair accessible and accessible parking spaces are provided. Requests for accommodations or interpretative services must be made to the City Secretary 48 hours prior to this meeting. Please contact the City Secretary's office at 830-367-5115 for further information.

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**1. CALL TO ORDER:**

**2. ROLL CALL:**

**3. PRAYER:**

**4. PUBLIC HEARING:**

Public hearing, discussion, and possible action on an order to repair or demolish the structure(s) located at 212 Way Dr. in accordance with Article 3.03 of the City's Code of Ordinances.

Public hearing, discussion, and possible action on an order to repair or demolish the structure(s) located at 511 Woodland in accordance with Article 3.03 of the City's Code of Ordinances.

Public hearing, discussion, and possible action on an order to repair or demolish the structure(s) located at 443 Moore St. in accordance with Article 3.03 of the City's Code of Ordinances.

**5. CITY EVENTS, ANNOUNCEMENTS AND PROCLAMATIONS:**

**6. VISITORS/CITIZENS FORUM: COMMENT PERIOD-LIMITED TO THREE (3) MINUTES TOTAL:**

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

**7. CONSENT AGENDA:**

All items listed below within the consent agenda are considered to be routine by City Council and will be enacted with one motion. There will be no separate discussion of items unless the Mayor or council member so requests, in which event the item will be removed from the general order of business and considered in its normal sequence.

Minutes from City Council Regular Meetings held on July 6, 2021

**8. CONSIDERATION AND POSSIBLE ACTION ON BUSINESS ITEMS: The following items are for discussion, consideration and possible action:**

8A. Regarding wastewater connection for property located at 3287 Junction Highway. (Shannon Donaghey)

8B. Regarding wastewater connection and building permit for property located at 300 Woodland. (Abel Contreras)

8C. Regarding KCAD 2022 Budget. (Sharon Constantinides)

8D. Regarding renewal of Municipal Court Judge contract. (Rocky Hawkins)

9. **ORDINANCES AND RESOLUTIONS:**

10. **STAFF REPORTS:** Police Chief Carol Twiss Police Department updates

11. **INFORMATION AND DISCUSSION:** Bill Pay Register

12. **WORKSHOPS:**

13. **CLOSED SESSION:** The City Council will convene into Closed Session as authorized by Texas Government Code Section 551.071 to consult with the City Attorney regarding legal matters concerning Cause No. 19355B John Sheffield v. City of Ingram.

14. **OPEN SESSION:** The City Council will reconvene into Open Session for discussion and possible action regarding a settlement offer in Cause No. 19355B John Sheffield v. City of Ingram.

15. **ADJOURNMENT:**

**AGENDA NOTICES:**

**Executive Sessions Authorized:** The City Council for the City of Ingram reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Open Meetings Act.

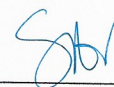
**Closed Sessions Authorized:** This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Closed Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

**Attendance By Other Elected or Appointed Officials:**

It is anticipated that members of the other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. The individual members will not engage in any discussion or deliberation on any matters presented by the agenda.

POSTED THIS 16<sup>th</sup> day of July 2021, at 3:00 p.m. on the bulletin board located on the exterior wall of the Police Department's Office and on the bulletin board inside City Hall.

Agenda approved for publication by Stephanie Breckenridge, City Secretary: \_\_\_\_\_





**INGRAM CITY COUNCIL  
MINUTES OF REGULAR MEETING  
ON TUESDAY, JULY 6, 2021**

1. **CALL TO ORDER:** 6:00 p.m.
2. **ROLL CALL:** Kathy Rider absent
3. **PRAYER:** Bill Warren delivered the prayer.
4. **CITY EVENTS, ANNOUNCEMENTS AND PROCLAMATIONS:** None
5. **VISITORS/CITIZENS FORUM: COMMENT PERIOD-LIMITED TO THREE (3) MINUTES TOTAL:**

Any citizen with business not scheduled on the agenda may speak to the council. Prior to speaking, each speaker must fill out the speaker request form and give it to the City Secretary. Council may not discuss or take any action on an item but may place the issue on a future agenda. The number of speakers will be limited to the first ten speakers speaking on the same subject and each speaker is limited to three minutes. Susie Compton commented on the revised wastewater rates. Patrick Giorgis spoke to the council regarding this neighbor on Cypress Falls about multiple vehicles on his property.

**6. CONSENT AGENDA:**

All items listed below within the consent agenda are considered to be routine by City Council and will be enacted with one motion. There will be no separate discussion of items unless the Mayor or council member so requests, in which event the item will be removed from the general order of business and considered in its normal sequence.

Minutes from City Council Regular Meetings held on June 1 & 15, 2021  
&

Minutes from Workshops/Special Meetings held on June 7, 14 & 28, 2021.

David Britton made a motion to approve minutes from City Council Regular Meetings held on June 1 & 15, 2021 and minutes from Workshops/Special Meetings held on June 7, 14 & 28, 2021. Rocky Hawkins seconded and the motion carried 4 to 0 votes.

**7. CONSIDERATION AND POSSIBLE ACTION ON BUSINESS ITEMS:** The following items are for discussion, consideration and possible action.

7A. Regarding wastewater connection for property located at 300 Woodland. David Britton made a motion to allow the residential wastewater connection to the city's system. Rocky Hawkins seconded and the motion carried 4 to 0 votes.

7B. Regarding Hill Country Arts Foundation request from HOT Funds in the amount of \$5,000 for advertising Annual Texas Arts and Crafts Fair. Robert Kimbrough made a motion to approve reimbursement up to \$5,000.00 for advertising cost related to the Annual Texas Arts and Crafts Fair. David Britton seconded and the motion carried 4 to 0 votes.

