

# **CITY OF SCHERTZ**



## **FY 2022-23 PROPOSED BUDGET**

**City of Schertz  
Fiscal Year 2022-23  
Budget Cover Page**

This budget will raise more total property taxes than last year's budget by \$1,184,519 or 6% increase, and of that amount, \$543,323 is tax revenue to be raised from new property added to the tax roll this year.

The members of the governing body voted on the proposal to consider the budget as follows:

**FOR:** N/A

**AGAINST:** N/A

**PRESENT** and not voting: N/A

**ABSENT:** N/A

**Property Tax Rate Comparison**

	<b>2022-23</b>	<b>2021-22</b>
Property Tax Rate:	-	\$0.5121/100
No-new-revenue	\$.04526/100	\$0.5146/100
No-new-revenue Maintenance & Operations Tax Rate:	\$0.3046/100	\$0.3515/100
Voter-approval Rate:	\$0.5094/100	\$0.5242/\$100
Debt Rate:	\$0.1480/100	\$0.1604/100
Total debt obligation for the City of Schertz secured by property taxes:		\$ 105,316,557

# **CITY OF SCHERTZ, TEXAS PROPOSED ANNUAL BUDGET**

**FISCAL YEAR 2022-23  
OCTOBER 1, 2022 – SEPTEMBER 30, 2023**

CITY COUNCIL

RALPH GUTIERREZ  
Mayor

MARK DAVIS  
Council Member, Place 1

Vacant  
Council Member, Place 2

JILL WHITTAKER  
Council Member, Place 3

MICHAEL DAHLE  
Council Member, Place 4

DAVID SCAGLIOLA  
Council Member, Place 5

ALLISON HEYWARD  
Council Member, Place 6

TIM BROWN  
Council Member, Place 7

PREPARED BY

MARK BROWNE, CITY MANAGER  
BRIAN C. JAMES, ASSISTANT CITY MANAGER  
SARAH GONZALEZ, ASSISTANT TO THE CITY MANAGER

JAMES P. WALTERS, FINANCE DIRECTOR  
BABETT MARTIN, ASSISTANT FINANCE DIRECTOR  
MIKE WALKDEN, FINANCIAL ANALYST

# **City of Schertz**

## **Our Vision**

Community. Service. Opportunity.

## **Our Mission**

Leading, improving, and serving a livable, sustainable and financially sound community

## **City Policy Values**

1. Safe Community
2. Essential Services
3. High Quality of Life
4. Attractive Community
5. Economic Prosperity
6. Fiscally Sustainable

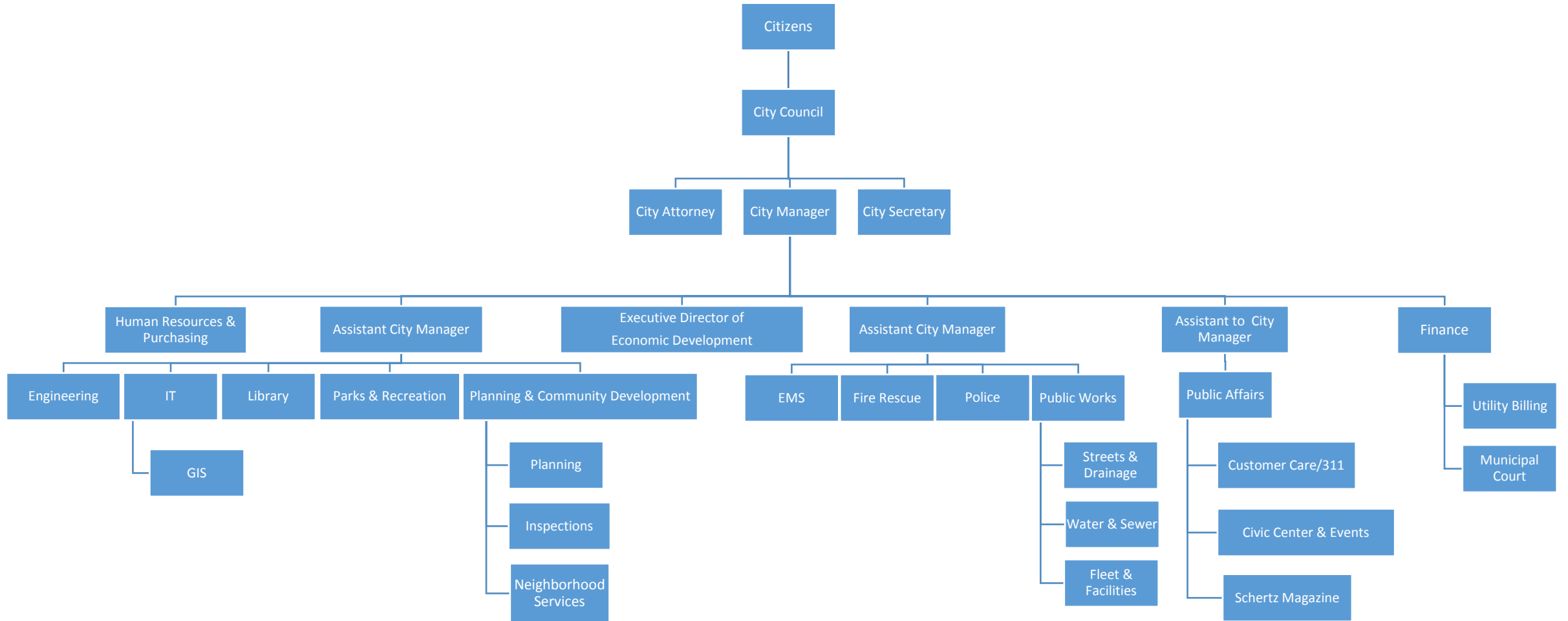
## **City Operational Values**

1. Systems Management
2. Engaged Workforce
3. Innovative
4. Proactive
5. Service Oriented

## **City Core Value**

1. Do the right thing
2. Do the best you can
3. Treat others the way you want to be treated
4. Work cooperatively as a team

# CITY OF SCHERTZ



# CITY OF SCHERTZ 2022-23 BUDGET

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# Executive Summary

## **General Fund**

**Revenue:** Revenues for FY 2022-23 Budget are expected to increase 3.1% from the FY 2021-22 year-end estimate. The largest contributor to this increase will be from property and sales taxes. The property taxes for FY 2022-23 are estimated to increase 6.41% and sales taxes are estimated to increase 5.63%.

These increases are offset by a projected decrease in commercial building permits and large deployment reimbursements received in 2021-22 that are not expected in 2022-23.

**Expenses:** The overall FY 2022-23 Budget increased 0.3% from the FY 2021-22 year-end estimates. This includes annual wage increases, 11 new personnel and a 3% ECI increase.

This budget also includes additional funding for street preservation and maintenance as well as a parking lot surfacing for building 27 to provide the needed additional parking and storage.

In addition, the FY 2022-23 budget includes IT upgrades for Internet and fiber to add additional high-speed connection to the internet and create better network load balancing for internet connectivity.

The IT budget will also increase with the funding for two software. A new eProcurement and Contract management software to allow for increased participation in the bidding process and more effective contract management. Funding for a joint project with IT and Police to replace the current RMS software with a more efficient system.

## **City Council**

The Proposed FY 2022-23 Budget increases 7.8% from the FY 2021-22 year-end estimates for additional funding for training and travel.

## **City Manager**

The FY 2022-23 Budget decreases 1.1% from the FY 2021-22 year-end estimates. Wages increases are offset by vehicle replacements made in 2021-22 that will not carry forward to 2022-23.

## **Municipal Court**

The FY 2022-23 Budget increased 6.7% from FY 2021-22 year-end estimates for an increase in the Judge services rates and a projected increase in prosecutor rates.

## **311 Customer Service**

The FY 2022-23 Budget decreases 3.3% from the FY 2021-22 year end estimates with no changes to operation.

### **Planning & Zoning**

The FY 2022-23 Budget decreased by 40.8% from the FY 2021-22 year-end estimate. \$400,000 for the master plan was originally allocated in the planning department. Because this is a multi-year project, we will be accounting for the funds in the project fund.

### **Legal Services**

The FY 2022-23 Budget decreased 2.0% from the FY 2021-22 year end estimate with no changes to operation.

### **City Secretary**

The FY 2022-23 Budget decreases 0.6% from the FY 2021-22 year-end estimate with no changes to operation.

### **Non-Departmental**

The FY 2022-23 Budget increases 20.9% from the FY 2021-22 year-end estimate due to a projected 10.8% increase on commercial insurance rates and setting general contingency and personnel contingency to \$186,200 each.

### **Public Affairs**

The FY 2022-23 Budget decreases 0.2% from the FY 2021-22 year end estimate with no changes to operation.

### **Engineering**

The FY 2022-23 Engineering Budget increased 36.6% from the FY 2021-22 year end estimate for two new positions, inspector and engineer, and vehicle replacements.

### **Police**

The FY 2022-23 Budget increases 8.0% from the FY 2021-22 year-end estimates for four new positions. Two school resource officers, a traffic officer, and a records management specialist.

### **Fire Rescue**

The FY 2022-23 Budget will decrease 7.8% from the FY 2021-22 year-end estimate. A fire inspector position and 3 new firefighter positions will be offset by less vehicle replacements/purchases and fewer state deployments.

### **Inspections**

The FY 2022-23 Budget increases 13.3% from the FY 2021-22 year-end estimate for a new Plans Examiner position, computer equipment, and a vehicle replacement.

### **Neighborhood Services**

The FY 2022-23 Budget increases 16.3% from the FY 2021-22 year end for vehicle replacements.

### **Streets**

The FY 2022-23 Budget will increase 17.9% from the FY 2021-22 year-end estimate. FY 2022-23 budget includes an additional \$250,000 for Street Preservation and Maintenance (SPAM).

**Parks**

The FY 2022-23 Budget will increase 9.2% from the FY 2021-22 year-end estimate for a new Parks maintenance technician position and vehicle and equipment replacements.

**Pools**

The FY 2022-23 Budget will decrease 3.1% from the FY 2021-22 year end with no change in operations.

**Event Facilities**

The FY 2022-23 Budget will decrease 1.4% from the FY 2021-22-year end estimate with no changes to operations.

**Library**

The Library FY 2022-23 Budget increases 3.6% from the FY 2021-22 year end for a new Part time programming specialist, wage increases, and additional funding for Library materials.

**Animal Services**

This budget was combined into the Police Department Budget.

**Information Technology**

The Information Technology FY 2022-23 Budget increases approximately 11.3% from the FY 2021-2022 year-end estimates. Primary costs changes include a new Public safety technician position, an Eprocurement software, and internet and fiber upgrades.

**Human Resources**

The FY 2022-23 Budget will increase 8.7% from the FY 2021-22 year-end estimate for wage increases and an increase in expenditures for the remaining employee wellness program initiative funds.

**Finance**

The FY 2022-23 Budget will increase 4.2% from the FY 2021-22 year-end estimate due to citywide wage increases.

**Purchasing & Asset Management**

The FY 2022-23 Budget will increase 1.9% from the FY 2021-22 year-end estimate due to the salary increase awarded to the Purchasing Manager in 2022 and the rising costs across the board for training, travel, office supplies, and operating supplies.

**Fleet Services**

The FY 2022-23 Budget will decrease 2.3% from the FY 2021-22 year end estimate. Wage increases and a new parts clerk/lube technician position will be offset by less vehicle replacements in 2022-23.

**Facility Services**

The FY 2022-23 Budget decreases 4.2% from the FY 2021-22 year-end estimates. Wage increases and vehicle replacements are offset by a lower budget for maintenance services.

### **City Assistance**

The FY 2022-23 Budget will increase 5.7% from the FY 2021-22 year end estimate for the Senior Citizens meal program.

### **Court Restricted Funds**

The FY 2022-23 Budget will decrease 34.5% from the FY 2021-22 estimate to match the projected revenue for 22-23.

### **Interest & Sinking Fund**

**Revenues:** Revenues for FY 2022-23 increase 16.3% from the FY 2021-22 estimate with higher property values.

**Expenses:** The FY 2022-23 Budget will increase 31.9% from the FY 2021-22 year end estimate with the addition of new debt issuances.

### **Water & Sewer Fund**

**Revenue:** Revenues for FY 2022-23 Budget are expected to decrease 0.6% from the FY 2021-22 year-end estimate increase is fees are offset by lower fund transfers.

**Expenses:** The FY 2022-23 Budget increases 2.8% from the FY 2021-22 year-end estimates.

### **Utility Billing**

The FY 2022-23 Budget increases 5.4% from the FY 2021-22 year-end estimate for wage increases, increased charges for credit card processing fees and a customer text notification software.

### **Administration**

The FY 2022-23 Budget will increase 5.1% from the FY 2021-22 year-end estimate for wage increases, water gems software, a new mobile bypass pump and additional debt payments.

### **Capital Recovery Fund – Water**

The FY 2022-23 Budget will be set at \$44,000 for any professional services or studies that need to be completed.

### **Capital Recovery Fund - Sewer**

The FY 2022-23 Budget will be set at \$52,500 for any professional services or studies that need to be completed.

### **Drainage Fund**

**Revenue:** The FY 2022-23 Budget increase 14.5% from the FY 2021-22 year-end estimate from a fund transfer from reserves for equipment replacements.

**Expenses:** The FY 2022-23 Budget will increase 28.3% from the FY 2021-22 year-end estimate for wage increases and equipment replacements.

### **EMS Fund**

**Revenue:** Revenues for FY 2022-23 Budget are expected to increase 1.2% from FY 2021-22 year-end estimates from an increase in transports that is offset by lower funding from the Texas Ambulance Supplemental Payment Program (TASSP).

**Expenses:** The FY 2022-23 Budget will increase 1.7% from the FY 2021-22 year-end estimate. The addition of 8 new person and wage increases is offset by debt service being paid off and vehicle replacements made in FY 2021-22.

### **Schertz Economic Development Corporation (SEDC)**

**Revenues:** The SEDC receives one-half of one percent of all sales and use tax generated within the City of Schertz. The revenue for FY 2022-23 is projected to increase by 6.7% from the FY 2021-22 year-end estimate. The increase is reflective of an increase in sales tax revenue.

**Expenses:** The SEDC funds are restricted to those expenses authorized by the Texas Local Government Code sections 501 and 505. The expenses for FY 2022-23 are projected to increase by 67.9% to accommodate costs associated with signage on Schertz Parkway Overpass, and Master Planning for comprehensive Request for Information (RFI) responses, and continued work with the Retail Coach on site analysis and planning. Unspent Marketing and Promotion dollars may be carried forward per State statute for Marketing and Promotion purposes.

### **Special Events Fund**

**Revenue:** Revenues are set at \$24,000 each year and any additional covers event expenses.

**Expenses:** The Special Events Fund FY 2022-23 Budget is set at \$24,000 with no change in operations.

### **Public, Educational, and Governmental Access (PEG) Fund**

**Revenue:** Revenues for FY 2022-23 Budget are not expected to change from the FY 2021-22 year-end estimates

**Expenses:** The PEG Fund FY 2022-23 Budget decreased to \$60,000 from the FY 2021-22 year-end estimates with the continued implementation of the communication master plan

### **Hotel Motel Tax Fund**

**Revenue:** Revenue for FY 2022-23 Budget is expected to increase 0.5% from the FY 2021-22 year end estimates.

**Expenses:** The Hotel Motel Tax Fund FY 2022-23 Budget decrease 20.3% from FY 2021-22 year end estimates due to one time purchases in FY 21-22 for banquet chairs and an event management software for the civic center.

**Park Fund**

**Revenue:** The revenue for FY 2022-23 Budget is expected to be equal to the FY 2021-22 year end estimates.

**Expenses:** The FY 2022-23 Budget is not expected to change from FY 2021-22 year end estimate.

**Tree Mitigation**

**Revenue:** The revenue for FY 2022-23 Budget is expected to increase by 1.5% from 2021-22 year-end estimate with no changes to the operation.

**Expenses:** The FY 2022-23 Budget will not change from the FY 2021-22 year-end estimate.

**Roadway Impact Fee Area 1**

The FY 2022-23 Budget will be set at \$5,000 for any professional services or studies that need to be completed.

**Roadway Impact Fee Area 2**

The FY 2022-23 Budget will be set at \$55,000 for any professional services or studies that need to be completed.

**Roadway Impact Fee Area 3**

The FY 2022-23 Budget will be set at \$5,000 for any professional services or studies that need to be completed.

**Roadway Impact Fee Area 4**

The FY 2022-23 Budget will be set at \$3,000 for any professional services or studies that need to be completed.

**Library Fund**

**Revenues:** Revenue for FY 2022-23 is expected to decrease 4.6% from the FY 2021-22 estimate due to the lower budgeted amount for fund transfers to balance the overall budget.

**Expenses:** The Library Fund's FY 2022-23 Budget will increase 0.5% from the FY 2021-22 year end estimate for the increase in operating supply purchases.

**Historical Committee**

**Revenues:** Revenue for FY 2022-23 will remain at the same funding allocation as FY 2021-22.

**Expenses:** The Historical Committee's FY 2022-23 Budget will remain the same as the FY 2021-22 Budget.

# FUND: 101 GENERAL FUND

## DESCRIPTION

The General Fund is the City's primary governmental operating fund. It is used to account for all financial resources that cannot otherwise be accounted for in other funds that have specific purposes, such as the Water and Sewer Fund or Special Revenue Funds. All general tax revenues, franchise fees, permits, license fees, fine and forfeitures, interest income and any other receipts that are not allocated by law or otherwise restricted to other funds are accounted for in this fund. It accounts for the majority of City services, including General Government, public safety, public environment, parks and recreation, cultural, and internal services. Budgeted expenditures include salaries and benefits, supplies, maintenance, services, and capital outlays.

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenues</i>			
Taxes	\$27,294,411	\$28,970,311	\$30,832,900
Franchises	\$2,226,361	\$2,354,017	\$2,550,000
Permits	\$1,547,780	\$2,265,755	\$1,717,800
Licenses	\$45,600	\$38,620	\$45,620
Fees	\$1,975,216	\$2,351,312	\$2,189,200
Fines & Forfeitures	\$8,477	\$9,000	\$9,000
Inter-Jurisdictional	\$899,348	\$986,068	\$1,151,352
Fund Transfers	\$2,893,814	\$3,094,852	\$3,121,873
Miscellaneous	\$720,561	\$1,097,943	\$839,850
<i>Total</i>	<i>\$37,611,600</i>	<i>\$41,167,878</i>	<i>\$42,457,595</i>
<i>Expenses</i>			
General Government	\$6,315,829	\$6,809,346	\$7,358,477
Public Safety	\$17,489,515	\$19,999,499	\$20,462,417
Public Environment	\$1,413,809	\$2,067,417	\$2,438,381
Parks & Recreation	\$2,506,318	\$2,776,593	\$2,916,989
Cultural	\$1,040,278	\$1,190,931	\$1,234,276
Internal Service	\$6,808,023	\$7,646,072	\$7,923,924
Misc & Projects	\$2,616,394	\$2,267,230	\$548,553
<i>Total</i>	<i>\$38,190,165</i>	<i>\$42,757,088</i>	<i>\$42,883,016</i>

## **PROGRAM JUSTIFICATION AND ANALYSIS**

**Revenue:** Revenues for FY 2022-23 Budget are expected to increase 3.1% from the FY 2021-22 year-end estimate. The largest contributor to this increase will be from property and sales taxes. The property taxes for FY 2022-23 are estimated to increase 6.41% and sales taxes are estimated to increase 5.63%.

These increases are offset by a projected decrease in commercial building permits and large deployment reimbursements received in 2021-22 that are not expected in 2022-23.

**Expenses:** The overall FY 2022-23 Budget increased 0.3% from the FY 2021-22 year-end estimates. This includes annual wage increases, 11 new personnel and a 3% ECI increase.

This budget also includes additional funding for street preservation and maintenance as well as a parking lot surfacing for building 27 to provide the needed additional parking and storage.

In addition, the FY 2022-23 budget includes IT upgrades for Internet and fiber to add additional high-speed connection to the internet and create better network load balancing for internet connectivity.

The IT budget will also increase with the funding for two software. A new eProcurement and Contract management software to allow for increased participation in the bidding process and more effective contract management. Funding for a joint project with IT and Police to replace the current RMS software with a more efficient system.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

FINANCIAL SUMMARY

			2021-2022		2022-2023		
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	23,918,317	27,294,441	27,845,000	25,198,440	28,970,311	30,832,900	
Franchises	2,223,227	2,226,361	2,327,000	1,760,900	2,354,017	2,550,000	
Permits	1,701,296	1,547,780	1,718,150	1,678,403	2,265,755	1,717,800	
Licenses	49,540	45,600	49,320	34,533	38,620	45,620	
Fees	2,091,014	1,975,216	2,232,459	1,807,416	2,351,312	2,189,200	
Fines & Forfeitures	7,053	8,477	9,000	8,698	9,000	9,000	
Inter-Jurisdictional	996,174	899,348	990,598	724,943	986,068	1,151,352	
Fund Transfers	2,703,943	2,893,814	5,612,630	2,656,094	3,094,852	3,121,873	
Miscellaneous	<u>804,912</u>	<u>720,561</u>	<u>706,050</u>	<u>846,687</u>	<u>1,097,943</u>	<u>839,850</u>	
TOTAL REVENUES	34,495,476	37,611,600	41,490,207	34,716,113	41,167,878	42,457,595	
<u>EXPENDITURE SUMMARY</u>							
<u>NON PROGRAM</u>							
<u>GENERAL GOVERNMENT</u>							
CITY COUNCIL	110,886	105,989	129,252	90,253	124,152	133,870	
CITY MANAGER	1,168,026	1,249,953	1,347,229	1,066,811	1,397,216	1,381,295	
MUNICIPAL COURT	324,437	343,557	388,838	303,815	390,436	416,680	
CUSTOMER RELATIONS-311	110,238	115,148	117,235	98,932	125,300	121,202	
PLANNING & ZONING	182,850	220,517	727,715	160,608	635,491	376,123	
LEGAL SERVICES	107,722	158,366	140,000	50,714	140,000	137,200	
CITY SECRETARY	206,457	204,993	216,259	182,456	235,183	233,796	
NONDEPARTMENTAL	2,669,901	2,443,351	2,411,310	1,983,367	2,138,237	2,585,203	
PUBLIC AFFAIRS	557,109	603,792	658,486	531,436	663,917	662,691	
ENGINEERING	659,370	870,162	959,634	723,900	959,414	1,310,418	
GIS	<u>187,174</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL GENERAL GOVERNMENT	6,284,169	6,315,829	7,095,958	5,192,294	6,809,346	7,358,477	
<u>PUBLIC SAFETY</u>							
POLICE	7,604,159	9,955,402	10,295,516	8,527,198	10,711,513	11,569,347	
FIRE RESCUE	5,056,610	6,559,780	6,667,866	5,819,857	7,793,123	7,187,622	
INSPECTIONS	903,194	974,332	1,088,400	844,560	1,093,923	1,239,045	
NEIGHBORHOOD SERVICES	<u>0</u>	<u>0</u>	<u>377,450</u>	<u>288,198</u>	<u>400,940</u>	<u>466,403</u>	
TOTAL PUBLIC SAFETY	13,563,963	17,489,515	18,429,232	15,479,813	19,999,499	20,462,417	
<u>PUBLIC ENVIRONMENT</u>							
STREETS	<u>1,521,424</u>	<u>1,413,809</u>	<u>2,037,970</u>	<u>1,438,826</u>	<u>2,067,417</u>	<u>2,438,381</u>	
TOTAL PUBLIC ENVIRONMENT	1,521,424	1,413,809	2,037,970	1,438,826	2,067,417	2,438,381	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

FINANCIAL SUMMARY

	(----- 2021-2022 -----)				(----- 2022-2023 -----)		
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<b><u>PARKS &amp; RECREATION</u></b>							
PARKS	1,312,158	1,661,869	1,793,731	1,174,353	1,780,332	1,944,449	_____
SWIM POOL	471,528	536,674	569,878	410,216	576,378	558,480	_____
EVENT FACILITIES	<u>320,479</u>	<u>307,775</u>	<u>384,945</u>	<u>314,311</u>	<u>419,883</u>	<u>414,060</u>	=====
TOTAL PARKS & RECREATION	2,104,164	2,506,318	2,748,554	1,898,879	2,776,593	2,916,989	_____
<b><u>CULTURAL</u></b>							
LIBRARY	<u>1,034,433</u>	<u>1,040,278</u>	<u>1,163,373</u>	<u>934,423</u>	<u>1,190,931</u>	<u>1,234,276</u>	=====
TOTAL CULTURAL	1,034,433	1,040,278	1,163,373	934,423	1,190,931	1,234,276	_____
<b><u>INTERNAL SERVICE</u></b>							
INFORMATION TECHNOLOGY	1,821,503	2,517,577	2,707,439	2,183,720	2,631,436	2,927,601	_____
HUMAN RESOURCES	668,639	666,392	748,319	527,276	690,511	750,433	_____
FINANCE	634,265	687,033	704,969	600,149	725,064	755,716	_____
PURCHASING & ASSET MGT	235,506	247,913	257,714	226,320	290,020	295,589	_____
FLEET SERVICE	913,882	1,025,476	1,306,111	965,966	1,273,032	1,243,327	_____
BUILDING MAINTENANCE	<u>1,432,009</u>	<u>1,663,632</u>	<u>1,998,339</u>	<u>1,218,430</u>	<u>2,036,009</u>	<u>1,951,258</u>	=====
TOTAL INTERNAL SERVICE	5,705,803	6,808,023	7,722,891	5,721,861	7,646,072	7,923,924	_____
<b><u>MISC &amp; PROJECTS</u></b>							
PROJECTS	4,000,000	2,314,007	1,645,112	505,411	1,645,112	200,000	_____
CITY'S ASSISTANCE	287,962	290,617	342,666	222,581	317,666	335,813	_____
SEWER PROJECTS	0	0	285,000	0	285,000	0	_____
COURT-RESTRICTED FUNDS	<u>0</u>	<u>11,770</u>	<u>19,452</u>	<u>5,985</u>	<u>19,452</u>	<u>12,740</u>	=====
TOTAL MISC & PROJECTS	<u>4,287,962</u>	<u>2,616,394</u>	<u>2,292,230</u>	<u>733,977</u>	<u>2,267,230</u>	<u>548,553</u>	=====
TOTAL EXPENDITURES	34,501,919	38,190,165	41,490,208	31,400,072	42,757,088	42,883,016	_____
REVENUE OVER/(UNDER) EXPENDITURES	( 6,443)	( 578,566)	( 1)	3,316,041	( 1,589,210)	( 425,421)	=====

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

REVENUES

	2019-2020	2020-2021	2021-2022		2022-2023		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Taxes</u>							
000-411100 Advalorem Tax-Current	14,102,255	14,762,219	15,420,000	15,563,025	15,500,000	16,492,900	
000-411110 Disable Veterans Assist Pymnt	0	1,064,592	1,100,000	897,969	897,696	1,100,000	
000-411200 Advalorem Tax-Delinquent	46,115	68,737	50,000	16,871	63,702	50,000	
000-411300 Advalorem Tax-P&I	86,945	107,361	70,000	96,353	93,830	80,000	
000-411500 Sales Tax Revenue-Gen Fund	9,612,864	11,222,803	11,135,000	8,558,582	12,345,083	13,040,000	
000-411600 Bingo Tax	28	0	0	0	0	0	
000-411700 Mixed Beverage Tax	<u>70,111</u>	<u>68,730</u>	<u>70,000</u>	<u>65,641</u>	<u>70,000</u>	<u>70,000</u>	
TOTAL Taxes	23,918,317	27,294,441	27,845,000	25,198,440	28,970,311	30,832,900	

Franchises

000-421200 Center Point/Entex Energy	90,533	103,058	94,000	96,485	120,671	120,000	
000-421220 City Public Service	946,815	1,039,100	980,000	787,288	1,100,000	1,200,000	
000-421240 Guadalupe Valley Elec Co-op	441,211	457,842	460,000	334,739	450,000	475,000	
000-421250 New Braunfels Utilities	65,991	71,296	70,000	50,669	75,000	80,000	
000-421300 Spectrum-State Franchise	317,421	317,385	325,000	233,203	300,000	325,000	
000-421460 DIRECT TV Franchise Fee	92,736	27,032	100,000	62,805	75,059	75,000	
000-421480 Other Telecom Franchise - ROW	107,819	44,206	130,000	80,154	63,286	100,000	
000-421500 Solid Waste Franchise Fee	<u>160,702</u>	<u>166,443</u>	<u>168,000</u>	<u>115,556</u>	<u>170,000</u>	<u>175,000</u>	
TOTAL Franchises	2,223,227	2,226,361	2,327,000	1,760,900	2,354,017	2,550,000	

Permits

000-431100 Home Occupation Permit	560	665	525	350	525	550	
000-431205 Bldg Permit-Residential	588,824	475,336	601,400	250,864	350,000	513,000	
000-431210 Bldg Permit-Commercial	181,831	210,053	250,000	636,158	800,000	347,000	
000-431215 Bldg Permit-General	377,725	356,641	350,000	226,802	350,000	328,000	
000-431300 Mobile Home Permit	300	400	375	50	50	0	
000-431400 Signs Permit	4,875	6,668	5,000	5,031	5,000	5,500	
000-431500 Food Establishmnt Permit	69,780	73,410	70,000	51,535	70,000	71,000	
000-431700 Plumbing Permit	130,330	121,196	130,000	73,255	120,000	123,000	
000-431750 Electrical Permit	69,460	75,500	75,000	47,460	65,000	70,000	
000-431800 Mechanical Permit	68,640	53,800	68,000	36,040	55,000	60,000	
000-431900 Solicitor/Peddler Permit	2,256	2,890	2,000	1,960	2,227	2,000	
000-431950 Animal/Pet Permit	45	100	250	200	267	250	
000-432000 Cert of Occupancy Prmt	7,150	11,350	7,600	7,550	10,000	9,500	
000-432100 Security Alarm Permit	43,736	31,662	43,000	34,270	39,499	43,000	
000-432300 Grading/Clearing Permit	9,795	12,943	10,000	19,380	24,166	15,000	
000-432400 Development Permit	110,297	87,450	75,000	263,471	345,044	100,000	
000-435000 Fire Permit	<u>35,693</u>	<u>27,718</u>	<u>30,000</u>	<u>24,028</u>	<u>28,978</u>	<u>30,000</u>	
TOTAL Permits	1,701,296	1,547,780	1,718,150	1,678,403	2,265,755	1,717,800	

Licenses

000-441000 Alcohol Beverage License	7,783	9,620	8,200	6,233	8,500	8,500	
000-441300 Mobile Home License	120	80	120	120	120	120	
000-442000 Contractors License	40,680	35,900	41,000	28,180	30,000	37,000	
000-444000 Pet License	<u>957</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Licenses	49,540	45,600	49,320	34,533	38,620	45,620	

Fees

PROPOSED BUDGET WORKSHEET

101-GENERAL FUND

AS OF: JULY 31ST, 2022

REVENUES

	----- 2021-2022 -----					----- 2022-2023 -----	
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
000-451000 Municipal Court Fines	625,820	481,067	625,000	399,674	529,000	525,000	
000-451010 Texas Motor Carrier Fines	0	0	0	21,704	37,700	30,000	
000-451015 CVE Out of Service	0	250	0	1,900	2,453	3,000	
000-451100 Arrest Fee	21,404	14,040	21,300	12,810	17,160	12,000	
000-451110 Expunction Fee	100	0	100	0	0	0	
000-451200 Warrant Fees	67,368	56,474	67,400	46,334	63,000	53,000	
000-451220 Officer Jury Fee	91	0	200	0	200	0	
000-451310 Restitution Fee-Local	126	103	100	0	0	0	
000-451340 Judicial Fee-City	1,531	544	1,524	304	432	300	
000-451400 Traffic Fine Costs TTL	9,930	5,839	9,924	5,474	7,349	6,000	
000-451510 Juvenile Case Mgmt Fee	12,774	4,543	12,768	2,540	3,664	3,000	
000-451520 Truancy Fees	13,592	12,459	13,584	12,498	16,000	14,000	
000-451530 Local Municipal Jury Fund	227	238	225	243	317	150	
000-451600 Technology Fund Fee	19,459	13,233	19,452	11,840	15,916	13,000	
000-451700 Security Fee	18,904	14,437	18,900	13,505	18,050	15,000	
000-451800 Time Payment Fee-City	4,148	2,617	4,140	4,041	5,583	4,000	
000-451850 State Fines 10% Service Fee	32,615	27,691	32,612	24,548	21,200	15,000	
000-451900 DPS Payment-Local	5,059	4,353	5,052	3,782	4,947	4,000	
000-452000 Child Safety Fee	5,890	4,800	5,880	3,856	5,917	5,000	
000-452100 Platting Fees	31,250	44,500	54,000	41,250	54,000	54,000	
000-452200 Site Plan Fee	10,500	19,000	23,000	18,500	23,000	23,000	
000-452300 Plan Check Fee	552,174	462,928	600,000	457,155	700,000	570,000	
000-452320 Tree Mitigation Admin Fee	10,707	38,738	15,000	11,550	15,000	15,000	
000-452400 BOA/Variance Fees	1,000	1,500	2,500	2,500	3,000	2,500	
000-452600 Specific Use/Zone Chng Fee	22,090	34,300	26,450	33,000	35,000	26,450	
000-452710 Zoning Ltr & Dev Rights	3,300	2,700	2,550	4,350	5,000	2,550	
000-453100 Reinspection Fees	202,351	179,625	190,000	155,825	190,000	190,000	
000-453110 Swim Pool Inspection Fee	2,970	3,410	2,500	660	2,500	2,900	
000-453200 Lot Abatement	8,552	6,525	5,000	6,025	5,000	6,700	
000-453211 Admin Fee-Inspections	11,200	3,000	10,000	10,000	10,000	10,000	
000-453310 Misc Inspection Fees	300	0	0	0	0	0	
000-453710 Foster Care	600	300	500	50	300	500	
000-454200 Pool Gate Admission Fee	12,339	21,545	22,000	18,590	22,000	22,000	
000-454300 Seasonal Pool Pass Fee	1,380	6,730	4,000	6,495	6,500	4,000	
000-456110 Senior Center Memberships	0	0	0	19,366	25,000	16,000	
000-456120 Senior Center Meal Fee	19,371	28,205	20,000	12,950	20,000	20,000	
000-456500 HAZ MAT Fees	0	0	5,000	0	5,000	5,000	
000-456600 Fire Re-inspection Fee	650	300	750	50	100	700	
000-458000 Sale of General Fixed Assets	0	0	0	37,572	37,572	0	
000-458100 Sale of Merchandise	360	90	0	0	0	0	
000-458110 Sale of Mdse - GovDeals	53,563	126,933	100,000	5,391	9,700	100,000	
000-458350 Gain on Sale of Fixed Assets	0	3,800	0	0	0	0	
000-458400 Civic Center Rental Fees	5,275	42,904	140,000	243,547	215,000	225,000	
000-458401 Capital Recovery Fee-Civic C	11,500	7,775	0	2,425	0	0	
000-458402 Civic Center Ancillary Fees	200	210	0	1,040	0	0	
000-458450 North Center Rental Fees	15,875	26,094	18,000	32,188	31,000	28,000	
000-458460 Senior Center Rental	3,500	0	7,000	1,400	1,867	7,000	
000-458500 Community Center Rental Fees	16,778	32,505	25,000	46,782	46,000	40,000	
000-458501 Community Center Service Fees	550	500	0	800	0	0	
000-458510 Grand Ballroom Rental Fees	115,336	51,501	0	( 30,694)	0	0	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

REVENUES

	2021-2022					2022-2023	
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
000-458520 Cut-Off Hall Rental Fees	10,568	8,016	0	600	0	0	
000-458530 Conference Hall Rental Fees	1,963	506	0	0	0	0	
000-458540 Bluebonnet Hall Rental Fees	25,726	19,974	0	( 2,938)	0	0	
000-458550 Pavilion Rental Fees	4,590	24,308	20,000	19,805	23,933	25,000	
000-458551 Equipment Rentals-Parks	0	0	0	40	53	0	
000-458560 Chamber of Comm Rent	7,800	7,800	7,800	5,850	7,800	7,800	
000-458570 Non-Resident SYSA League	8,590	9,160	10,000	7,500	10,000	10,000	
000-458580 HOA Meeting Rental Fees	1,125	825	0	0	0	0	
000-458581 Funeral Reception Rental Fees	600	675	0	0	0	0	
000-458582 Quality of Life Rental Fees	5,430	6,150	0	0	0	0	
000-458590 Cancellation Fees-Event Renta	6,445	1,600	0	1,900	2,000	1,500	
000-458650 NonResident User Fee-BVYA	6	12,600	10,000	8,240	10,000	0	
000-458660 BVYA Utility Reimbursement	0	18,338	15,000	6,486	15,000	15,000	
000-458670 SYSA Utility Reimbursement	4,494	5,863	7,500	6,651	7,500	7,500	
000-458675 Lions Futbol Utility Reimbrsm	16,098	22,580	15,000	12,032	15,000	15,000	
000-458685 Recreation Programs	0	2,431	1,000	( 25)	50	1,000	
000-458685.Rec Prgrm-Kickball Leagues	84	7,105	2,600	4,930	6,000	2,600	
000-458700 Vehicle Impoundment	14,060	11,580	11,000	9,930	12,500	0	
000-459200 NSF Check Fee	125	0	100	0	0	0	
000-459300 Notary Fee	48	84	48	48	50	50	
000-459400 Maps,Copies,UDC & Misc Fees	5	0	0	0	0	0	
000-459600 Animal Adoption Fee	14,075	10,955	9,000	8,635	12,000	12,000	
000-459700 Pet Impoundment Fee	11,227	9,436	7,000	9,486	13,000	13,000	
000-459800 Police Reports Fee	<u>5,248</u>	<u>6,924</u>	<u>5,000</u>	<u>4,425</u>	<u>5,000</u>	<u>5,000</u>	
TOTAL Fees	2,091,014	1,975,216	2,232,459	1,807,416	2,351,312	2,189,200	
<u>Fines &amp; Forfeitures</u>							
000-463000 Library Fines	<u>7,053</u>	<u>8,477</u>	<u>9,000</u>	<u>8,698</u>	<u>9,000</u>	<u>9,000</u>	
TOTAL Fines & Forfeitures	7,053	8,477	9,000	8,698	9,000	9,000	
<u>Inter-Jurisdictional</u>							
000-473100 Bexar Co - Fire	21,078	35,130	21,077	7,026	21,077	21,077	
000-473200 City of Seguin-Fire Contract	30,108	33,453	30,107	22,302	30,107	30,107	
000-473300 Guadalupe Co-Library	217,152	203,191	217,000	180,960	217,152	220,000	
000-474200 Library Services-Cibolo	40,030	40,000	40,000	40,000	40,000	40,000	
000-474210 Library Services-Selma	26,505	25,020	26,000	24,825	24,825	25,000	
000-474400 Dispatch Service-Cibolo	160,000	83,000	160,000	163,000	163,000	160,000	
000-474600 School Crossing Guard-Bexar C	39,171	41,212	36,000	30,172	36,000	36,000	
000-474610 School Cross Guard-Guadalupe	43,821	47,822	41,000	39,581	46,822	41,000	
000-474620 School Crossing Guards - Coma	0	1,813	1,900	14,571	14,571	1,900	
000-474700 School Officer Funding	355,810	363,708	367,514	183,756	367,514	551,268	
000-474750 Crime Victim Liaison Agreeemen	<u>62,500</u>	<u>25,000</u>	<u>50,000</u>	<u>18,750</u>	<u>25,000</u>	<u>25,000</u>	
TOTAL Inter-Jurisdictional	996,174	899,348	990,598	724,943	986,068	1,151,352	
<u>Fund Transfers</u>							
000-480000 Indirect Costs-EMS	179,100	182,682	212,740	177,283	212,735	216,994	
000-480100 Indirect Costs-Hotel/Motel	74,428	72,464	74,443	62,036	74,441	69,915	
000-481000 Transfer In - Reserves	0	0	2,289,008	0	0	0	
000-482300 Transfer In-Resrv Child Safet	0	0	25,000	0	0	0	
000-485000 Interfund Charges-Drainage-5%	243,112	285,506	308,010	256,675	308,002	320,073	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

REVENUES

	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
000-486000 Interfund Chrges-Admin W&S	1,385,000	1,450,827	1,478,230	1,231,858	1,478,193	1,493,620	
000-486202 Transfer In-Water&Sewer Fund	0	0	4,000	0	4,000	4,000	
000-486203 Transfer In-EMS	0	0	4,000	0	4,000	4,000	
000-486204 Transfer In-Drainage	0	0	1,000	0	1,000	1,000	
000-487000 Interfund Charges-Fleet	360,667	397,666	505,509	421,258	505,496	470,050	
000-488000 Interfund Charges-4B	461,636	504,669	506,984	506,984	506,984	542,221	
000-489000 Transfer In	<u>0</u>	<u>0</u>	<u>203,706</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Fund Transfers	2,703,943	2,893,814	5,612,630	2,656,094	3,094,852	3,121,873	
<b>Miscellaneous</b>							
000-491000 Interest Earned	26,057	7,536	15,000	5,855	10,000	25,000	
000-491200 Investment Income	251,154	52,592	120,000	65,565	75,000	150,000	
000-491900 Unrealized Gain/Loss-CapOne	22,942	( 30,999)	0	( 57,115)	( 40,000)	0	
000-493000 Donations-Others	100	500	0	0	0	0	
000-493120 Donations-Public Library	2,166	1,798	10,000	1,145	3,000	10,000	
000-493400 Donations-Animal Control	3,978	2,905	5,000	3,821	5,000	5,000	
000-493401 Donations-A/C Microchip	1,080	1,045	0	85	0	0	
000-493402 Donations-Spay&Neuter	0	0	0	70	0	0	
000-493460 Donations- Parks	500	0	10,000	0	0	0	
000-493465 Donations-Senior Center	6,068	1,711	10,000	4,619	5,000	10,000	
000-493502 Donations-PD	200	450	500	0	0	0	
000-493503 Donation-Fire Rescue	2,200	800	1,000	0	1,000	1,000	
000-493618 Donation - Veteran's Memorial	1,350	2,100	1,250	2,630	3,000	1,250	
000-493700 July 4th Activities	249	27,721	26,000	27,750	27,750	26,000	
000-493701 Proceeds-Holidazzle	12,320	3,290	12,500	21,600	21,600	12,500	
000-493704 Moving on Main	100	9,950	4,000	8,700	8,700	4,000	
000-493706 Music, Movies in the Park	8,000	0	0	8,000	8,000	8,000	
000-493707 Cornhole League	0	2,260	0	380	0	2,000	
000-494481 LawEnforcemtOfficersStnd&Educ	5,082	4,489	5,000	4,152	4,152	5,000	
000-494482 Grants-Police, Fire, Gen Fund	0	541	12,500	0	0	0	
000-495100 Mobile Stage Rental Fees	1,550	0	0	3,600	3,600	0	
000-497000 Misc Income-Gen Fund	60,081	176,674	50,000	46,995	40,759	60,000	
000-497005 Schertz Magazine Advertising	133,575	155,537	140,000	117,993	142,000	145,000	
000-497100 Misc Income-Police	7,545	15,738	9,000	6,859	9,676	9,000	
000-497150 Misc Income-Fire Department	0	0	0	0	0	0	
000-497200 Misc Income-Library	2,236	4,785	3,000	3,251	3,000	3,000	
000-497210 Misc Income-Library Copier	9,674	9,021	15,000	11,532	14,000	14,000	
000-497300 Misc Income-Animal Control	224	721	800	330	500	500	
000-497400 Misc Income-Streets Dept	22,532	13,207	50,000	31,148	40,000	50,000	
000-497460 Misc Income-Parks	11,037	288	0	75	75	0	
000-497500 Misc Income-TML Ins. Claims	36,015	62,834	25,000	7,492	12,000	25,000	
000-497550 Misc Income-TML WC Reimbursmn	11,129	45,649	10,000	50,461	60,000	10,000	
000-497600 Misc Income-Vending Mach	1,382	800	2,500	965	1,200	1,600	
000-497610 Misc Income-Muni Court	0	0	0	2	0	0	
000-498000 Reimbursmnt-Gen Fund	47,542	0	20,000	0	0	20,000	
000-498105 Reimbursmt Police OT-DEA	30,802	38,501	35,000	22,517	35,000	35,000	
000-498110 Reimbursmnt Fire-Emg Acti-OT	72,533	88,294	100,000	446,209	594,931	200,000	
000-498150 Reimbursement - Library	<u>13,509</u>	<u>19,824</u>	<u>13,000</u>	<u>0</u>	<u>9,000</u>	<u>7,000</u>	
TOTAL Miscellaneous	804,912	720,561	706,050	846,687	1,097,943	839,850	
TOTAL REVENUES	34,495,476	37,611,600	41,490,207	34,716,113	41,167,878	42,457,595	

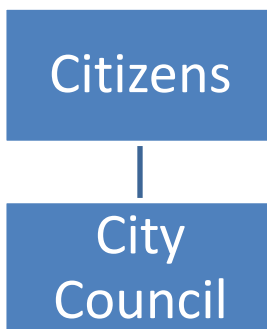
**DEPARTMENT: 150 CITY COUNCIL**  
**FUND: 101 GENERAL FUND**

**DEPARTMENT DESCRIPTION**

The Schertz City Council is made up of eight elected officials. City residents currently elect a Mayor and seven Council members at-large. Mayors Pro Tempore shall be appointed by a majority vote of the City Council following a properly made motion to appoint a member who is both: (a) Eligible to serve as Mayor Pro Tempore; (b) Is, at the time of the motion, a Councilmember in good standing. The Mayor and seven City Council members are paid a modest stipend.

The Schertz City Council is the City's legislative body. It sets policies, approves budgets, determines tax rates and passes ordinances and resolutions to govern the City. Council also appoints citizen volunteers to approximately 10 City advisory boards, committees, and commissions; and appoints and supervises the performances of the City Manager, City Secretary, City Attorney, and Municipal Court Judges.

**ORGANIZATIONAL CHART**



**PERFORMANCE INDICATORS**

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Number of ordinances passed	61	41	43
Number of resolutions passed	131	140	140
Requests for Information	14	11	11

Number of Council Meetings	40	40	41
Requests for Agenda Items	7	7	10
Council on the Go Meetings	1	1	1
Council HOA Presidents Meeting	2	1	0
<b>Efficiency</b>	<b>2020-21 Actual</b>	<b>2021-22 Estimate</b>	<b>2022-23 Budget</b>
Meeting Attendance rate	95	95	98
<b>Budget</b>	<b>2020-21 Actual</b>	<b>2021-22 Estimate</b>	<b>2022-23 Budget</b>
Personnel	\$37,823	\$38,102	\$41,750
Supplies	259	750	1,078
City Support Services	45,985	52,500	54,880
Operations Support	86	300	343
Staff Support	19,838	26,500	31,899
Professional Services	2,000	6,000	3,920
Operating Equipment	0	0	0
<i>Total</i>	<i>\$105,989</i>	<i>\$124,152</i>	<i>\$133,870</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The Proposed FY 2022-23 Budget increases 7.8% from the FY 2021-22 year-end estimates for additional funding for training and travel.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	(----- 2021-2022 -----)				(----- 2022-2023 -----)	
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED

CITY COUNCIL

=====

Personnel Services

150-511110 Regular	26,714	25,189	25,423	20,418	25,423	28,054	_____
150-511240 Allowances	9,659	9,940	9,971	8,172	9,971	10,729	_____
150-511310 FICA-Employer	<u>2,699</u>	<u>2,694</u>	<u>2,708</u>	<u>2,198</u>	<u>2,708</u>	<u>2,967</u>	=====
TOTAL Personnel Services	39,072	37,823	38,102	30,788	38,102	41,750	_____

Supplies

150-521000 Operating Supplies	312	54	500	137	500	735	_____
150-521100 Office Supplies	<u>98</u>	<u>205</u>	<u>250</u>	<u>166</u>	<u>250</u>	<u>343</u>	=====
TOTAL Supplies	410	259	750	303	750	1,078	_____

City Support Services

150-532350 Software Maintenance	4,500	0	4,500	0	0	0	_____
150-532600 City Elections	30,680	39,127	42,000	31,652	42,000	44,100	_____
150-532800 Special Events	<u>7,297</u>	<u>6,857</u>	<u>10,500</u>	<u>6,724</u>	<u>10,500</u>	<u>10,780</u>	=====
TOTAL City Support Services	42,476	45,985	57,000	38,376	52,500	54,880	_____

Utility Services

150-534200 Printing & Binding	<u>212</u>	<u>86</u>	<u>300</u>	<u>188</u>	<u>300</u>	<u>343</u>	=====
TOTAL Utility Services	212	86	300	188	300	343	_____

Staff Support

150-535100 Uniforms	268	308	400	162	300	392	_____
150-535200 Awards	75	1,874	2,000	0	1,500	1,470	_____
150-535300 Memberships	12,028	12,413	13,000	8,118	13,000	12,740	_____
150-535400 Publications	57	0	200	139	200	147	_____
150-535500 Training/Travel	<u>12,338</u>	<u>5,243</u>	<u>11,500</u>	<u>10,029</u>	<u>11,500</u>	<u>17,150</u>	=====
TOTAL Staff Support	24,765	19,838	27,100	18,448	26,500	31,899	_____

Professional Services

150-541300 Other Cons1/Prof Services	<u>3,950</u>	<u>2,000</u>	<u>6,000</u>	<u>2,150</u>	<u>6,000</u>	<u>3,920</u>	=====
TOTAL Professional Services	3,950	2,000	6,000	2,150	6,000	3,920	_____

Operating Equipment

TOTAL CITY COUNCIL	110,886	105,989	129,252	90,253	124,152	133,870	_____
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**DEPARTMENT: 151 CITY MANAGER**  
**FUND: 101 GENERAL FUND**

**DEPARTMENT DESCRIPTION**

The City Manager and his department advise the Council on policy and operational planning issues. This department assures that policies adopted by the Council are carried out efficiently, fairly, and effectively. It oversees and manages the daily affairs of the City, assesses the long-term capital and service delivery needs of the City, and prepares and administers the annual operating and capital budget. The City Manager serves as a focal point for the management of City staff.

**GOALS AND OBJECTIVES**

- Develop strategic plans and systems to meet the many diverse needs of the community.
- Respond effectively and timely to City Council requests.
- Develop effective programs to enhance business development and growth.
- Develop management systems for efficient and effective use of resources
- Recruit, retain and develop talented staff.
- Evaluate, integrate, and utilize prudent technology to efficiently deliver municipal services to the community.

**ORGANIZATIONAL CHART**



CITY MANAGER	2020-21	2021-22	2022-23
City Manager	1	1	1
Assistant City Manager	2	2	2
Assistant to the City Manager	1	1	1
Executive Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>5</b>	<b>5</b>	<b>5</b>

ECONOMIC DEVELOPMENT	2020-21	2021-22	2022-23
Executive Director	1	1	1
Deputy Director	0	1	1
Business Retention Manager	1	1	1
Economic Development Analyst	1	0	0
Executive Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$1,232,491	\$1,314,229	\$1,353,516
Supplies	1,064	1,200	1,470
City Support Services	3,697	2,000	1,960
Professional Services	0	13,641	0
Staff Support	11,502	22,146	24,349
Operating Equipment	1,200	0	0
Capital Outlay	0	44,000	0
<i>Total</i>	<i>\$1,249,953</i>	<i>\$1,397,216</i>	<i>\$1,381,295</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget decreases 1.1% from the FY 2021-22 year-end estimates. Wages increases are offset by vehicle replacements made in 2021-22 that will not carry forward to 2022-23.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET

CITY MANAGER

=====

Personnel Services

151-511110 Regular	859,271	909,335	919,010	776,381	970,225	992,708	
151-511120 Overtime	1,063	499	240	1,428	2,000	240	
151-511180 LTD	555	0	0	0	0	0	
151-511210 Longevity	6,332	6,696	7,461	3,841	3,841	5,354	
151-511230 Certification Allowance	0	2,205	1,170	1,675	2,025	1,820	
151-511240 Allowances	7,200	7,200	6,912	6,092	7,477	6,912	
151-511310 FICA - Employer	59,328	64,896	70,956	53,539	75,396	76,487	
151-511350 TMRS-Employer	139,795	151,271	153,086	112,061	157,839	164,930	
151-511410 Health-Employer	79,541	89,103	100,468	74,516	94,075	103,491	
151-511500 Workers' Compensation	<u>951</u>	<u>1,286</u>	<u>1,460</u>	<u>1,351</u>	<u>1,351</u>	<u>1,574</u>	
TOTAL Personnel Services	1,154,036	1,232,491	1,260,763	1,030,883	1,314,229	1,353,516	

Supplies

151-521100 Office Supplies	<u>1,481</u>	<u>1,064</u>	<u>1,607</u>	<u>929</u>	<u>1,200</u>	<u>1,470</u>	
TOTAL Supplies	1,481	1,064	1,607	929	1,200	1,470	

City Support Services

151-532800 Special Events	<u>3,809</u>	<u>3,697</u>	<u>2,000</u>	<u>1,328</u>	<u>2,000</u>	<u>1,960</u>	
TOTAL City Support Services	3,809	3,697	2,000	1,328	2,000	1,960	

Utility Services

Operations Support

151-534200 Printing & Binding	<u>0</u>	<u>0</u>	<u>50</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operations Support	0	0	50	0	0	0	

Staff Support

151-535100 Uniforms	887	35	775	384	775	760	
151-535200 Employee Recognition	1,383	755	2,500	1,484	5,000	4,900	
151-535300 Memberships	2,336	3,182	4,322	3,804	4,000	3,920	
151-535400 Publications	399	295	500	305	500	490	
151-535500 Training/Travel	3,053	6,143	14,400	13,018	11,500	11,270	
151-535510 Meeting Expenses	571	1,091	2,600	963	300	2,940	
151-535600 Professional Certification	<u>71</u>	<u>0</u>	<u>71</u>	<u>71</u>	<u>71</u>	<u>70</u>	
TOTAL Staff Support	8,700	11,502	25,168	20,030	22,146	24,349	

Professional Services

151-541300 Other Consl/Prof Services	<u>0</u>	<u>0</u>	<u>13,641</u>	<u>13,641</u>	<u>13,641</u>	<u>0</u>	
TOTAL Professional Services	0	0	13,641	13,641	13,641	0	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	(----- 2021-2022 -----)				(----- 2022-2023 -----)		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Operating Equipment</u>							
151-571000 Furniture & Fixtures	0	1,200	0	0	0	0	
TOTAL Operating Equipment	0	1,200	0	0	0	0	
<u>Capital Outlay</u>							
151-581200 Vehicles & Access. Over \$5,00	0	0	44,000	0	44,000	0	
TOTAL Capital Outlay	0	0	44,000	0	44,000	0	
TOTAL CITY MANAGER	1,168,026	1,249,953	1,347,229	1,066,811	1,397,216	1,381,295	

**DEPARTMENT: 152 MUNICIPAL COURT**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENTAL DESCRIPTION**

Municipal Court represents the judicial branch of the City's government; the Mayor and City Council serve as the executive and legislative branches. Municipal Court has jurisdiction over all Class C misdemeanors and City ordinances.

The staff of Municipal Court has various functions and responsibilities. The judge presides over all trials (jury and non-jury) and other court proceedings such as arraignments and show cause hearings. The judge also has magistrate duties (signing arrest warrants and juvenile warnings as well as visiting arrested individuals at the jail). The judge issues processes such as subpoenas, summons, and warrants and completes other administrative duties for the court functions and staff.

The court clerks are the administrative arm of the Municipal Court. The clerks are responsible for seeing that all of the court's papers are accurate, orderly, and complete. The clerk's primary responsibilities include processing citations, summons, complaints, warrants, past due letters, and show cause hearing letters. The clerks maintain the court's docket and coordinate case scheduling. The clerks directly interact with the public, providing all services needed including explaining to defendants the court procedures and their options. Clerks also receive payments, summon potential jurors, and ensure juror payment. Assist the judge with open records requirements, report convictions, Drivers Safety Course and alcohol violations to the Texas Department of Public Safety, assist the Marshal Officer's with warrants, and complete all required accounting reports.

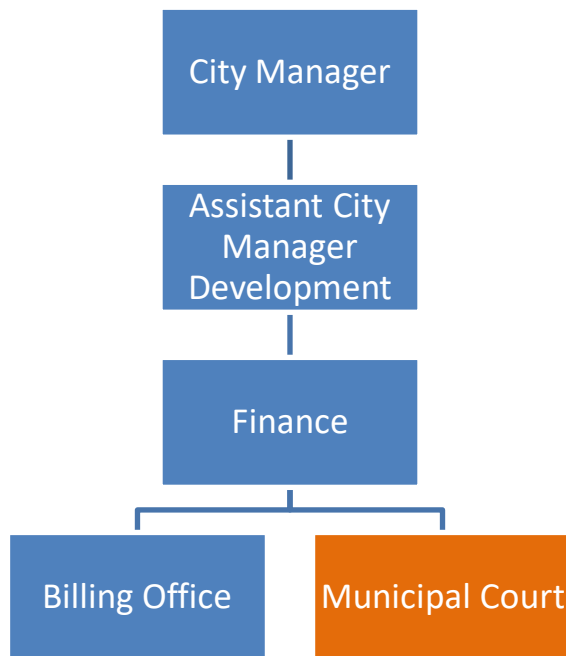
The prosecutor's duties include preparing and presenting the State's case at all municipal court trials, preparing and drafting complaints, arranging for the appearance of State's witnesses and requesting dismissal of cases under the appropriate circumstances.

**GOALS AND OBJECTIVES**

- Promote respect for the administration of justice through improvements in the Court's customer service and the physical attributes of the Municipal Court building.
- Implement the use of new technology and other innovative practices to maintain efficient and security.

- Promote traffic safety by focusing attention on fair and impartial punishment for those individuals charged in this court.
- Seek input from personnel to maintain a positive work environment.
- Renovate front counter to include and efficient workstation for clerks and defendants.

**ORGANIZATIONAL CHART**



MUNICIPAL COURT	2020-21	2021-22	2022-23
Court Administrator	1	1	1
Senior Deputy Court Clerk	1	1	1
Deputy Court Clerk	2	2	2
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

**PERFORMANCE INDICATORS**

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Traffic Citations Filed	2,239	3,235	4,235
State Law Citations Filed	1,098	1,001	1,500
Municipal Ordinances Filed	232	218	250

Efficiency	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Cases Disposed	2,454	2,440	2,425
Charges Processed per Clerk	818	813	808

Effectiveness	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Cases Disposed per Clerk	33%	33%	33%

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel Services	\$293,161	\$334,459	\$329,450
Supplies	1,403	1,100	1,568
City Support Services	472	300	980
Operations Support	302	2,000	1,960
Staff Support	2,777	4,669	7,262
Court Support	0	540	980
Professional Services	43,379	42,000	65,954
Maintenance Services	2,065	1,868	8,526
Operating Equipment	0	3,500	0
<i>Total</i>	<i>\$343,557</i>	<i>\$390,436</i>	<i>\$416,680</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget increased 6.7% from FY 2021-22 year-end estimates for an increase in the Judge services rates and a projected increase in prosecutor rates.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	2021-2022				2022-2023	
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED

MUNICIPAL COURT

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Personnel Services

152-511110 Regular	179,388	192,215	198,234	174,229	218,816	211,171	
152-511120 Overtime	169	210	192	223	250	960	
152-511180 LTD	139	0	0	0	0	0	
152-511210 Longevity	7,402	7,978	8,739	8,739	8,739	9,635	
152-511230 Certification Allowance	485	1,186	1,152	2,056	2,553	2,477	
152-511310 FICA - Employer	13,039	14,584	15,895	13,451	17,622	17,052	
152-511350 TMRS-Employer	29,978	32,909	34,070	27,674	36,892	36,674	
152-511410 Health-Employer	39,532	43,808	47,619	40,341	49,284	51,130	
152-511500 Workers' Compensation	<u>87</u>	<u>270</u>	<u>327</u>	<u>303</u>	<u>303</u>	<u>351</u>	
TOTAL Personnel Services	270,220	293,161	306,228	267,016	334,459	329,450	

Supplies

152-521000.Operating Supplies - CVE	0	0	0	0	0	98	
152-521100 Office Supplies	<u>1,559</u>	<u>1,403</u>	<u>1,500</u>	<u>806</u>	<u>1,100</u>	<u>1,470</u>	
TOTAL Supplies	1,559	1,403	1,500	806	1,100	1,568	

City Support Services

152-532800 Special Events	<u>741</u>	<u>472</u>	<u>500</u>	<u>234</u>	<u>300</u>	<u>980</u>	
TOTAL City Support Services	741	472	500	234	300	980	

Utility Services

Operations Support

152-534200 Printing & Binding	<u>38</u>	<u>302</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>1,960</u>	
TOTAL Operations Support	38	302	2,000	0	2,000	1,960	

Staff Support

152-535100 Uniforms	579	489	600	0	600	588	
152-535300 Memberships	545	655	810	520	590	794	
152-535400 Publications	0	15	500	353	279	490	
152-535500 Training/Travel	1,955	978	3,500	1,273	2,000	3,920	
152-535500.Training/Travel - Juv Case Mg	109	0	0	0	0	0	
152-535510 Meeting Expenses	<u>977</u>	<u>639</u>	<u>1,500</u>	<u>224</u>	<u>1,200</u>	<u>1,470</u>	
TOTAL Staff Support	4,164	2,777	6,910	2,370	4,669	7,262	

Court Support

152-536500 Court/Jury Cost	<u>372</u>	<u>0</u>	<u>3,000</u>	<u>132</u>	<u>540</u>	<u>980</u>	
TOTAL Court Support	372	0	3,000	132	540	980	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	(----- 2021-2022 -----)				(----- 2022-2023 -----)		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
152-541310 Judges Services	30,475	27,000	37,000	19,825	27,000	36,260	_____
152-541320 Prosecutor Services	15,219	16,298	24,000	9,735	15,000	29,204	_____
152-541330 Interpreter Services	<u>0</u>	<u>81</u>	<u>700</u>	<u>0</u>	<u>0</u>	<u>490</u>	=====
TOTAL Professional Services	45,694	43,379	61,700	29,560	42,000	65,954	_____
<u>Maintenance Services</u>							
152-551800 Other Maintenance Agreements	<u>1,650</u>	<u>2,065</u>	<u>3,000</u>	<u>2,060</u>	<u>1,868</u>	<u>8,526</u>	=====
TOTAL Maintenance Services	1,650	2,065	3,000	2,060	1,868	8,526	_____
<u>Operating Equipment</u>							
152-571000 Furniture & Fixtures	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>1,637</u>	<u>3,500</u>	<u>0</u>	=====
TOTAL Operating Equipment	0	0	4,000	1,637	3,500	0	_____
<u>Capital Outlay</u>							
TOTAL MUNICIPAL COURT	324,437	343,557	388,838	303,815	390,436	416,680	_____

**DEPARTMENT: PUBLIC AFFAIRS**  
**DIVISION: 153 CUSTOMER RELATIONS/311**  
 Fund: 101 General Fund

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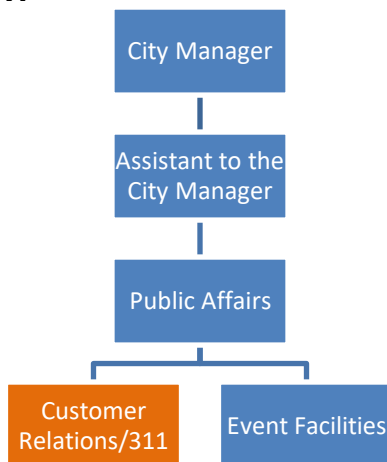
**DEPARTMENT DESCRIPTION**

Under the umbrella of Public Affairs, 311 Customer Care connects callers with specially trained customer service representatives ready to assist with City service requests -- potholes, stray animals, street lights out, trash collection, special events and all other City requests. This division is under the supervision of the Communications Manager.

**GOALS AND OBJECTIVES**

- To provide excellent customer service to all callers
- To provide consistent and accurate information to all callers
- To reduce or eliminate abandoned calls
- To reduce or eliminate misrouted calls
- To improve call tracking capabilities to better analyze callers need for service

**ORGANIZATIONAL CHART**



CUSTOMER RELATIONS/311	2020-21	2021-22	2022-23
Customer Relations/311 Rep	2	2	2
Customer Relations/311 Rep (PT)	1	1	1
<b>TOTAL POSITIONS</b>	<b>3</b>	<b>3</b>	<b>3</b>

**PERFORMANCE INDICATORS**

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
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Work Orders (initiated for other depts.)	519	500	500
Calls Received	22,963	15,000	18,000
Calls Not Answered	3070	1,500	1,700
Average Calls Per Day Received	81	62	73

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
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Personnel	\$114,658	\$124,770	\$120,658
Supplies	149	100	123
Staff Support	342	430	421
Operating Equipment	0	0	0
<i>Total</i>	<i>\$115,148</i>	<i>\$125,300</i>	<i>\$121,202</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget decreases 3.3% from the FY 2021-22 year end estimates with no changes to operation.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES (----- 2021-2022 -----) (----- 2022-2023 -----)

	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
CUSTOMER RELATIONS-311							
=====							
<u>Personnel Services</u>							
153-511110 Regular	80,642	84,225	84,512	71,965	90,910	86,895	_____
153-511120 Overtime	127	379	239	242	225	246	_____
153-511180 LTD	47	0	0	0	0	0	_____
153-511210 Longevity	1,774	2,038	2,302	2,302	2,302	2,627	_____
153-511310 FICA - Employer	6,043	6,545	6,652	5,615	7,140	6,859	_____
153-511350 TMRS-Employer	13,200	14,151	14,246	11,109	14,948	14,689	_____
153-511410 Health-Employer	7,406	7,203	8,617	7,371	9,118	9,201	_____
153-511500 Workers' Compensation	<u>99</u>	<u>117</u>	<u>137</u>	<u>127</u>	<u>127</u>	<u>141</u>	=====
TOTAL Personnel Services	109,338	114,658	116,705	98,731	124,770	120,658	
 <u>Supplies</u>							
153-521100 Office Supplies	<u>99</u>	<u>149</u>	<u>100</u>	<u>53</u>	<u>100</u>	<u>123</u>	=====
TOTAL Supplies	99	149	100	53	100	123	
 <u>Staff Support</u>							
153-535100 Uniforms	196	70	180	148	180	176	_____
153-535300 Memberships	0	97	0	0	0	0	_____
153-535500 Training/Travel	<u>604</u>	<u>175</u>	<u>250</u>	<u>0</u>	<u>250</u>	<u>245</u>	=====
TOTAL Staff Support	800	342	430	148	430	421	
 <u>Operating Equipment</u>							
<hr/>							
TOTAL CUSTOMER RELATIONS-311	110,238	115,148	117,235	98,932	125,300	121,202	

**DEPARTMENT: PLANNING & COMMUNITY  
DEVELOPMENT  
DIVISION: 154 PLANNING & ZONING  
FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

The Planning & Zoning Division ensures planned and purposeful development within the City limits and the Extraterritorial Jurisdiction through an efficient, consistent, unbiased, and effective development review process to promote quality development. The Division provides direction to help citizens, businesses, and developers implement successful projects that will benefit the community. Division responsibilities include the review and processing of development projects, such as commercial site plans, plats, zone changes, specific use permits, and annexations; the research and development of long range plans and goals to guide the future of our City; and the creation of development codes to tailor our regulations around citizen needs and city goals. The Division frequently collaborates with other departments within the City, including Engineering, Fire, and Inspections, as well as other governmental agencies, in order to shape a suburban environment that prioritizes safety. The Division also provides guidance and staff recommendations to the City Council, Planning and Zoning Commission, Board of Adjustment, and the Capital Improvements Advisory Committee to help them best serve the residents of Schertz.

**GOALS AND OBJECTIVES**

- Continue to assist property owners, developers, and engineers through our development process through timely and thorough project review.
- Review and update the Comprehensive Land Plan for the City, which will shape the future of Schertz to meet the desires and goals of the residents.
- Continue to reevaluate and modify regulations within the Schertz Unified Development Code to accommodate the evolving needs of our residents and make the development process more efficient and effective.
- Implement the Joint Land Use Study Strategies to promote compatibility of land uses and development with the long-range goals of Randolph AFB.
- Continue to update the website to provide improved customer service by updating flowcharts, providing information on current residential and commercial developments, providing information guides on how to apply for planning applications, and providing information on public hearing on the city's webpage.

- Promote staff development including continued education and cross training to provide outstanding customer service.
- Continue to digitize previous years case files into the digital records retention system to improve access and availability.
- Continue to provide regular updates to the website feature “What’s Developing in Schertz” to ensure residents are provided information on current development projects within the City.

## ACCOMPLISHMENTS

- Implemented new permitting/planning/Code Enforcement software to provide increased customer service, transparency, and efficiency on all development projects.
- Received the 2021 Certificate of Achievement for Planning Excellence by the American Planning Association – Texas Chapter which recognizes a commitment to professional planning by City Administration, Elected and Appointed Officials and exemplary professional standards demonstrated by the Planning Department for the eighth year in a row.
- Maintained the partnership with Joint Base San Antonio (JBSA). Participated in the JBSA Technical Working Group for their Regional Compatible Use Plan update, to be completed in 2022/2023.
- Completed UDC amendments in relation to Article 15 Section 21.15.4 *Easements and Utilities*, Article 9 Section 21.9.9 *Tree Preservation and Mitigation*, Article 4 subsection 21.4.5 *Post Decision Procedures*, Article 8 subsection 21.8.9 in relation to allowing parking surface alternatives for a 6 month period, Article 9 subsection 21.9.10 in relation to Private Park requirements and Article 10 subsection 21.10.2 and 21.10.4 in relation to parking along Main Street and required spaces for mailbox kiosks in residential subdivisions.
- Attended various continuing education classes including American Planning Association- Texas Chapter conference, Certified Floodplain Manager training, Tony Koriath Supervisor Academy and Cybersecurity Training.
- Completed weekly updates to the website feature, “What’s Developing in Schertz”, to provide information on new residential subdivisions and new commercial sites currently under construction to improve public relations and transparency, while providing useful, accessible information to the public.

## ORGANIZATIONAL CHART



PLANNING AND ZONING	2020-21	2021-22	2022-23
Senior Planner	2	2	2
Planner I	2	2	2
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

## PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Plats	29	32	32
Site Plans and Master Plan	15	18	18
Variances/Waivers	6	5	5
Zone Changes and Specific Use Permits	19	15	15
UDC/ Comp. Plan Revisions	3	5	5
Annexation	2	4	4
All Plats	\$44,500	\$54,000	\$54,000
Site Plan, Master Plan	\$19,000	\$23,000	\$23,000
Variance	\$1,500	\$2,500	\$2,500
Zone Change, Specific Use Permit	\$34,300	\$26,450	\$26,450
Other (Zoning Letters and Additional Admin fees)	\$2,700	\$2,550	\$2,550
<b>Total Revenue</b>	<b>\$102,000</b>	<b>\$108,500</b>	<b>\$108,500</b>

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$210,013	\$197,545	\$338,802
Supplies	807	2,020	1,980
Operations Support	129	248	243
Staff Support	3,174	33,939	34,584
Professional Services	20	400,100	196
Operating Equipment	6,375	1,639	319
<i>Total</i>	<i>\$220,517</i>	<i>\$635,491</i>	<i>\$376,123</i>

### PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 Budget decreased by 40.8% from the FY 2021-22 year-end estimate. \$400,000 for the master plan was originally allocated in the planning department. Because this is a multi-year project, we will be accounting for the funds in the project fund.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	(----- 2021-2022 -----)				(----- 2022-2023 -----)	
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED

PLANNING & ZONING

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Personnel Services

154-511110 Regular	127,131	140,148	184,062	102,375	127,985	225,095	_____
154-511120 Overtime	1,365	3,748	4,922	3,839	4,922	5,576	_____
154-511180 LTD	92	0	0	0	0	0	_____
154-511210 Longevity	1,296	1,055	1,016	926	926	1,198	_____
154-511230 Certification Allowance	104	0	0	0	0	0	_____
154-511310 FICA - Employer	9,494	10,641	15,220	7,600	10,238	17,734	_____
154-511350 TMRS-Employer	20,895	23,698	32,595	14,435	21,433	37,978	_____
154-511410 Health-Employer	18,932	30,471	42,648	26,795	31,758	50,865	_____
154-511500 Workers' Compensation	<u>162</u>	<u>252</u>	<u>306</u>	<u>283</u>	<u>283</u>	<u>356</u>	<u>_____</u>
TOTAL Personnel Services	179,471	210,013	280,769	156,253	197,545	338,802	_____

Supplies

154-521000 Operating Supplies	225	89	620	301	620	608	_____
154-521100 Office Supplies	530	718	1,200	999	1,200	1,176	_____
154-521600 Equip Maint Supplies	<u>0</u>	<u>0</u>	<u>200</u>	<u>0</u>	<u>200</u>	<u>196</u>	<u>_____</u>
TOTAL Supplies	755	807	2,020	1,300	2,020	1,980	_____

City Support Services

154-532400 Computer Fees & Licenses	<u>0</u>	<u>0</u>	<u>9,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>_____</u>
TOTAL City Support Services	0	0	9,000	0	0	0	_____

Operations Support

154-534200 Printing & Binding	<u>81</u>	<u>129</u>	<u>248</u>	<u>0</u>	<u>248</u>	<u>243</u>	<u>_____</u>
TOTAL Operations Support	81	129	248	0	248	243	_____

Staff Support

154-535100 Uniforms	150	306	850	300	850	833	_____
154-535300 Memberships	1,013	1,128	2,073	1,270	2,073	2,411	_____
154-535400 Publications	254	0	500	89	500	490	_____
154-535500 Training/Travel Staff	( 297)	790	22,626	0	22,626	23,118	_____
154-535500.Training/Travel Commission	794	950	7,390	714	7,390	7,242	_____
154-535510 Meeting Expenses	<u>0</u>	<u>0</u>	<u>500</u>	<u>347</u>	<u>500</u>	<u>490</u>	<u>_____</u>
TOTAL Staff Support	1,914	3,174	33,939	2,719	33,939	34,584	_____

Professional Services

154-541400 Consulting	0	0	400,000	0	400,000	0	_____
154-541500 State/County Admin Fees	<u>36</u>	<u>20</u>	<u>100</u>	<u>50</u>	<u>100</u>	<u>196</u>	<u>_____</u>
TOTAL Professional Services	36	20	400,100	50	400,100	196	_____

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES (----- 2021-2022 -----) (----- 2022-2023 -----)

	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Operating Equipment</u>							
154-571000 Furniture & Fixtures	<u>593</u>	<u>6,375</u>	<u>1,639</u>	<u>285</u>	<u>1,639</u>	<u>319</u>	<u>          </u>
TOTAL Operating Equipment	593	6,375	1,639	285	1,639	319	
<u>Capital Outlay</u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<hr/>							
TOTAL PLANNING & ZONING	182,850	220,517	727,715	160,608	635,491	376,123	

**DEPARTMENT: 155 LEGAL SERVICES**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

The City Attorney is the legal advisor to City Council and City Council's appointees, boards, commissions, committees, and staff. In addition, the City Attorney represents the City in all court cases where the City has an interest. Responsibilities of the City Attorney include providing legal advice to City Council, appointees, managers, boards, commissions, and committees in all legal matters; providing litigation and legal transaction services for the City and its enterprises; representing the City and its enterprises in employment matters; and reviewing, updating and maintaining the City Code.