7C. Regarding West Kerr County Visitor's Center Second Quarterly Report for payment in the amount of \$2,000.00. Robert Kimbrough made a motion to approve West Kerr County Visitor's Center Second Quarterly Report in the amount of \$2,000.00. Bill Warren seconded and the motion carried 4 to 0 votes.

8. **ORDINANCES AND RESOLUTIONS:** None
9. **STAFF REPORTS:** Police Chief Twiss delivered police stats and department updates.
10. **INFORMATION AND DISCUSSION:** Bill Pay Register
11. **WORKSHOPS:** Workshops have been reduced to first Tuesday of each month beginning at 5:00 p.m.
12. **CLOSED SESSION:** The City Council will recess its open meeting and reconvene in Executive Session on the following items pursuant to Texas Government Code 551.071 (legal advice/consultation):None
13. **OPEN SESSION:** The City Council will reconvene into Regular Session upon conclusion of the Closed Session and may recall any item posted for Closed Session for action, as necessary.
14. **ADJOURNMENT:** Bill Warren made a motion to adjourn at 6:15 p.m. David Britton seconded and the motion carried 4 to 0 votes.

**Executive Sessions Authorized:** The City Council for the City of Ingram reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Open Meetings Act.

**Closed Sessions Authorized:** This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Closed Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

**Attendance By Other Elected or Appointed Officials:**

It is anticipated that members of the other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. The individual members will not engage in any discussion or deliberation on any matters presented by the agenda.

Approved By: \_\_\_\_\_ July 20, 2021  
Kathy Rider, Mayor

Attest: \_\_\_\_\_  
Stephanie Breckenridge, City Secretary



## **2022 Adopted Budget**

### **Kerr Central Appraisal District**

P.O. Box 294387  
212 Oak Hollow Dr  
Kerrville, TX78029  
(830) 895-5223

#### **BOARD MEMBERS**

Carter Crain, Chairman  
Judy Webb-Smith, Vice-Chairman  
Eric Lantz, Secretary  
Patrick Freedle  
Marty Lenard  
Bob Reeves, CTAC

Sharon Constantinides, RPA, CCA  
Chief Appraiser

Line	Item	2021	2022	\$ Diff	% Diff	% Total
5006	Salaries	\$575,189	\$583,750	\$8,561	1.49%	51.13%
5010	Employer Portion of Ret	\$47,495	\$48,180	\$685	1.44%	4.22%
5012	Medicare Insurance	\$8,340	\$8,464	\$124	1.49%	0.74%
5015	Employee Medical Insur	\$122,047	\$125,593	\$3,546	2.91%	11.00%
5016	TX Employment Comm.	\$1,500	\$1,500	\$0	0.00%	0.13%
5017	Disability Insurance	\$8,750	\$8,750	\$0	0.00%	0.77%
5030	Appraisal Review Board	\$12,500	\$17,500	\$5,000	40.00%	1.53%
5034	Vehicle Replace. Res.	\$0	\$8,000	\$8,000	100.00%	0.70%
5035	Travel, Mileage & Maint.	\$15,000	\$15,000	\$0	0.00%	1.31%
5040	Annual Audit	\$8,850	\$9,750	\$900	10.17%	0.85%
5045	Mapping Expense	\$37,259	\$17,968	(\$19,291)	-51.78%	1.57%
5055	Debt Service-Building	\$61,680	\$61,680	\$0	0.00%	5.40%
5070	Leased Equipment	\$6,350	\$6,350	\$0	0.00%	0.56%
5075	Telephone & Monitoring	\$4,390	\$4,390	\$0	0.00%	0.38%
5080	Utilities	\$7,800	\$7,800	\$0	0.00%	0.68%
5085	Facilities Maintance	\$13,672	\$13,672	\$0	0.00%	1.20%
5090	Consultant - Appraisal	\$50,000	\$63,000	\$13,000	26.00%	5.52%
5100	Legal & Consultants	\$10,000	\$15,000	\$5,000	50.00%	1.31%
5102	Legal ARB	\$1,500	\$2,000	\$500	33.33%	0.18%
5105	Liab-Workers Comp-Blding-f	\$9,600	\$9,600	\$0	0.00%	0.84%
5110	Taxpayer Assist & Ed	\$5,000	\$5,000	\$0	0.00%	0.44%
5120	Schools/Employee Ed.	\$6,550	\$6,550	\$0	0.00%	0.57%
5130	Postage	\$20,000	\$20,000	\$0	0.00%	1.75%
5135	Printing	\$10,000	\$12,000	\$2,000	20.00%	1.05%
5136	Professional Dues	\$2,460	\$2,460	\$0	0.00%	0.22%
5140	Office Supplies	\$8,000	\$8,000	\$0	0.00%	0.70%
5145	Furni., Fixture & Equip	\$3,000	\$5,000	\$2,000	66.67%	0.44%
5150	Board of Directors	\$500	\$1,200	\$700	140.00%	0.11%
5155	Equip. Maint & Reserve	\$1,000	\$1,000	\$0	0.00%	0.09%
5170	Building Reserve	\$2,500	\$2,500	\$0	0.00%	0.22%
5180	Software Support	\$48,608	\$49,901	\$1,293	2.66%	4.37%
5200	Banking Fees	\$200	\$200	\$0	0.00%	0.02%
TOTAL TOTALS		\$1,109,740	\$1,141,758	\$32,018	2.99%	100.00%



**5006 Salaries:**

\* Indicates Registered Professional Appraiser (RPA) designation through the Texas Department Of Licensing and Registration.

<b>Positions</b>	<b>2021</b>	<b>2022</b>	<b>Years of Experience</b>
Chief Appraiser*	\$86,286	\$90,000	36
Deputy Chief*	\$68,706	\$70,000	31
Appraisal Manager*	\$53,791	\$56,000	12
Operations Mgr*	\$51,597	\$54,250	19
Senior Appraiser*	\$53,791	\$56,000	20
BPP Appraiser*	\$37,250	\$40,000	4
Appraiser	\$49,258	\$37,500	0
AG Appraiser-RPA*	\$42,000	\$43,750	7
Appraiser-II	\$33,500	\$35,250	2
GIS/Abstractor*	\$60,454	\$61,250	24
Exemp Spec	\$38,556	\$39,750	20
<b>TOTALS</b>	<b>\$575,189</b>	<b>\$583,750</b>	

**Total Benefits:**

<b>Position</b>	<b>2022 Sal</b>	<b>Med Ins</b>	<b>Retire</b>	<b>Medicare</b>	<b>Unemp</b>	<b>Disabilit</b>	<b>Totals</b>
Chief Appraiser	\$90,000	\$11,418	\$7,200	\$1,305	\$136	\$795	\$110,854
Deputy Chief	\$70,000	\$11,418	\$5,600	\$1,015	\$136	\$795	\$88,964
Appraisal Mgr	\$56,000	\$11,418	\$4,480	\$812	\$136	\$795	\$73,641
Operations Mgr	\$54,250	\$11,418	\$4,340	\$787	\$136	\$795	\$71,726
Sr. Appraiser	\$56,000	\$11,418	\$4,480	\$812	\$136	\$795	\$73,641
BPP Appraiser	\$40,000	\$11,418	\$3,200	\$580	\$136	\$795	\$56,129
Appraiser (new)	\$37,500	\$11,418	\$3,000	\$544	\$136	\$795	\$53,393
AG Appr-RPA	\$43,750	\$11,418	\$3,500	\$634	\$136	\$795	\$60,233
Appraiser-II	\$35,250	\$11,418	\$2,820	\$511	\$136	\$795	\$50,930
GIS/Abstractor	\$61,250	\$11,418	\$4,900	\$888	\$136	\$795	\$79,387
Exemp Spec	\$39,750	\$11,418	\$3,180	\$576	\$136	\$795	\$55,855
<b>Totals</b>	<b>\$583,750</b>	<b>\$125,593</b>	<b>\$46,700</b>	<b>\$8,464</b>	<b>\$1,500</b>	<b>\$8,750</b>	<b>\$774,757</b>

**5006 - Salaries:**

It is in the best interest of taxpayers as well as the taxing entities for the district to retain well trained and educated employees. Hiring from other districts for appraisers with an RPA designation and employees with experience and training has heightened due to the Comptroller's MAPS Review. The time required for an employee to earn their RPA designation takes approximately 5 years at a cost of more than \$18,000 to the district. It is vital that Kerr CAD remain competitive with other appraisal districts. There will be a total of 11 staff positions this year unchanged from last year.

The total salary line item for 2022 is **\$583,750** which reflects an increase of 1.49% from 2021. The increases reflect wage adjustments to put Kerr CAD salaries in line with other districts. We are required by the Methods Assistance Program administered by the State of Texas Property Tax Assistance Division to display each employee's salary and benefits as well as the total salary and benefits for each employee. The total for salaries plus benefits is **\$774,757** an increase of 1.70% over 2021.

**5010 - Employers Retirement:** KCAD has an independent employee retirement plan through Mass Mutual. All employees are required to participate in this plan. The Kerr CAD Board of Directors has elected to fund 8% of the employee's salary for their retirement plan. Employees also match an 8% contribution from their salary. Details as shown below:

Total Salaries	\$	583,750
KCAD Matching Percentage	\$	<u>X 0.08</u>
KCAD Contribution	\$	<b>46,700</b>
Administration Fee	\$	<u>1,480</u>
<b>TOTAL</b>	<b>\$</b>	<b>48,180</b>

**5012 - Employer Medicare:** KCAD is responsible for the Medicare tax on each of the employee's wages. This rate is equal to 1.45 percent of the first \$142,800 paid to each employee per year. Details of this item are as follows:

Total Salaries	\$ 583,750
Medicare Rate	<u>x 0.0145</u>
<b>TOTAL</b>	<b>\$ 8,464</b>

**5015 - Employee Medical Insurance:** Kerr CAD provides health insurance to its employees through the Texas Association of Counties. The carrier for Texas Association of Counties is Blue Cross / Blue Shield. The Texas Association of Counties rates for the 2021-2022 showed an increase of 9.7%. The district adjusted coverage for employees reducing the increase to 2.91%.

KCAD Contribution Per Month	\$ 951.46
Number of Employees	<u>x 11</u>
Total Monthly Contribution	\$ 10,466.06
Number of Months	<u>x 12</u>
<b>TOTAL Estimate</b>	<b>\$125,593</b>



**5016 - Texas Employment Commission:** KCAD is responsible for the payment of each employee's unemployment tax through the Texas Workforce Commission. This tax is a percentage of the first \$9,000 of the employee's quarterly salary. These rates change annually and are determined by how much the government employees' group has withdrawn for unemployment benefits. Based on the previous year, this line item will remain **\$1,500**.