**GOALS AND OBJECTIVES**

- To provide expert legal counsel on proposed ordinances.
- To attend all city council meetings, planning and zoning, and other meetings as needed and provide timely legal advice on proposed ordinances and related items.
- To represent the City in litigation.
- Prepare legal documents for City contracts and agreements.
- To provide counsel on strategic issues that will be of the most benefit the City.

**ORGANIZATIONAL CHART**



Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Operations Support	\$8,120	\$10,000	\$9,800
Professional Services	\$150,246	\$130,000	\$127,400
<i>Total</i>	<i>\$158,366</i>	<i>\$140,000</i>	<i>\$137,200</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget decreased 2.0% from the FY 2021-22 year end estimate with no changes to operation.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES (----- 2021-2022 -----) (----- 2022-2023 -----)

	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>LEGAL SERVICES</u>							
=====							
<u>Operations Support</u>							
155-534100 Advertising/Legal Notices	<u>4,342</u>	<u>8,120</u>	<u>10,000</u>	<u>2,494</u>	<u>10,000</u>	<u>9,800</u>	<u>          </u>
TOTAL Operations Support	4,342	8,120	10,000	2,494	10,000	9,800	
<u>Professional Services</u>							
155-541200 Legal Svcs	<u>103,379</u>	<u>150,246</u>	<u>130,000</u>	<u>48,221</u>	<u>130,000</u>	<u>127,400</u>	<u>          </u>
TOTAL Professional Services	103,379	150,246	130,000	48,221	130,000	127,400	
<hr/>							
TOTAL LEGAL SERVICES	107,722	158,366	140,000	50,714	140,000	137,200	

**DEPARTMENT: 164 CITY SECRETARY**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

The position of City Secretary is a statutory position required by State law and the City Charter. The City Secretary's Office functions as a primary contact for citizens seeking information regarding the community, supports the City Council in the fulfillment of their duties and responsibilities as elected officials and provides daily assistance to all city administrative departments. The City Secretary serves as a member of the City Management Team and oversees the many functions of the City Secretary's Office, including election administration, record management and preservation and Council Services.

The City Secretary's Department supports, facilitates and strengthens the City of Schertz governmental process by recording all laws, resolutions, and ordinances approved by the City Council, preparing City Council agendas and giving notice of such meetings, countersigning or notarizing, as applicable, all contracts, commissions, and licenses, providing public information according to state guidelines, delivering continuity to the City of Schertz government by recording its legislative actions, both contemporary and archival, and serving as historian for the City, safeguarding and enriching the municipal election and records management processes, and assisting the City Council in fulfilling their goals.

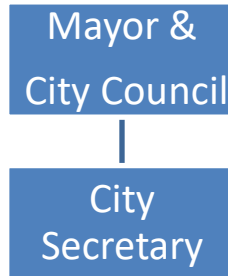
**GOALS AND OBJECTIVES**

The goals and objectives of the City Secretary's Department are to provide the following services for the City of Schertz:

- Public Information requests.
- Agendas and minutes for public meetings.
- Ordinances and resolutions.
- Election administration.
- Publication of legal notices.
- Alcohol permits for businesses.
- Process Liens (filed and released)
- Provides for the identification, maintenance, retention, security, electronic storage, disposition, and preservation of City records.
- Administer oaths.
- Attest contracts, assessment of certificates, and other legal instruments when executed by officers of the City of Schertz.

- Public Education (Student Mayor/Council Program, Volunteer Fair)
- Proclamations from the Mayor’s Office.
- Perform such other duties as may be required of the City Secretary by the City Charter, the City Council, City Management, and state law.

**ORGANIZATIONAL CHART**



CITY SECRETARY	2020-21	2021-22	2022-23
City Secretary	1	1	1
Deputy City Secretary	1	1	1
<b>TOTAL POSITIONS</b>	<b>2</b>	<b>2</b>	<b>2</b>

**PERFORMANCE INDICATORS**

Workload	2020-21 Actual	2021-22 Estimated	2022-23 Budget
Ordinances Passed and Processed	61	41	40
Resolutions Passed and Processed	131	140	140
Council Meetings Attended	39	40	40
Open Records	571	450	425

Efficiency	2020-21 Actual	2021-22 Estimated	2022-23 Budget
Ordinances & Resolutions Executed within 72 hours of Council Meeting	98%	98%	98%
Documents completed, signed, scanned within 48 hours of council approval	98%	98%	98%
Council meeting minutes transcribed within 48 hours following Council meeting	98%	98%	98%
Agendas available to citizens within legally required timeframe - Posted on website	100%	100%	100%
Alcohol permits processed within the month of expiration	96%	97%	98%

Education Initiatives	2020-21 Actual	2021-22 Estimated	2022-23 Budget
Student Mayor/Councilmember for the Day Program	0	1	1

Budget	2020-21 Actual	2021-22 Estimated	2022-23 Budget
Personnel	\$194,552	\$218,933	\$214,171
Supplies	1,082	1,150	1,127
City Support Services	5,921	10,000	11,760
Operations Support	43	150	147
Staff Support	3,144	4,950	6,591
Operating Equipment	250	0	0
<i>Total</i>	<i>\$204,993</i>	<i>\$235,183</i>	<i>\$233,796</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget decreases 0.6% from the FY 2021-22 year-end estimate with no changes to operation.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	(----- 2021-2022 -----)				(----- 2022-2023 -----)	
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED

CITY SECRETARY

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Personnel Services

164-511110 Regular	139,068	142,073	143,010	128,946	160,045	155,134	
164-511180 LTD	95	0	0	0	0	0	
164-511210 Longevity	1,804	2,125	2,072	2,072	2,072	2,336	
164-511310 FICA - Employer	10,069	10,810	11,092	9,837	12,402	12,039	
164-511350 TMRS-Employer	22,526	23,546	23,754	19,523	25,963	25,782	
164-511410 Health-Employer	19,391	15,806	17,353	14,777	18,240	18,632	
164-511500 Workers' Compensation	<u>148</u>	<u>193</u>	<u>228</u>	<u>211</u>	<u>211</u>	<u>248</u>	
TOTAL Personnel Services	193,102	194,552	197,509	175,366	218,933	214,171	

Supplies

164-521100 Office Supplies	<u>910</u>	<u>1,082</u>	<u>1,150</u>	<u>778</u>	<u>1,150</u>	<u>1,127</u>	
TOTAL Supplies	910	1,082	1,150	778	1,150	1,127	

City Support Services

164-532700 Records Management	<u>7,213</u>	<u>5,921</u>	<u>10,000</u>	<u>3,523</u>	<u>10,000</u>	<u>11,760</u>	
TOTAL City Support Services	7,213	5,921	10,000	3,523	10,000	11,760	

Operations Support

164-534200 Printing & Binding	<u>0</u>	<u>43</u>	<u>150</u>	<u>139</u>	<u>150</u>	<u>147</u>	
TOTAL Operations Support	0	43	150	139	150	147	

Staff Support

164-535100 Uniforms	0	0	100	0	100	98	
164-535300 Memberships	370	722	750	713	750	1,005	
164-535400 Publications	901	476	600	464	600	588	
164-535500 Training/Travel	<u>3,962</u>	<u>1,945</u>	<u>5,000</u>	<u>1,473</u>	<u>3,500</u>	<u>4,900</u>	
TOTAL Staff Support	5,232	3,144	6,450	2,650	4,950	6,591	

Maintenance Services

Operating Equipment

164-571000 Furniture & Fixtures	<u>0</u>	<u>250</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operating Equipment	0	250	1,000	0	0	0	

TOTAL CITY SECRETARY	206,457	204,993	216,259	182,456	235,183	233,796	
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**DEPARTMENT: 167 NON-DEPARTMENTAL**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

This department accounts for expenses and payments that are not specific to an individual function/department. Items in this department include city insurance, appraisal district contracts, contingency, and the emergency medical services contract.

Budget	2020-21 Actual	2021-22 Estimated	2022-23 Budget
City Support Services	\$779,549	\$565,000	\$949,620
Utility Services	7,123	0	0
Operations Support	141,919	123,000	126,420
City Assistance	1,406,900	1,324,233	1,367,604
Professional Services	100,288	98,025	113,803
Fund Charges/Transfers	122	27,979	27,757
Land Purchase	7,450	0	0
<i>Total</i>	<i>\$2,443,351</i>	<i>\$2,138,237</i>	<i>\$2,585,203</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget increases 20.9% from the FY 2021-22 year-end estimate due to a projected 10.8% increase on commercial insurance rates and setting general contingency and personnel contingency to \$186,200 each.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET

NONDEPARTMENTAL

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City Support Services

167-532200 County Appraisal District	240,279	228,143	245,000	187,762	245,000	240,100	
167-532500 City Insurance-Commercial	243,251	260,108	265,000	310,747	320,000	337,120	
167-532900 Contingencies	3,494	291,297	138,411	16,336	0	186,200	
167-532901 Contingencies-Personnel	<u>0</u>	<u>0</u>	<u>190,500</u>	<u>0</u>	<u>0</u>	<u>186,200</u>	
TOTAL City Support Services	487,024	779,549	838,911	514,845	565,000	949,620	

Utility Services

167-533200 Electric Utility Services	<u>0</u>	<u>7,123</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Utility Services	0	7,123	0	0	0	0	

Operations Support

167-534000 Postage	8,096	6,841	8,000	5,994	8,000	8,820	
167-534300 Equipment Maint - Copiers	106,910	113,791	110,000	97,904	110,000	112,700	
167-534500 Memberships - Organizations	8,900	0	0	0	0	0	
167-534810 Electronic Filing Services	386	21,286	22,000	1,110	5,000	4,900	
167-534999 Misc. Expense	<u>70,086</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operations Support	194,378	141,919	140,000	105,008	123,000	126,420	

Staff Support

City Assistance

167-537100 Medical Services-EMS Contract	602,583	667,049	695,645	695,644	695,645	711,004	
167-537200 Main Street Local Program	88,588	118,115	50,000	37,196	50,000	49,000	
167-537450 Tax Reimbursements/Abatements	<u>1,223,379</u>	<u>621,736</u>	<u>570,000</u>	<u>578,588</u>	<u>578,588</u>	<u>607,600</u>	
TOTAL City Assistance	1,914,550	1,406,900	1,315,645	1,311,428	1,324,233	1,367,604	

Professional Services

167-541500 State/County Admin Fees	0	126	125	35	125	123	
167-541600 Misc Bank Charges	746	971	750	823	900	980	
167-541800 Credit Card Service Fee	69,943	94,440	85,000	41,312	85,000	98,000	
167-541810 Credit Cards Fees - AMEX	<u>2,886</u>	<u>4,751</u>	<u>2,900</u>	<u>9,917</u>	<u>12,000</u>	<u>14,700</u>	
TOTAL Professional Services	73,575	100,288	88,775	52,087	98,025	113,803	

Fund Charges/Transfers

167-548000 Transfer Out	0	( 1,516)	0	0	0	0	
167-548106 Transfer Out- Special Events	205	( 1,472)	0	0	0	0	
167-548204 Transfer Out - Drainage	0	0	17,229	0	17,229	17,222	
167-548615 Transfer Out - Hist. Committe	<u>169</u>	<u>3,109</u>	<u>10,750</u>	<u>0</u>	<u>10,750</u>	<u>10,535</u>	
TOTAL Fund Charges/Transfers	374	122	27,979	0	27,979	27,757	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES (----- 2021-2022 -----) (----- 2022-2023 -----)

	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
167-581010 Land Purchase	0	7,450	0	0	0	0	
TOTAL Capital Outlay	0	7,450	0	0	0	0	
TOTAL NONDEPARTMENTAL	2,669,901	2,443,351	2,411,310	1,983,367	2,138,237	2,585,203	

**DEPARTMENT: 170 PUBLIC AFFAIRS**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

The Public Affairs Department serves an internal audience of 386 employees, elected and appointed officials, as well as an estimated city population of 41,000.

Public Affairs is responsible for establishing and maintaining internal and external communications that enhance the understanding, perception, and image of the City of Schertz. Public Affairs promotes, organizes and supports informational, educational, and special event activities that benefit the community and/or City employees through advertising, production of city videos, radio spots, print ads, press releases, email blasts, website and electronic sign ad creation and posting, and award submissions.

Public Affairs creates photographic/video/audio recording of City events and activities, designs City marketing materials, documents, hiring packets, graphics, logos, plaques, trophies, proclamations, etc.

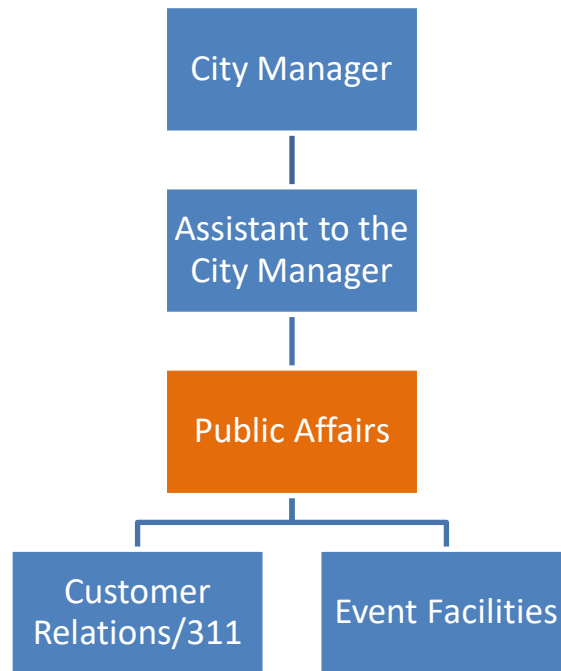
Public Affairs publishes *Schertz Magazine*, one of the leading publications in the Tri County area with a circulation of 15,500 copies; including 14,000+ direct mailed and 500+ subscriptions. Over 1,000 magazines are distributed to businesses with hundreds of copies made available at local and regional banks, hospitals and clinics, schools, pharmacies, and restaurants.

Operations of the Event Facilities and 311 Customer Care are maintained under the umbrella of Public Affairs.

**GOALS AND OBJECTIVES**

- To be the primary source of City information for all current and potential residents and businesses.
- To disseminate accurate and timely information to residents and the media during emergency and non-emergency situations.
- To provide excellent customer service to all callers while providing accurate information.

**ORGANIZATIONAL CHART**



PUBLIC AFFAIRS	2020-21	2021-22	2022-23
Public Affairs Director	1	1	1
Communications Manager	1	1	1
Marketing and Communications Specialist	1	1	1
Administrative Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

**PERFORMANCE INDICATORS**

Workload/Output Measures	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Press Releases/News Flash/City Headlines	65	70	70
Marketing Materials Produced	82	150	125
Completed website work orders	68	70	70
Number of customers served (advertisers)	42	45	45
Number of Magazines Printed	190,000	191,400	192,000

Efficiency	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Percentage of Magazine Contracted	50%	50%	50%
Average cost per Advertising Run outside of the magazine	200	200	200

Effectiveness	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Schertz Magazine Ad revenue	155,537	142,000	145,000
City Sponsored/Non-revenue			
Percentage open rate for e-newsletter	30%	40%	45%
Percentage click rate for e-newsletter	3%	3%	5%

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$313,029	\$352,636	\$348,351
Supplies	1,663	1,100	1,078
City Support Services	0	1,000	490
Operations Support	39,119	40,755	48,172
Staff Support	3,163	3,926	7,840
Professional Services	246,818	263,900	256,760
Operating Equipment	0	600	0
<i>Total</i>	<i>\$603,792</i>	<i>\$663,917</i>	<i>\$662,691</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 Budget decreases 0.2% from the FY 2021-22 year end estimate with no changes to operation.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET

PUBLIC AFFAIRS

=====

Personnel Services

170-511110 Regular	212,791	222,760	227,341	198,539	249,138	241,679	_____
170-511120 Overtime	247	206	1,010	488	500	1,038	_____
170-511180 LTD	149	0	0	0	0	0	_____
170-511210 Longevity	3,808	4,336	5,290	4,990	4,990	5,597	_____
170-511230 Certification Allowance	650	0	1,248	0	0	0	_____
170-511310 FICA - Employer	15,738	16,938	17,953	15,095	19,479	18,979	_____
170-511350 TMRS-Employer	34,775	37,119	38,446	30,387	40,779	40,643	_____
170-511410 Health-Employer	28,640	31,365	33,825	30,248	37,410	40,026	_____
170-511500 Workers' Compensation	<u>228</u>	<u>305</u>	<u>368</u>	<u>340</u>	<u>340</u>	<u>389</u>	=====
TOTAL Personnel Services	297,026	313,029	325,481	280,088	352,636	348,351	_____

Supplies

170-521000 Operating Supplies	146	973	400	305	400	392	_____
170-521100 Office Supplies	<u>418</u>	<u>689</u>	<u>700</u>	<u>502</u>	<u>700</u>	<u>686</u>	=====
TOTAL Supplies	564	1,663	1,100	807	1,100	1,078	_____

City Support Services

170-532800 Other Events	<u>990</u>	<u>0</u>	<u>1,000</u>	<u>528</u>	<u>1,000</u>	<u>490</u>	=====
TOTAL City Support Services	990	0	1,000	528	1,000	490	_____

Operations Support

170-534000 Postage	6,784	17,219	18,800	9,152	12,000	14,700	_____
170-534100 Advertising	6,549	7,604	8,300	3,862	8,300	8,428	_____
170-534200 Printing & Binding	13,633	13,801	19,715	13,384	20,000	24,500	_____
170-534500 Memberships - Organizations	255	255	340	255	255	270	_____
170-534550 Business Meetings/Networking	<u>144</u>	<u>240</u>	<u>280</u>	<u>160</u>	<u>200</u>	<u>274</u>	=====
TOTAL Operations Support	27,366	39,119	47,435	26,813	40,755	48,172	_____

Staff Support

170-535100 Uniforms	76	197	240	82	200	196	_____
170-535400 Publications	88	0	200	60	50	49	_____
170-535500 Training/Travel	2,278	2,734	10,480	2,970	3,500	7,350	_____
170-535510 Meeting Expenses	<u>341</u>	<u>232</u>	<u>350</u>	<u>176</u>	<u>176</u>	<u>245</u>	=====
TOTAL Staff Support	2,782	3,163	11,270	3,288	3,926	7,840	_____

Professional Services

170-541300 Other/Consl/Prof Services	14,620	24,076	32,500	25,667	24,900	16,660	_____
170-541305 Prof Services-Writers/Photogr	6,360	11,714	10,000	7,948	10,000	9,800	_____
170-541350 Magazine-Printing Services	90,962	94,369	114,000	91,065	114,000	117,600	_____
170-541355 Design Services	63,304	62,208	65,000	57,024	65,000	63,700	_____
170-541360 Magazine-Postage	52,383	54,451	50,000	38,208	50,000	49,000	_____
170-541365 Delivery Services	<u>750</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	=====
TOTAL Professional Services	228,379	246,818	271,500	219,912	263,900	256,760	_____

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES (----- 2021-2022 -----) (----- 2022-2023 -----)

	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
<u>Operating Equipment</u>							
170-571500 Operating Equipment	<u>0</u>	<u>0</u>	<u>700</u>	<u>0</u>	<u>600</u>	<u>0</u>	<u>0</u>
TOTAL Operating Equipment	0	0	700	0	600	0	0
<hr/>							
TOTAL PUBLIC AFFAIRS	557,109	603,792	658,486	531,436	663,917	662,691	

**DEPARTMENT: 173 ENGINEERING**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

The Engineering Department serves as technical advisor to the City Manager, City Council, Executive Staff, and other City departments. Engineering collaborates with Public Works, Planning and Community Development, Economic Development, Parks and Recreation, and other departments, citizens, developers, and other governmental agencies in order to effectively plan and implement infrastructure improvement and development for the organized growth of the City. Engineering works with Public Works and Finance to development and implement the City's Capital Improvement Programs for water, wastewater, streets, and drainage. That responsibility includes the development and maintenance of infrastructure master plans; the prioritization of projects; the identification and procurement of project funding; and the management of the design and construction of necessary infrastructure.

The Engineering Department reviews applications for public and private land development for conformance with adopted engineering standards, policies, codes, and infrastructure master plans. Engineering Inspectors ensure that the construction of public infrastructure – both privately and publicly constructed – follows appropriate standards and specifications. Ensuring compliance promotes a safe community in which the essential services of the provision of water, wastewater, transportation, and drainage are available and arranged for fiscal sustainability.

The Engineering Department maintains standard construction details, technical specifications, and design guidelines.

The Transportation Safety Advisory Commission (TSAC) is staffed by the Engineering Department. The TSAC is a Commission that hears citizen input, considers transportation issues, and makes recommendations to City Council regarding traffic and transportation related matters throughout the City.

**ORGANIZATIONAL CHART**



ENGINEERING	2020-21	2021-22	2022-23
City Engineer	1	1	1
Engineer	3	3	4
Senior Graduate Engineer	1	1	1
Graduate Engineer	1	1	1
Engineering Inspector	2	2	3
<b>TOTAL POSITIONS</b>	<b>8</b>	<b>8</b>	<b>10</b>

**ACCOMPLISHMENTS AND GOALS**

**FY 2021-2022 Accomplishments**

- Along with other Departments, successfully managed the following Capital Improvement Projects (in various stages of completion):
  - Corbett Ground Storage Tank
  - Aviation Heights Water Main Replacements Phases 5-7
  - Ware Seguin to Lower Seguin and Greytown to Pfeil Loop Lines
  - Woman Hollering Creek Wastewater Trunk Main and Lift Station
  - Riata Lift Station Relocation
  - Crest Oak Sewer Line Upsize
  - FM 1518 Utility Relocations
  - 2018 Street Preservation and Maintenance Projects (including remedial efforts)
  - Trail and Bike Lane Project (technical support and contract administration for Parks)
  - Elbel Drainage and Resurfacing and Westchester Signalization
  - 2020 Street Preservation Resurfacing and Rehabilitation Projects
  - TriCounty Parkway Reconstruction
  - East Live Oak to IH 35 Tank 24” Dedicated Transmission Main

- Update of Water and Wastewater Master Plans and updated Impact Fee Ordinance
- Update of Lift Station Design Guide
- Update of Public Works Design Guide
- Update of Pavement Condition Index and Roadway System Assessment
- Permit Application and Implementation of Municipal Separate Storm Sewer (MS4) Program
- Maintained strategic partnership with Texas Department of Transportation

**FY 2021-2022 Goals**

- Continue improvement and update of standard construction details, technical specifications, and design guidelines
- Continue support of development and implementation of comprehensive Capital Improvement Program including water, wastewater, drainage, and roadway projects
- Complete Water and Wastewater Master Plans and implement updated Impact Fee ordinance
- Provide efficient, clear review of construction plans and other development submittals
- Continue promotion of efficacy of TSAC activities and actions
- Continue successful partnership with TxDOT

**PERFORMANCE INDICATORS**

Workload/Output Measures	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Capital Improvement Projects (number active)	17	20	20
Capital Improvement Projects dollar value	\$4.8 million	\$11.5 million	\$12.0 million
Nonresidential and Subdivision-Wide Grading and Clearing Permits Issued*	51	35	15
Single Family Nonresidential Grading and Clearing Permits Issued*	-	120	300
Grading and Clearing Permits Active (Average Monthly Concurrent Maximum)*	53	120	140
Grading and Clearing Permits Active (Concurrent Maximum)*	64	125	150
Grading and Clearing Permits Issued – acreage	505	510	500

Number of Non-Construction Plan Reviews (includes master plans, plats, site plans, etc.)	39	65	60
Residential Subdivision Construction – number of projects (completed projects)	4	6	8
Residential Subdivision Construction – dollar value of public improvements (completed projects)	\$6.0 million	\$13.0 million	\$13.5 million
Commercial Subdivision Construction – number of projects (completed projects)	2	6	2
Commercial Subdivision Construction – dollar value of public improvements (completed projects)	\$4.1 million	\$2.0 million	\$2.0 million

\* Numbers appear inconsistent due to transition to new process for issuance of Grading and Clearing Permits for single family residential projects with mid-year implementation of CityView software.

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$824,117	\$882,324	\$1,124,845
Supplies	979	2,250	1,715
City Support Services	0	1,265	0
Utility Services	5,212	5,500	7,938
Operations Support	93	150	147
Staff Support	6,084	13,810	15,651
Professional Services	34,465	53,115	49,000
Operating Equipment	(788)	1,000	11,122
Capital Outlay	0	0	100,000
<i>Total</i>	<i>\$870,162</i>	<i>\$959,414</i>	<i>\$1,310,418</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Engineering Budget increased 36.6% from the FY 2021-22 year end estimate for two new positions, inspector and engineer, and vehicle replacements.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES	(----- 2021-2022 -----)				(----- 2022-2023 -----)	
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED

ENGINEERING

=====

Personnel Services

173-511110 Regular	441,514	578,498	608,934	499,526	631,110	797,825	_____
173-511120 Overtime	210	349	500	422	500	750	_____
173-511180 LTD	318	0	0	0	0	0	_____
173-511210 Longevity	6,246	7,483	8,532	6,114	6,114	7,421	_____
173-511230 Certification Allowance	2,377	2,066	3,288	2,539	2,377	2,880	_____
173-511310 FICA - Employer	31,334	43,131	47,498	37,617	48,968	61,854	_____
173-511350 TMRS-Employer	72,013	98,700	101,718	75,006	102,512	132,461	_____
173-511410 Health-Employer	72,666	90,849	96,514	69,911	87,407	116,741	_____
173-511500 Workers' Compensation	<u>2,228</u>	<u>3,041</u>	<u>3,606</u>	<u>3,336</u>	<u>3,336</u>	<u>4,913</u>	<u>_____</u>
TOTAL Personnel Services	628,907	824,117	870,590	694,472	882,324	1,124,845	_____

Supplies

173-521000 Operating Supplies	260	315	500	154	500	490	_____
173-521100 Office Supplies	877	575	2,000	340	1,500	980	_____
173-521300 Motor Vehicle Supplies	<u>37</u>	<u>89</u>	<u>250</u>	<u>21</u>	<u>250</u>	<u>245</u>	<u>_____</u>
TOTAL Supplies	1,173	979	2,750	516	2,250	1,715	_____

City Support Services

173-532400 Computer Fees & Licenses	<u>432</u>	<u>0</u>	<u>1,265</u>	<u>1,265</u>	<u>1,265</u>	<u>0</u>	<u>_____</u>
TOTAL City Support Services	432	0	1,265	1,265	1,265	0	_____

Utility Services

173-533330 Telephone/Internet	2,044	0	0	0	0	0	_____
173-533500 Vehicle Fuel	<u>4,259</u>	<u>5,212</u>	<u>5,500</u>	<u>3,962</u>	<u>5,500</u>	<u>7,938</u>	<u>_____</u>
TOTAL Utility Services	6,302	5,212	5,500	3,962	5,500	7,938	_____

Operations Support

173-534000 Postage	0	0	50	31	50	49	_____
173-534200 Printing & Binding	<u>31</u>	<u>93</u>	<u>100</u>	<u>31</u>	<u>100</u>	<u>98</u>	<u>_____</u>
TOTAL Operations Support	31	93	150	62	150	147	_____

Staff Support

173-535100 Uniforms	1,153	1,339	4,630	435	4,630	4,047	_____
173-535300 Memberships	1,207	1,880	2,550	1,660	2,550	2,499	_____
173-535400 Publications	310	109	500	0	500	490	_____
173-535500 Training/Travel	1,538	2,230	7,235	2,105	5,000	7,350	_____
173-535510 Meeting Expenses	541	294	480	167	480	627	_____
173-535600 Professional Certification	<u>231</u>	<u>231</u>	<u>650</u>	<u>495</u>	<u>650</u>	<u>637</u>	<u>_____</u>
TOTAL Staff Support	4,981	6,084	16,045	4,862	13,810	15,651	_____

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

GENERAL GOVERNMENT

EXPENDITURES (----- 2021-2022 -----) (----- 2022-2023 -----)

	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET

Professional Services

173-541100 Engineering Services	8,000	19,075	21,934	9,293	13,115	0	
173-541300 Other Professional Services	<u>7,791</u>	<u>15,390</u>	<u>40,000</u>	<u>9,350</u>	<u>40,000</u>	<u>49,000</u>	<u></u>
TOTAL Professional Services	15,791	34,465	61,934	18,643	53,115	49,000	

Operating Equipment

173-571000 Furniture & Fixtures	285	387	900	119	500	5,632	
173-571300 Computer & Periphe. < \$5000	<u>1,470</u>	<u>( 1,175)</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>5,490</u>	<u></u>
TOTAL Operating Equipment	1,755	( 788)	1,400	119	1,000	11,122	

Capital Outlay

173-581200 Vehicles & Access. Over \$5,00	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100,000</u>	<u></u>
TOTAL Capital Outlay	0	0	0	0	0	100,000	

TOTAL ENGINEERING	659,370	870,162	959,634	723,900	959,414	1,310,418	
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**DEPARTMENT: 256 POLICE**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

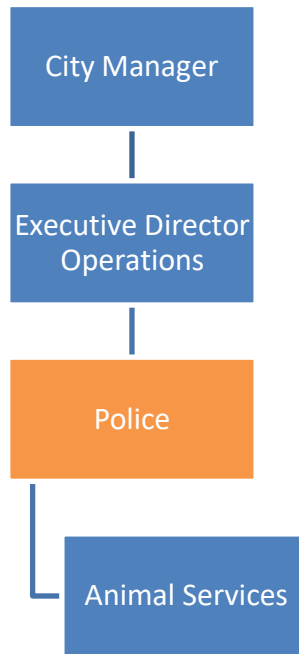
The Schertz Police Department provides service to approximately 32 square miles, with the City in three different counties. The police department receives thousands of calls for services annually through the communications division and dispatches for Police, Fire, Emergency Medical Service, and Animal Services. Additionally, the police department provides dispatch services for the City of Cibolo Police, Fire and Animal Services departments, and Schertz Emergency Medical Service dispatch for Cibolo, Marion, Seguin, and Santa Clara and other county areas. The Patrol Division provides a visible presence in the community, with the goal of crime prevention, crime reduction, traffic safety, and the promotion of overall public safety. The Investigations Division investigates incidents that occurred within the City, processes crime scenes, and follows up through prosecution with the County and District Attorneys of all three counties. The Records Unit receives and prepares cases for submission to County and District Attorneys. The School Resource Program provides a visible presence on the campuses within the City; makes educational presentations to the students and staff, along with investigating crimes on campus. The Animal Services Division is responsible for the enforcement of State laws and City ordinances regarding the care and treatment of animals, rabies control, and overall public health through disease and population control. The Community Outreach Officer interacts with Homeowner Associations, provides education and crime prevention programs to the community, and oversees the Citizens Police Academy and the Citizens on Patrol. Our Crime Victim Liaison protects the rights and assists in the needs of the crime victims in Schertz, Live Oak, and Cibolo

**GOALS AND OBJECTIVES**

- Promoting a safe community through public education, community involvement, criminal investigations, enforcement action and other essential services.
- Enhance our citizens' quality of life by promoting a feeling of safety for all citizens and visitors to the city, including neighborhoods, commercial areas, parks and public facilities.

- To increase department participation in community programs and increase citizen interest and participation in police department programs which lends to an attractive, safe community and promotes economic prosperity.
- To enhance the recruitment of high quality officers/personnel to serve the citizens of Schertz and to retain those employees in which the City has already invested with an engaged workforce.

**ORGANIZATIONAL CHART**



<b>POLICE</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
Chief of Police	1	1	1
Assistant Chief of Police	1	1	1
Captain	1	1	1
Lieutenants	4	4	4
Sergeants	7	7	7
Corporals	14	13	14
Officers	36	37	40
Administrative Assistant	2	2	2
Records Manager	1	1	1
Records Clerk	2	2	3
Civilian Evidence Technician	1	2	2
Crime Victim Liaison	1	1	1
Animal Services Manager	1	1	1
Animal Services Officer	4	4	4
Animal Services Kennel Tech	3	3	4
Communications Manager	1	1	1
Communications Shift Supervisor	4	4	4
Communications Officer	12	12	12
P/T Communications Officer (Irregular)	3	3	3
Crossing Guards (Part Time)	16	16	16
<b>TOTAL POSITIONS</b>	<b>120</b>	<b>116</b>	<b>122</b>

<b>LAW ENFORCEMENT COMMISSIONS</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
Fire Dept. Law Enforcement Commission	1	1	1
<b>TOTAL COMMISSIONS</b>	<b>1</b>	<b>1</b>	<b>1</b>

**PERFORMANCE INDICATORS**

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Dispatch-911 Calls	26,492	29,072	31,929
Patrol-Citations/Warnings Issued	6,575	10,768	11,845
Inv-Criminal Cases Filed w/ Prosecutor	106	75	110
Inv-Cases Investigated per Investigator	155	160	175
Inv-Total Cases Cleared	110	155	170
Records-Total Active Alarm Permits	133	166	200
Records-Open Records Requests	1,667	1,571	1,780
Crime Victim Liaison-Assigned Cases	40	200	225

Workload/Output Marshals Division	2020-21 Actual	2021-22 Estimate	2022-23 Budget
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**Marshals**

Warrants Issued	2095	1650	2100
Warrants Cleared	1448	1625	1800
Animal Services	1070	925	1025
Animals Taken In	329	325	325
Adoptions	284	300	300
Return to Owner	152	110	215
Transferred Out	91	75	80
Wildlife Release	93	55	85
Euthanized			

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$8,793,001	\$9,290,452	\$9,578,065
Supplies	81,817	106,862	110,150
City Support Services	32,422	34,000	33,810
Utility Services	142,160	199,516	302,232
Operations Support	11,714	30,271	16,836
Staff Support	185,170	162,864	242,954
City Assistance	49,923	57,589	65,170
Professional Services	58,082	82,544	79,309
Maintenance Services	63,918	74,575	78,405
Rental/Leasing	0	0	0
Operating Equipment	292,746	151,303	396,115
Capital Outlay	244,451	521,537	666,300
<i>Total</i>	<i>\$9,955,402</i>	<i>\$10,711,513</i>	<i>\$11,569,347</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget increases 8.0% from the FY 2021-22 year-end estimates for four new positions. Two school resource officers, a traffic officer, and a records management specialist.