**5017 - Disability Insurance:** The KCAD Board of Directors has elected to pay disability insurance in lieu of social security for KCAD employees. New employees will be under the same vesting requirements as other benefits. This line item will remain **\$8,750**.

**5030 - Appraisal Review Board:** KCAD is responsible for the Appraisal Review Board member's stipends. There are five members who serve on the ARB. This line item covers the ARB member's salary, travel, and training expenses and other expenses related to this board. The ARB is paid \$130 per full day and \$75 per half day. Due to the high number of protests, we have experienced the past couple of years, this line item is being increased by \$5,000 to **\$17,500**.

**5034 - Vehicle Replacement Reserve:** The allocated amount for vehicle replacement was suspended for 2021 but has been reinstated for 2022 at \$8,000.

**5035 - Travel and Mileage:** The heaviest driving period for the CAD is the fall and winter months during our appraisal period. This line item also includes maintenance and tires. This item also includes other travel expense and also pertains to meals and hotel expense when employees are sent to school. This line item was reduced to \$15,000 for 2021 and will remain the same for 2022.

**5040 - Annual Audit:** Section 6.063 of the Property Tax Code requires that the district have an annual audit by a Certified Public Accountant. The 2021 financial year audit will be conducted in 2022. The line item will increase by \$900 to \$9,750.

**5045 - Mapping Expense:** In previous years, Kerr CAD along with Kerr County and Kerr 911 cooperated in funding a GIS mapping system called Eagleview (Pictometry). The system is a patented information system that combines aerial imaging with a software system allowing an appraiser to view and measure any structure, intersection, fire hydrant, tree or any feature in the county from a laptop or workstation. This technology has enabled the district to increase productivity, cut down on field trips and enhance appraisal of existing as well as the discovery of new taxable property. The investment in this system began in 2009. New flyover photos are taken every three years with the last scheduled flyover being completed in 2021. The Changefinder Technology enables the software to automatically identify structures that have been altered as well as identifying new structures and ones that have been removed. Kerr CAD was able to retain their partners reducing this line item to \$17,968 for 2022.

Mapping Supplies	\$3,000
Flyover Mapping	\$9,646
Changefinder Technology	\$5,322
<b>Total</b>	<b>\$17,968</b>



**5055 – Debt Service (Building):** Kerr CAD began construction on the new building May 2017 and moved into new facility December 2017. A construction loan was executed for a period of 24 months with payments of \$4,251.94 thru April 2019. At the end of the 24-month period, the remaining principal after a lump sum payment of \$350,000 rolled over into a permanent 20-year loan with payments of \$5,139.98 starting May 2019. The lump sum payment was from the sale of the old building along with the building reserve that the entities had allowed the district to retain in previous years. This line item will remain at **\$61,680** for 2022.

**5070 - Leased Equipment:** The CAD leases a copy machine and a postage machine. This line item will remain at **\$6,350** for 2022.

**5075 - Telephone:** This item includes basic telephone service, long distance service, and Internet subscription. Additional lines were added in 2018 for the fire alarm and Appraisal Review Board phone hearings that are required to be provided. Also included in this line item are the monitoring fees for fire and security. This item remains at **\$4,390**.

**5080 - Utilities:** The District's utility expense covers city water, sewer and electricity. The amount for this line item remains at **\$7,800**.

**5085 - Facilities Maintenance:** Building and grounds maintenance includes trash pickup, building cleaning, lawn care, and pest control. The details of this maintenance are as follows:

<u>Expense</u>	<u>\$/Month</u>	<u>\$/Year</u>
Trash Pickup	\$110.16	\$1,322
Janitorial Service	\$600	\$7,200
Lawn Service	\$100	\$1,200
Annual Fire Inspection		\$ 30
Skelton Fire Alarm		
Monitoring, testing & Annual Inspection		\$1,900
Pest Control	\$55/Quarter	\$ 220
Unifirst (Rugs & Restroom Supplies)		<u>\$1,800</u>
TOTAL		<b>\$13,672</b>

**5090 - Consultant – Appraisal:** KCAD contracts out the appraisals on utilities, minerals, pipelines, and industrial properties to the industrial appraisal firm of Capitol Appraisal Group of Austin Texas. The annual contract amount for Kerr CAD's utilities, mineral, pipelines and industrial properties for this year's budget is **\$15,000**. Kerr CAD also contracts with Eagle Appraisal and Consulting a professional tax appraisal firm that appraises the commercial properties in Kerr County. Beginning 2021, the Eagle Appraisal and Consulting contract included the appraisal of apartments within Kerr County. Many appraisal districts are using contractors as a cost-efficient method of ensuring their values are meeting the stringent requirements of the Comptroller's Property Value Study and the Methods Assistance Program Study. Contracting is a valuable tool in helping ensure that all taxpayers are treated equitably as well keeping expenses down. The contract amount for Eagle Appraisal and Consulting for 2022 is **\$45,000**. A recap of the total for this line item is below:



Capitol Appraisal Group	\$15,000
Eagle Appraisal and Consulting	\$45,000
Litigation Consultant Fee	\$ 3,000
<b>Total</b>	<b>\$63,000</b>

**5100 - Consultant – Legal & Expert Witness:** KCAD changed law firms June 2017 to Perdue, Brandon, Fielder, Collins & Mott L.L.P. The monthly retainer fee is \$250. The fees are \$250/hour for attorneys in regard to litigation and \$95/hour for paralegal and legal secretarial work. Other related expenses such as travel expenses as needed are paid by the district. The line item was temporarily reduced to **\$10,000** from \$20,000 for 2021. Item has been increased to **\$15,000** for 2022.