PROPOSED BUDGET WORKSHEET

101-GENERAL FUND

AS OF: JULY 31ST, 2022

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>PUBLIC SAFETY</b>							
<b>EXPENDITURES</b>							
<b>POLICE</b>							
=====							
<u>Personnel Services</u>							
256-511110 Regular	3,850,341	5,797,035	5,802,519	4,799,061	6,032,895	6,173,372	_____
256-511120 Overtime	271,725	253,306	229,719	432,595	400,000	308,986	_____
256-511180 LTD	3,497	0	0	0	0	0	_____
256-511210 Longevity	110,398	108,667	113,900	110,263	113,900	109,919	_____
256-511220 Clothing Allowance	64,078	71,870	71,635	55,400	66,560	63,498	_____
256-511230 Certification Allowance	45,407	46,778	56,189	37,628	44,746	109,075	_____
256-511310 FICA - Employer	385,589	475,446	468,561	394,890	509,345	504,484	_____
256-511350 TMRS-Employer	843,649	1,043,504	1,011,718	793,878	1,066,295	1,090,634	_____
256-511410 Health-Employer	696,388	940,831	994,993	809,101	997,978	1,149,460	_____
256-511500 Workers' Compensation	<u>38,662</u>	<u>55,564</u>	<u>63,481</u>	<u>58,733</u>	<u>58,733</u>	<u>68,637</u>	=====
TOTAL Personnel Services	6,309,734	8,793,001	8,812,715	7,491,548	9,290,452	9,578,065	_____
<u>Supplies</u>							
256-521000 Operating Supplies	40,977	44,995	41,143	25,714	51,593	52,796	_____
256-521100 Office Supplies	6,102	7,009	7,500	4,151	6,969	7,350	_____
256-521150 Child Safety Supplies	2,835	2,497	5,245	0	5,000	3,112	_____
256-521200 Medical/Chem Supplies	308	18,258	28,510	18,149	26,148	27,636	_____
256-521300 Motor Veh. Supplies	<u>17,290</u>	<u>9,058</u>	<u>17,160</u>	<u>17,152</u>	<u>17,152</u>	<u>19,257</u>	=====
TOTAL Supplies	67,512	81,817	99,558	65,166	106,862	110,150	_____
<u>City Support Services</u>							
256-532500 City Insurance-Commercial	<u>26,401</u>	<u>32,422</u>	<u>26,500</u>	<u>33,970</u>	<u>34,000</u>	<u>33,810</u>	=====
TOTAL City Support Services	26,401	32,422	26,500	33,970	34,000	33,810	_____
<u>Utility Services</u>							
256-533200 Electric Utility Service	571	24,460	29,400	23,004	28,827	28,812	_____
256-533310 Telephone/Cell Phone	5,936	0	0	0	0	0	_____
256-533410 Water Utility Service	0	6,026	15,000	4,744	12,784	14,700	_____
256-533500 Vehicle Fuel	<u>77,402</u>	<u>111,674</u>	<u>148,800</u>	<u>126,141</u>	<u>157,905</u>	<u>258,720</u>	=====
TOTAL Utility Services	83,909	142,160	193,200	153,889	199,516	302,232	_____
<u>Operations Support</u>							
256-534100 Advertising	1,654	400	2,650	31	2,650	4,410	_____
256-534200 Printing & Binding	3,889	5,109	7,666	2,805	7,621	7,526	_____
256-534800 Temp Staff Services	<u>0</u>	<u>6,205</u>	<u>20,000</u>	<u>12,832</u>	<u>20,000</u>	<u>4,900</u>	=====
TOTAL Operations Support	5,543	11,714	30,316	15,668	30,271	16,836	_____
<u>Staff Support</u>							
256-535100 Uniforms	35,923	63,056	80,378	34,882	59,839	62,465	_____
256-535200 Awards	3,046	14	3,250	0	3,250	0	_____
256-535210 Employee Recognition-Morale	4,625	4,023	5,900	2,167	5,262	9,114	_____
256-535300 Memberships	2,876	2,824	3,525	2,115	3,290	3,528	_____
256-535400 Publications	74	264	490	390	390	260	_____
256-535500 Training/Travel	46,736	110,132	94,477	90,178	87,477	163,667	_____
256-535510 Meeting Expenses	<u>1,311</u>	<u>4,857</u>	<u>3,550</u>	<u>1,606</u>	<u>3,356</u>	<u>3,920</u>	=====
TOTAL Staff Support	94,590	185,170	191,570	131,338	162,864	242,954	_____

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

EXPENDITURES	2021-2022						2022-2023
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
256-537100 Medical Services	1,278	42,247	49,800	46,229	47,310	55,272	
256-537800 Community Outreach	<u>8,676</u>	<u>7,676</u>	<u>10,500</u>	<u>6,669</u>	<u>10,279</u>	<u>9,898</u>	
TOTAL City Assistance	9,954	49,923	60,300	52,898	57,589	65,170	
<u>Professional Services</u>							
256-541300 Prof Services/Consulting	68,118	54,244	74,186	45,162	73,245	70,700	
256-541310 Contract Service - Crematory	0	513	1,300	819	684	980	
256-541700 Microchip Service	<u>0</u>	<u>3,325</u>	<u>9,780</u>	<u>3,325</u>	<u>8,615</u>	<u>7,629</u>	
TOTAL Professional Services	68,118	58,082	85,266	49,306	82,544	79,309	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
256-551400 Minor & Other Equip Maint	2,542	1,315	4,500	3,080	4,004	4,900	
256-551700 Abatement/Lot Cleaning	8,943	10,828	5,000	872	4,872	4,900	
256-551800 Other Maintenance Agreements	5,280	0	825	775	775	809	
256-551810 Maintenance Agr. - Radios	<u>46,410</u>	<u>51,775</u>	<u>66,980</u>	<u>33,775</u>	<u>64,925</u>	<u>67,796</u>	
TOTAL Maintenance Services	63,176	63,918	77,305	38,502	74,575	78,405	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
256-561200 Lease/Purchase Payments	<u>44,544</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Rental/Leasing	44,544	0	0	0	0	0	
<u>Operating Equipment</u>							
256-571000 Furniture & Fixtures	6,014	5,728	13,585	11,717	13,000	13,693	
256-571200 Vehicles & Access. LESS \$5,00	176,783	137,761	135,660	105,418	97,789	248,200	
256-571300 Computer & Periphe. < \$5000	67,147	29,327	15,260	13,008	15,000	19,541	
256-571600 Donation-Expense	125	552	0	0	0	0	
256-571800 Equipment under \$5,000	47,040	118,568	29,183	18,428	23,514	109,782	
256-571800.Operating Equipment CVE	<u>0</u>	<u>810</u>	<u>3,000</u>	<u>460</u>	<u>2,000</u>	<u>4,900</u>	
TOTAL Operating Equipment	297,109	292,746	196,688	149,031	151,303	396,115	
<u>Capital Outlay</u>							
256-581200 Vehicles & Access. Over \$5,00	324,804	158,300	374,392	293,253	360,650	417,000	
256-581300 Computer & Periphe. > \$5,000	0	0	24,961	18,144	38,144	12,900	
256-581800 Equipment Over \$5,000	<u>208,765</u>	<u>86,151</u>	<u>122,745</u>	<u>34,486</u>	<u>122,743</u>	<u>236,400</u>	
TOTAL Capital Outlay	533,569	244,451	522,098	345,882	521,537	666,300	
TOTAL POLICE	7,604,159	9,955,402	10,295,516	8,527,198	10,711,513	11,569,347	

**DEPARTMENT: 257 FIRE RESCUE**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENTAL DESCRIPTION**

The Schertz Fire Rescue Department is a paid career department that responds to all fire and emergency service calls in the City of Schertz, the contracted areas of Guadalupe and Bexar Counties, and through mutual aid, the surrounding cities. All department members are certified as structural firefighters and emergency medical technicians through the Texas Commission on Fire Protection and the Texas Department of State Health Services, respectively. Schertz firefighters are highly trained with many holding advanced firefighter, medical, and multi-discipline specialized certifications. Schertz Fire Rescue has an active public education/fire prevention program that conducts code review and enforcement within the city. Fire and arson investigation services are maintained within the department.

**GOALS AND OBJECTIVES**

- Deliver comprehensive safety services of the highest quality.
  - Respond to 90% of City within 5 minutes from time of dispatch.
  - Pre-fire plan all commercial occupancies in the city once per year, and extra hazard occupancies twice per year.
- Support and maintain a safe, healthy, well trained, and high performing work force.
  - Improve training opportunities and encourage involvement in specialized operations.
  - Build upon area-wide technical rescue, hazardous materials, and wildland strike teams.
- Provide high quality medical first responder service as part of an integrated emergency medical service.
  - Encourage advanced medical training and certifications.
  - Support emergency medical operations through interdepartmental cooperation.
- Become the community resource for life safety knowledge and information regarding Schertz Fire Rescue.
  - Semi-Annual inspects all schools and nursing homes.
  - Encourage public speaking for all firefighters.
  - Maintain safe construction and occupancy within the city through code enforcement.

- Attract and maintain a qualified and diverse workforce.
  - Encourage diverse applicants through career fairs and public education.
  - Continue to apply for staffing grants through Department of Homeland Security.

**ORGANIZATIONAL CHART**



FIRE RESCUE	2020-21	2021-22	2022-23
Fire Chief	1	1	1
Assistant Chief	1	1	1
Emergency Management Coordinator	1	1	1
Fire Marshal	1	1	1
Deputy Fire Marshal	1	1	1
Inspector	0	0	1
Battalion Chief	4	4	4
Lieutenant	9	9	9
Fire Apparatus Operator	9	9	9
Firefighter	18	18	21
Administrative Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>46</b>	<b>46</b>	<b>50</b>

**PERFORMANCE INDICATORS**

Input	2020-21 Actual	2021-22 Estimate	2022-23 Budget
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Number of Commercial Occupancies	1030	1050	1065
Total staffing	46	46	46
Suppression staffing	39	39	39
Prevention staffing	2	2	2
Support staffing (command/training/admin)	5	5	5
Number of fire stations	3	3	3
Number of full-time engine companies	3	3	3

Workload/Output	2020-21 actual	2021-22 Estimate	2022-23 Budget
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Number of incidents	4516	4848	4950
Unit Responses (# calls for all units responding to all emergencies)	5700	6178	6300
Buildings preplan contacts			
Community Contact (citizen contact)	10000	10656	11500
Fire Inspections Conducted	450	350	430
Plan Reviews Completed	260	340	350
Training Hours Provided	6144	5320	7500

Efficiency	2020-21 Actual	2021-22 Estimate	2022-23 Budget
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Average Drive Time (Minutes)	5.70	5.70	5.65
% Drive Time < 5 Minutes	30%	31%	31%
% of Buildings Preplanned	100%	100%	100%
% Prevention Contacts	29%	29%	29%
Inspections per Inspector	262/233	100/250	150/300
Training Hours/Employee	205	220	235

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$5,703,001	\$6,581,806	\$6,361,751
Supplies	\$11,647	\$25,975	\$23,084
City Support Services	\$86,881	\$124,170	\$145,040
Utility Services	0	0	0
Operations Support	\$375	\$4,500	\$4,436
Staff Support	\$174,585	\$204,690	\$195,241
City Assistance	\$21,575	\$25,000	\$24,694
Professional Services	\$73,052	\$63,600	\$62,328
Maintenance Services	\$53,861	\$81,000	\$83,868
Other Costs	\$6,895	\$50,000	\$9,800
Rental/Leasing	\$0	\$39,745	\$26,460
Operating Equipment	\$341,500	\$119,000	\$101,920
Capital Outlay	\$86,409	\$473,637	\$149,000
<i>Total</i>	<i>\$6,559,780</i>	<i>\$7,793,123</i>	<i>\$7,187,622</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget will decrease 7.8% from the FY 2021-22 year-end estimate. A fire inspector position and 3 new firefighter positions will be offset by less vehicle replacements/purchases and fewer state deployments.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>FIRE RESCUE</b>							
=====							
<u>Personnel Services</u>							
257-511110 Regular	2,660,168	3,739,439	3,595,049	3,410,849	4,294,855	4,008,051	_____
257-511120 Overtime	245,103	341,523	268,674	451,472	425,000	420,793	_____
257-511180 LTD	2,149	0	0	0	0	0	_____
257-511210 Longevity	65,678	74,217	74,460	70,980	80,000	79,121	_____
257-511220 Clothing Allowance	13,800	13,356	13,478	11,520	13,478	14,377	_____
257-511230 Certification Allowance	38,035	19,705	47,597	17,225	21,290	59,453	_____
257-511310 FICA - Employer	255,633	308,626	304,702	288,171	369,849	348,784	_____
257-511350 TMRS-Employer	583,915	678,380	652,521	590,462	774,265	746,922	_____
257-511410 Health-Employer	446,229	496,330	543,697	460,396	569,300	643,715	_____
257-511500 Workers' Compensation	<u>21,768</u>	<u>31,424</u>	<u>36,499</u>	<u>33,769</u>	<u>33,769</u>	<u>40,535</u>	_____
TOTAL Personnel Services	4,332,478	5,703,001	5,536,677	5,334,844	6,581,806	6,361,751	_____
<u>Supplies</u>							
257-521000 Operating Supplies	4,342	6,943	10,375	5,522	10,375	6,860	_____
257-521100 Office Supplies	3,179	1,739	3,400	1,335	3,400	3,332	_____
257-521200 Medical/Chem Supplies	9,046	2,447	10,955	4,412	10,000	10,736	_____
257-521300 Motor Veh. Supplies	469	349	1,000	124	1,000	980	_____
257-521600 Equip Maint Supplies	<u>627</u>	<u>168</u>	<u>1,200</u>	<u>1,004</u>	<u>1,200</u>	<u>1,176</u>	_____
TOTAL Supplies	17,662	11,647	26,930	12,399	25,975	23,084	_____
<u>City Support Services</u>							
<u>Utility Services</u>							
257-533100 Gas Utility Service	5,513	5,553	7,000	4,582	7,500	6,860	_____
257-533200 Electric Utility Service	20,846	24,659	25,000	18,887	23,000	24,500	_____
257-533320 Telephone/Air Cards	0	2,778	0	494	470	5,880	_____
257-533330 Telephone/Internet	0	556	0	4,038	5,200	0	_____
257-533410 Water Utility Service	20,173	8,943	10,000	6,544	8,000	9,800	_____
257-533500 Vehicle Fuel	<u>30,183</u>	<u>44,393</u>	<u>38,000</u>	<u>53,252</u>	<u>80,000</u>	<u>98,000</u>	_____
TOTAL Utility Services	76,715	86,881	80,000	87,797	124,170	145,040	_____
<u>Operations Support</u>							
257-534200 Printing & Binding	<u>770</u>	<u>375</u>	<u>4,527</u>	<u>2,290</u>	<u>4,500</u>	<u>4,436</u>	_____
TOTAL Operations Support	770	375	4,527	2,290	4,500	4,436	_____
<u>Staff Support</u>							
257-535100 Uniforms	84,987	88,976	108,772	61,344	108,700	100,181	_____
257-535210 Employee Recognition-Morale	4,561	4,035	5,700	5,619	5,190	4,606	_____
257-535300 Memberships	3,307	1,750	3,800	1,396	3,800	3,724	_____
257-535400 Publications	1,472	1,969	2,500	2,966	3,000	2,450	_____
257-535500 Training/Travel	69,897	66,845	75,000	55,841	75,000	73,500	_____
257-535510 Meeting Expenses	2,783	3,475	3,000	2,040	3,000	2,940	_____
257-535600 Professional Certification	<u>7,493</u>	<u>7,535</u>	<u>8,000</u>	<u>2,534</u>	<u>6,000</u>	<u>7,840</u>	_____
TOTAL Staff Support	174,502	174,585	206,772	131,741	204,690	195,241	_____

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
257-537800 Community Outreach	23,618	21,575	25,198	7,397	25,000	24,694	
TOTAL City Assistance	23,618	21,575	25,198	7,397	25,000	24,694	
<u>Professional Services</u>							
257-541300 Other Professional Services	61,221	73,052	63,600	40,189	63,600	62,328	
TOTAL Professional Services	61,221	73,052	63,600	40,189	63,600	62,328	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
257-551400 Minor & Other Equip Maint	882	( 457)	1,500	0	1,000	1,470	
257-551800 Other maintenance agreement	19,393	27,234	40,000	38,614	40,000	39,200	
257-551810 Maintenance Agr. - Radios	13,440	12,320	15,000	8,120	15,000	18,698	
257-551900 Construction	6,408	14,764	25,000	371	25,000	24,500	
TOTAL Maintenance Services	40,123	53,861	81,500	47,105	81,000	83,868	
<u>Other Costs</u>							
257-554200 Deployment-Reimb-TIFMAS	16,321	6,895	10,000	54,349	50,000	9,800	
TOTAL Other Costs	16,321	6,895	10,000	54,349	50,000	9,800	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
257-561200 Lease/Purchase Payments	8,990	0	39,025	38,745	39,745	26,460	
TOTAL Rental/Leasing	8,990	0	39,025	38,745	39,745	26,460	
<u>Operating Equipment</u>							
257-571000 Furniture & Fixtures	15,050	15,861	12,000	5,443	12,000	7,840	
257-571200 Vehicles & Access. LESS \$5,00	55,242	76,281	11,000	555	11,000	9,800	
257-571300 Computer & Periphe. < \$5000	18,923	15,961	8,000	4,059	8,000	7,840	
257-571310 Computer Software	7,167	11,894	8,000	108	7,000	7,840	
257-571400 Communication Equip LESS \$500	43,315	158,950	10,000	8,539	10,000	9,800	
257-571600 Police/Fire/Medical Equipment	39,021	49,371	55,000	15,544	55,000	53,900	
257-571800 Equipment under \$5,000	9,089	13,182	16,000	373	16,000	4,900	
TOTAL Operating Equipment	187,806	341,500	120,000	34,621	119,000	101,920	
<u>Capital Outlay</u>							
257-581200 Vehicles & Access. Over \$5,00	79,649	35,924	405,137	29,006	405,137	93,000	
257-581400 Communication Equip Over \$500	0	163	50,000	0	50,000	55,000	
257-581600 Donation-Expense	21,798	457	1,000	( 625)	1,000	1,000	
257-581800 Equipment Over \$5,000	14,957	49,865	17,500	0	17,500	0	
TOTAL Capital Outlay	116,405	86,409	473,637	28,381	473,637	149,000	
TOTAL FIRE RESCUE	5,056,610	6,559,780	6,667,866	5,819,857	7,793,123	7,187,622	

**DEPARTMENT: PLANNING AND COMMUNITY  
DEVELOPMENT  
DIVISION: 258 BUILDING INSPECTIONS  
FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

The Building Inspections Division assists customers seeking permits and inspections for various residential and commercial construction projects. The Division is responsible for maintaining health, safety, and welfare through professional review of building plans, permits and performing inspections to ensure consistency of the City's adopted building codes and ordinances. Staff works closely with citizens, contractors, builders, developers, and other City Departments to assist in creating an attractive and safe community.

**GOALS AND OBJECTIVES**

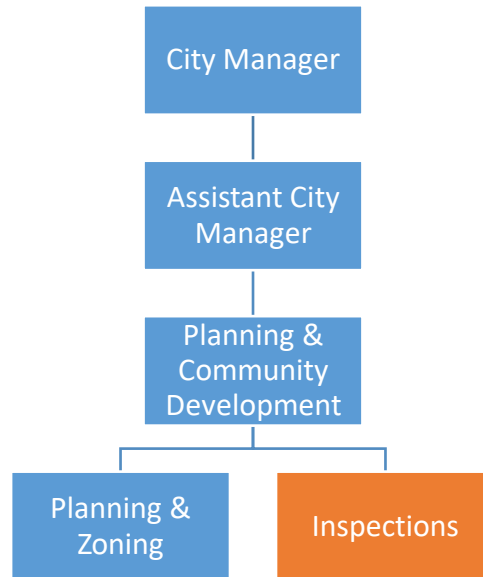
- Strive to provide superior customer service through courteous and professional relationships with the community.
- Continue to train counter staff to interpret building code regulations with the goal to successfully guide customers through the permit and inspection process.
- Promote and educate contractors and citizens on the newly implemented CityView software which has streamlined the process and provides transparency on construction projects.
- Continue to make website improvements to help educate the public on the permitting process, inspection process and online payment process.
- Continue to provide a high level of professional services to the varied stakeholders served, including builders, developers, landowners, neighborhood groups, business owners, appointed officials and Council members, and citizens of the community.
- Promote continuous staff development and cross training to improve efficiency and customer service by increasing the technical knowledge of staff.

- Continue to expand efforts for community education of Building Safety through the City of Schertz Building Safety Month activities.

## **ACCOMPLISHMENTS**

- Successfully implemented CityView a new permitting/planning/Code Enforcement software which has improved the service to customers, transparency, and efficiency on all development projects.
- Focus on training opportunities for staff. Staff attended various continuing education classes virtually related to building code regulations, the Master Exam Prep Class for Plumbing, Coaching and Teambuilding Skills for Managers and Supervisors, ADA Accessibility Training, various webinars for inspector training, and training.
- Updated the website with the implementation of the CityView software related to permits, inspections, code complaints, and items related to construction projects.
- Continued the yearly program to raise awareness for Building Safety Month which included safety tips on the city social media site and an article in the Schertz Magazine.
- Implemented the new CityView customer portal which is a one location for to improve communication contractors and citizens and provide that one stop for submitting permits, make payments, request online inspections for customers.
- Continued to provide flexibility in meeting types by offering in-person or virtual meetings through Microsoft Teams to continue daily business with contractors and developers.
- Increased the use of the Residential Video Inspection Program which allows residents, contractors, and the city inspectors the ability to conduct virtual inspections on certain building projects.

### ORGANIZATIONAL CHART



INSPECTIONS	2020-21	2021-22	2022-23
Dir. of Planning & Comm. Dev.	1	1	1
Administrative Assistant	1	1	1
Chief Building Official	1	1	1
Plans Examiner	1	1	2
Building Inspector	3	5	5
Permit Technician	2	2	2
Development Specialists	0	1	1
<b>TOTAL POSITIONS</b>	<b>9</b>	<b>12</b>	<b>13</b>

**PERFORMANCE INDICATORS**

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
New Residential Construction	286	240	250
New Commercial Construction	15	30	30
Reroof Permits	302	400	400
Accessory/Temporary Building Permits	39	50	50
Deck/Patio Permits	105	100	100
Sign Permits	96	75	75
Other Permits	1701	1700	1700
Mechanical Permits	688	680	680
Electric Permits	700	750	750
Plumbing Permits	1122	1300	1,300
Total Permit/License/Fee Revenue	\$1,960,572	\$2,696,862	\$2,696,862

Effectiveness	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Standard Inspections (i.e. framing) and Re-Inspections	12,538	12,000	12,000

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$884,169	\$967,417	\$1,059,498
Supplies	\$2,548	\$5,100	\$4,998
Utility Services	\$5,659	\$8,400	\$8,232
Operations Support	\$176	\$850	\$833
Staff Support	\$20,210	\$41,506	\$45,497
Professional Services	\$32,988	\$70,000	\$68,600
Operating Equipment	\$1,202	\$650	\$7,637
Capital Outlay	\$27,381	0	\$43,750
<i>Total</i>	<i>\$974,332</i>	<i>\$1,093,923</i>	<i>\$1,239,045</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget increases 13.3% from the FY 2021-22 year-end estimate for a new Plans Examiner position, computer equipment, and a vehicle replacement.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>INSPECTIONS</u>							
=====							
<u>Personnel Services</u>							
258-511110 Regular	584,720	609,349	644,618	530,102	655,190	718,192	_____
258-511120 Overtime	7,943	6,418	15,666	10,463	15,666	12,210	_____
258-511180 LTD	438	0	0	0	0	0	_____
258-511210 Longevity	13,073	11,506	11,025	11,692	11,692	11,700	_____
258-511230 Certification Allowance	300	1,781	288	2,275	2,700	2,122	_____
258-511310 FICA - Employer	43,092	46,519	51,343	40,672	53,422	56,897	_____
258-511350 TMRS-Employer	96,045	101,286	109,952	81,513	109,743	121,846	_____
258-511410 Health-Employer	90,583	105,488	126,884	94,652	116,989	134,058	_____
258-511500 Workers' Compensation	<u>1,335</u>	<u>1,822</u>	<u>2,178</u>	<u>2,015</u>	<u>2,015</u>	<u>2,473</u>	=====
TOTAL Personnel Services	837,530	884,169	961,954	773,384	967,417	1,059,498	_____
<u>Supplies</u>							
258-521000 Operating Supplies	532	569	1,300	422	1,300	1,274	_____
258-521100 Office Supplies	808	1,034	2,400	229	2,400	2,352	_____
258-521300 Motor Vehicle Supplies	175	322	900	217	900	882	_____
258-521600 Equip Maint Supplies	<u>0</u>	<u>623</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>490</u>	=====
TOTAL Supplies	1,516	2,548	5,100	868	5,100	4,998	_____
<u>City Support Services</u>							
_____							
<u>Utility Services</u>							
258-533500 Vehicle Fuel	<u>4,285</u>	<u>5,659</u>	<u>8,400</u>	<u>4,704</u>	<u>8,400</u>	<u>8,232</u>	=====
TOTAL Utility Services	4,285	5,659	8,400	4,704	8,400	8,232	_____
<u>Operations Support</u>							
258-534200 Printing & Binding	<u>155</u>	<u>176</u>	<u>850</u>	<u>31</u>	<u>850</u>	<u>833</u>	=====
TOTAL Operations Support	155	176	850	31	850	833	_____
<u>Staff Support</u>							
258-535100 Uniforms	4,195	5,279	8,900	1,717	8,900	8,722	_____
258-535300 Memberships	408	285	705	115	765	750	_____
258-535400 Publications	93	2,225	2,400	1,182	2,400	2,352	_____
258-535500 Training/Travel Staff	9,444	7,965	23,341	5,081	23,341	26,935	_____
258-535510 Meeting Expenses	430	799	1,900	1,326	1,900	1,862	_____
258-535600 Professional Certification	<u>1,586</u>	<u>3,657</u>	<u>4,200</u>	<u>1,080</u>	<u>4,200</u>	<u>4,876</u>	=====
TOTAL Staff Support	16,155	20,210	41,446	10,501	41,506	45,497	_____
<u>Professional Services</u>							
258-541300 Other Consl/Prof Services	<u>42,475</u>	<u>32,988</u>	<u>70,000</u>	<u>54,500</u>	<u>70,000</u>	<u>68,600</u>	=====
TOTAL Professional Services	42,475	32,988	70,000	54,500	70,000	68,600	_____

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Operating Equipment</u>							
258-571000 Furniture & Fixtures	1,079	1,202	650	571	650	4,637	
258-571300 Computer & Periphe. < \$5,000	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,000</u>	
TOTAL Operating Equipment	1,079	1,202	650	571	650	7,637	
<u>Capital Outlay</u>							
258-581200 Vehicles & Access. Over \$5,00	<u>0</u>	<u>27,381</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>43,750</u>	
TOTAL Capital Outlay	0	27,381	0	0	0	43,750	
TOTAL INSPECTIONS	903,194	974,332	1,088,400	844,560	1,093,923	1,239,045	

**DEPARTMENT: PLANNING AND COMMUNITY  
DEVELOPMENT  
DIVISION: 259 Neighborhood Services  
FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

The Neighborhood Services Division works with the community to engage, educate, protect and promote the health, safety and keep Schertz a beautiful place to live. The Division is committed to providing outstanding service in order to help revitalize and enhance the community by performing inspections and providing services to create a sense of community and by promoting regular maintenance on residential and commercial properties. Environmental Health focuses on inspection services to promote public health and uses health safety best practices to ensure compliance with state and local health codes to include, but not limited to, food establishments, all public and semi-public aquatic facilities, and responds to complaints and concerns.

**GOALS AND OBJECTIVES**

- Foster resident pride in their neighborhood and create a sense of community.
- Encourage and improve property maintenance in residential and commercial areas.
- Seek to engage residents to change how residents see code enforcement.
- Work hand-in-hand with community stakeholders to increase and maintain a high quality of life and feeling of safety.
- Build programs and seek interdepartmental assistance to support the community.
- Start a volunteer program to assist with residential property maintenance, creek clean up, etc.
- Seek grants to support community programs such as add to community tool shed, tire disposal, and more.

**ACCOMPLISHMENTS**

- Successfully worked with the Love Where You Live volunteers to help residents and remediate code violations.
- Created an awareness video on Mosquito prevention “Fight the Bite”.
- Work with Public Affairs to brand the Division and post programs and regulations on social media including high grass and weed information, tree regulations, and junk and debris regulations.
- Attended HOA meetings to help foster relationships with neighborhood residents.
- Implemented a community tool shed to lend equipment to residents.
- Successfully worked with Utility companies to get cable lines buried in easements behind homes in multiple neighborhoods.
- Collaborate with the Parks Department on events to ensure the health and safety of food vendors and
- Attend a variety of events to promote Neighborhood Services.

**ORGANIZATIONAL CHART**



<b>Neighborhood Services</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
Manager	1	1	1
Code Enforcement Officers	3	3	3
Sanitarian	1	1	1
<b>TOTAL POSITIONS</b>	<b>5</b>	<b>5</b>	<b>5</b>

**PERFORMANCE INDICATORS**

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Code Enforcement cases	2,822	3,002	3,500
Other permit (food/foster/pool)		215	225
Health Inspections		265	275

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$0	\$341,309	\$330,485
Supplies	0	3,994	3,914
Utility Services	0	10,000	8,624
Operations Support	0	3,419	3,351
Staff Support	0	23,393	26,561
Professional Services	0	2,500	2,450
Maintenance Services	0	15,000	14,700
Operating Equipment	0	1,325	319
Capital Outlay	0	0	76,000
<i>Total</i>	<i>\$0</i>	<i>\$400,940</i>	<i>\$466,403</i>

### **PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget increases 16.3% from the FY 2021-22 year end for vehicle replacements.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>NEIGHBORHOOD SERVICES</u>							
=====							
<u>Personnel Services</u>							
259-511110 Regular	0	0	225,346	191,644	241,011	228,975	_____
259-511120 Overtime	0	0	4,664	2,224	4,664	5,000	_____
259-511210 Longevity	0	0	2,721	1,480	1,480	1,886	_____
259-511220 Clothing Allowance	0	0	3,506	1,469	1,469	0	_____
259-511230 Certification Allowance	0	0	1,090	1,650	2,025	1,453	_____
259-511310 FICA - Employer	0	0	18,026	14,645	19,175	18,128	_____
259-511350 TMRS-Employer	0	0	38,880	32,229	40,141	38,822	_____
259-511410 Health-Employer	0	0	16,645	23,869	30,034	34,861	_____
259-511500 Worker' Compensation	<u>0</u>	<u>0</u>	<u>1,416</u>	<u>1,310</u>	<u>1,310</u>	<u>1,360</u>	=====
TOTAL Personnel Services	0	0	312,294	270,519	341,309	330,485	_____
<u>Supplies</u>							
259-521000 Operating Supplies	0	0	1,044	545	1,044	1,023	_____
259-521100 Office Supplies	0	0	1,000	516	1,000	980	_____
259-521300 Motor Vehicle Supplies	0	0	1,725	431	1,200	1,176	_____
259-521600 Equip Maint Supplies	<u>0</u>	<u>0</u>	<u>2,155</u>	<u>151</u>	<u>750</u>	<u>735</u>	=====
TOTAL Supplies	0	0	5,924	1,644	3,994	3,914	_____
<u>Utility Services</u>							
259-533500 Vehicle Fuel	<u>0</u>	<u>0</u>	<u>12,595</u>	<u>3,563</u>	<u>10,000</u>	<u>8,624</u>	=====
TOTAL Utility Services	0	0	12,595	3,563	10,000	8,624	_____
<u>Operations Support</u>							
259-534200 Printing & Binding	<u>0</u>	<u>0</u>	<u>3,419</u>	<u>31</u>	<u>3,419</u>	<u>3,351</u>	=====
TOTAL Operations Support	0	0	3,419	31	3,419	3,351	_____
<u>Staff Support</u>							
259-535100 Uniforms	0	0	6,100	1,698	6,100	6,076	_____
259-535300 Memberships	0	0	450	75	450	441	_____
259-535400 Publications	0	0	1,190	0	1,190	980	_____
259-535500 Training/Travel	0	0	13,550	2,406	13,550	16,219	_____
259-535510 Meeting Expenses	0	0	1,200	194	200	980	_____
259-535600 Professional Certification	<u>0</u>	<u>0</u>	<u>1,903</u>	<u>235</u>	<u>1,903</u>	<u>1,865</u>	=====
TOTAL Staff Support	0	0	24,393	4,607	23,393	26,561	_____
<u>Professional Services</u>							
259-541300 Other Consl/Prof Services	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>2,450</u>	=====
TOTAL Professional Services	0	0	2,500	0	2,500	2,450	_____

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

EXPENDITURES	(----- 2021-2022 -----)				(----- 2022-2023 -----)		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Maintenance Services</u>							
259-551700 Abatement/Lot Cleaning	0	0	15,000	6,675	15,000	14,700	
TOTAL Maintenance Services	0	0	15,000	6,675	15,000	14,700	
<u>Operating Equipment</u>							
259-571000 Furniture & Fixtures < \$5,000	0	0	325	285	325	319	
259-571800 Equipment Less \$5,000	0	0	1,000	874	1,000	0	
TOTAL Operating Equipment	0	0	1,325	1,159	1,325	319	
<u>Capital Outlay</u>							
259-581200 Vehicles & Access. Over \$5,00	0	0	0	0	0	76,000	
TOTAL Capital Outlay	0	0	0	0	0	76,000	
<hr/>							
TOTAL NEIGHBORHOOD SERVICES	0	0	377,450	288,198	400,940	466,403	
<hr/>							
TOTAL PUBLIC SAFETY	13,563,963	17,489,515	18,429,232	15,479,813	19,999,499	20,462,417	

**DEPARTMENT: PUBLIC WORKS**  
**DIVISION: 359 STREETS**  
**FUND: 101 GENERAL FUND**

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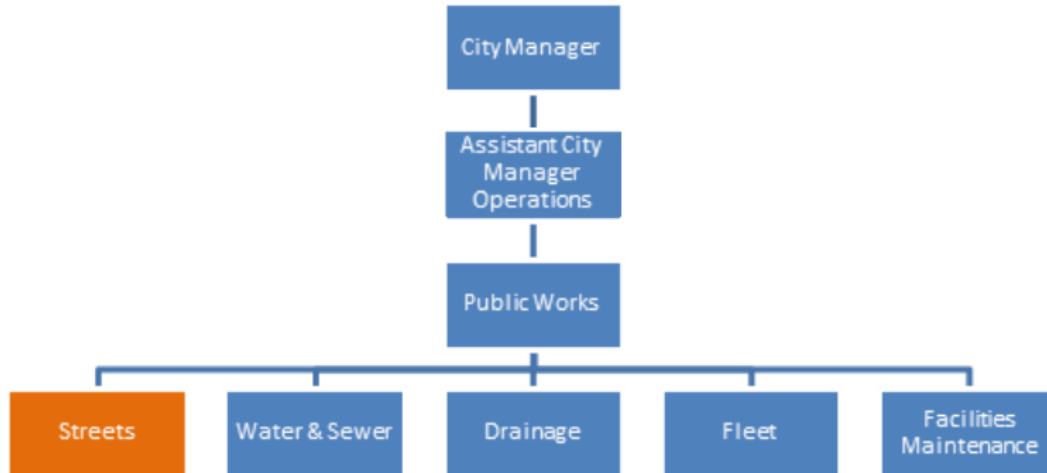
**DEPARTMENT DESCRIPTION**

The Street Division provides high quality service in design, construction, and renovation of streets to provide safe and efficient movement of people and goods through a well-designed, operated, and maintained transportation network. As part of the Streets division's focus to offer the highest level of customer service while being stewards of tax dollars, the division evaluates affordability and efficiency options for providing street maintenance service, including a weekly chipping service.

**GOALS AND OBJECTIVES**

- Apply preventative maintenance strategies to extend the life of City streets and reduce unscheduled maintenance.
- Plan, design, construct, operate, and maintain traffic functions, traffic control devices, street resurfacing and rehabilitation, streetlights, street signs, street sweeping, and crosswalk signals.
- Emphasize safety to reduce preventable accidents.
- Provide traffic counts and speed information on specific streets as requested.
- Design and prepare street maintenance plans, pothole patching, and sidewalk repair/construction.

**ORGANIZATIONAL CHART**



STREETS	2020-21	2021-22	2022-23
Director	1	1	1
Assistant Director	1	1	1
Streets/Drainage Manager	1	1	1
Street Superintendent	1	1	1
Street Supervisor	1	1	1
Street Worker II	5	5	5
Street Worker I	7	7	7
<b>TOTAL POSITIONS</b>	<b>15</b>	<b>15</b>	<b>15</b>

**PERFORMANCE INDICATORS**

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Street Sweeping hours	2173	3752	3900
Number of signs produced	1207	2110	2520
Quantity of asphalt purchased (tons)	482	2050	2050
Special projects (Hours)	1433	2100	2250
Street centerline miles	165	172	180

Efficiency	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Annual cost to operate street sweepers (operators and fuel)	120,500	125,000	135,000
Cost per ton of asphalt	45	65	75
Approved daily budget expenditures for operation	5,583	8,165	9,630

Effectiveness	2020-21 Actual	2021-22 Estimate	2022-23 Budget
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Hours spent on roadway maintenance	3788	8037	6000
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Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
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Personnel	\$815,232	\$1,012,792	\$1,110,661
Supplies	100,222	157,950	178,850
City Support	133	6,000	5,880
Utility Services	188,189	195,000	196,000
Staff Support	18,944	22,200	22,050
Professional Services	12,495	16,000	30,380
Maintenance Services	213,778	485,500	725,790
Rental/Leasing	2,612	5,000	4,900
Operating Equipment	30,581	6,000	6,370
Capital Outlay	31,623	160,975	157,500
<i>Total</i>	<i>\$1,413,809</i>	<i>\$2,067,417</i>	<i>\$2,438,381</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget will increase 17.9% from the FY 2021-22 year-end estimate. FY 2022-23 budget includes an additional \$250,000 for Street Preservation and Maintenance (SPAM).

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

PUBLIC ENVIRONMENT

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET

STREETS

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Personnel Services

359-511110 Regular	491,757	513,176	640,785	523,261	655,150	714,548	
359-511120 Overtime	8,099	15,870	6,240	14,539	15,000	18,192	
359-511180 LTD	389	0	0	0	0	0	
359-511210 Longevity	16,786	12,628	18,074	18,070	17,823	18,628	
359-511230 Certification Allowance	1,685	1,985	4,656	2,539	3,116	2,880	
359-511310 FICA - Employer	37,636	40,486	50,805	41,689	52,868	56,437	
359-511350 TMRS-Employer	82,680	90,140	109,409	82,850	110,678	123,323	
359-511410 Health-Employer	97,233	119,622	154,187	110,437	134,616	150,341	
359-511500 Workers' Compensation	<u>15,678</u>	<u>21,325</u>	<u>25,444</u>	<u>23,541</u>	<u>23,541</u>	<u>26,312</u>	
TOTAL Personnel Services	751,943	815,232	1,009,600	816,926	1,012,792	1,110,661	

Supplies

359-521000 Operating Supplies	2,323	3,791	3,750	2,139	3,750	3,675	
359-521050 Operating Supplies-Sign	37,663	27,714	50,000	29,640	60,000	58,800	
359-521052 Operating Supplies-Dept Sign	0	0	10,000	3,448	10,000	9,800	
359-521055 Operating Supplies-StreetMain	58,311	65,470	79,625	38,633	80,000	88,200	
359-521100 Office Supplies	398	179	400	214	400	3,675	
359-521200 Medical/Chem Supplies	625	1,980	2,000	1,637	2,000	4,900	
359-521300 Motor Veh. Supplies	<u>1,657</u>	<u>1,087</u>	<u>3,700</u>	<u>2,557</u>	<u>1,800</u>	<u>9,800</u>	
TOTAL Supplies	100,976	100,222	149,475	78,268	157,950	178,850	

City Support Services

359-532800 EMPLOYEE APPRECIATION EVENTS	<u>2,478</u>	<u>133</u>	<u>6,000</u>	<u>1,794</u>	<u>6,000</u>	<u>5,880</u>	
TOTAL City Support Services	2,478	133	6,000	1,794	6,000	5,880	

Utility Services

359-533200 Electric Utility Service	148,268	149,738	140,000	123,564	150,000	137,200	
359-533410 Water Utility Service	562	144	600	0	0	0	
359-533500 Vehicle Fuel	<u>30,504</u>	<u>38,307</u>	<u>52,000</u>	<u>39,899</u>	<u>45,000</u>	<u>58,800</u>	
TOTAL Utility Services	179,334	188,189	192,600	163,463	195,000	196,000	

Operations Support

Staff Support

359-535100 Uniforms	14,355	12,447	14,500	7,315	14,500	14,210	
359-535500 Training/Travel	1,187	5,279	10,720	7,406	6,500	7,840	
359-535510 Meeting Expenses	541	1,141	700	234	1,200	0	
359-535600 Professional Certification	<u>0</u>	<u>77</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Staff Support	16,083	18,944	25,920	14,954	22,200	22,050	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

PUBLIC ENVIRONMENT

EXPENDITURES	(----- 2021-2022 -----)				(----- 2022-2023 -----)		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
<u>Professional Services</u>							
359-541310 Contractual Services	9,765	12,495	52,600	7,536	16,000	30,380	
TOTAL Professional Services	9,765	12,495	52,600	7,536	16,000	30,380	
<u>Maintenance Services</u>							
359-551100 Building Maintenance	0	0	0	0	500	0	
359-551400 Minor & Other Equip Maint	0	316	500	0	0	490	
359-551600 Outsourced Street Maintenance	151,779	213,462	299,000	233,935	400,000	642,000	
359-551650 Sidewalk Maintenance	0	0	86,000	10,872	85,000	83,300	
TOTAL Maintenance Services	151,779	213,778	385,500	244,807	485,500	725,790	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
359-561100 Rental-Equipment	1,900	2,612	5,000	4,285	5,000	4,900	
TOTAL Rental/Leasing	1,900	2,612	5,000	4,285	5,000	4,900	
<u>Operating Equipment</u>							
359-571000 Furniture & Fixtures	240	236	200	112	2,000	1,470	
359-571200 Vehicles & Access under \$5,00	0	1,190	0	0	0	0	
359-571750 Street Crossing Minor Imprvmn	55,194	22,517	45,000	0	0	0	
359-571800 Equipment under \$5,000	1,201	6,638	4,000	4,764	4,000	4,900	
TOTAL Operating Equipment	56,635	30,581	49,200	4,876	6,000	6,370	
<u>Capital Outlay</u>							
359-581200 Vehicles & Access. Over \$5,00	250,025	31,623	0	0	0	51,250	
359-581750 Street Crossing Improvements	506	0	0	0	0	0	
359-581800 Equipment Over \$5,000	0	0	162,075	101,917	160,975	106,250	
TOTAL Capital Outlay	250,531	31,623	162,075	101,917	160,975	157,500	
<b>TOTAL STREETS</b>	<b>1,521,424</b>	<b>1,413,809</b>	<b>2,037,970</b>	<b>1,438,826</b>	<b>2,067,417</b>	<b>2,438,381</b>	
<b>TOTAL PUBLIC ENVIRONMENT</b>	<b>1,521,424</b>	<b>1,413,809</b>	<b>2,037,970</b>	<b>1,438,826</b>	<b>2,067,417</b>	<b>2,438,381</b>	

**DEPARTMENT: 460 PARKS, RECREATION AND  
COMMUNITY SERVICES  
FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

The Parks, Recreation, and Community Services department oversees the maintenance and management of approximately 438 acres of park land, to include the maintenance of municipal facilities, creek ways, swimming pools, park irrigation systems, trails, restrooms, pavilions, open space, playground equipment, benches, picnic tables, lighting, mowing contracts oversight, campus formal bed maintenance contracts, and oversight of athletic field maintenance by sports associations (Buffalo Valley Youth Association and Schertz Youth Soccer Alliance). It conducts community-wide tree planting and beautification programs. Acquires, designs, constructs, and renovates existing and additional park land and facilities. It provides citizen input and communication venues utilizing the Parks and Recreation Advisory Board, community surveys, and community meetings. It plans and implements over 50 special events, recreation programs, and parades. The Director of Parks, Recreation, and Community Services oversees the budgets for Parks, Swimming Pools, Tree Mitigation, Parkland Dedication, and the Special Events Fund. In addition, the Director oversees and manages the contracts with the YMCA of Greater San Antonio for the staffing and programming of the Recreation Center, the Schertz Area Senior Center, the Schertz Aquatics Center, and the outdoor pools at Pickrell Park and Wendy Swan Memorial Park.

**GOALS AND OBJECTIVES**

- Continue to develop a system of parks, open space, recreational facilities, and leisure services that will meet the needs of an expanding community.
- Implement the on-going Parks and Open Space Master Plan recommendations and priorities to keep pace with the needs of an expanding community.
- Continue the development of trails and greenbelts to improve connectivity among parks, neighborhoods, churches, schools, public facilities, and municipal buildings.
- Provide recreational and leisure opportunities to City of Schertz residents of all ages through the provision of high-quality parks and recreational facilities, swimming pools, and senior center.

- Continue to expand our internal, recreation services program through our Music & Movies in the Park series, restructuring of our established special events, and introduction of more adult-oriented sports opportunities.
- Continue to expand our nature park educational opportunities through more organized, structured site tours and programming accomplished through partnerships with the Friends of Crescent Bend Nature Park, members of the local birding community, and the local school district (SCUCISD).

### ORGANIZATIONAL CHART



PARKS, RECREATION & COMMUNITY SERVICES	2020-21	2021-22	2022-23
Director of Parks, Recreation & Community Services	1	1	1
Administrative Assistant	1	1	1
Parks Manager	1	1	1
Park Maintenance Crew Supervisor	1	1	1
Park Maintenance Technician I	5	5	6
Park Worker I, Part Time	1	1	1
Seasonal Park Workers	1	1	1
Recreation Manager	1	1	1
Events Specialist	1	1	1
<b>TOTAL POSITIONS</b>	<b>13</b>	<b>13</b>	<b>14</b>

**PERFORMANCE INDICATORS**

Workload/Outputs	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Total Acres of Park Land Managed	425.31	438.97	438.97
Total Acres of City Campuses Managed	36.03	36.03	36.03
Total Acres of Land Managed Per FTE	76.89	79.17	79.17
Total Miles of Trails Managed	25	25	25.6
Special Events, Programs & Parades	50	50	50

Efficiency	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Acres of Contractual Mowing	119.40	123.09	123.09
Acres of Athletic Association Maintenance	70.02	70.02	70.02
Hours of Volunteer Service	800	500	500
Hours of Athletic Association Service	1,200	1,200	1,200

Effectiveness	2020-21 actual	2021-22 Estimate	2022-23 Budget
Cost Benefit for Athletic Association Field Maintenance	\$550,000	\$550,000	\$550,000
Cost Benefit for Volunteer Hours	\$12,000	\$7,500	\$7,500
Special Events Attendance	15,000	25,000	25,000
Youth Sports Registrations (BVYA & SYSA)	3,800	1,900	3,800

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$669,997	\$729,822	\$840,485
Supplies	122,154	113,148	83,643
City Support Services	153,879	141,749	156,800
Utility Services	260,988	256,000	250,880
Operations Support	1,049	2,000	1,960
Staff Support	15,958	19,670	19,277
Professional Services	146,145	147,946	144,987
Maintenance Services	76,649	14,000	13,720
Rental/Leasing	10,038	10,000	9,800
Operating Equipment	52,345	65,000	63,700

Capital Outlay	152,667	280,997	359,197
<i>Total</i>	<i>\$1,661,869</i>	<i>\$1,780,332</i>	<i>\$1,944,449</i>

## **PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget will increase 9.2% from the FY 2021-22 year-end estimate for a new Parks maintenance technician position and vehicle and equipment replacements.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

PARKS & RECREATION

EXPENDITURES	2021-2022				2022-2023	
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED

PARKS

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Personnel Services

460-511110 Regular	402,157	440,047	498,671	394,513	484,401	552,864	
460-511120 Overtime	13,716	19,562	18,245	19,671	20,000	21,536	
460-511180 LTD	237	0	0	0	0	0	
460-511210 Longevity	3,157	3,208	4,156	5,140	5,140	2,288	
460-511230 Certification Allowance	1,319	4,337	9,069	5,233	6,335	4,752	
460-511310 FICA - Employer	30,038	34,462	40,543	31,493	39,465	44,473	
460-511350 TMRS-Employer	65,428	74,854	84,482	63,265	82,618	92,828	
460-511410 Health-Employer	71,605	88,767	97,967	72,909	86,463	115,052	
460-511500 Workers' Compensation	<u>3,428</u>	<u>4,760</u>	<u>5,837</u>	<u>5,400</u>	<u>5,400</u>	<u>6,692</u>	
TOTAL Personnel Services	591,086	669,997	758,970	597,625	729,822	840,485	

Supplies

460-521000 Operating Supplies	33,624	34,029	32,750	26,286	32,750	32,095	
460-521100 Office Supplies	1,617	2,038	1,500	1,840	1,500	1,470	
460-521200 Medical/Chem Supplies	2,819	3,254	4,100	4,131	4,100	4,018	
460-521300 Motor Vehicle Supplies	190	532	500	74	500	490	
460-521310 Landscaping Supplies-Parks	19,806	38,610	18,500	19,608	18,500	18,130	
460-521315 Landscaping Supplies-Campus	19,636	32,273	22,500	27,142	22,500	22,050	
460-521400 Plumbing Supplies	3,544	11,208	32,798	1,794	32,798	4,900	
460-521610 Building Maintenance Supplies	<u>256</u>	<u>211</u>	<u>500</u>	<u>5</u>	<u>500</u>	<u>490</u>	
TOTAL Supplies	81,491	122,154	113,148	80,879	113,148	83,643	

City Support Services

460-532601 Holidazzle	25,559	54,351	26,000	34,137	34,137	34,300	
460-532604 4th of July Jubilee	12,316	47,254	26,000	29,968	26,000	34,300	
460-532619 Schertz Sweetheart	2,862	2,142	10,000	7,126	10,000	9,800	
460-532620 Sweetheart Scholarships	4,000	4,000	8,500	1,500	8,500	4,410	
460-532626 Other Events	12,309	25,370	43,500	29,718	43,500	52,430	
460-532629 MOVING ON MAIN	375	13,964	12,000	10,519	9,612	11,760	
460-532800 Music, Movies in the Park	<u>3,263</u>	<u>6,798</u>	<u>10,000</u>	<u>1,950</u>	<u>10,000</u>	<u>9,800</u>	
TOTAL City Support Services	60,684	153,879	136,000	114,918	141,749	156,800	

Utility Services

460-533200 Electric Utility Service	61,651	74,419	76,000	59,328	76,000	74,480	
460-533410 Water Utility Service	151,922	174,257	160,000	91,823	160,000	156,800	
460-533500 Vehicle Fuel	<u>8,043</u>	<u>12,312</u>	<u>10,000</u>	<u>16,170</u>	<u>20,000</u>	<u>19,600</u>	
TOTAL Utility Services	221,616	260,988	246,000	167,320	256,000	250,880	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

PARKS & RECREATION

EXPENDITURES	2021-2022				2022-2023		ADOPTED BUDGET
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	
<u>Operations Support</u>							
460-534100 Advertising	1,571	927	1,000	50	1,000	980	
460-534800 Temporary Empl. Services	<u>106</u>	<u>123</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>980</u>	
TOTAL Operations Support	1,677	1,049	2,000	50	2,000	1,960	
<u>Staff Support</u>							
460-535100 Uniforms	7,511	7,519	7,195	4,558	7,195	7,051	
460-535300 Memberships	1,657	1,864	1,625	1,261	1,625	1,593	
460-535500 Training/Travel	8,666	5,401	10,000	7,016	10,000	9,800	
460-535510 Meeting Expenses	<u>571</u>	<u>1,175</u>	<u>850</u>	<u>838</u>	<u>850</u>	<u>833</u>	
TOTAL Staff Support	18,406	15,958	19,670	13,673	19,670	19,277	
<u>Professional Services</u>							
460-541300 Other Cons/Prof Services	11,819	26,913	42,018	3,113	6,000	5,880	
460-541310 Contract Services	<u>120,573</u>	<u>119,233</u>	<u>141,946</u>	<u>93,895</u>	<u>141,946</u>	<u>139,107</u>	
TOTAL Professional Services	132,392	146,145	183,964	97,008	147,946	144,987	
<u>Maintenance Services</u>							
460-551100 Building Maintenance	2,486	14,443	2,500	1,813	2,500	2,450	
460-551400 Minor & Other Equip Maint	3,388	7,373	5,000	4,599	5,000	4,900	
460-551600 Street Maintenance Materials	0	51,183	0	0	0	0	
460-551618 Veteran's Memorial Maint.	29,964	3,650	4,000	3,199	4,000	3,920	
460-551710 Landscaping	<u>4,838</u>	<u>0</u>	<u>2,500</u>	<u>2,746</u>	<u>2,500</u>	<u>2,450</u>	
TOTAL Maintenance Services	40,676	76,649	14,000	12,357	14,000	13,720	
<u>Rental/Leasing</u>							
460-561100 Rental-Equipment	<u>10,210</u>	<u>10,038</u>	<u>10,000</u>	<u>5,268</u>	<u>10,000</u>	<u>9,800</u>	
TOTAL Rental/Leasing	10,210	10,038	10,000	5,268	10,000	9,800	
<u>Operating Equipment</u>							
460-571000 Furniture & Fixtures	2,002	0	0	0	0	0	
460-571700 Improvements under \$5,000	45,741	39,194	50,000	17,475	50,000	49,000	
460-571800 Equipment under \$5,000	<u>13,364</u>	<u>13,151</u>	<u>15,000</u>	<u>8,607</u>	<u>15,000</u>	<u>14,700</u>	
TOTAL Operating Equipment	61,108	52,345	65,000	26,081	65,000	63,700	
<u>Capital Outlay</u>							
460-581200 Vehicles & Access. Over \$5,00	0	0	32,000	0	32,000	87,500	
460-581700 Improvements Over \$5,000	56,298	141,028	206,979	59,173	242,997	242,997	
460-581800 Equipment Over \$5,000	<u>36,514</u>	<u>11,639</u>	<u>6,000</u>	<u>0</u>	<u>6,000</u>	<u>28,700</u>	
TOTAL Capital Outlay	92,813	152,667	244,979	59,173	280,997	359,197	
TOTAL PARKS	1,312,158	1,661,869	1,793,731	1,174,353	1,780,332	1,944,449	

DEPARTMENT: PARKS, RECREATION, AND  
COMMUNITY SERVICES  
DIVISION: 463 POOLS  
FUND: 101 GENERAL FUND

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**DEPARTMENT DESCRIPTION**

The management and maintenance of two (2) outdoor pools including the maintenance of swimming facilities, pumping systems, and related aquatic programs designed to encourage safe use and professional management of these facilities. Provide contractual oversight of the management, programming, and maintenance of the Schertz Aquatics Center. Provide citizen input and communication venues utilizing the Parks and Recreation Advisory Board, surveys, and community meetings.

**GOALS AND OBJECTIVES**

- Maintain and develop aquatic programs designed to educate our citizens and to meet the needs of our expanding community.
- Maintain a high quality of pool maintenance while providing excellent aquatic recreation and leisure service programs.
- Incorporate management oversight of the Schertz Aquatics Center in order to expand the availability of recreational and health/well-being programming and provide year-round access to same.

### ORGANIZATIONAL CHART



### PERFORMANCE INDICATORS

Workload/Outputs	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Revenue per year Outdoor Pools	\$28,275	\$25,000	\$28,500
Days open per year Outdoor Pools	72	72	72
Daily Admissions Pickrell Pool	\$21,545	\$22,024	\$22,000
Total Attendance Pickrell Pool	9,736	11,651	11,000
Season Pool Pass Sales	\$6,730	\$6,495	\$4,000
Total Attendance Schertz Aquatics Ctr	78,000	78,000	78,000

Efficiency	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Cost per resident for Pool Operations (Includes Schertz Aquatics Center)	\$14.25	\$14.25	\$13.16

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Supplies	\$23,107	\$25,500	\$24,990
Utility Services	22,616	23,000	16,170
Professional Services	0	0	0
Maintenance Services	490,950	527,878	517,320
Operating Equipment	0	0	0
<i>Total</i>	<i>\$536,674</i>	<i>\$576,378</i>	<i>\$558,480</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget will decrease 3.1% from the FY 2021-22 year end with no change in operations.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

PARKS & RECREATION

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET

SWIM POOL

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Supplies

463-521000 Operating Supplies	3,809	3,806	4,500	2,506	4,500	4,410	
463-521200 Chem/Med/Lab Supplies	13,655	17,459	18,000	20,092	18,000	17,640	
463-521600 Equip Maint Supplies	<u>0</u>	<u>1,842</u>	<u>3,000</u>	<u>1,730</u>	<u>3,000</u>	<u>2,940</u>	
TOTAL Supplies	17,464	23,107	25,500	24,328	25,500	24,990	

Utility Services

463-533200 Electric Utility Service	16,809	14,916	10,000	11,900	15,000	9,800	
463-533410 Water Utility Service	<u>3,272</u>	<u>7,701</u>	<u>6,500</u>	<u>6,323</u>	<u>8,000</u>	<u>6,370</u>	
TOTAL Utility Services	20,082	22,616	16,500	18,224	23,000	16,170	

Staff Support

Professional Services

Maintenance Services

463-551100 Building Maintenance	95	( 2)	0	0	0	0	
463-551400 Minor & Other Equip Maint	17,484	9,418	10,000	0	10,000	9,800	
463-551700 Contract Maintenance	<u>416,404</u>	<u>481,534</u>	<u>517,878</u>	<u>367,664</u>	<u>517,878</u>	<u>507,520</u>	
TOTAL Maintenance Services	433,983	490,950	527,878	367,664	527,878	517,320	

Rental/Leasing

Operating Equipment

Capital Outlay

TOTAL SWIM POOL	471,528	536,674	569,878	410,216	576,378	558,480	
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DEPARTMENT: PUBLIC AFFAIRS  
DIVISION: 464 EVENT FACILITIES  
FUND: 101 GENERAL FUND

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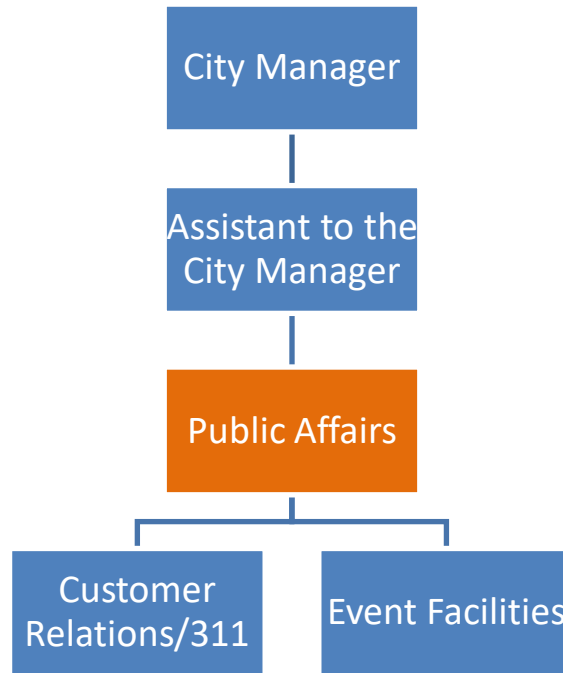
### DEPARTMENT DESCRIPTION

Under the umbrella of Public Affairs, Event Facilities provides a place where guests can celebrate life events such as social or cultural activities. The Event Facilities are centrally located in Schertz for businesses and other organizations to hold meetings, training, and/or other specialized events. This department handles all aspects of event rental, and in cooperation with other department's plans, coordinates and executes each event from start to finish (initial deposit to event feedback).

### GOALS AND OBJECTIVES

- Promotes community involvement by attracting public events such as fundraisers, tradeshow/conventions, and performing arts events.
- Promotes high quality of life for residents and other customers by providing an affordable, friendly, and safe gathering place for special events.
- Promotes relationships with surrounding cities, businesses, organizations, and citizens by offering audio/video capabilities and attractive, flexible and diverse use of venue space through upgrades in technology and building improvements.

**ORGANIZATIONAL CHART**



EVENT FACILITIES	2020-21	2021-22	2022-23
Civic Center Manager	1	1	1
Civic and Community Centers Coordinator	1	1	1
Event Attendant	2	2	3
P/T Event Attendant	2	2	1
<b>TOTAL POSITIONS</b>	<b>6</b>	<b>6</b>	<b>6</b>

**PERFORMANCE INDICATORS**

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Number of events booked	837	850	850
Number of events cancelled	128	125	50
Number of facility tours	250	300	300
Number of web inquiries answered	126	150	150

Efficiency	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Revenue	198,771	320,000	300,000
Comp'd Value	55,000	38,000	30,000

Effectiveness	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Tradeshows/conventions	9	14	12
Customer satisfaction Rating	95%	100%	100%

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel Services	\$216,037	\$337,833	\$327,658
Supplies	5,606	3,650	4,410
Utility Services	40,363	39,350	48,588
Operations Support	30,114	7,400	15,298
Staff Support	2,362	8,252	4,876
Professional Services	907	0	0
Maintenance Services	5,641	8,898	2,450
Operating Equipment	6,745	14,500	10,780
<i>Total</i>	<i>\$307,775</i>	<i>\$419,883</i>	<i>\$414,060</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget will decrease 1.4% from the FY 2021-22-year end estimate with no changes to operations.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

PARKS & RECREATION

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET

EVENT FACILITIES

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Personnel Services

464-511110 Regular	191,255	155,721	201,164	186,242	236,636	231,369	_____
464-511120 Overtime	1,041	790	5,375	4,866	5,000	3,871	_____
464-511180 LTD	115	0	0	0	0	0	_____
464-511210 Longevity	3,629	3,467	3,996	3,979	3,979	6,308	_____
464-511310 FICA - Employer	14,501	12,178	15,943	14,686	18,790	18,467	_____
464-511350 TMRS-Employer	31,422	24,664	34,141	28,533	39,335	39,546	_____
464-511410 Health-Employer	21,505	18,940	25,788	27,107	33,802	27,732	_____
464-511500 Workers' Compensation	<u>216</u>	<u>277</u>	<u>315</u>	<u>291</u>	<u>291</u>	<u>365</u>	<u>_____</u>
TOTAL Personnel Services	263,684	216,037	286,722	265,705	337,833	327,658	_____

Supplies

464-521000 Operating Supplies	3,163	4,814	3,000	2,621	2,500	3,136	_____
464-521050 Ancillary Products	240	166	450	135	450	490	_____
464-521100 Office Supplies	<u>409</u>	<u>626</u>	<u>700</u>	<u>453</u>	<u>700</u>	<u>784</u>	<u>_____</u>
TOTAL Supplies	3,812	5,606	4,150	3,209	3,650	4,410	_____

Utility Services

464-533100 Gas Utility Service	594	696	850	836	850	1,058	_____
464-533200 Electric Utility Service	27,951	32,673	39,250	23,057	30,000	39,200	_____
464-533410 Water Utility Service	7,222	6,429	7,000	4,800	7,000	6,860	_____
464-533500 Vehicle Fuel	<u>0</u>	<u>565</u>	<u>1,500</u>	<u>844</u>	<u>1,500</u>	<u>1,470</u>	<u>_____</u>
TOTAL Utility Services	35,767	40,363	48,600	29,537	39,350	48,588	_____

Operations Support

464-534100 Advertising	1,220	989	3,800	0	3,800	3,920	_____
464-534200 Printing & Binding	0	1,527	1,500	124	2,000	1,470	_____
464-534550 Business Meetings/Networking	72	0	108	0	100	108	_____
464-534800 Temporary Empl. Services	<u>215</u>	<u>27,599</u>	<u>8,000</u>	<u>1,199</u>	<u>1,500</u>	<u>9,800</u>	<u>_____</u>
TOTAL Operations Support	1,507	30,114	13,408	1,323	7,400	15,298	_____

Staff Support

464-535100 Uniforms	1,132	462	1,500	883	1,500	1,470	_____
464-535300 Memberships	202	243	315	249	209	270	_____
464-535500 Training/Travel	2,006	1,478	2,850	308	2,741	2,891	_____
464-535510 Meeting Expenses	<u>169</u>	<u>179</u>	<u>200</u>	<u>156</u>	<u>3,802</u>	<u>245</u>	<u>_____</u>
TOTAL Staff Support	3,508	2,362	4,865	1,596	8,252	4,876	_____

Professional Services

464-541300 Professional Services	<u>0</u>	<u>907</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>_____</u>
TOTAL Professional Services	0	907	0	0	0	0	_____

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

PARKS & RECREATION

EXPENDITURES	(----- 2021-2022 -----)				(----- 2022-2023 -----)		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Maintenance Services</u>							
464-551800 Other Maintenance Agreements	6,312	5,641	12,700	3,258	8,898	2,450	
TOTAL Maintenance Services	6,312	5,641	12,700	3,258	8,898	2,450	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
464-571000 Furniture and Fixtures < \$500	1,565	1,014	3,300	1,025	3,300	980	
464-571401 Audio/Visual Equipment	0	264	0	0	0	0	
464-571500 Operating Equipment <\$5,000	4,324	5,467	11,200	8,658	11,200	9,800	
TOTAL Operating Equipment	5,889	6,745	14,500	9,683	14,500	10,780	
<u>Capital Outlay</u>							
TOTAL EVENT FACILITIES	320,479	307,775	384,945	314,311	419,883	414,060	
TOTAL PARKS & RECREATION	2,104,164	2,506,318	2,748,554	1,898,879	2,776,593	2,916,989	

**DEPARTMENT: 665 LIBRARY**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

The Schertz Public Library:

- Supports life-long learning, literacy and recreation by developing and maintaining a wide variety of library materials in print, audiovisual and digital formats for users of all ages;
- Encourages the love of reading and learning by providing story time, special event programs, and various other literacy-based programs for infants, children and teens;
- Enriches the lives of adults by providing instructional and recreational programming in high-interest areas such as Internet usage, computer software, e-readers and other personal digital devices, health and fitness, financial planning, crafts, and book clubs;
- Provides public access to technology including computers, the Internet, wi-fi and printers, as well as to online employment, business and educational resources;
- Provides answers and information to telephone, email, online chat, and in-person queries;
- Provides meeting and study space to individuals and community groups;
- Provides community outreach for underserved local residents through special programs, and
- Actively cooperates and interacts with other libraries in the region to share ideas and stay current in library practices. The library participates in CTLS, Inc. (Connecting Texas Libraries Statewide), a non-profit corporation that sponsors continuing education programs for library staff and encourages library usage and support by Texas residents. The library's primary service area includes the City of Schertz, the City of Selma, the City of Cibolo and Guadalupe County.

**2022-23 GOALS**

- Continue improving the collection and acceptable items-to-customer ratio by adding titles in a variety of formats. Focus will continue to be on collections with high turnover rates, e.g., bestsellers, DVDs, graphic novels, beginning readers, etc., with an additional focus on providing materials on the topics of diversity, equity, and inclusion.

- Continue weeding projects according to schedule in order to enhance and update collections.
- Continue systematic review and update of policies and procedures with an eye toward providing excellent customer-focused service, inclusion, and efficiency in service delivery.
- Implement in-house laptop circulation program (program was again delayed due to COVID and staff vacancy).
- Re-establish technology classes and programming.
- Expand job and career development program offerings.
- Expand outreach efforts in Schertz, Cibolo and Selma.
- Test a trial homebound delivery program in cooperation with Neighborhood Services.

## 2021-22 HIGHLIGHTS AND ACCOMPLISHMENTS

Received Texas Municipal Library Directors 2021 Achievement in Excellence Award for demonstrating consistent excellence and outstanding contributions to public library services within our community. Schertz Public Library was one of only 59 public libraries in Texas to receive this award.

### Operations and Collections

- Added approximately 6,000 new and replacement items to library's physical collections and withdrew more than 2,000 dated, worn, lost and damaged items from library's physical collections.
- Resumed using teen and adult volunteers in the library.

### Programming

Programming in FY22 was a mixture of virtual and in-person programming.

- Youth and Adult Services revamped winter and summer reading program formats to include creative activities and exploration activities in addition to reading activities.
- Revised summer reading program for Schertz Area Sr. Center and Forest Ridge Assisted Living Community to be simpler.
- Added new health and wellness adult programming including Qigong and meditation practice.
- More than 5,400 people attended 170 recorded or in-person programs in the first half of FY2022. Programs included weekly storytimes, outreach events, health programs, STEM and game programs, genealogy presentations, book clubs, craft sessions, and poetry programs.

**Outreach and Partnerships**

- Continued to partner with the Texas State Library to provide service as a Texas Talking Books Program Demo Library.
- Continued to place a bi-weekly rotating children’s book collection in the memory care unit of the Legacy at Forest Ridge Retirement Community.
- Continued to partner with SCUCISD for various programs and activities including Family Night literacy programs, school visits, and working with the district’s Bilingual Coordinator to provide a Salsa Garden event.
- Partnered with various organizations to provide programming and services to the community including TexasRxCard for discount medications cards, National Alliance on Mental Illness for programs, workshop and support groups, ACOG, Texas Medicare Solutions for programs, South Texas Blood and Tissue for quarterly blood drives, and YMCA for Story & Swim and holiday programs.
- Provided training to Primrose School staff on using puppets in their programs and Zoom Library 101 training to Schertz School of Science and Technology.
- Continued partnerships with other City departments to provide programming to community, including Parks & Rec’s Candy Cruise, Movin’ on Main, and a Library Discovery Garden, and a summer reading program and Large Print circulation collection for Senior Center.

**ORGANIZATION**



**CHART**

LIBRARY	2020-21	2021-22	2022-23
Library Director	1	1	1
Librarian	3	3	3
Library Technician	2	2	2
Library Assistant	3	3	3
Library Assistant (20 hours)	7	7	7
Library Assistant (10 hours)	2	2	4
Programming Specialist (20 hours)	1	1	2
Library Page (10 hours)	2	2	0
Temp Part-time Library Clerk (Unfunded)	1	1	1
<b>TOTAL POSITIONS</b>	<b>22</b>	<b>22</b>	<b>23</b>

## PERFORMANCE INDICATORS

	2020-21	2021-22	2022-23
Input	Actual	Estimate	Budget
Service population (determined by TSLAC)	116,207	121,766	125,000
Total Staffing FTE	14.0	14.0	14.0
Circulation Staffing FTE	9.0	9.0	9.0
Total Operating Budget	\$1,040,278	\$1,190,931	\$1,162,891
Total Materials Collection	149,956	153,000	159,000
Registered Borrowers	30,291	31,000	32,000
Materials Budget	\$125,472	\$130,000	\$136,000

	2020-21	2021-22	2022-23
Workload/Output	Actual	Estimate	Budget
Circulation per Capita	2.42	2.64	2.56
Library Visits per Capita	0.79	1.07	1.04
Program Attendance per Capita	0.02	0.07	0.07
Collection Turnover Rate	1.88	2.10	2.01
Total Circulation	281,659	322,000	320,000
Total Library Visits	91,291	130,000	130,000
Total Program Attendance			

	2020-21	2021-22	2022-23
Efficiency	Actual	Estimate	Budget
Cost per Person Served	\$8.95	\$9.78	\$9.30
Cost per Circulation	\$3.63	\$3.70	\$3.69
Circulation per Circulation FTE	31,295	35,778	35,556

	2020-21	2021-22	2022-23
Effectiveness	Actual	Estimate	Budget
Percentage of Service Population With Library Cards	26.07%	25.46%	25.60%
Materials Expenditures per Capita	\$1.08	\$1.07	\$1.09
Materials Expenditures as a Percentage of Operating Budget (striving for 15% min.)	12.06%	10.92%	11.69%
Items per Capita (striving to meet 1.53 items per capita standard)	1.29	1.26	1.27

	2020-21	2021-22	2022-23
Budget	Actual	Estimate	Budget
Personnel Services	\$847,827	\$948,877	\$971,700
Supplies	11,347	15,000	18,130
Utility Services	48,117	62,000	60,760
Operations Support	2,168	5,900	4,018
Staff Support	3,655	7,025	7,874
Professional Services	1,656	3,129	2,254
Operating Equipment	125,508	149,000	169,540
<i>Total</i>	<i>\$1,040,278</i>	<i>\$1,190,931</i>	<i>\$1,234,276</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The Library FY 2022-23 Budget increases 3.6% from the FY 2021-22 year end for a new Part time programming specialist, wage increases, and additional funding for Library materials.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

CULTURAL

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET

LIBRARY

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Personnel Services

665-511110 Regular	572,642	590,588	624,324	537,407	665,759	688,464	
665-511120 Overtime	245	288	1,056	237	1,056	1,056	
665-511180 LTD	317	0	0	0	0	0	
665-511210 Longevity	12,863	14,401	17,944	16,817	16,817	17,404	
665-511230 Certification Allowance	1,200	1,463	1,152	1,814	2,310	2,477	
665-511310 FICA - Employer	41,449	44,426	49,248	41,010	52,475	54,216	
665-511350 TMRS-Employer	89,735	94,463	99,552	77,054	109,854	104,583	
665-511410 Health-Employer	91,090	101,393	110,129	82,599	99,698	102,469	
665-511500 Workers' Compensation	<u>601</u>	<u>805</u>	<u>981</u>	<u>908</u>	<u>908</u>	<u>1,031</u>	
TOTAL Personnel Services	810,141	847,827	904,386	757,845	948,877	971,700	

Supplies

665-521000 Operating Supplies	8,417	8,930	12,000	7,664	12,000	15,190	
665-521100 Office Supplies	<u>2,152</u>	<u>2,417</u>	<u>3,000</u>	<u>1,349</u>	<u>3,000</u>	<u>2,940</u>	
TOTAL Supplies	10,568	11,347	15,000	9,012	15,000	18,130	

Utility Services

665-533100 Gas Utility Service	2,274	2,942	4,000	2,385	3,000	2,940	
665-533200 Electric Utility Service	35,667	33,309	45,000	26,977	38,000	37,240	
665-533410 Water Utility Service	<u>20,367</u>	<u>11,866</u>	<u>21,000</u>	<u>15,672</u>	<u>21,000</u>	<u>20,580</u>	
TOTAL Utility Services	58,308	48,117	70,000	45,034	62,000	60,760	

Operations Support

665-534000 Postage	2,430	1,916	3,000	1,888	3,000	2,940	
665-534200 Printing & Binding	<u>2,314</u>	<u>252</u>	<u>2,900</u>	<u>0</u>	<u>2,900</u>	<u>1,078</u>	
TOTAL Operations Support	4,744	2,168	5,900	1,888	5,900	4,018	

Staff Support

665-535100 Uniforms	7	429	400	21	400	392	
665-535200 Awards	154	0	300	172	300	294	
665-535300 Memberships	1,252	1,557	1,325	1,336	1,325	1,357	
665-535500 Training/Travel	4,993	1,567	4,700	4,350	4,700	5,537	
665-535510 Meeting Expenses	<u>111</u>	<u>103</u>	<u>300</u>	<u>20</u>	<u>300</u>	<u>294</u>	
TOTAL Staff Support	6,517	3,655	7,025	5,899	7,025	7,874	

Professional Services

665-541300 Other Consl/Prof Services	0	0	1,000	0	1,000	0	
665-541365 Courier/Delivery Services	<u>1,984</u>	<u>1,656</u>	<u>2,300</u>	<u>2,129</u>	<u>2,129</u>	<u>2,254</u>	
TOTAL Professional Services	1,984	1,656	3,300	2,129	3,129	2,254	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

CULTURAL

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Maintenance Services</u>							
<u>Operating Equipment</u>							
665-571000 Furniture & Fixtures < \$5,000	1,161	0	16,000	12,520	16,000	26,460	
665-571400 Library Materials	138,929	125,472	130,000	100,096	130,000	133,280	
665-571600 Donation-Expense	<u>2,081</u>	<u>36</u>	<u>11,762</u>	<u>0</u>	<u>3,000</u>	<u>9,800</u>	
TOTAL Operating Equipment	142,171	125,508	157,762	112,616	149,000	169,540	
<u>Capital Outlay</u>							
TOTAL LIBRARY	1,034,433	1,040,278	1,163,373	934,423	1,190,931	1,234,276	
TOTAL CULTURAL	1,034,433	1,040,278	1,163,373	934,423	1,190,931	1,234,276	

## DEPARTMENT: 853 INFORMATION TECHNOLOGIES (IT)

### FUND: 101 GENERAL FUND

#### DEPARTMENT DESCRIPTION

The Information Technologies Dept. is charged with maintaining, operating and securing the City's information assets. These assets form the foundation upon which many of the City's core operations depend. Therefore, this foundation must be reliable, resilient and responsive. To meet these expectations, the department focuses daily on customer service, education and planning.

The IT department increases the business return on technology investments by creating and managing hardware and software through dedicated planning and alignment. IT is also dedicated to ensuring a great end user experience by designing, implementing, managing and continually improving our processes.

IT is also tasked to protect the organization and its ability to perform its mission. We accomplish this through a comprehensive security program, managing our data, ensuring efficiency, effectiveness and compliancy. We also strive to deploy programs designed to engage our staff and citizens in easy and convenient ways.