**5102 – Legal ARB :** Recent legislation has mandated Appraisal Review Boards retain separate legal counsel from Appraisal Districts. Historically the need for legal counsel for the Kerr Appraisal Review Board has been minimal. This line item had been temporarily reduced to **\$1,500** for 2021 but has been reinstated for 2022 at **\$2,000**.

**5105 - Liability & Workers Compensation – Building, FF&E Insurance:** This line item covers workers compensation, general liability, automotive liability, errors and omissions, and real and personal property insurance as well as liability related to our retirement program. The carrier for this insurance is the Texas Municipal League Intergovernmental Risk Pool (TML). The line item for this year is **\$9,600**.

**5110 - Taxpayer Assistance & Education:** This line item includes required newspaper advertisements, property asset listings, appraisal guides, tax workshops and related education & assistance directed to taxpayer/appraisal district relations. The line item for this year will remain at **\$5,000**.

**5120 - Schools and Employee Education:** According to Section 5.04, of the Property Tax Code, an appraisal district shall reimburse an employee for all actual and necessary expenses, tuition, other fees and costs of materials incurred in attending, with the Chief Appraiser's approval, a course or training program conducted or by the Texas Department of Licensing and Regulation. This item is a total of **\$6,550**.

**5130 - Postage:** Kerr CAD uses an outside mailing firm to print and mail the required appraisal notices. This saves the district some postage and helps ensure a timely mailing of appraisal notices. Kerr CAD elected to mail notices only to property owners whose values changed by more than \$1,000, had a change of ownership or filed a rendition. Significant savings have occurred since this practice was initiated but postage cost have continued to increase along with the cost of being required to send state mandated notices by certified mail. This line item will remain at **\$20,000** for 2022.

**5135 - Printing:** This line item includes expenses such as printing of Notices of Appraised Value. The state has mandated additional mailings per SB2 to begin in 2021. This item is being increased \$2,000 to **\$12,000** for 2022.



**5136 - Dues:** This line item is devoted to the registration of the district and employees with different state agencies and trade organizations. Registration with the Texas Department of Licensing and Regulation is a requirement by law. Affiliation with the Texas Association of Appraisal Districts allows KCAD to enroll in state classes for reduced tuition and keeps the district informed of changing rules and laws. Being a member of TAAD also requires us to be a member of the local Southwest Chapter. Membership in the International Association of Assessing Officers is now required by the MAPS review and also requires membership in the Texas Association of Assessing Officers. The district receives a discounted price for items purchased through the Texas Building & Procurement Commission. The district also pays a membership for the Visa charge card. A detailed cost description of this line item follows:

Texas Department of Licensing & Regulation	\$ 450
Texas Association of Appraisal Districts	\$1,500
Texas Association of Appraisal Districts Southwest Chapter	\$ 75
International Association of Assessing Officers	\$ 210
Texas Association of Assessing Officers	\$ 90
Texas Building & Procurement Commission	\$ 100
Visa Charge Membership	\$ 35
<b>TOTAL</b>	<b>\$2,460</b>

**5140 - Office Supplies:** This line item includes all miscellaneous office supplies used in the district. These items include paper, envelopes, writing utensils, toner cartridges, and other supplies. Item will remain at **\$8,000** for 2022.

**5145 - Furniture, Fixtures & Equipment:** This line item includes upgrading and replacement of desktop computers and printers. Also providing tablets or laptops along with electronic measuring devices for use in the field. The amount for this line item was temporarily reduced to **\$3,000** from \$6,000 for 2021. Item will be increased to **\$5,000** for 2022.

**5150 - Board of Directors:** This line item is utilized to purchase director manual and reference material for the Board of Directors. A portion of this line item is also utilized to purchase awards of appreciation to outgoing board members and name plaques. Because of increased duties, responsibilities as well as increased liability associated with being a board member this line item includes education for board members. This line item was temporarily reduced to **\$500** for 2021 but is being reinstated at **\$1,200** for 2022.

**5155 - Equipment Maintenance:** This item includes the maintenance of PC computers, networks, postage machine and copy machines. This line amount was temporarily reduced to **\$1,000** for 2021 but is being reinstated at **\$1,500** for 2022.

**5170 - Building Reserve:** The district used this reserve for the land purchase and some of the expenses related to the construction of the new facility. The reserve was also used as part of the lump sum payment for the building loan that was made April 2019. The reserve fund will continue to be used for any future building expenses. This line item will be **\$2,500**.



**5180 - Software Support – True Automation:** Kerr CAD converted their old appraisal computer system to True Automation in October of 2006. True Automation is the largest CAD appraisal software company in the state. True Automation calls their system the PACS System. This line item provides for continuing maintenance and support of the PACS System by True Automation. This system contains active tax records and rolls for each taxing entity and individual property owner in the county housing almost forty thousand (40,000) property tax parcels. Every property account is recorded, updated, and appraised using this system and the tax roll is generated resulting in the values used to levy taxes for every taxing entity and taxpayer serviced by Kerr CAD. True Automation has notified the district that the software support and maintenance for this year will be increasing. This line item will increase to **\$49,901**.

PACS System	\$48,641
Online Backup	\$1,260
<b>Total</b>	<b>\$49,901</b>

**5200 – Banking Fees:** We are being assessed service charges on our bank account which will remain **\$200** annually.

**Note:** The “estimated” entity allocation is shown on the next page which is based on the 2020 values and tax rates. The “official” entity allocation will be available after the certification of the 2021 values and the 2021 tax rates have been adopted by the taxing entities.