The City of Schertz uses a Geographic Information System (GIS) to create maps, analyze information, and visually examine the geographic features of our region. Many function of City government have a geographic dimension and the successful execution of GIS Services can substantially increase efficiency, collaboration and empowerment in the decision-making process.

#### ORGANIZATIONAL CHART



INFORMATION TECHNOLOGY	2020-21	2021-22	2022-23
Director	1	1	1
Administrative Assistant	1	1	1
Senior Systems Administrator	1	1	1
Senior Computer Support Engineer	1	1	1
Customer Services Technician I	3	3	3
Public Safety Administrator	1	1	1
Public Safety Technician	0	0	1
GIS Coordinator	1	1	1
GIS Specialist	1	1	1
<b>TOTAL POSITIONS</b>	<b>10</b>	<b>10</b>	<b>10</b>

Workload	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Average Annual Work Orders Completed	2,550	3,084	3,200
Average Monthly Hours to Complete Work Orders	1.25	1.5	1.25
Total Projects	45	62	67
Average Monthly Project Hours	455	620	750
Total Emails Received	1,122,550	1,116,600	1,239,530
Total Sent Good Email	452,550	454,875	475,000
Total Teams Meetings	1,675	1,452	1,575
Total Teams Interoffice Chats	14,500	23,450	25,000

Efficiency	2020-21 Actual	2021-22 Estimate	2022-23 Budget
% Work Orders Completed 0-1 Day	46%	45%	55%
% Work Orders Completed 2-3 Days	8%	12%	15%
% Work Orders Completed 4-6 Days	11%	11%	10%
% Work Orders Completed 7-10 Days	7%	9%	5%
% Work Orders Completed >11 Days	28%	23%	15%
Average Number of Days to Work Orders			
% Time on GIS Specific Projects	52%	53%	55%
% Time on GIS Customer Assistance	8%	9%	17%
% Time on Training/Conferences	0%	8%	8%
% Time on Non-Department Projects	20%	16%	8%
% Time on Administrative Overhead	20%	14%	12%

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$847,553	\$981,852	\$1,047,151
Supplies	4,351	7,540	8,624
City Support Services	863,873	922,975	1,103,274
Utility Services	318,226	347,750	342,896
Staff Support	22,059	50,000	72,334
Professional Services	118,813	38,075	25,970
Maintenance Services	9,948	10,000	14,700
Rental/Leasing	3,477	3,650	3,577
Operating Equipment	302,387	269,594	256,025
Capital Outlay	26,889	0	53,050
<i>Total</i>	<i>\$2,517,577</i>	<i>\$2,631,436</i>	<i>\$2,927,601</i>

#### **PROGRAM JUSTIFICATION AND ANALYSIS**

The Information Technology FY 2022-23 Budget increases approximately 11.3% from the FY 2021-2022 year-end estimates. Primary costs changes include a new Public safety technician position, an Eprocurement software, and internet and fiber upgrades.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES	(----- 2021-2022 -----)					(----- 2022-2023 -----)	
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET

INFORMATION TECHNOLOGY

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Personnel Services

853-511110 Regular	434,772	571,869	624,572	528,043	663,284	698,386	_____
853-511120 Overtime	48,223	42,071	30,985	35,671	42,000	38,273	_____
853-511180 LTD	320	0	0	0	0	0	_____
853-511210 Longevity	5,080	9,389	9,835	8,414	8,251	9,879	_____
853-511230 Certificate Allowance	0	0	0	600	810	749	_____
853-511310 FICA - Employer	35,091	46,173	50,144	42,099	54,647	57,137	_____
853-511350 TMRS-Employer	77,894	101,812	108,943	96,397	114,402	122,360	_____
853-511410 Health-Employer	43,841	75,140	90,770	77,477	97,247	118,911	_____
853-511500 Workers' Compensation	<u>488</u>	<u>1,100</u>	<u>1,309</u>	<u>1,211</u>	<u>1,211</u>	<u>1,456</u>	=====
TOTAL Personnel Services	645,709	847,553	916,558	789,912	981,852	1,047,151	_____

Supplies

853-521100 Office Supplies	1,978	2,174	4,000	3,891	4,000	3,430	_____
853-521300 Motor Vehicle Supplies	36	365	800	13	40	539	_____
853-521600 Equip Maint Supplies	<u>1,223</u>	<u>1,812</u>	<u>3,500</u>	<u>3,079</u>	<u>3,500</u>	<u>4,655</u>	=====
TOTAL Supplies	3,236	4,351	8,300	6,983	7,540	8,624	_____

City Support Services

853-532300 Computer Consulting	9,600	8,780	10,000	0	0	9,800	_____
853-532350 Software Maintenance	0	0	0	0	0	50,000	_____
853-532355 Software Maint-City Wide	376,748	483,520	510,574	501,370	495,000	550,298	_____
853-532360 Software Maint-Dept Specific	158,438	337,022	475,548	331,488	400,000	484,219	_____
853-532400 Computer Fees & Licenses	<u>39,803</u>	<u>34,552</u>	<u>27,975</u>	<u>10,191</u>	<u>27,975</u>	<u>8,956</u>	=====
TOTAL City Support Services	584,589	863,873	1,024,097	843,049	922,975	1,103,274	_____

Utility Services

853-533300 Telephone/Land Line	39,167	40,258	66,995	49,503	60,000	54,194	_____
853-533310 Telephone/Cell Phones	87,243	93,249	113,900	88,856	100,000	92,153	_____
853-533320 Telephone/Air Cards	51,836	92,388	87,100	63,775	87,000	82,670	_____
853-533330 Telephone/Internet	83,957	91,671	98,470	77,539	100,000	112,899	_____
853-533500 Vehicle Fuel	<u>402</u>	<u>660</u>	<u>1,000</u>	<u>634</u>	<u>750</u>	<u>980</u>	=====
TOTAL Utility Services	262,605	318,226	367,465	280,307	347,750	342,896	_____

Operations Support

Staff Support

853-535100 Uniforms	931	541	1,500	1,211	1,500	1,470	_____
853-535300 Memberships	577	340	1,250	165	500	490	_____
853-535500 Training/Travel	<u>22,771</u>	<u>21,178</u>	<u>66,950</u>	<u>24,650</u>	<u>48,000</u>	<u>70,374</u>	=====
TOTAL Staff Support	24,279	22,059	69,700	26,026	50,000	72,334	_____

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET

Professional Services

853-541300 Other Cons/Prof Services	101,448	118,813	25,000	1,406	25,000	4,900	
853-541800 IT Services-Web Design/Maint	<u>0</u>	<u>0</u>	<u>13,075</u>	<u>0</u>	<u>13,075</u>	<u>21,070</u>	
TOTAL Professional Services	101,448	118,813	38,075	1,406	38,075	25,970	

Fund Charges/Transfers

Maintenance Services

853-551300 Computer Maintenance	<u>7,413</u>	<u>9,948</u>	<u>10,000</u>	<u>1,777</u>	<u>10,000</u>	<u>14,700</u>	
TOTAL Maintenance Services	7,413	9,948	10,000	1,777	10,000	14,700	

Rental/Leasing

853-561200 Lease/Purchase Payments	<u>0</u>	<u>3,477</u>	<u>3,650</u>	<u>3,042</u>	<u>3,650</u>	<u>3,577</u>	
TOTAL Rental/Leasing	0	3,477	3,650	3,042	3,650	3,577	

Operating Equipment

853-571000 Furniture & Fixtures	697	0	1,200	1,163	1,200	1,176	
853-571300 Computer & Periphe. < \$5000	142,460	282,527	220,784	193,459	220,784	218,050	
853-571401 Communication Equip LESS \$500	25,374	19,860	47,610	36,596	47,610	36,799	
853-571800 Equipment under \$5,000	<u>895</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operating Equipment	169,426	302,387	269,594	231,218	269,594	256,025	

Capital Outlay

853-581200 Vehicles & Access. > \$5000	0	26,889	0	0	0	0	
853-581300 Computer & Periphe. > \$5000	22,797	0	0	0	0	42,550	
853-581800 Equipment Over \$5,000	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,500</u>	
TOTAL Capital Outlay	22,797	26,889	0	0	0	53,050	

TOTAL INFORMATION TECHNOLOGY	1,821,503	2,517,577	2,707,439	2,183,720	2,631,436	2,927,601	
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# DEPARTMENT: 866 HUMAN RESOURCES

## FUND: 101 GENERAL FUND

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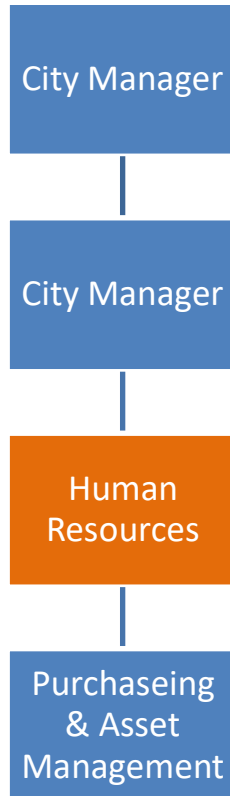
### DEPARTMENT DESCRIPTION

The Human Resources Department provides services and support in the areas of recruitment, selection, staffing, benefits administration, labor law compliance, performance management, employee development and relations, health and wellness, and policy administration.

### GOALS AND OBJECTIVES

- Deliver HR services, programs, and communications that add value for our prospective employees and current employees.
- Compete for top talent with effective recruitment strategies and an efficient recruitment processes.
- Improve employee retention by leading efforts for adoption of strategies which promote a diverse workforce and create a great work climate.
- Support the talent development of our employees through professional and career development.
- Administer HR policy and programs effectively and efficiently, while maintaining internal customer satisfaction and meeting budget constraints.
- Ensure our compensation and performance management processes are designed and executed to align and maximize our people's performance with the goals of the organization.

**ORGANIZATIONAL CHART**



	2020-21	2021-22	2022-23
<b>HUMAN RESOURCES</b>			
Director	1	1	1
HR Manger	1	1	1
Senior Generalist	1	1	1
Generalist	1	1	1
Administrative Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>5</b>	<b>5</b>	<b>5</b>

**PERFORMANCE INDICATORS**

Workload/Output Measures	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Total No. of Employees (Avg.)	430	430	440
# Full Time Employees (Avg.)	395	395	405
Job Announcements Posted	84	115	100
# Applications received	5,288	5,000	5,000
# Full Time Positions Filled	77	90	80
# Part Time Positions Filled	11	12	10
# Total Turnover	88	95	85
# Full Time Turnover	81	81	75
# Part Time Turnover	7	14	10
# Retirements	6	12	10
# FMLA Claims	37	40	40
# General Training Courses	15	15	15
# of tuition reimbursements	24	15	20

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$451,403	\$468,079	\$510,382
Supplies	1,055	2,200	2,646
Human Services	159,426	154,600	173,558
Operations Support	4,018	3,981	5,390
Staff Support	33,547	36,650	38,367
City Assistance	16,430	20,000	14,700
Professional Services	0	5,000	4,900
Operating Equipment	513	0	490
<i>Total</i>	<i>\$666,392</i>	<i>\$690,511</i>	<i>\$750,433</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget will increase 8.7% from the FY 2021-22 year-end estimate for wage increases and an increase in expenditures for the remaining employee wellness program initiative funds.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET

HUMAN RESOURCES

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Personnel Services

866-511110 Regular	301,811	317,331	316,873	243,602	313,268	341,917	
866-511120 Overtime	684	139	276	365	465	299	
866-511180 LTD	204	0	0	0	0	0	
866-511210 Longevity	3,772	4,851	5,372	4,872	4,872	5,482	
866-511230 Certificate Allowance	0	1,820	2,246	2,530	3,105	1,747	
866-511310 FICA - Employer	21,865	24,118	24,828	18,637	24,611	26,716	
866-511350 TMRS-Employer	48,963	53,000	53,170	36,855	51,522	57,212	
866-511410 Health-Employer	39,567	41,257	44,793	40,332	50,404	56,459	
866-511500 Workers' Compensation	325	430	511	473	473	550	
866-511600 Unemployment Compensation	<u>9,789</u>	<u>8,457</u>	<u>20,000</u>	<u>11,802</u>	<u>19,359</u>	<u>20,000</u>	
TOTAL Personnel Services	426,981	451,403	468,069	359,468	468,079	510,382	

Supplies

866-521000 Operating Supplies	1,728	517	2,000	394	1,500	1,960	
866-521100 Office Supplies	<u>705</u>	<u>537</u>	<u>700</u>	<u>531</u>	<u>700</u>	<u>686</u>	
TOTAL Supplies	2,433	1,055	2,700	926	2,200	2,646	

Human Services

866-531100 Pre-employment Check	3,004	2,843	2,500	1,786	2,500	2,450	
866-531150 Interview Expenses	124	0	1,500	1,432	1,500	2,450	
866-531160 COBRA FSA/HSA Adm Services	5,628	6,019	6,000	4,524	6,000	5,880	
866-531170 Broker Services	68,750	81,250	75,000	62,500	75,000	73,500	
866-531200 Medical Co-pay	645	1,646	3,000	2,030	3,000	2,940	
866-531300 Employee Assistance	12,757	9,320	9,600	7,033	9,600	9,408	
866-531400 Tuition Reimbursement	18,214	24,197	18,000	9,874	13,000	17,640	
866-531500 Employee Wellness Program	14,956	20,993	50,000	7,723	9,000	40,180	
866-531600 Training Classes	<u>1,214</u>	<u>13,159</u>	<u>47,800</u>	<u>28,886</u>	<u>35,000</u>	<u>19,110</u>	
TOTAL Human Services	125,292	159,426	213,400	125,788	154,600	173,558	

City Support Services

Utility Services

Operations Support

866-534100 Advertising	775	2,631	2,500	965	1,650	2,450	
866-534200 Printing & Binding	<u>1,342</u>	<u>1,386</u>	<u>3,000</u>	<u>1,360</u>	<u>2,331</u>	<u>2,940</u>	
TOTAL Operations Support	2,117	4,018	5,500	2,325	3,981	5,390	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET

<u>Staff Support</u>							
866-535100 Uniforms	440	373	500	314	500	490	
866-535210 Employee Recognition-Morale	15,614	28,417	28,150	21,763	28,150	27,587	
866-535300 Memberships	1,718	2,498	2,500	1,058	2,500	2,450	
866-535400 Publications	947	0	0	0	2,000	0	
866-535500 Training/Travel	<u>1,363</u>	<u>2,258</u>	<u>3,000</u>	<u>433</u>	<u>3,500</u>	<u>7,840</u>	
TOTAL Staff Support	20,082	33,547	34,150	23,568	36,650	38,367	

<u>City Assistance</u>							
866-537100 Medical Services	<u>13,121</u>	<u>16,430</u>	<u>19,000</u>	<u>14,707</u>	<u>20,000</u>	<u>14,700</u>	
TOTAL City Assistance	13,121	16,430	19,000	14,707	20,000	14,700	

<u>Professional Services</u>							
866-541300 Other Cons/Prof Services	<u>78,265</u>	<u>0</u>	<u>5,000</u>	<u>495</u>	<u>5,000</u>	<u>4,900</u>	
TOTAL Professional Services	78,265	0	5,000	495	5,000	4,900	

<u>Operating Equipment</u>							
866-571000 Furniture & Fixtures	<u>349</u>	<u>513</u>	<u>500</u>	<u>0</u>	<u>0</u>	<u>490</u>	
TOTAL Operating Equipment	349	513	500	0	0	490	

TOTAL HUMAN RESOURCES	668,639	666,392	748,319	527,276	690,511	750,433	
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**DEPARTMENT: 868 FINANCE**  
**FUND: 101 GENERAL FUND**

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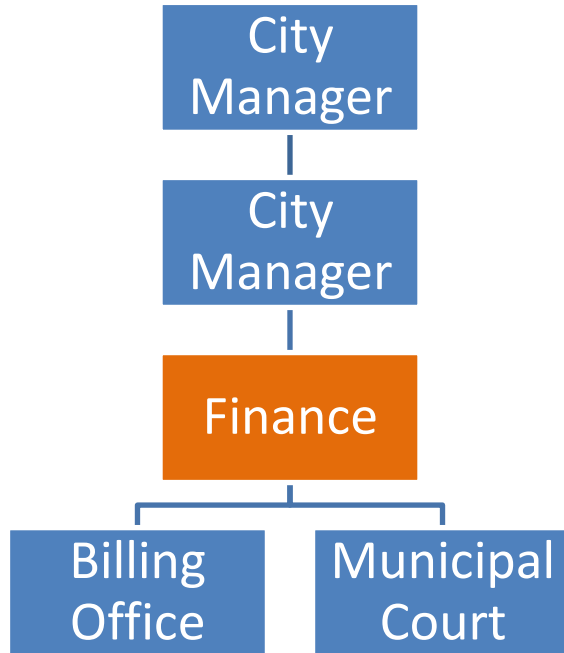
**DEPARTMENT DESCRIPTION**

Prepare monthly financial reports for the City Manager, City Council and City departments. Process all accounts payable and receivable in a timely manner, prepare 1099s, and prepare monthly bank reconciliations and investments report. Maintain and process payroll for all city employees. Finance handles unclaimed property and their subsequent disbursements to the individuals or the State. Maintain and safeguard the City's investment portfolio. Manage debt service and fixed assets. Complete the annual budget and facilitate annual audit and Comprehensive Annual Financial Report. The Finance Director also oversees the Utility Billing and Municipal Court Divisions.

**GOALS AND OBJECTIVES**

- Hire, train, and retain competent and caring employees.
- Maintain financial systems to provide timely and accurate financial information and reports to the City Manager, City Council, other City departments, citizens, and other agencies.
- Receive the Government Finance Officers Association Certification of Excellence in Financial Reporting for the 36th consecutive year.
- Improve the 5 year budgeting and forecasting plan.
- Update long term debt service plan.

**ORGANIZATIONAL CHART**



ACCOUNTING	2020-21	2021-22	2022-23
Finance Director	1	1	1
Assistant Director	1	1	1
Staff Accountant	1	1	1
Financial Analyst	1	1	1
Accountant I	1	1	1
Senior AP Specialist	1	1	1
Administrative Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>7</b>	<b>7</b>	<b>7</b>

**PERFORMANCE INDICATORS**

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Accounts payable checks	6,039	6,100	6,200
Number of Purchase Orders Processed	7,322	7,600	7,750

Effectiveness	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Certificate of Achievement for Excellence in Financial Reporting, Accumulative Quarterly Financials completed within 30 days	36	37	38
	0	1	4

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$641,054	\$673,832	\$699,611
Supplies	3,125	2,700	2,646
Staff Support	3,384	3,744	4,263
Professional Services	38,884	44,539	48,216
Operating Equipment	586	250	980
<i>Total</i>	<i>\$687,033</i>	<i>\$725,064</i>	<i>\$755,716</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget will increase 4.2% from the FY 2021-22 year-end estimate due to citywide wage increases.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

INTERNAL SERVICE  
EXPENDITURES

	2021-2022				2022-2023		
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<b>FINANCE</b>							
=====							
<u>Personnel Services</u>							
868-511110 Regular	413,035	441,045	445,706	381,301	461,834	474,062	_____
868-511120 Overtime	2,182	2,965	924	1,348	1,500	926	_____
868-511180 LTD	295	0	0	0	0	0	_____
868-511210 Longevity	9,457	10,770	11,994	12,117	12,117	12,746	_____
868-511230 Certification Allowance	500	1,701	2,659	1,980	2,430	2,534	_____
868-511310 FICA - Employer	30,301	33,586	35,251	29,065	36,558	37,467	_____
868-511350 TMRS-Employer	67,965	74,547	75,491	58,955	76,533	80,235	_____
868-511410 Health-Employer	63,788	75,842	83,830	68,273	82,190	90,871	_____
868-511500 Workers' Compensation	<u>442</u>	<u>600</u>	<u>724</u>	<u>670</u>	<u>670</u>	<u>770</u>	<u>_____</u>
TOTAL Personnel Services	587,965	641,054	656,579	553,709	673,832	699,611	_____
<u>Supplies</u>							
868-521000 Operating Supplies	1,985	2,142	2,000	1,050	2,000	1,960	_____
868-521100 Office Supplies	<u>614</u>	<u>984</u>	<u>700</u>	<u>593</u>	<u>700</u>	<u>686</u>	<u>_____</u>
TOTAL Supplies	2,599	3,125	2,700	1,643	2,700	2,646	_____
<u>City Support Services</u>							
<u>Operations Support</u>							
<u>Staff Support</u>							
868-535100 Uniforms	0	465	354	354	354	343	_____
868-535300 Memberships	1,385	1,240	1,390	935	1,390	0	_____
868-535500 Training/Travel	<u>4,505</u>	<u>1,679</u>	<u>4,996</u>	<u>1,325</u>	<u>2,000</u>	<u>3,920</u>	<u>_____</u>
TOTAL Staff Support	5,890	3,384	6,740	2,614	3,744	4,263	_____
<u>Professional Services</u>							
868-541300 Other Consl/Prof Services	13,887	16,349	15,000	24,477	20,839	17,640	_____
868-541400 Auditor/Accounting Service	18,500	19,500	20,000	15,000	20,000	26,950	_____
868-541650 Investment Management Fee	<u>3,590</u>	<u>3,035</u>	<u>3,700</u>	<u>2,707</u>	<u>3,700</u>	<u>3,626</u>	<u>_____</u>
TOTAL Professional Services	35,977	38,884	38,700	42,183	44,539	48,216	_____
<u>Maintenance Services</u>							
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
868-571000 Furniture & Fixtures	742	250	250	0	250	980	_____
868-571200 Office Equipment	<u>1,093</u>	<u>336</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>_____</u>
TOTAL Operating Equipment	1,835	586	250	0	250	980	_____
<b>TOTAL FINANCE</b>	<b>634,265</b>	<b>687,033</b>	<b>704,969</b>	<b>600,149</b>	<b>725,064</b>	<b>755,716</b>	_____

**DEPARTMENT: HUMAN RESOURCES**  
**DIVISION: 872 PURCHASING & ASSET MANAGEMENT**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

The Purchasing and Asset Management Department is responsible for managing the Purchasing, Inventory, Property Disposal, Contracts, Grants, Risk Management, and Safety functions for the City.

Manages all bids, quotes, contracts and agreements, City purchases, warehouse inventory, City property disposal, auctions, grants, and fleet vehicle registration and titles.

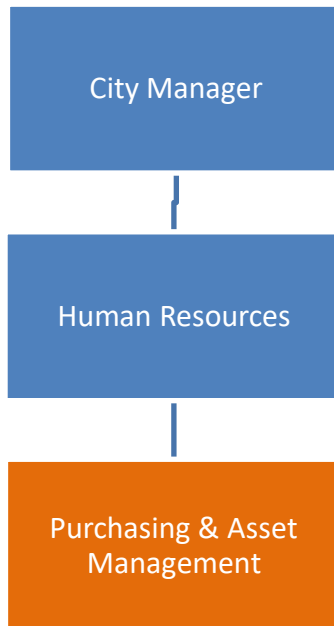
The department is also responsible for the City Risk Management and Safety program. Maintains the City Capital and Fixed Assets inventory, property and liability insurance schedules, processes all insurance claims, insurance litigation, and workers compensation, monitors all safety aspects of City functions, schedules employee safety training, evaluates loss runs to identify trends and mitigate risk.

**GOALS AND OBJECTIVES**

- Maintain the highest levels of ethical practices for all department functions.
- All City departments receive their orders in a timely manner to effectively perform their job functions in an efficient manner.
- Procure quality goods and services for all City departments, from appropriate sources, using the most efficient and economical means at the best possible price and make them available at the right place and time.
- Use supply contracts and co-ops in order to improve delivery time of particular items and to take advantage of quantity discounts.
- Maintain a professional relationship with all City departments and vendors insuring open communication.
- Maintain the City Purchasing Manual, combining State and Local Purchasing Legislation.
- Program and oversee Purchasing training for employees to ensure compliance with City Policy, State and Local Purchasing Legislation
- Manage, review, and track City contracts and agreements. Notify departments when contracts are expiring.

- Manage procedures for Capital and Fixed asset inventory and accountability and conduct physical surveys of City property.
- Manage disposal and auction activities for surplus, excess, and damaged City property.
- Manage insurance and Workers Compensation claims and accident/incident reports with immediate response. Gather all information for all incidents involving City property regardless of repair costs. Retain claims, reports and litigation according to the Texas State Records Retention Schedules.
- Program and oversee safety training for employees to minimize accidents and incidents and mitigate risk. Develop and Maintain the City Safety Policy.

**ORGANIZATIONAL CHART**



PURCHASING & ASSET MGMT.	2020-21	2021-22	2022-23
Purchasing Manager	1	1	1
Purchasing Specialist	1	1	1
Risk & Safety Specialist	1	1	1
<b>TOTAL POSITIONS</b>	<b>3</b>	<b>3</b>	<b>3</b>

## PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Bids and Proposals Drafted	44	24	30
Bids and Proposals Responses	127	78	100
Contracts Reviewed	211	90	125
Meetings with Vendors	42	20	30
Research Requests	135	75	100
Workers Comp Claims Processed	84	144	120
Accident and Incident Investigated	309	210	250
Training Classes Held	6	12	12
Vehicles Processed (Titles, Gas Cards, Plates)	422	237	300
Fixed Asset Modifications	350	150	275
GovDeals Items Processed	148	113	125
GovDeals Total Sales	\$333,459.74	\$9110.00	\$10,000.00

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$235,535	\$272,737	\$269,031
Supplies	559	3,400	3,724
City Support Services	378	0	0
Operating Support	3,757	4,303	7,497
Staff Support	4,885	6,835	9,947
City Assistance	1,342	2,145	2,940
Operating Equipment	1,457	600	2,450
<i>Total</i>	<i>\$247,913</i>	<i>\$290,020</i>	<i>\$295,589</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 Budget will increase 1.9% from the FY 2021-22 year-end estimate due to the salary increase awarded to the Purchasing Manager in 2022 and the rising costs across the board for training, travel, office supplies, and operating supplies.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES (----- 2021-2022 -----) (----- 2022-2023 -----)

	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET

PURCHASING & ASSET MGT  
=====

Personnel Services

872-511110 Regular	164,182	171,990	170,604	155,594	194,744	188,959	
872-511120 Overtime	5	238	0	150	200	0	
872-511180 LTD	117	0	0	0	0	0	
872-511210 Longevity	3,602	4,010	4,418	4,418	4,418	4,826	
872-511230 Certification Allowance	1,000	1,160	2,400	990	1,215	1,123	
872-511310 FICA - Employer	12,446	13,557	13,462	12,288	15,344	14,896	
872-511350 TMRS-Employer	26,992	28,970	28,828	23,466	32,122	31,899	
872-511410 Health-Employer	14,892	15,376	17,190	19,469	24,438	27,021	
872-511500 Workers' Compensation	<u>176</u>	<u>233</u>	<u>277</u>	<u>256</u>	<u>256</u>	<u>307</u>	
TOTAL Personnel Services	223,413	235,535	237,179	216,632	272,737	269,031	

Supplies

872-521000 Operating Supplies	300	334	350	249	350	392	
872-521005 Supplies-Inspections	0	0	2,900	1,647	2,700	2,940	
872-521100 Office Supplies	1,688	225	350	127	350	392	
872-521300 Motor Veh. Supplies	<u>0</u>	<u>0</u>	<u>0</u>	<u>( 748 )</u>	<u>0</u>	<u>0</u>	
TOTAL Supplies	1,988	559	3,600	1,274	3,400	3,724	

City Support Services

872-532350 Software Maintenance	<u>0</u>	<u>378</u>	<u>500</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL City Support Services	0	378	500	0	0	0	

Utility Services

Operations Support

872-534000 Postage	43	0	0	0	0	0	
872-534100 Advertising	3,404	2,273	5,500	1,373	2,753	5,880	
872-534200 Printing & Binding	0	0	0	0	0	49	
872-534740 Business Memberships	<u>1,436</u>	<u>1,484</u>	<u>1,550</u>	<u>1,299</u>	<u>1,550</u>	<u>1,568</u>	
TOTAL Operations Support	4,883	3,757	7,050	2,672	4,303	7,497	

Staff Support

872-535100 Uniforms	215	232	250	161	250	294	
872-535300 Memberships	1,280	1,236	1,235	789	1,235	1,421	
872-535500 Training/Travel	810	3,417	5,000	2,716	5,200	7,840	
872-535510 Meeting Expenses	<u>222</u>	<u>0</u>	<u>300</u>	<u>20</u>	<u>150</u>	<u>392</u>	
TOTAL Staff Support	2,527	4,885	6,785	3,687	6,835	9,947	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES (----- 2021-2022 -----) (----- 2022-2023 -----)

	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
872-537100 Medical Services	<u>1,264</u>	<u>1,342</u>	<u>2,000</u>	<u>1,675</u>	<u>2,145</u>	<u>2,940</u>	<u>          </u>
TOTAL City Assistance	1,264	1,342	2,000	1,675	2,145	2,940	
<u>Professional Services</u>							
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
872-571000 Furniture & Fixtures	218	478	600	380	600	1,960	
872-571300 Computer & Periphe. < \$5,000	1,213	0	0	0	0	490	
872-571500 Operating Equipment	<u>0</u>	<u>979</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>          </u>
TOTAL Operating Equipment	1,431	1,457	600	380	600	2,450	
<u>Capital Outlay</u>							
TOTAL PURCHASING & ASSET MGT	235,506	247,913	257,714	226,320	290,020	295,589	

**DEPARTMENT: PUBLIC WORKS  
DIVISION: 877 FLEET SERVICES  
FUND: 101 GENERAL FUND**

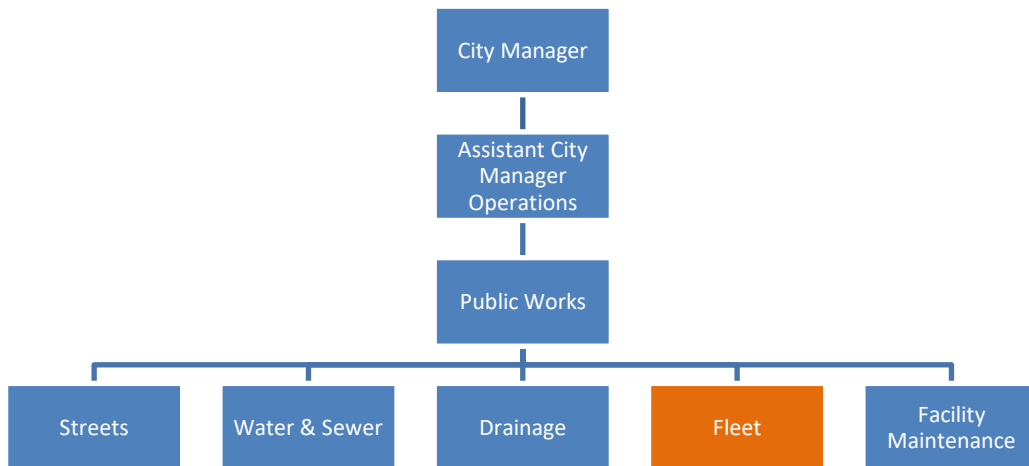
**DEPARTMENT DESCRIPTION**

Fleet Services provides maintenance, repair, upgrade and outfitting services for all City owned vehicles and equipment totaling nearly 400 units. The list of services includes P.M. services, fluid and filter changes, state inspections, tire services, troubleshooting, diagnosis, and repair of mechanical and electrical systems. Fleet Services also maintains motor pool services, vehicle and equipment replacement schedules, spec'ing and standardization throughout the fleet.

**GOALS AND OBJECTIVES**

- Maintain and repair vehicles and equipment to increase their lifespan.
- Optimize fleet availability with minimal turn-around times.
- Develop and implement fleet utilization guidelines and procedures.
- Maintain and improve vehicle and equipment safety

**ORGANIZATIONAL CHART**



FLEET MAINTENANCE	2020-21	2021-22	2022-23
Director	1	1	1
Assistant Director	1	1	1
Administrative Assistant	1	1	1
Fleet Manager	1	1	1
Fleet Crew Supervisor	1	1	1
Mechanic	4	4	4
Parts/Lube Tech	0	0	1
<b>TOTAL POSITIONS</b>	<b>9</b>	<b>9</b>	<b>10</b>

**PERFORMANCE INDICATORS**

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
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Work Orders:

-Police Department vehicles and equipment	471	450	460
-EMS vehicles and equipment	449	425	430
-Streets vehicles and equipment	213	200	210
-Administration vehicles	5	8	0
-Animal Control vehicles	46	35	40
-Facilities Services vehicles	67	80	75
-Fire vehicles and equipment	247	215	230
-Fleet Service vehicles	19	25	25
-I.T	8	15	10
-Inspection vehicles	0	0	0
-Marshal Service vehicles	0	0	0
-Parks vehicles and equipment	164	120	135
-Water & Sewer vehicles and equipment	237	185	190
-Utility Billing vehicles	28	40	20
-Drainage vehicles and equipment	183	205	195
-Economic Development vehicles	4	7	10
Engineering vehicles	28	25	25
-Purchasing vehicles	2	2	2
-Operations (non-asset specific)	16	15	10
-Motor Pool vehicles	75	80	65

Work Orders(in-house)

Work Orders(outside vendors)

*Total Work Orders Issued*

Efficiency	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Hours Worked			
Public Safety	2369.80	2300	2500
Public Works	1458.3	2000	2200
Administration Vehicles	4.25	5	5
Facilities Services Vehicles	64	70	65
Fleet Service Vehicles	30.50	35	30
I.T	12.10	10	10
Inspections vehicles	0	0	0
Parks vehicles and equipment	153	165	170
Economic Development vehicles	4	5	5
Engineering vehicles	44.95	50	55
Purchasing vehicles	9	7	7
Motor Pool vehicles	54.30	70	65
Fleet Operations	220	220	220
<i>Total Hours Worked</i>	4424.2	4937	5332

Effectiveness	2020-21 Actual	2021-22 Estimate	2022-23 Budget
% of all vehicles and equipment issues resolved without recall	97%	97%	98%

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$532,884	\$534,332	\$680,972
Supplies	166,116	202,700	211,680
City Support Services	2,497	5,000	13,720
Utility Services	8,518	8,000	11,760
Operations Support	0	20,000	0
Staff Support	16,358	33,000	37,240
Maintenance Services	232,179	235,000	227,360
Operating Equipment	39,249	14,000	13,720
Capital Outlay	27,675	221,000	46,875
<i>Total</i>	1,025,476	\$1,273,032	\$1,243,327

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget will decrease 2.3% from the FY 2021-22 year end estimate. Wage increases and a new parts clerk/lube technician position will be offset by less vehicle replacements in 2022-23.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

INTERNAL SERVICE  
EXPENDITURES

	(----- 2021-2022 -----)				(----- 2022-2023 -----)		
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<b>FLEET SERVICE</b>							
=====							
<u>Personnel Services</u>							
877-511110 Regular	251,309	364,668	373,646	284,885	355,944	441,812	_____
877-511120 Overtime	12,302	10,638	14,181	8,937	11,000	17,591	_____
877-511180 LTD	147	0	0	0	0	0	_____
877-511210 Longevity	2,180	3,134	3,579	2,812	2,649	3,597	_____
877-511230 Certificate Allowance	0	1,110	1,123	1,540	1,890	624	_____
877-511310 FICA - Employer	19,313	28,246	30,018	21,705	28,418	35,456	_____
877-511350 TMRS-Employer	42,336	59,568	64,283	42,808	59,493	75,930	_____
877-511410 Health-Employer	38,871	61,064	68,254	56,364	69,966	99,626	_____
877-511500 Workers' Compensation	<u>3,201</u>	<u>4,458</u>	<u>5,374</u>	<u>4,972</u>	<u>4,972</u>	<u>6,336</u>	=====
TOTAL Personnel Services	369,660	532,884	560,458	424,023	534,332	680,972	_____
<u>Supplies</u>							
877-521000 Operating Supplies	7,553	3,480	12,000	6,435	10,000	11,760	_____
877-521005 Supplies - Inspection Sticker	2,537	2,409	0	0	0	0	_____
877-521100 Office Supplies	578	556	700	337	700	490	_____
877-521200 Oil Lube Suppl, Chem Supplies	13,915	14,304	18,500	7,311	10,000	17,640	_____
877-521300 Motor Veh. Supplies	172,141	144,427	183,000	159,139	180,000	179,340	_____
877-521600 Equip Maint Supplies	<u>239</u>	<u>939</u>	<u>2,500</u>	<u>1,488</u>	<u>2,000</u>	<u>2,450</u>	=====
TOTAL Supplies	196,962	166,116	216,700	174,710	202,700	211,680	_____
<u>City Support Services</u>							
877-532400 Computer Fees & Licenses	<u>5,517</u>	<u>2,497</u>	<u>15,000</u>	<u>4,689</u>	<u>5,000</u>	<u>13,720</u>	=====
TOTAL City Support Services	5,517	2,497	15,000	4,689	5,000	13,720	_____
<u>Utility Services</u>							
877-533500 Vehicle Fuel	<u>5,731</u>	<u>8,518</u>	<u>11,500</u>	<u>6,406</u>	<u>8,000</u>	<u>11,760</u>	=====
TOTAL Utility Services	5,731	8,518	11,500	6,406	8,000	11,760	_____
<u>Operations Support</u>							
877-534800 Temporary Empl. Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>21,824</u>	<u>20,000</u>	<u>0</u>	=====
TOTAL Operations Support	0	0	0	21,824	20,000	0	_____
<u>Staff Support</u>							
877-535100 Uniforms	8,139	3,572	5,500	2,938	8,000	7,840	_____
877-535200 Awards	150	0	500	466	1,000	0	_____
877-535500 Training/Travel	2,223	12,069	24,000	10,552	24,000	29,400	_____
877-535510 Meeting Expenses	<u>263</u>	<u>717</u>	<u>34</u>	<u>16</u>	<u>0</u>	<u>0</u>	=====
TOTAL Staff Support	10,775	16,358	30,034	13,973	33,000	37,240	_____

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>City Assistance</u>							
<u>Professional Services</u>							
<u>Maintenance Services</u>							
877-551000 Outside Fleet Repair	133,448	189,071	174,450	170,143	170,000	166,600	
877-551050 Outside Collision Repair	31,871	30,972	36,953	22,424	37,000	33,320	
877-551800 Other Maintenance Agreements	<u>3,862</u>	<u>12,136</u>	<u>28,000</u>	<u>12,744</u>	<u>28,000</u>	<u>27,440</u>	
TOTAL Maintenance Services	169,182	232,179	239,403	205,312	235,000	227,360	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
877-571200 Vehicles & Access. < \$5,000	0	11,221	15,600	3,852	4,000	3,920	
877-571500 Operating Equipment	<u>4,413</u>	<u>28,028</u>	<u>11,000</u>	<u>8,854</u>	<u>10,000</u>	<u>9,800</u>	
TOTAL Operating Equipment	4,413	39,249	26,600	12,706	14,000	13,720	
<u>Capital Outlay</u>							
877-581200 Vehicles & Access. Over \$5,00	151,643	21,325	118,250	57,428	131,100	46,875	
877-581500 Equipment Over \$5,000	<u>0</u>	<u>6,350</u>	<u>88,166</u>	<u>44,895</u>	<u>89,900</u>	<u>0</u>	
TOTAL Capital Outlay	151,643	27,675	206,416	102,323	221,000	46,875	
<b>TOTAL FLEET SERVICE</b>	<b>913,882</b>	<b>1,025,476</b>	<b>1,306,111</b>	<b>965,966</b>	<b>1,273,032</b>	<b>1,243,327</b>	

**DEPARTMENT: PUBLIC WORKS**  
**DIVISION: 878 Facility Services**  
**FUND: 101 GENERAL FUND**

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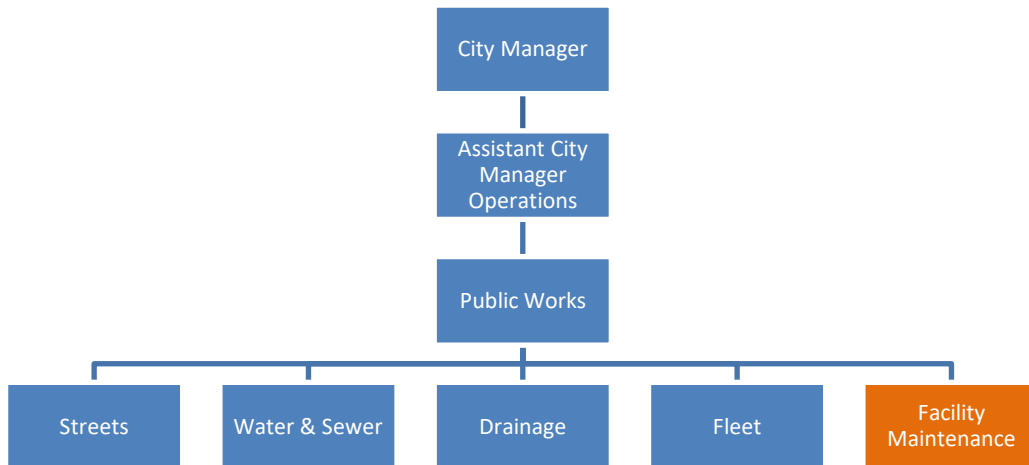
**DEPARTMENT DESCRIPTION**

Facility Services supports and maintains 27 City facilities totaling 301.656 square feet. The City buildings include City Hall, Administration Building, Police, Emergency Services Buildings, Community Center Central, Community Center North, City Council Chambers, Civic Center, Public Library, Visitor Center (Kramer House), YMCA, Senior Center, Purchasing building, Public Works facility, Animal Control, Aquatic Center, various offices, meeting/training rooms, and storage areas. In addition, Facility Services provides set up for events such as Parks Events (Jubilee, Christmas Tree lighting, parades), Employee Memorial Ceremony, City Council, Planning and Zoning, various Boards and Commissions, Department meetings, Municipal Court, training seminars, elections, groundbreaking ceremonies, and other special events.