	2020 Cert Net Tax or Freeze Adj. Tax	2020 Tax Rate	Levy	Tax on Freeze	Total Levy	% of Total Levy	Allocation
City of Ingram	\$100,865,192	0.4963	\$500,594		\$500,593.95	0.53%	6,059.30
City of Kerrville	\$1,722,573,363	0.5116	\$8,812,685	\$3,203,194	\$12,015,879.81	12.74%	145,442.99
Kerr emerg. Dist. #1	\$746,608,106	0.0175	\$130,656		\$130,656.42	0.14%	1,581.50
Kerr Emerg. Dist. #2	\$175,799,505	0.035	\$61,530		\$61,529.83	0.07%	744.77
Kerr County	\$4,052,087,164	0.4459	\$18,068,257	\$5,875,735	\$23,943,991.90	25.38%	289,823.62
Lateral Roads	\$4,036,986,883	0.0298	\$1,203,022	\$438,290	\$1,641,311.92	1.74%	19,866.82
Lake Ingram Estates Rd	\$12,788,912	0.1785	\$22,828		\$22,828.21	0.02%	276.32
Center Point ISD	\$312,662,278	0.9723	\$3,040,015	\$649,860	\$3,689,875.15	3.91%	44,663.10
Comfort ISD	\$158,591,168	1.2523	\$1,986,037	\$694,686	\$2,680,723.07	2.84%	32,448.09
Divide ISD	\$71,908,131	0.82	\$589,647	\$44,485	\$634,132.14	0.67%	7,675.68
Harper ISD	\$52,870,777	0.9453	\$499,787	\$121,379	\$621,166.88	0.66%	7,518.75
Hunt ISD	\$417,522,786	0.9838	\$4,107,589	\$700,250	\$4,807,838.81	5.10%	58,195.19
Ingram ISD	\$529,962,284	1.055	\$5,591,102	\$1,535,503	\$7,126,605.30	7.56%	86,262.08
Kerrville ISD	\$2,345,920,690	1.115	\$26,157,016	\$8,578,125	\$34,735,140.25	36.82%	420,442.17
Medina ISD	\$12,176,416	1.2764	\$155,420	\$117	\$155,536.29	0.16%	1,882.65
Upper Guadalupe River A.	\$5,817,674,133	0.01952	\$1,135,610		\$1,135,609.99	1.20%	13,745.69
Headwaters Groundwater	\$5,817,674,133	0.007284	\$423,759		\$423,759.38	0.45%	5,129.28
<b>TOTAL EST LEVY</b>			<b>\$72,485,555.24</b>	<b>\$21,841,624</b>	<b>\$94,327,179.30</b>	<b>100.000%</b>	<b>1,141,758.00</b>
<b>2022 Budget</b>							<b>\$1,141,758</b>



## Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only paid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>10-21100</b>								
1490	STATE COMPTROLLER	07062021	2 QTR ENDING JUNE 2021	07/06/2021	11,124.39	11,124.39	07/06/2021	
Total 10-21100:					11,124.39	11,124.39		
<b>10-40-220</b>								
1830	WEST KERR CURRENT	43470	CLASSIFIED AD-June 10 City Par	07/03/2021	40.00	40.00	07/09/2021	
Total 10-40-220:					40.00	40.00		
<b>10-40-310</b>								
1760	Card Service Center	06282021-512	wireless keyboard and mouse co	06/28/2021	35.47	35.47	07/07/2021	
1350	Quill	17785925	command strips & jumbo hook,co	07/01/2021	68.12	68.12	07/13/2021	
1350	Quill	17797809	2 boxes of steel binder clips	07/01/2021	10.58	10.58	07/13/2021	
Total 10-40-310:					114.17	114.17		
<b>10-41-201</b>								
330	CASELLE	110773	Contract Support & Maintenance f	07/01/2021	313.50	313.50	07/07/2021	
Total 10-41-201:					313.50	313.50		
<b>10-41-300</b>								
1350	Quill	17785925	copy paper	07/01/2021	14.49	14.49	07/13/2021	
Total 10-41-300:					14.49	14.49		
<b>10-42-300</b>								
1760	Card Service Center	06282021-512	dual monitor stand	06/28/2021	67.99	67.99	07/07/2021	
1760	Card Service Center	06282021-512	bracket mount adapter kit for dual	06/28/2021	32.98	32.98	07/07/2021	
1350	Quill	11794680	pack of sharpie gel pens	07/01/2021	5.99	5.99	07/13/2021	
1350	Quill	17785925	sharpie gel pens, scotch tape, pos	07/01/2021	57.15	57.15	07/13/2021	
1350	Quill	17803304	dry erase white board	07/02/2021	27.99	27.99	07/13/2021	
Total 10-42-300:					192.10	192.10		
<b>10-42-530</b>								
1760	Card Service Center	06282021	court training	06/28/2021	200.00	200.00	07/07/2021	
Total 10-42-530:					200.00	200.00		
<b>10-42-600</b>								
1260	OMNIBASE	070120201	2nd quarter activity-april,may,june	07/01/2021	30.00	30.00	07/09/2021	
Total 10-42-600:					30.00	30.00		
<b>10-61-230</b>								
240	AQUA TEXAS	07092021	CITY PARK WATER 6/09/2021-7/	07/09/2021	2.04	2.04	07/12/2021	
1050	KPUB	07142021	CITY PARK electricity 6/06-7/07/2	07/14/2021	74.14	74.14	07/15/2021	
1050	KPUB	07142021	Event grounds electricity 6/06-7/0	07/14/2021	22.44	22.44	07/15/2021	
200	REPUBLIC SERVICES #859	0859-0028713	City park garbage service 7/01-7/	06/30/2021	119.12	119.12	07/07/2021	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 10-61-230:					217.74	217.74		
<b>10-61-305</b>								
1760	Card Service Center	06282021	20 in 2.6 cu ft electric range & 4.5	06/28/2021	827.90	827.90	07/07/2021	
1570	T J MOORE LUMBER YARD	06302021	tool organizer, cord for range, hex n	06/30/2021	103.99	103.99	07/07/2021	
Total 10-61-305:					931.89	931.89		
<b>10-61-325</b>								
1760	Card Service Center	06282021-512	deodorizer for park restrooms	06/28/2021	40.94	40.94	07/07/2021	
Total 10-61-325:					40.94	40.94		
<b>10-61-370</b>								
5530	UniFirst Holdings, Inc.	819 1173742	PW uniform shirts & jeans	07/06/2021	35.06	35.06	07/16/2021	
5530	UniFirst Holdings, Inc.	819 1174499	PW uniform shirts & jeans	07/13/2021	35.06	35.06	07/16/2021	
Total 10-61-370:					70.12	70.12		
<b>10-61-380</b>								
1570	T J MOORE LUMBER YARD	06302021	fuel can replacement spout	06/30/2021	9.59	9.59	07/07/2021	
Total 10-61-380:					9.59	9.59		
<b>10-61-400</b>								
100	A & A TIRE	06302021	flat repair on 2009 chevy tahoe	06/30/2021	18.50	18.50	07/07/2021	
100	A & A TIRE	06302021	brake repairs on 2009 chevy taho	06/30/2021	1,345.36	1,345.36	07/07/2021	
Total 10-61-400:					1,363.86	1,363.86		
<b>10-61-430</b>								
1760	Card Service Center	06282021	spark plug, gas cap & fuel and oil	06/28/2021	40.98	40.98	07/07/2021	
Total 10-61-430:					40.98	40.98		
<b>10-61-510</b>								
6060	Texas Department of Licensing an	07022021	Code Enforcement Officer License	07/02/2021	50.00	50.00	07/06/2021	
Total 10-61-510:					50.00	50.00		
<b>10-61-600</b>								
1570	T J MOORE LUMBER YARD	06302021	cement & rake	06/30/2021	221.79	221.79	07/07/2021	
Total 10-61-600:					221.79	221.79		
<b>10-64-142</b>								
1760	Card Service Center	06282021-512	basic code enforcement webinar	06/28/2021	500.00	500.00	07/07/2021	
Total 10-64-142:					500.00	500.00		
<b>10-64-260</b>								
970	KERR COUNTY SHERIFF'S DEP	05062021	April 2021 INMATE BILLING	05/06/2021	200.00	200.00	07/12/2021	
970	KERR COUNTY SHERIFF'S DEP	06042021	May 2021 INMATE BILLING	06/04/2021	250.00	250.00	07/12/2021	
Total 10-64-260:					450.00	450.00		