**GOALS AND OBJECTIVES**

- Deliver exceptional customer services.
- Provide preventative maintenance to extend the life of facilities.
- Maintain safe and clean facilities.

**ORGANIZATION CHART**



FACILITY SERVICES	2020-21	2021-22	2022-23
Director	1	1	1
Assistant Director	1	1	1
Facility Services Manager	0	1	1
Assistant Facility Services Manager	1	1	1
Facility Services Supervisor	1	0	0
Facilities Leader	0	1	1
Facilities Technician	4	1	1
Grounds Maintenance Technician	1	1	1
HVAC Technician	1	1	1
HVAC Apprentice	1	1	1
Master Electrician	1	1	1
Electric Apprentice	0	1	1
Plumber	0	1	1
Plumber Apprentice	0	1	1
<b>TOTAL POSITIONS</b>	<b>12</b>	<b>13</b>	<b>13</b>

**PERFORMANCE INDICATORS**

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Square footage maintained	301,656	301,656	301,656
City Buildings Maintained	27	27	27

Completed work orders	238	1560	1800
Internal Pest Control Services	22	35	41

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Electrical Repairs	22	154	178
Plumbing Repairs	31	165	190
HVAC Repairs	27	93	107
Carpentry	17	161	188
Misc. / other	119	952	1095

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	\$767,106	\$782,826	\$876,259
Supplies	57,240	158,750	159,985
City Support Services	355	0	0
Utility Services	185,012	173,000	189,140
Staff Support	11,542	18,400	18,620
Professional Services	94,954	190,000	190,904
Maintenance Services	517,295	683,000	419,440
Rental Equipment	0	500	490
Operating Equipment	2,861	3,500	3,920
Capital Outlay	27,266	26,033	92,500
<i>Total</i>	<i>\$1,663,632</i>	<i>\$2,036,009</i>	<i>\$1,951,258</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget decreases 4.2% from the FY 2021-22 year-end estimates. Wage increases and vehicle replacements are offset by a lower budget for maintenance services.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES	(----- 2021-2022 -----)				(----- 2022-2023 -----)	
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED

BUILDING MAINTENANCE

=====

Personnel Services

878-511110 Regular	470,860	493,589	501,293	397,252	495,251	534,149	_____
878-511120 Overtime	21,467	12,605	26,336	8,830	11,000	27,066	_____
878-511180 LTD	329	0	0	0	0	0	_____
878-511210 Lonegevity	11,992	14,169	15,444	14,425	14,425	12,057	_____
878-511230 Certification Allowance	900	854	1,315	2,048	2,538	3,763	_____
878-511310 FICA-Employer	34,885	36,489	40,252	29,559	40,026	44,143	_____
878-511350 TMRS-Employer	81,438	84,631	89,184	63,316	83,793	94,533	_____
878-511410 Health-Employer	101,872	117,259	138,542	104,764	127,861	151,442	_____
878-511500 Workman's Compensation	<u>4,857</u>	<u>7,510</u>	<u>8,573</u>	<u>7,932</u>	<u>7,932</u>	<u>9,106</u>	=====
TOTAL Personnel Services	728,601	767,106	820,939	628,125	782,826	876,259	_____

Supplies

878-521000 Operating Supplies	52,228	53,044	121,000	62,361	128,000	125,440	_____
878-521100 Office Supplies	455	212	1,500	55	750	735	_____
878-521200 Medical/Chem Supplies	4,633	3,466	13,000	3,132	10,000	12,740	_____
878-521300 Motor Vehicle Supplies	0	0	500	0	500	0	_____
878-521315 Landscaping Supplies-Campus	0	0	15,000	6,019	18,000	19,600	_____
878-521600 Equip Maint Supplies	<u>0</u>	<u>519</u>	<u>1,500</u>	<u>0</u>	<u>1,500</u>	<u>1,470</u>	=====
TOTAL Supplies	57,316	57,240	152,500	71,566	158,750	159,985	_____

City Support Services

878-532400 Computer Fees & Licenses	<u>100</u>	<u>355</u>	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	=====
TOTAL City Support Services	100	355	5,000	0	0	0	_____

Utility Services

878-533100 Gas Utility Service	4,022	4,827	5,000	8,457	10,000	9,800	_____
878-533200 Electric Utility Service	111,192	119,019	118,000	90,235	100,000	115,640	_____
878-533310 Telephone/Cell Phones	22	0	0	0	0	0	_____
878-533410 Water Utility Service	60,302	52,465	55,000	34,958	50,000	53,900	_____
878-533500 Vehicle Fuel	<u>6,602</u>	<u>8,700</u>	<u>13,000</u>	<u>11,134</u>	<u>13,000</u>	<u>9,800</u>	=====
TOTAL Utility Services	182,140	185,012	191,000	144,784	173,000	189,140	_____

Operations Support

Staff Support

878-535100 Uniforms	4,027	4,818	7,000	2,807	5,000	4,900	_____
878-535200 Awards	81	0	6,400	1,650	6,400	7,840	_____
878-535300 Memberships	373	156	0	0	0	0	_____
878-535500 Training/Travel	1,860	5,500	5,500	5,329	5,500	5,880	_____
878-535510 Meeting Expense	<u>247</u>	<u>1,067</u>	<u>1,500</u>	<u>132</u>	<u>1,500</u>	<u>0</u>	=====
TOTAL Staff Support	6,588	11,542	20,400	9,919	18,400	18,620	_____

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

INTERNAL SERVICE  
EXPENDITURES

	----- 2021-2022 -----				----- 2022-2023 -----		
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>Professional Services</u>							
878-541300 Prof Services/Consultng	( 581)	0	0	0	0	0	_____
878-541310 Contractual Services	<u>92,091</u>	<u>94,954</u>	<u>160,000</u>	<u>107,890</u>	<u>190,000</u>	<u>190,904</u>	<u>_____</u>
TOTAL Professional Services	91,510	94,954	160,000	107,890	190,000	190,904	_____
<u>Maintenance Services</u>							
878-551100 Building Maint Misc	161,636	246,689	575,000	3,559	650,000	387,100	_____
878-551100.Building Maint Misc - CH	0	7,619	0	824	0	0	_____
878-551100.Building Maint Misc - ADM	0	1,002	0	601	0	0	_____
878-551100.Building Maint Misc - COMM CT	0	346	0	514	0	0	_____
878-551100.Building Maint Misc - CIVIC C	42	2,630	0	740	0	0	_____
878-551100.Building Maint Misc - PD	853	415	0	0	0	0	_____
878-551100.Building Maint Misc - EMS1	158	577	0	0	0	0	_____
878-551100.Building Maint Misc - FD1	264	346	0	0	0	0	_____
878-551100.Building Maint Misc -F&F/PARK	280	984	0	150	0	0	_____
878-551100.Building Maint Misc - 11CP	0	250	0	150	0	0	_____
878-551100.Building Maint Misc - PW	0	349	0	0	0	0	_____
878-551100.Building Maint Misc - SENIOR	658	766	0	0	0	0	_____
878-551100.Buildings Maint Misc -BORGFE	0	1,121	0	0	0	0	_____
878-551100.Building Maint Misc - FD2	0	437	0	0	0	0	_____
878-551100.Building Maint Misc - LIB	2,140	1,883	0	4,461	0	0	_____
878-551100.Building Maint Misc - AAC	196	0	0	0	0	0	_____
878-551100.Building Maint Misc-PICKRELL	0	349	0	0	0	0	_____
878-551100.Building Maint Misc - FD3	0	565	0	0	0	0	_____
878-551100.Building Maint Misc - BUNKER	600	0	0	0	0	0	_____
878-551110.Sitework - CIVIC C	0	121	0	0	0	0	_____
878-551110.Sitework - FD2	1,195	1,742	0	0	0	0	_____
878-551110.Sitework - LIB	4,608	0	0	0	0	0	_____
878-551110.Sitework - YMCA	2,500	0	0	1,174	0	0	_____
878-551110.Sitework - AAC	0	0	0	40,000	0	0	_____
878-551120.Roofing - CH	4,029	0	0	0	0	0	_____
878-551120.Roofing - ADM	0	275	0	0	0	0	_____
878-551120.Roofing - FD1	0	625	0	0	0	0	_____
878-551120.Roofing - CHAMBER CM	0	225	0	0	0	0	_____
878-551120.Roofing - BORGFE	0	2,760	0	0	0	0	_____
878-551120.Roofing - EMS4	0	0	0	425	0	0	_____
878-551120.Roofing - YMCA	0	2,350	0	2,650	0	0	_____
878-551120.Roofing - SOCCER C	0	3,025	0	0	0	0	_____
878-551130 Plumbing - Misc.	62	2,304	0	420	0	0	_____
878-551130.Plumbing - CH	0	893	0	0	0	0	_____
878-551130.Plumbing - ADM	1,638	3,019	0	0	0	0	_____
878-551130.Plumbing - COMM CTR	215	2,348	0	1,574	0	0	_____
878-551130.Plumbing - CIVIC C	0	2,193	0	716	0	0	_____
878-551130.Plumbing - PD	1,510	1,832	0	334	0	0	_____
878-551130.Plumbing - EMS1	290	1,570	0	851	0	0	_____
878-551130.Plumbing - FD1	0	986	0	3,575	0	0	_____
878-551130.Plumbing - F&F/PARKS	0	187	0	0	0	0	_____
878-551130.Plumbing - 11CP	132	2,260	0	152	0	0	_____
878-551130.Plumbing - PW	0	2,824	0	179	0	0	_____

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES (----- 2021-2022 -----) (----- 2022-2023 -----)

	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
878-551130.Plumbing - SENIOR C	217	0	0	845	0	0	
878-551130.Plumbing - FD2	921	1,711	0	8,335	0	0	
878-551130.Plumbing - EMS4	6	0	0	522	0	0	
878-551130.Plumbing - LIB	9,830	1,113	0	1,002	0	0	
878-551130.Plumbing - YMCA	1,683	0	0	0	0	0	
878-551130.Plumbing - NORTH C	0	113	0	0	0	0	
878-551130.Plumbing - AAC	700	4,233	2,000	2,152	0	0	
878-551130.Plumbing - AQUATIC C	0	11,676	0	0	0	0	
878-551130.Plumbing - PICKRELL P	0	0	0	411	0	0	
878-551130.Plumbing - 27CP	0	0	0	2,350	0	0	
878-551130.Plumbing - FD3	0	247	0	204	0	0	
878-551140 Electric - Misc.	9,846	1,722	0	3,010	0	0	
878-551140.Electric - CH	491	8,480	0	128	0	0	
878-551140.Electric - ADM	193	46	0	133	0	0	
878-551140.Electric - COMM CTR	0	560	0	0	0	0	
878-551140.Electric - C CHAMBERS	0	34	0	194	0	0	
878-551140.Electric - CIVIC C	1,318	1,027	0	1,035	0	0	
878-551140.Electric - PD	538	1,205	0	242	0	0	
878-551140.Electric - EMS1	210	1,546	0	240	0	0	
878-551140.Electric - FD1	446	1,537	0	1,201	0	0	
878-551140.Electric - EMS/PURCH	711	10	0	0	0	0	
878-551140.Electric - F&F/PARKS	168	0	0	228	0	0	
878-551140.Electric - 11CP	1,966	219	0	0	0	0	
878-551140.Electric - PW	25	675	0	1,761	0	0	
878-551140.Electric - CHAMBER CM	0	9	0	0	0	0	
878-551140.Electric - FD2	347	465	0	485	0	0	
878-551140.Electric - EMS4	72	0	0	3,032	0	0	
878-551140.Electric - LIB	9,292	1,857	0	253	0	0	
878-551140.Electric - YMCA	424	0	0	77	0	0	
878-551140.Electric - AAC	28	653	0	907	0	0	
878-551140.Electric - AQUATIC C	0	382	0	0	0	0	
878-551140.Electric - PICKRELL P	0	0	0	419	0	0	
878-551140.Electric - 27CP	0	0	0	905	0	0	
878-551140.Electric - FD3	181	50	0	265	0	0	
878-551150 HVAC - Misc.	2,744	10,038	0	6,728	0	0	
878-551150.HVAC - CH	0	818	0	0	0	0	
878-551150.HVAC - ADM	0	2,798	0	0	0	0	
878-551150.HVAC - COMM CTR	0	0	0	410	0	0	
878-551150.HVAC - C CHAMBERS	0	935	0	192	0	0	
878-551150.HVAC - CIVIC C	5,822	4,048	0	0	0	0	
878-551150.HVAC - PD	644	593	0	10,792	0	0	
878-551150.HVAC - EMS1	523	22,307	0	500	0	0	
878-551150.HVAC - FD1	0	38,654	0	66	0	0	
878-551150.HVAC - 11CP	464	162	0	0	0	0	
878-551150.HVAC - PW	0	2,093	0	0	0	0	
878-551150.HVAC - SENIOR C	0	0	0	15,080	0	0	
878-551150.HVAC - FD2	0	8,027	0	8,113	0	0	
878-551150.HVAC - EMS4	395	0	0	0	0	0	
878-551150.HVAC - LIB	1,074	1,227	0	1,351	0	0	
878-551150.HVAC - YMCA	331	2,735	0	0	0	0	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES	2021-2022					2022-2023	
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
878-551150.HVAC - NORTH C	0	0	0	15,500	0	0	
878-551150.HVAC - AAC	3,077	4,072	0	0	0	0	
878-551150.HVAC - AQUATIC C	15,406	2,020	0	0	0	0	
878-551150.HVAC - FD3	199	0	0	0	0	0	
878-551160.Windows, Doors - Misc.	0	55	0	1,408	0	0	
878-551160.Windows, Doors - CH	0	220	0	0	0	0	
878-551160.Windows, Doors - ADM	404	721	0	0	0	0	
878-551160.Windows, Doors - COMM CTR	0	26	0	0	0	0	
878-551160.Windows, Doors - C CHAMBERS	0	106	0	0	0	0	
878-551160.Windows, Doors - CIVIC C	429	1,247	0	615	0	0	
878-551160.Windows, Doors - PD	1,176	9,114	0	2,204	0	0	
878-551160.Windows, Doors - EMS1	1,523	2,900	0	3,861	0	0	
878-551160.Windows, Doors - FD1	602	3,544	0	5,772	0	0	
878-551160.Windows, Doors - EMS/PURCH	235	0	0	0	0	0	
878-551160.Windows, Doors - 11CP	2,223	76	0	0	0	0	
878-551160.Windows, Doors - PW	280	0	0	0	0	0	
878-551160.Windows, Doors - BORGFELD	0	283	0	0	0	0	
878-551160.Windows, Doors -FD2	277	5,579	0	3,917	0	0	
878-551160.Windows, Doors - LIB	1,509	3,663	0	0	0	0	
878-551160.Windows, Doors - YMCA	0	3,014	0	0	0	0	
878-551160.Windows, Doors - NORTH C	0	11	0	0	0	0	
878-551160.Windows, Doors - AAC	186	1,122	0	0	0	0	
878-551160.Windows, Doors - 27CP	0	21	0	81	0	0	
878-551160.Windows, Doors - FD3	0	419	0	2,325	0	0	
878-551170.Finishes - Misc.	0	( 2)	0	0	0	0	
878-551170.Finishes - CH	5,466	400	0	0	0	0	
878-551170.Finishes - ADM	1,055	5,277	0	4,815	0	0	
878-551170.Finishes - COMM CTR	0	4,556	0	0	0	0	
878-551170.Finishes - C CHAMBERS	0	1,200	0	24,417	0	0	
878-551170.Finishes - CIVIC C	1,140	640	0	3,058	0	0	
878-551170.Finishes - PD	22,125	60	0	1,229	0	0	
878-551170.Finishes - EMS1	17,926	19	0	0	0	0	
878-551170.Finishes - EMS/PURCH	0	2,470	0	0	0	0	
878-551170.Finishes - F&F/PARKS	379	0	0	0	0	0	
878-551170.Finishes - 11CP	1,432	660	0	0	0	0	
878-551170.Finishes - PW	259	1,033	0	52	0	0	
878-551170.Finishes - CHAMBER CM	0	0	0	22	0	0	
878-551170.Finishes - FD2	182	805	0	0	0	0	
878-551170.Finishes - LIB	0	0	0	322	0	0	
878-551170.Finishes - AAC	45	168	0	0	0	0	
878-551400.Minor & Other Equip Maint	3,692	0	0	320	0	0	
878-551800.Other Maintenance Agreements	<u>15,897</u>	<u>29,925</u>	<u>33,000</u>	<u>23,228</u>	<u>33,000</u>	<u>32,340</u>	
TOTAL Maintenance Services	331,736	517,295	610,000	229,763	683,000	419,440	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

INTERNAL SERVICE

EXPENDITURES (----- 2021-2022 -----) (----- 2022-2023 -----)

	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Rental/Leasing</u>							
878-561100 Rental-Equipment	767	0	500	0	500	490	
TOTAL Rental/Leasing	767	0	500	0	500	490	
<u>Operating Equipment</u>							
878-571200 Vehicles & Access. Less \$5,00	5,758	0	0	0	0	0	
878-571600 Police/Fire/Medical Equipment	150	0	5,000	350	2,500	3,430	
878-571800 Equipment Less \$5,000	650	2,861	1,000	0	1,000	490	
TOTAL Operating Equipment	6,558	2,861	6,000	350	3,500	3,920	
<u>Capital Outlay</u>							
878-581200 Vehicles & Access. Over \$5,00	26,694	27,266	32,000	26,033	26,033	92,500	
TOTAL Capital Outlay	26,694	27,266	32,000	26,033	26,033	92,500	
<hr/>							
TOTAL BUILDING MAINTENANCE	1,432,009	1,663,632	1,998,339	1,218,430	2,036,009	1,951,258	
<hr/>							
TOTAL INTERNAL SERVICE	5,705,803	6,808,023	7,722,891	5,721,861	7,646,072	7,923,924	

**DEPARTMENT: 901 CITY ASSISTANCE**  
**FUND: 101 GENERAL FUND**

**DEPARTMENTAL DESCRIPTION**

The Senior Center is supported by contracting with the YMCA for programing and a vendor to support the meal program. The Senior Center provides a social environment for the local area seniors and a hot meal for them to enjoy.

The Patient Assistance program is an Interlocal Agreement between the City of Schertz and Guadalupe Valley Hospital. The Hospital agrees to provide prescription medication free of charge or at a low cost to citizens of Schertz who qualify for assistance under established guidelines. The Hospital agrees to maintain a part-time intake and information office in Schertz. Prescriptions will be filled and administered at the Hospital’s Seguin facility. The City agrees to pay the hospital an agreed upon amount under the yearly contract. The Hospital agrees to provide written reports to the City and to provide the City with the complete budget for the Hospital’s drug program. This contract is for \$5,000.

The City of Schertz also provides assistance to the Guadalupe Children’s Advocacy Center. The Center provides a warm, homelike environment for children who visit to be interviewed about physical or sexual abuse. The Children’s Advocacy Center’s primary emphasis is placed on the well-being of the child to prevent further trauma. This agreement is for \$5,000

Transportation Assistance is provided through Alamo Regional Transit for senior citizens.

Starting in 2016-17 the City has entered into a support agreement with the Schertz Housing Authority to provide assistance in their mission of helping those in need find suitable living spaces.

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
City Assistance	\$290,617	\$307,666	\$326,013
Operating Equipment	0	10,000	9,800
<i>Total</i>	<i>\$290,617</i>	<i>\$317,666</i>	<i>\$335,813</i>

**PROGRAM JUSTIFICATION & ANALYSIS**

The FY 2022-23 Budget will increase 5.7% from the FY 2021-22 year end estimate for the Senior Citizens meal program.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

101-GENERAL FUND

MISC & PROJECTS

EXPENDITURES (----- 2021-2022 -----) (----- 2022-2023 -----)

	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>CITY'S ASSISTANCE</u>							
=====							
<u>Utility Services</u>							
<u>City Assistance</u>							
901-537300 Patient Assistance	5,000	5,000	5,000	5,000	5,000	4,900	
901-537400 Transportation Assistance	42,666	42,666	42,666	42,666	42,666	41,813	
901-537500 Children's Advocacy Assistanc	5,000	5,000	5,000	5,000	5,000	4,900	
901-537600 Schertz Housing Authority	5,000	5,000	5,000	0	5,000	4,900	
901-537700 Senior Citizens Program	<u>225,974</u>	<u>232,951</u>	<u>275,000</u>	<u>169,915</u>	<u>250,000</u>	<u>269,500</u>	
TOTAL City Assistance	283,640	290,617	332,666	222,581	307,666	326,013	
<u>Operating Equipment</u>							
901-571600 Donation-Expense Sr. Center	<u>4,322</u>	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>9,800</u>	
TOTAL Operating Equipment	4,322	0	10,000	0	10,000	9,800	
TOTAL CITY'S ASSISTANCE	287,962	290,617	342,666	222,581	317,666	335,813	

**DEPARTMENT: 910 COURT RESTRICTED FUNDS**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

The court security fee and court technology fees are revenues that are restricted on use. The court technology must only be spent to purchase new or replacement devices to improve or maintain the efficiency of the Municipal Court. Approved purchases are computers, servers where court files are stored and computerized ticket writers. The court security fee can only be used to add or enhance security measure to the court room for the safety of staff and citizens. Currently the security fee will be used to offset a Deputy Marshal position which provides security for the Court.

	2020-21	2021-22	2022-23
Budget	Actual	Estimate	Budget
Operating Equipment	\$11,770	\$19,452	\$12,740
<i>Total</i>	<i>\$11,770</i>	<i>\$19,452</i>	<i>\$12,740</i>

**PROGRAM JUSTIFICATION & ANALYSIS**

The FY 2022-23 Budget will decrease 34.5% from the FY 2021-22 estimate to match the projected revenue for 22-23.

CITY OF SCHEERTZ  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2022

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101-GENERAL FUND

MISC & PROJECTS  
 EXPENDITURES

	2021-2022			2022-2023			
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
COURT-RESTRICTED FUNDS							
=====							
<u>Fund Charges/Transfers</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operating Equipment</u>							
910-571600 Court Technology Expenditure	<u>0</u>	<u>11,770</u>	<u>19,452</u>	<u>5,985</u>	<u>19,452</u>	<u>12,740</u>	<u>12,740</u>
TOTAL Operating Equipment	0	11,770	19,452	5,985	19,452	12,740	
<hr/>							
TOTAL COURT-RESTRICTED FUNDS	0	11,770	19,452	5,985	19,452	12,740	

# FUND: 505 INTEREST & SINKING FUND

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## DESCRIPTION

This fund is used to account for the accumulation of resources for and the payment of general long term debt principal and interest on city debt. The Interest & Sinking portion of the property taxes are directly deposited by the County Tax Assessor's Office into this fund.

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Taxes	\$7,102,016	\$7,329,862	\$7,696,355
Fund Transfers	7,915	2,737	814,143
Miscellaneous	126,592	136,118	175,750
<i>Total</i>	<i>\$7,236,523</i>	<i>\$7,468,717</i>	<i>\$8,686,248</i>
<i>Expenses</i>			
Professional Service	\$178,600	\$84,000	84,000
Debt Service	6,756,465	6,502,457	8,602,248
<i>Total</i>	<i>\$6,935,065</i>	<i>\$6,586,457</i>	<i>\$8,686,248</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenues:** Revenues for FY 2022-23 increase 16.3% from the FY 2021-22 estimate with higher property values.

**Expenses:** The FY 2022-23 Budget will increase 31.9% from the FY 2021-22 year end estimate with the addition of new debt issuances.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

505-TAX I & S

FINANCIAL SUMMARY

	2021-2022				2022-2023		
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	6,714,516	7,102,016	7,329,862	7,143,570	7,329,862	7,696,355	
Fund Transfers	0	7,915	0	2,737	2,737	814,143	
Miscellaneous	<u>94,896</u>	<u>126,592</u>	<u>105,000</u>	<u>79,250</u>	<u>136,118</u>	<u>175,750</u>	
TOTAL REVENUES	6,809,411	7,236,523	7,434,862	7,225,557	7,468,717	8,686,248	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>7,025,720</u>	<u>6,935,065</u>	<u>6,676,915</u>	<u>6,632,248</u>	<u>6,586,457</u>	<u>8,686,248</u>	
TOTAL GENERAL GOVERNMENT	<u>7,025,720</u>	<u>6,935,065</u>	<u>6,676,915</u>	<u>6,632,248</u>	<u>6,586,457</u>	<u>8,686,248</u>	
TOTAL EXPENDITURES	7,025,720	6,935,065	6,676,915	6,632,248	6,586,457	8,686,248	
REVENUE OVER/(UNDER) EXPENDITURES	( 216,308)	301,458	757,947	593,308	882,260	0	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

505-TAX I & S

REVENUES

	2019-2020	2020-2021	2021-2022		2022-2023		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Taxes</u>							
000-411900 Property Tax Revenue	<u>6,714,516</u>	<u>7,102,016</u>	<u>7,329,862</u>	<u>7,143,570</u>	<u>7,329,862</u>	<u>7,696,355</u>	<u>                    </u>
TOTAL Taxes	6,714,516	7,102,016	7,329,862	7,143,570	7,329,862	7,696,355	
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	0	0	0	0	0	814,143	<u>                    </u>
000-486100 Transfer In	0	6,585	0	0	0	0	<u>                    </u>
000-486401 Transfer In -Bond Project Fun	<u>0</u>	<u>1,330</u>	<u>0</u>	<u>2,737</u>	<u>2,737</u>	<u>0</u>	<u>                    </u>
TOTAL Fund Transfers	0	7,915	0	2,737	2,737	814,143	
<u>Miscellaneous</u>							
000-491000 Interest Earned	1,694	277	1,000	291	500	750	<u>                    </u>
000-491200 Investment Income	18,202	1,315	4,000	23,342	30,000	75,000	<u>                    </u>
000-495020 Contribution From YMCA	75,000	125,000	100,000	50,000	100,000	100,000	<u>                    </u>
000-498000 Proceeds From Refunding Debt	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,618</u>	<u>5,618</u>	<u>0</u>	<u>                    </u>
TOTAL Miscellaneous	<u>94,896</u>	<u>126,592</u>	<u>105,000</u>	<u>79,250</u>	<u>136,118</u>	<u>175,750</u>	<u>                    </u>
TOTAL REVENUES	<u>6,809,411</u>	<u>7,236,523</u>	<u>7,434,862</u>	<u>7,225,557</u>	<u>7,468,717</u>	<u>8,686,248</u>	<u>                    </u>

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

505-TAX I & S

GENERAL GOVERNMENT

EXPENDITURES

(----- 2021-2022 -----) (----- 2022-2023 -----)

	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET

NON DEPARTMENTAL

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Professional Services

101-541500 Paying Agent	4,200	3,800	5,000	3,400	4,000	4,000	
101-541502 Cost of Bond Issuance	<u>0</u>	<u>174,800</u>	<u>45,000</u>	<u>44,693</u>	<u>80,000</u>	<u>80,000</u>	
TOTAL Professional Services	4,200	178,600	50,000	48,093	84,000	84,000	

Debt Service

101-555629 Bond-GO 2007 Principal	315,000	325,000	340,000	340,000	340,000	355,000	
101-555629.Bond-GO 2007 Interest	111,468	98,579	85,267	85,151	85,267	71,123	
101-555633 Bond-GO SR2011 Principal	260,000	270,000	0	0	0	0	
101-555633.Bond-GO SR2011 Interest	308,888	6,750	0	0	0	0	
101-555634 Bond-GO 2011A Refund-Principa	475,000	485,000	0	0	0	0	
101-555634.Bond-GO 2011A Refund-Interest	63,428	5,462	0	0	0	0	
101-555635 Bond-GO 2012 - Principal	355,000	365,000	375,000	375,000	375,000	0	
101-555635.Bond-GO 2012 - Interest	149,170	138,370	128,677	4,219	4,219	0	
101-555638 Bond-GO 2014 Refund-Principal	100,000	100,000	750,000	750,000	750,000	775,000	
101-555638.Bond-GO 2014 Refund-Interest	283,775	280,775	268,025	268,025	268,025	245,150	
101-555639 Tax Note - SR2015 - Principal	35,000	40,000	0	0	0	0	
101-555639.Tax Note - SR2015 - Interest	1,308	694	0	0	0	0	
101-555640 Bond-Ref 2015 Bond-Principal	675,000	690,000	0	0	0	0	
101-555640.Bond-GO Ref 2015-Interest	66,188	47,400	37,050	37,050	37,050	37,050	
101-555641 Tax Note - SR2015A-Principal	150,000	150,000	155,000	155,000	155,000	0	
101-555641.Tax Note - SR2015A - Interest	7,007	4,697	2,387	2,387	2,387	0	
101-555642 Bond-GO SR2016-Principal	225,000	235,000	245,000	245,000	245,000	255,000	
101-555642.Bond-GO SR2016-Interest	150,406	141,206	131,607	131,606	131,607	121,606	
101-555643 Bond-TaxableB CO SR2016-Princ	60,000	60,000	60,000	60,000	60,000	65,000	
101-555643.Bond-Taxable CO SR2016-Intere	43,863	42,063	40,263	40,263	40,263	38,388	
101-555644 Bond-NonTaxA CO SR2016-Princi	180,000	190,000	195,000	195,000	195,000	205,000	
101-555644.Bond-NonTax CO SR2016-Interes	55,569	48,169	40,469	40,469	40,469	32,469	
101-555645 Bond-CO SR2017-Principal	290,000	295,000	420,000	305,000	420,000	315,000	
101-555645.Bond-CO SR2017 - Interest	130,475	121,700	114,425	112,700	114,425	103,400	
101-555646 Bond-GO SR2017 - Principal	155,000	160,000	165,000	165,000	165,000	170,000	
101-555646.Bond-GO SR2017 - Interest	109,650	104,925	100,050	100,050	100,050	95,025	
101-555647 Bond-GO 2018 Refund- Principa	560,000	570,000	585,000	585,000	585,000	595,000	
101-555647.Bond-GO 2018 Refund - Interes	110,346	98,368	86,125	86,125	86,125	73,617	
101-555648 Bond-CO SR2018 - Principal	220,000	235,000	245,000	245,000	245,000	260,000	
101-555648.Bond-CO 2018 - Interest	187,263	175,888	163,888	163,888	163,888	151,263	
101-555649 Bond-GO 2018 Ref - Principal	580,000	530,000	185,000	185,000	185,000	205,000	
101-555649.Bond-GO 2018 Ref - Interest	227,444	199,694	181,819	181,819	181,819	172,069	
101-555650 Bond-CO 2019-Principal	250,000	255,000	265,000	265,000	265,000	275,000	
101-555650.Bond-CO 2019-Interest	130,275	122,700	114,900	114,900	114,900	106,800	
101-555651 Bond-GO 2020-Principal	0	0	935,000	935,000	935,000	960,000	
101-555651.Bond-GO 2020-Interest	0	164,027	211,963	211,963	211,963	174,063	
101-555652 Bond-GO 2021 Ref - Principal	0	0	0	0	0	350,000	
101-555652.Bond-GO 2021 Ref - Interest	0	0	0	98,850	0	124,800	
101-555653 Bond-CO 2022 - Principal	0	0	0	0	0	175,000	
101-555653.Bond-CO 2022 - Interest	0	0	0	99,692	0	166,525	
101-555654 Bond-CO 2022A - Principal	0	0	0	0	0	595,000	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

505-TAX I & S

GENERAL GOVERNMENT

EXPENDITURES	(----- 2021-2022 -----)				(----- 2022-2023 -----)		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
101-555655 Bond-GO 2022 - Principal	0	0	0	0	0	1,333,900	
TOTAL Debt Service	7,021,520	6,756,465	6,626,915	6,584,155	6,502,457	8,602,248	
<u>Other Financing Sources</u>							
TOTAL NON DEPARTMENTAL	7,025,720	6,935,065	6,676,915	6,632,248	6,586,457	8,686,248	
TOTAL GENERAL GOVERNMENT	7,025,720	6,935,065	6,676,915	6,632,248	6,586,457	8,686,248	
TOTAL EXPENDITURES	7,025,720	6,935,065	6,676,915	6,632,248	6,586,457	8,686,248	

# FUND: 202 WATER & SEWER

## DESCRIPTION

The Water & Sewer Fund tracks revenue and expenses for the City’s water, sewer, and solid waste functions and is managed by the Public Works Department. Staff is responsible for the planning, operation, and maintenance of the water and wastewater service and infrastructure. This includes the water distribution system, wastewater collection system, and utility billing office. The City’s wholesaler for water production and transport is the Schertz-Seguin Local Government Corporation. Wastewater treatment is handled by the Cibolo Creek Municipal Authority. Garbage collection is handled by Republic Services.

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenues</i>			
Franchises	\$296,913	\$400,000	\$400,000
Fees	25,922,940	27,455,000	27,487,000
Fund Transfers	171,404	435,000	150,000
Miscellaneous	5,616,906	373,236	448,858
<i>Total</i>	<i>\$32,008,163</i>	<i>\$28,663,236</i>	<i>\$28,485,858</i>
<i>Expenses</i>			
Non-Departmental	\$2,405,230	\$0	\$0
Business Office	1,088,932	1,214,937	1,280,599
W&S Administration	27,262,779	24,320,087	25,567,038
Projects	0	570,000	0
<i>Total</i>	<i>\$30,756,941</i>	<i>\$26,105,024</i>	<i>\$26,847,637</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** Revenues for FY 2022-23 Budget are expected to decrease 0.6% from the FY 2021-22 year-end estimate increase is fees are offset by lower fund transfers.