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>10-64-300</b>								
1350	Quill	17661066	cable ties	06/25/2021	12.96	12.96	07/09/2021	
1350	Quill	17667142	tab folders,cardstock,post-its & m	06/25/2021	83.35	83.35	07/09/2021	
Total 10-64-300:					96.31	96.31		
<b>10-64-310</b>								
1760	Card Service Center	06282021-512	fuel for travel to Elgin training-Bak	06/28/2021	52.15	52.15	07/07/2021	
1600	FUELMAN	NP60379826	POLICE DEPT	07/05/2021	820.12	820.12	07/07/2021	
Total 10-64-310:					872.27	872.27		
<b>10-64-360</b>								
1760	Card Service Center	06282021-512	tool bit set	06/28/2021	10.77	10.77	07/07/2021	
1760	Card Service Center	06282021-512	Cradle for Ipad for patrol car	06/28/2021	52.98	52.98	07/07/2021	
Total 10-64-360:					63.75	63.75		
<b>10-64-410</b>								
100	A & A TIRE	06302021	oil change on white unmarked 200	06/30/2021	45.35	45.35	07/07/2021	
100	A & A TIRE	06302021	flat repair on 2017 ford explorer	06/30/2021	36.50	36.50	07/07/2021	
310	CARQUEST 1	06302021	2 car batteries for unit 10,2 pack 3	06/30/2021	375.46	375.46	07/07/2021	
Total 10-64-410:					457.31	457.31		
<b>10-64-500</b>								
1760	Card Service Center	06282021-512	microsoft emails@ingrapolice.or	06/28/2021	93.48	93.48	07/07/2021	
Total 10-64-500:					93.48	93.48		
<b>10-64-530</b>								
1760	Card Service Center	06282021-512	room and board - PD training	06/28/2021	110.88	110.88	07/07/2021	
1760	Card Service Center	06282021-512	fuel for travel to training	06/28/2021	39.03	39.03	07/07/2021	
1760	Card Service Center	06282021-512	room and board - Elgin training for	06/28/2021	112.61	112.61	07/07/2021	
1760	Card Service Center	06282021-512	room and board during Elgin traini	06/28/2021	288.00	288.00	07/07/2021	
Total 10-64-530:					550.52	550.52		
<b>10-64-930</b>								
1760	Card Service Center	06282021-512	active shooter for telecommunicat	06/28/2021	50.00	50.00	07/07/2021	
1760	Card Service Center	06282021-512	foundations for forensic photograp	06/28/2021	45.00	45.00	07/07/2021	
1760	Card Service Center	06282021-512	death investigation-online course f	06/28/2021	75.00	75.00	07/07/2021	
1760	Card Service Center	06282021-512	foundations of courtroom testimon	06/28/2021	45.00	45.00	07/07/2021	
Total 10-64-930:					215.00	215.00		
<b>10-99-100</b>								
5820	Bovey & Cochran, PLLC	2094	City Attorney- legal services for Ju	06/29/2021	3,976.50	3,976.50	07/07/2021	
4990	Denton Navarro Rocha Bernal & ,	41459	Prepare for and attend TWC appe	07/12/2021	190.00	190.00	07/13/2021	
Total 10-99-100:					4,166.50	4,166.50		
<b>10-99-110</b>								
1720	TML INTERGOVERNMENTAL RI	07012021	INSURANCE	07/01/2021	7,715.25	7,715.25	07/07/2021	
Total 10-99-110:					7,715.25	7,715.25		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>10-99-160</b>								
1050	KPUB	07142021	CITY HALL ELECTRICITY 6/06-7/	07/14/2021	508.70	508.70	07/15/2021	
200	REPUBLIC SERVICES #859	0859-0028678	City hall garbage service 07/01-07	06/30/2021	82.50	82.50	07/07/2021	
Total 10-99-160:					591.20	591.20		
<b>10-99-197</b>								
1050	KPUB	07142021	street lights 6/09-7/14/2021	07/14/2021	488.65	488.65	07/15/2021	
Total 10-99-197:					488.65	488.65		
<b>10-99-210</b>								
1350	Quill	17785925	microfiber cloths	07/01/2021	17.59	17.59	07/13/2021	
1350	Quill	17797809	microfiber cloths	07/01/2021	12.49	12.49	07/13/2021	
5530	UniFirst Holdings, Inc.	819 1173742	janitorial supplies	07/06/2021	11.29	11.29	07/16/2021	
5530	UniFirst Holdings, Inc.	819 1174499	janitorial supplies	07/13/2021	11.29	11.29	07/16/2021	
Total 10-99-210:					52.66	52.66		
<b>10-99-230</b>								
290	BUREAU VERITAS	1588886	122 Point Theater Rd-commercial	06/30/2021	76.92	76.92	07/09/2021	
290	BUREAU VERITAS	1588888	407 Winona-mobile home set up	06/30/2021	76.92	76.92	07/09/2021	
290	BUREAU VERITAS	1588889	345 Hwy 39- commercial electrical	06/30/2021	76.92	76.92	07/09/2021	
290	BUREAU VERITAS	1588890	210 Clark St-electrical	06/30/2021	76.92	76.92	07/09/2021	
Total 10-99-230:					307.68	307.68		
<b>10-99-240</b>								
1760	Card Service Center	06282021-512	postage to send back 2 AED's out	06/28/2021	34.65	34.65	07/07/2021	
Total 10-99-240:					34.65	34.65		
<b>10-99-610</b>								
1650	TEXAS WORKFORCE COMMISS	07122021	the difference owed for first & sec	07/12/2021	1,883.55	1,883.55	07/15/2021	
Total 10-99-610:					1,883.55	1,883.55		
<b>20-53-120</b>								
3850	Wells Fargo Corporate Trust Servi	15082021	SERIES 2013-INTEREST PYMT	07/06/2021	382.00	382.00	07/12/2021	
Total 20-53-120:					382.00	382.00		
<b>20-53-150</b>								
3850	Wells Fargo Corporate Trust Servi	1982983	I&S 2013 SERIES-paying agent fe	06/29/2021	750.00	750.00	07/07/2021	
Total 20-53-150:					750.00	750.00		
<b>52-80-240</b>								
330	CASELLE	110773	Contract Support & Maintenance f	07/01/2021	631.50	631.50	07/07/2021	
Total 52-80-240:					631.50	631.50		
<b>52-80-250</b>								
1760	Card Service Center	06282021	postage	06/28/2021	22.00	22.00	07/07/2021	
3160	PITNEY BOWES PURCHASE PO	07062021	POSTAGE	07/06/2021	705.50	705.50	07/09/2021	



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 52-80-250:					727.50	727.50		
<b>52-80-270</b>								
1050	KPUB	07142021	LIFT STATION ELECTRICITY LS	07/14/2021	27.18	27.18	07/15/2021	
Total 52-80-270:					27.18	27.18		
<b>52-80-280</b>								
1870	CITY OF KERRVILLE	07102021	WW TREATMENT SERVICE 06/0	07/10/2021	20,442.09	20,442.09	07/12/2021	
Total 52-80-280:					20,442.09	20,442.09		
<b>52-80-300</b>								
1760	Card Service Center	06282021	postcards for Wastewater bills	06/28/2021	226.18	226.18	07/07/2021	
Total 52-80-300:					226.18	226.18		
<b>52-80-340</b>								
1600	FUELMAN	NP60379826	Public Works	07/05/2021	236.72	236.72	07/07/2021	
Total 52-80-340:					236.72	236.72		
<b>52-80-430</b>								
1570	T J MOORE LUMBER YARD	06302021	4 PVC adapters & quart mix n me	06/30/2021	27.86	27.86	07/07/2021	
Total 52-80-430:					27.86	27.86		
Grand Totals:					56,965.37	56,965.37		

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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City Recorder: \_\_\_\_\_



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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
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Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only paid invoices included.

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