**Expenses:** The FY 2022-23 Budget increases 2.8% from the FY 2021-22 year-end estimates.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

202-WATER & SEWER

FINANCIAL SUMMARY

	2019-2020	2020-2021	(----- 2021-2022 -----)		(----- 2022-2023 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Franchises	272,118	296,913	304,487	360,419	400,000	400,000	
Permits	3,000	0	0	0	0	0	
Fees	26,403,587	25,922,940	27,485,000	23,339,095	27,455,000	27,487,000	
Fund Transfers	146,400	171,404	526,000	125,000	435,000	150,000	
Miscellaneous	<u>3,578,921</u>	<u>5,616,906</u>	<u>443,236</u>	<u>363,065</u>	<u>373,236</u>	<u>448,858</u>	
TOTAL REVENUES	30,404,026	32,008,163	28,758,723	24,187,580	28,663,236	28,485,858	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	2,900,000	2,405,230	0	0	0	0	
BUSINESS OFFICE	<u>974,558</u>	<u>1,088,932</u>	<u>1,247,318</u>	<u>976,365</u>	<u>1,214,937</u>	<u>1,280,599</u>	
TOTAL GENERAL GOVERNMENT	3,874,558	3,494,162	1,247,318	976,365	1,214,937	1,280,599	
<u>PUBLIC WORKS</u>							
W & S ADMINISTRATION	<u>25,336,076</u>	<u>27,262,779</u>	<u>24,104,044</u>	<u>20,010,822</u>	<u>24,320,087</u>	<u>25,567,038</u>	
TOTAL PUBLIC WORKS	25,336,076	27,262,779	24,104,044	20,010,822	24,320,087	25,567,038	
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>0</u>	<u>0</u>	<u>570,000</u>	<u>5,000,000</u>	<u>570,000</u>	<u>0</u>	
TOTAL MISC & PROJECTS	<u>0</u>	<u>0</u>	<u>570,000</u>	<u>5,000,000</u>	<u>570,000</u>	<u>0</u>	
TOTAL EXPENDITURES	29,210,634	30,756,941	25,921,362	25,987,187	26,105,024	26,847,637	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>1,193,392</u>	<u>1,251,223</u>	<u>2,837,361</u>	<u>( 1,799,607)</u>	<u>2,558,212</u>	<u>1,638,221</u>	<u>=====</u>

PROPOSED BUDGET WORKSHEET

202-WATER & SEWER

AS OF: JULY 31ST, 2022

REVENUES

	2019-2020	2020-2021	2021-2022			2022-2023	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>Franchises</b>							
000-421490 Cell Tower Leasing	272,118	296,913	304,487	360,419	400,000	400,000	
TOTAL Franchises	272,118	296,913	304,487	360,419	400,000	400,000	
<b>Permits</b>							
000-436010 Network Nodes	3,000	0	0	0	0	0	
TOTAL Permits	3,000	0	0	0	0	0	
<b>Fees</b>							
000-455200 Garbage Collection Fee	5,220,775	5,157,312	5,300,000	4,687,400	5,340,000	5,300,000	
000-455600 Fire Line Fees	0	0	0	0	0	22,000	
000-455700 Recycle Fee Revenue	335,561	333,131	345,000	288,627	345,000	340,000	
000-455800 W&S Line Constructn Reimbur	30,995	26,565	25,000	11,126	25,000	25,000	
000-457100 Sale of Water	12,343,795	11,566,510	12,600,000	10,347,539	12,600,000	12,600,000	
000-457110 Edwards Water Lease	55,616	26,700	40,000	0	0	40,000	
000-457120 Water Transfer Charge-Selma	17,169	13,882	30,000	0	0	15,000	
000-457200 Sale of Meters	110,222	95,185	120,000	60,770	90,000	100,000	
000-457400 Sewer Charges	8,154,074	8,608,375	8,770,000	7,680,052	8,800,000	8,800,000	
000-457500 Water Penalties	132,355	52,254	250,000	261,357	250,000	240,000	
000-458110 Sale of Merchandise - GovDeal	0	41,000	2,500	0	2,500	2,500	
000-459200 NSF Check Fee-Water&Sewer	3,025	2,025	2,500	2,225	2,500	2,500	
TOTAL Fees	26,403,587	25,922,940	27,485,000	23,339,095	27,455,000	27,487,000	
<b>Fund Transfers</b>							
000-486000 Transfer In - Reserves	0	0	91,000	0	0	0	
000-486101 Transfer In-General Fund	0	0	285,000	0	285,000	0	
000-486204 Interfnd Chrg-Drainage Billin	146,400	146,400	150,000	125,000	150,000	150,000	
000-486406 Transfer In - Pblc Imprvmnt	0	25,004	0	0	0	0	
TOTAL Fund Transfers	146,400	171,404	526,000	125,000	435,000	150,000	
<b>Miscellaneous</b>							
000-490000 Misc Charges	6,012	15,964	10,500	10,055	10,500	10,500	
000-491000 Interest Earned	22,693	8,479	20,000	11,809	12,000	25,000	
000-491200 Investment Income	143,787	30,912	90,000	28,874	35,000	100,000	
000-495013 Capital Contribution-W&S	292,408	5,243,820	0	0	0	0	
000-496000 Water Construction Reserve Ac	1	0	0	0	0	0	
000-497000 Misc Income-W&S	2,963,406	66,295	25,000	2,770	18,000	18,000	
000-498110 Salary Reimb-SSLGC	150,614	251,437	297,736	309,557	297,736	295,358	
000-499100 Distribution- GSE Bond Settln	0	0	0	(0)	0	0	
TOTAL Miscellaneous	3,578,921	5,616,906	443,236	363,065	373,236	448,858	
TOTAL REVENUES	30,404,026	32,008,163	28,758,723	24,187,580	28,663,236	28,485,858	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

202-WATER & SEWER

GENERAL GOVERNMENT

EXPENDITURES (----- 2021-2022 -----) (----- 2022-2023 -----)

	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
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NON DEPARTMENTAL

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Fund Charges/Transfers

101-548406 Transfer To Public Improvemen	2,900,000	1,805,230	0	0	0	0	
101-548406.Transfer Out-Water/Sewer Prjc	<u>0</u>	<u>600,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL Fund Charges/Transfers	2,900,000	2,405,230	0	0	0	0	

Other Financing Sources

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TOTAL NON DEPARTMENTAL	2,900,000	2,405,230	0	0	0	0	
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**DEPARTMENT: FINANCE**  
**DIVISION: 176 WATER AND SEWER UTILITY BILLING**  
**FUND: 202 WATER AND SEWER**

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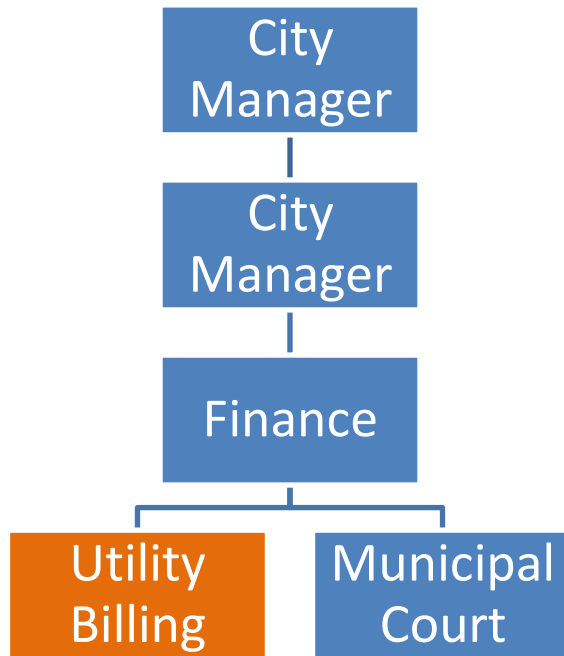
**DEPARTMENT DESCRIPTION**

Read meters for calculating usage. Prepare all utility bills for mailing. Collect utility payments and post to customer's account. Set up new customer accounts. Conduct sewer averaging annually. Collect payments for other departments. Collect debt for various departments. Solve complaints in timely and fair manner. Collect payments for other utilities and service providers. Take care of meter box maintenance.

**GOALS AND OBJECTIVES**

- Continue to provide friendly and efficient services to our customers.
- To encourage and educate our customers to use delivery of e-mail statements.
- To encourage and educate our customers to pay their utility bill by using the City's automatic draft payments services, online web payments, and e-services through their financial institution.
- To read water meters in a safe, reliable, and efficient manner
- Provide accurate and expedited utility billing statements

**ORGANIZATIONAL CHART**



UTILITY BILLING	2020-21	2021-22	2022-23
Utility Billing Manager	1	1	1
Utility Billing Asst. Manager	1	1	1
Utility Billing Clerk II	2	0	0
Utility Billing Clerk	2	4	5
Meter Tech	2	3	2
Meter Tech II	1	0	0
<b>TOTAL POSITIONS</b>	<b>9</b>	<b>9</b>	<b>9</b>

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel Services	\$504,675	\$538,555	\$567,708
Supplies	146,984	182,100	210,391
City Support Services	33,151	37,262	70,000
Utility Services	10,787	9,800	11,500
Operations Support	112,212	118,500	120,000
Staff Support	3,230	6,400	8,700
Professional Services	272,853	259,000	273,000
Maintenance Services	5,040	5,040	18,700
Operating Equipment	0	0	600
Capital Outlay	0	58,280	0
<i>Total</i>	<i>\$1,088,932</i>	<i>\$1,214,937</i>	<i>\$1,280,599</i>

### **PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget increases 5.4% from the FY 2021-22 year-end estimate for wage increases, increased charges for credit card processing fees and a customer text notification software.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

202-WATER & SEWER

GENERAL GOVERNMENT

EXPENDITURES (----- 2021-2022 -----) (----- 2022-2023 -----)

	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET

BUSINESS OFFICE

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Personnel Services

176-511110 Regular	307,855	328,735	346,860	283,670	350,017	364,889	
176-511120 Overtime	5,687	5,411	7,451	4,614	7,000	7,078	
176-511180 LTD	221	0	0	0	0	0	
176-511210 Longevity	5,546	6,226	7,384	7,514	7,514	6,450	
176-511230 Certification Allowance	0	1,521	1,170	3,016	3,621	3,150	
176-511310 FICA - Employer	23,446	24,724	27,670	21,985	28,164	29,190	
176-511350 TMRS-Employer	69,264	55,330	59,255	35,538	58,960	62,510	
176-511410 Health-Employer	103,885	80,873	95,326	67,269	81,186	92,143	
176-511500 Workers' Compensation	<u>1,420</u>	<u>1,856</u>	<u>2,262</u>	<u>2,093</u>	<u>2,093</u>	<u>2,298</u>	
TOTAL Personnel Services	517,323	504,675	547,378	425,698	538,555	567,708	

Supplies

176-521000 Operating Supplies	1,537	1,737	3,000	1,584	0	291	
176-521100 Office Supplies	1,501	1,659	2,100	2,113	2,100	2,100	
176-521405 Water Meters-New	<u>0</u>	<u>143,588</u>	<u>180,000</u>	<u>125,014</u>	<u>180,000</u>	<u>208,000</u>	
TOTAL Supplies	3,038	146,984	185,100	128,711	182,100	210,391	

Human Services

City Support Services

176-532355 Software Maintenance	0	0	65,000	36,065	36,065	65,000	
176-532400 Computer Fees & Licenses	67,064	33,151	0	0	0	0	
176-532900 Contingencies	<u>984</u>	<u>0</u>	<u>3,500</u>	<u>1,197</u>	<u>1,197</u>	<u>5,000</u>	
TOTAL City Support Services	68,048	33,151	68,500	37,262	37,262	70,000	

Utility Services

176-533310 Telephone/Cell Phone	2,414	1,732	2,400	556	1,800	1,500	
176-533500 Vehicle Fuel	<u>6,682</u>	<u>9,055</u>	<u>7,000</u>	<u>8,099</u>	<u>8,000</u>	<u>10,000</u>	
TOTAL Utility Services	9,096	10,787	9,400	8,655	9,800	11,500	

Operations Support

176-534000 Postage	77,290	84,973	74,500	56,906	90,000	95,000	
176-534200 Printing & Binding	20,664	21,078	18,000	27,635	22,000	25,000	
176-534300 Equipment Maintenance - Copie	<u>416</u>	<u>6,161</u>	<u>10,000</u>	<u>6,161</u>	<u>6,500</u>	<u>0</u>	
TOTAL Operations Support	98,370	112,212	102,500	90,703	118,500	120,000	

Staff Support

176-535100 Uniforms	2,423	2,163	2,300	2,178	2,300	3,200	
176-535200 Awards	0	108	200	200	200	1,000	
176-535300 Memberships	37	0	100	70	100	500	
176-535500 Training/Travel	1,636	763	3,500	1,343	3,500	3,500	
176-535510 Meeting Expenses	<u>222</u>	<u>195</u>	<u>300</u>	<u>187</u>	<u>300</u>	<u>500</u>	
TOTAL Staff Support	4,318	3,230	6,400	3,978	6,400	8,700	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

202-WATER & SEWER

GENERAL GOVERNMENT

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Professional Services</u>							
176-541800 Credit Card Fees	266,429	268,102	256,000	218,004	256,000	270,000	
176-541810 Credit Cards Fees - AMEX	<u>2,886</u>	<u>4,751</u>	<u>3,000</u>	<u>1,294</u>	<u>3,000</u>	<u>3,000</u>	
TOTAL Professional Services	269,315	272,853	259,000	219,298	259,000	273,000	
<u>Maintenance Services</u>							
176-551800 Other Maintenance Agreements	<u>4,620</u>	<u>5,040</u>	<u>5,040</u>	<u>3,780</u>	<u>5,040</u>	<u>18,700</u>	
TOTAL Maintenance Services	4,620	5,040	5,040	3,780	5,040	18,700	
<u>Operating Equipment</u>							
176-571000 Furniture & Fixtures	<u>430</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>600</u>	
TOTAL Operating Equipment	430	0	0	0	0	600	
<u>Capital Outlay</u>							
176-581200 Vehicles & Access. Over \$5,00	<u>0</u>	<u>0</u>	<u>64,000</u>	<u>58,280</u>	<u>58,280</u>	<u>0</u>	
TOTAL Capital Outlay	0	0	64,000	58,280	58,280	0	
TOTAL BUSINESS OFFICE	974,558	1,088,932	1,247,318	976,365	1,214,937	1,280,599	
TOTAL GENERAL GOVERNMENT	3,874,558	3,494,162	1,247,318	976,365	1,214,937	1,280,599	

**DEPARTMENT: PUBLIC WORKS**  
**DIVISION: 575 WATER & SEWER ADMINISTRATION**  
**FUND: 202 WATER AND SEWER**

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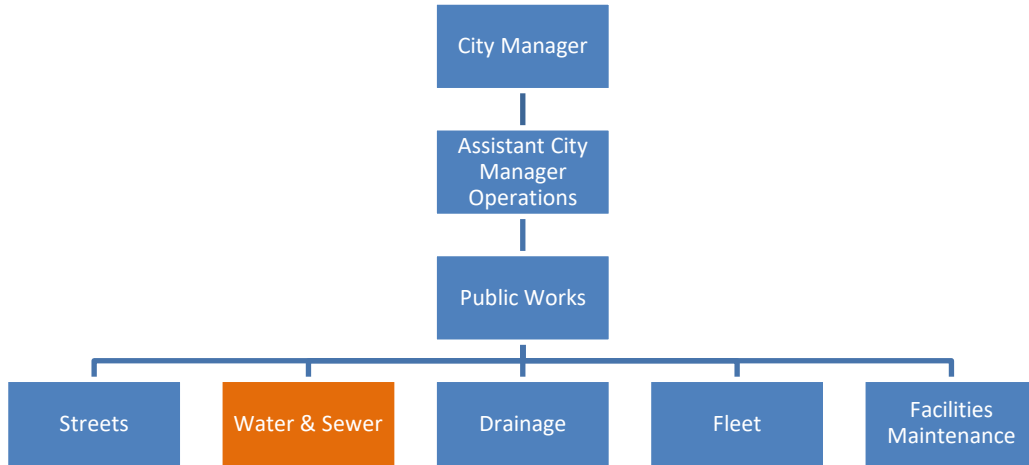
### **DEPARTMENT DESCRIPTION**

The Water and Wastewater division of Public Works provides reliable water and wastewater services to all Schertz residents through maintenance, repair, strategic planning, inspection of new infrastructure, and the expansion of water and wastewater services. As part of this division's service to the community, the employees offer excellent customer service, participate in community events, provide a weekly chipping service, meet with developers and utility providers, review plat and subdivision plans, as well as review water and wastewater construction plans. In addition, the Water and Wastewater division oversees the drought and water conservation plans/ordinance, provides letters of availability and Certificates of Convenience and Necessity, assists other departments, and conducts department training, education, and planning.

### **GOALS AND OBJECTIVES**

- Provide an efficient and reliable water and wastewater system that meets all of the State rules and regulations.
- Ensure an adequate future water supply.
- Empower personnel to strengthen ability to respond promptly to daily and emergency events.
- Emphasize safety to reduce preventable accidents.
- Deliver quality services and providing accurate and timely responses to customer requests.

### **ORGANIZATION CHART**



WATER & SEWER ADMINISTRATION	2020-21	2021-22	2022-23
Director	1	1	1
Assistant Director	1	1	1
Water & Sewer Manager	1	1	1
Customer Relations Representative	1	1	1
SCADA Technician	0	1	1
Schertz-Seguin Local Government Corp Gen Mgr	1	1	1
Schertz-Seguin Local Government Corp Assistant Gen Mgr	1	1	1
Water & Sewer Superintendent	1	1	1
Water & Sewer Supervisor	1	1	2
Service Worker II	5	5	5
Service Worker I	10	10	10
<b>TOTAL POSITIONS</b>	<b>23</b>	<b>24</b>	<b>25</b>

**PERFORMANCE INDICATORS**

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Water Accounts	16734	17235	17335
Miles of Water Main	230	234	240
Miles of Sewer Main	118	175	200

Efficiency	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Gallons Pumped (Edwards), acre feet	52	180	260
Gallons Received (SSLGC), acre feet	6000	6207	6000
Gallons Distributed, acre feet	5300	5630	6000

Effectiveness	2020-21 Actual	2021-22 Estimate	2022-23 Budget
New Meter Installed	260	80	150
New Service Taps	0	1	5
Water Service Calls	2212	1858	2000
Water Main Break, Service Repair Calls	1806	1506	1800
Sewer Backup and Repair Calls	792	765	775

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel Services	\$1,801,986	\$1,846,546	\$2,026,072
Supplies	78,926	88,000	63,000
City Support Services	68,258	74,062	213,996
Utility Services	3,773,667	3,585,500	3,585,500
Operations Support	9,450	7,050	10,050
Staff Support	37,795	43,000	43,000
City Assistance	200	0	0
Professional Services	465,999	463,400	428,400
Fund Charges/Transfers	8,615,455	6,741,826	6,746,368
Maintenance Services	10,195,253	9,570,200	9,570,200
Other Costs	40,000	40,000	40,000
Debt Service	2,072,273	1,518,228	2,499,777
Other Financing Sources	0	100,000	0
Rental/Leasing	96,568	72,275	72,275
Operating Equipment	6,950	7,000	7,000
Capital Outlay	0	\$163,000	261,400
<i>Total</i>	<i>\$27,262,779</i>	<i>\$24,320,087</i>	<i>\$25,567,038</i>
Projects	\$0	\$570,000	\$0

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 Budget will increase 5.1% from the FY 2021-22 year-end estimate for wage increases, water gems software, a new mobile bypass pump and additional debt payments.

PROPOSED BUDGET WORKSHEET

202-WATER & SEWER

AS OF: JULY 31ST, 2022

PUBLIC WORKS EXPENDITURES	(----- 2021-2022 -----)				(----- 2022-2023 -----)		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>W &amp; S ADMINISTRATION</b>							
<b>Personnel Services</b>							
575-511110 Regular	1,060,790	1,182,237	1,260,314	990,713	1,209,413	1,312,282	
575-511120 Overtime	55,522	52,807	66,909	59,016	65,000	68,981	
575-511180 LTD	719	0	0	0	0	0	
575-511210 Longevity	22,381	30,266	13,589	11,426	11,426	13,861	
575-511230 Certification Allowance	13,856	10,761	13,880	14,278	16,688	13,791	
575-511240 Vehicle/phone Allowance	727	900	900	762	935	900	
575-511310 FICA - Employer	81,682	92,185	103,400	78,757	99,715	107,565	
575-511350 TMRS-Employer	247,839	203,588	221,431	158,400	208,749	230,350	
575-511410 Health-Employer	223,819	218,247	256,968	181,967	221,145	262,925	
575-511500 Workers' Compensation	<u>8,543</u>	<u>10,995</u>	<u>14,564</u>	<u>13,475</u>	<u>13,475</u>	<u>15,417</u>	
TOTAL Personnel Services	1,715,878	1,801,986	1,951,955	1,508,794	1,846,546	2,026,072	
<b>Supplies</b>							
575-521000 Operating Supplies	8,638	8,469	12,000	9,963	10,000	10,000	
575-521100 Office Supplies	1,398	962	1,500	1,144	1,500	1,500	
575-521200 Medical/Chem Supplies	1,158	1,391	1,500	1,129	1,500	1,500	
575-521400 Plumbing Supplies	13,032	68,105	50,000	1,506	75,000	50,000	
575-521405 Water Meters-New	<u>138,143</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Supplies	162,369	78,926	65,000	13,742	88,000	63,000	
<b>Human Services</b>							
<b>City Support Services</b>							
575-532400 Computer Fees & Licenses	0	0	0	0	0	23,496	
575-532500 City Insurance-Commercial	58,697	65,833	67,000	70,562	70,562	78,000	
575-532800 Employee Appreciation Events	2,343	2,500	2,500	1,436	3,500	3,500	
575-532900 Contingencies	<u>0</u>	<u>(76)</u>	<u>101,000</u>	<u>0</u>	<u>0</u>	<u>109,000</u>	
TOTAL City Support Services	61,040	68,258	170,500	71,998	74,062	213,996	
<b>Utility Services</b>							
575-533100 Gas Utility Service	1,503	2,064	2,000	2,636	3,000	3,000	
575-533200 Electric Utility Service	274,727	428,361	320,000	271,777	325,000	325,000	
575-533300 Telephone/Land Line	0	0	0	0	2,000	0	
575-533310 Telephone/Cell Phones	1,979	429	3,500	81	0	2,000	
575-533320 Telephone/Air Cards	124	0	200	0	0	0	
575-533400 Water Purchase	3,460,169	3,293,664	3,200,000	2,290,118	3,200,000	3,200,000	
575-533410 Water Utility Service	1,730	1,936	2,500	1,652	2,500	2,500	
575-533500 Vehicle Fuel	<u>40,396</u>	<u>47,213</u>	<u>55,000</u>	<u>49,316</u>	<u>53,000</u>	<u>53,000</u>	
TOTAL Utility Services	3,780,627	3,773,667	3,583,200	2,615,580	3,585,500	3,585,500	

PROPOSED BUDGET WORKSHEET

202-WATER & SEWER

AS OF: JULY 31ST, 2022

PUBLIC WORKS

EXPENDITURES	2021-2022					2022-2023	
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET

Operations Support

575-534000 Postage	188	306	300	224	300	300	
575-534100 Advertising	3,350	2,455	5,000	0	0	3,000	
575-534200 Printing & Binding	86	0	250	117	250	250	
575-534300 Equipment Maintenance - Copie	<u>6,838</u>	<u>6,688</u>	<u>6,500</u>	<u>5,826</u>	<u>6,500</u>	<u>6,500</u>	
TOTAL Operations Support	10,462	9,450	12,050	6,167	7,050	10,050	

Staff Support

575-535100 Uniforms	19,761	15,113	20,000	7,014	20,000	20,000	
575-535300 Memberships	5,701	5,683	0	0	0	0	
575-535500 Training/Travel	12,270	15,000	21,000	11,782	23,000	23,000	
575-535510 Meeting Expenses	<u>1,235</u>	<u>1,999</u>	<u>2,000</u>	<u>143</u>	<u>0</u>	<u>0</u>	
TOTAL Staff Support	38,967	37,795	43,000	18,938	43,000	43,000	

City Assistance

575-537100 Medical Services	<u>227</u>	<u>200</u>	<u>250</u>	<u>40</u>	<u>0</u>	<u>0</u>	
TOTAL City Assistance	227	200	250	40	0	0	

Professional Services

575-541200 Legal Svcs	304,299	225,226	200,000	55,073	150,000	150,000	
575-541300 Other Consl/Prof Services	31,319	121,249	145,000	44,566	145,000	145,000	
575-541305 Cell Tower Management Fees	80,753	92,124	106,570	108,128	108,000	108,000	
575-541400 Auditor/Accounting Service	24,000	26,000	24,000	19,000	19,000	24,000	
575-541500 Paying Agent	1,400	1,400	1,400	397	1,400	1,400	
575-541502 Cost of Bond Issuance	<u>0</u>	<u>0</u>	<u>0</u>	<u>20,499</u>	<u>40,000</u>	<u>0</u>	
TOTAL Professional Services	441,771	465,999	476,970	247,663	463,400	428,400	

Fund Charges/Transfers

575-548040 Contribution To CVLGC	100,000	99,999	300,000	300,000	300,000	400,000	
575-548050 Contribution to SSLG	3,892,799	3,908,231	4,000,000	3,657,351	4,000,000	3,898,064	
575-548060 Contribution to CCMA	717,400	714,450	800,000	223,120	800,000	800,000	
575-548101 Transfer Out - General Fund	0	0	4,000	0	0	4,000	
575-548600 Inter-fund Charges-Admin	1,385,000	1,450,827	1,478,230	1,231,858	1,478,230	1,493,620	
575-548610 Interfund Charge-Fleet	132,937	116,624	163,596	136,330	163,596	150,684	
575-548700 Bad Debt Expense	293,911	0	80,000	0	0	0	
575-548800 Depreciation Expense	2,288,708	2,313,943	0	0	0	0	
575-548900 Amortization Expense	<u>11,381</u>	<u>11,381</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Fund Charges/Transfers	8,822,137	8,615,455	6,825,826	5,548,660	6,741,826	6,746,368	

Maintenance Services

575-551100 Building Maintenance	1,639	2,451	5,000	2,741	5,000	5,000	
575-551300 Computer Maintenance	9,656	11,004	17,500	4,750	17,500	17,500	
575-551400 Minor & Other Equip Maint	1,124	2,127	5,100	906	5,100	5,100	
575-551500 Water Maintenance	119,625	70,211	155,000	76,540	200,000	200,000	
575-551510 Waste Contractor Expense	5,018,537	5,206,801	4,800,000	3,860,203	5,000,000	5,000,000	
575-551520 Sewer Treatment-CCMA/MUD	3,843,403	4,708,982	4,100,000	4,112,730	4,182,000	4,182,000	
575-551530 Sewer Maintenance	428,425	129,617	84,000	67,144	90,000	90,000	
575-551540 I&I Maintenance	16,735	45,429	46,800	2,008	50,000	50,000	
575-551600 Street Maintenance Materials	21,059	18,411	20,000	12,296	20,000	20,000	

PROPOSED BUDGET WORKSHEET

202-WATER & SEWER

AS OF: JULY 31ST, 2022

PUBLIC WORKS EXPENDITURES	(----- 2021-2022 -----) (----- 2022-2023 -----)				PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL			
575-551720 Low Flow Rebate Program	300	0	400	50	400	400	
575-551800 Other Maintenance Agreements	<u>240</u>	<u>220</u>	<u>240</u>	<u>140</u>	<u>200</u>	<u>200</u>	
TOTAL Maintenance Services	9,460,743	10,195,253	9,234,040	8,139,507	9,570,200	9,570,200	
<u>Other Costs</u>							
575-554100 State Water Fees-TCEQ	<u>36,605</u>	<u>40,000</u>	<u>38,500</u>	<u>36,616</u>	<u>40,000</u>	<u>40,000</u>	
TOTAL Other Costs	36,605	40,000	38,500	36,616	40,000	40,000	
<u>Debt Service</u>							
575-555900 Debt Service	0	1,560,000	1,025,000	1,024,675	1,024,675	1,912,700	
575-555900. Interest Expense	<u>636,763</u>	<u>512,273</u>	<u>493,553</u>	<u>592,737</u>	<u>493,553</u>	<u>587,077</u>	
TOTAL Debt Service	636,763	2,072,273	1,518,553	1,617,412	1,518,228	2,499,777	
<u>Other Financing Sources</u>							
575-556000 Issuance Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>57,095</u>	<u>100,000</u>	<u>0</u>	
TOTAL Other Financing Sources	0	0	0	57,095	100,000	0	
<u>Rental/Leasing</u>							
575-561000 Rental-Building & Land	2,952	3,041	3,200	3,132	3,275	3,275	
575-561100 Rental-Equipment	0	0	9,000	8,133	1,000	1,000	
575-561200 Lease/Purchase Payments	<u>133,300</u>	<u>93,527</u>	<u>0</u>	<u>68,000</u>	<u>68,000</u>	<u>68,000</u>	
TOTAL Rental/Leasing	136,252	96,568	12,200	79,265	72,275	72,275	
<u>Operating Equipment</u>							
575-571000 Furniture & Fixtures	2,355	4,361	4,000	279	3,000	3,000	
575-571500 Minor Equipment	<u>6,364</u>	<u>2,588</u>	<u>5,000</u>	<u>3,005</u>	<u>4,000</u>	<u>4,000</u>	
TOTAL Operating Equipment	8,719	6,950	9,000	3,284	7,000	7,000	
<u>Capital Outlay</u>							
575-581200 Vehicles & Access. Over \$5,00	0	0	58,000	0	58,000	52,500	
575-581800 Equipment Over \$5,000	<u>23,516</u>	<u>0</u>	<u>105,000</u>	<u>46,061</u>	<u>105,000</u>	<u>208,900</u>	
TOTAL Capital Outlay	23,516	0	163,000	46,061	163,000	261,400	
<u>Water Line Relocation</u>							
<u>Aviation Heights</u>							
TOTAL W & S ADMINISTRATION	25,336,076	27,262,779	24,104,044	20,010,822	24,320,087	25,567,038	
TOTAL PUBLIC WORKS	25,336,076	27,262,779	24,104,044	20,010,822	24,320,087	25,567,038	

# FUND: 411 CAPITAL RECOVERY FUND

## WATER

(Water & Sewer)

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### DESCRIPTION

The Capital Recovery program is designated to support future growth of population and commercial water and wastewater demands without an impact on existing customers while keeping bond supported programs to a minimum. Capital Recovery projects are based on the number of connections sold to increase pumping, storage and transmission water lines, and wastewater programs. Impact funds (Capital Recovery) must be used within ten years of collection date. All water and wastewater improvements are constructed to meet State Board of Insurance and Texas Commission on Environmental Quality rules and regulations.

### GOALS AND OBJECTIVES

- Ensure the Texas Commission of Environmental Quality (TCEQ) rules and regulations are met for future growth.
- Continue to improve and provide an efficient and reliable water and wastewater system that meets all of the State rules and regulations and future growth in the community.
- Provide citizens with quality projects completed on-time and on-budget.
- Design a 3 million gallon ground storage and booster station
- State law mandates that the Water/Wastewater Capital Recovery plan be updated at least every five years. The last study was 2011.

**PERFORMANCE INDICATORS**

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Fees	\$1,079,712	\$1,000,000	\$1,100,000
Miscellaneous	10,310	20,750	51,500
<i>Total</i>	<i>\$1,090,022</i>	<i>\$1,020,750</i>	<i>\$1,151,500</i>
<i>Expenses</i>			
Non Departmental	\$46,922	\$31,000	\$44,000
Projects	512,000	0	0
<i>Total</i>	<i>\$558,922</i>	<i>\$31,000</i>	<i>\$44,000</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget will be set at \$44,000 for any professional services or studies that need to be completed.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

411-CAPITAL RECOVERY - WATER

FINANCIAL SUMMARY

	2019-2020	2020-2021	2021-2022		2022-2023		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	1,244,813	1,079,712	1,100,000	716,089	1,000,000	1,100,000	
Miscellaneous	<u>83,451</u>	<u>10,310</u>	<u>16,000</u>	<u>23,660</u>	<u>20,750</u>	<u>51,500</u>	<u></u>
TOTAL REVENUES	1,328,264	1,090,022	1,116,000	739,749	1,020,750	1,151,500	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>58,301</u>	<u>46,922</u>	<u>51,000</u>	<u>17,033</u>	<u>31,000</u>	<u>44,000</u>	<u></u>
TOTAL GENERAL GOVERNMENT	58,301	46,922	51,000	17,033	31,000	44,000	
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>0</u>	<u>512,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL MISC & PROJECTS	<u>0</u>	<u>512,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL EXPENDITURES	58,301	558,922	51,000	17,033	31,000	44,000	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>1,269,963</u>	<u>531,100</u>	<u>1,065,000</u>	<u>722,716</u>	<u>989,750</u>	<u>1,107,500</u>	<u></u>

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

411-CAPITAL RECOVERY - WATER

REVENUES

	2019-2020	2020-2021	(----- 2021-2022 -----)		(----- 2022-2023 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Fees</u>							
000-455900 Cap Rcvry-Water	<u>1,244,813</u>	<u>1,079,712</u>	<u>1,100,000</u>	<u>716,089</u>	<u>1,000,000</u>	<u>1,100,000</u>	<u>          </u>
TOTAL Fees	1,244,813	1,079,712	1,100,000	716,089	1,000,000	1,100,000	
<u>Fund Transfers</u>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	2,843	237	1,000	248	750	1,500	<u>          </u>
000-491200 Investment Income	<u>80,608</u>	<u>10,073</u>	<u>15,000</u>	<u>23,412</u>	<u>20,000</u>	<u>50,000</u>	<u>          </u>
TOTAL Miscellaneous	<u>83,451</u>	<u>10,310</u>	<u>16,000</u>	<u>23,660</u>	<u>20,750</u>	<u>51,500</u>	<u>          </u>
TOTAL REVENUES	<u>1,328,264</u>	<u>1,090,022</u>	<u>1,116,000</u>	<u>739,749</u>	<u>1,020,750</u>	<u>1,151,500</u>	<u>          </u>

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

411-CAPITAL RECOVERY - WATER

GENERAL GOVERNMENT

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET

NON DEPARTMENTAL

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Supplies \_\_\_\_\_

Utility Services \_\_\_\_\_

Operations Support \_\_\_\_\_

Professional Services

101-541300 Professional Services-Cap Pla 57,301 45,922 50,000 16,033 30,000 43,000 \_\_\_\_\_

101-541400 Auditor/Accounting Service 1,000 1,000 1,000 1,000 1,000 1,000 \_\_\_\_\_

TOTAL Professional Services 58,301 46,922 51,000 17,033 31,000 44,000 \_\_\_\_\_

Fund Charges/Transfers \_\_\_\_\_

Maintenance Services \_\_\_\_\_

Debt Service \_\_\_\_\_

Operating Equipment \_\_\_\_\_

Capital Outlay \_\_\_\_\_

TOTAL NON DEPARTMENTAL 58,301 46,922 51,000 17,033 31,000 44,000 \_\_\_\_\_

TOTAL GENERAL GOVERNMENT 58,301 46,922 51,000 17,033 31,000 44,000 \_\_\_\_\_

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

411-CAPITAL RECOVERY - WATER

MISC & PROJECTS

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PROJECTS							
=====							
<u>Personnel Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>City Support Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Utility Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operations Support</u>	_____	_____	_____	_____	_____	_____	_____
<u>Professional Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Fund Charges/Transfers</u>							
900-548406 Transfer Out-Public Imprvmt	0	512,000	0	0	0	0	0
TOTAL Fund Charges/Transfers	0	512,000	0	0	0	0	0
<u>Maintenance Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Rental/Leasing</u>	_____	_____	_____	_____	_____	_____	_____
<u>Capital Outlay</u>	_____	_____	_____	_____	_____	_____	_____
TOTAL PROJECTS	0	512,000	0	0	0	0	0

CITY OF SCHEERTZ  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2022

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411-CAPITAL RECOVERY - WATER

MISC & PROJECTS

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
SCHAEFER RD WATER IMPR =====							
<u>Professional Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Fund Charges/Transfers</u>	_____	_____	_____	_____	_____	_____	_____
<u>Maintenance Services</u>	_____	_____	_____	_____	_____	_____	_____
TOTAL MISC & PROJECTS	0	512,000	0	0	0	0	0
TOTAL EXPENDITURES	58,301	558,922	51,000	17,033	31,000	44,000	=====

# FUND: 421 CAPITAL RECOVERY FUND

## SEWER

(Water & Sewer)

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### DESCRIPTION

The Capital Recovery program is designated to support future growth of population and commercial water and wastewater demands without an impact on existing customers while keeping bond supported programs to a minimum. Capital Recovery projects are based on the number of connections sold to increase pumping, storage and transmission water lines, and wastewater programs. Impact funds (Capital Recovery) must be used within ten years of collection date. All water and wastewater improvements are constructed to meet State Board of Insurance and Texas Commission on Environmental Quality rules and regulations.

### GOALS AND OBJECTIVES

- Ensure the Texas Commission of Environmental Quality (TCEQ) rules and regulations are met for future growth.
- Continue to improve and provide an efficient and reliable water and wastewater system that meets all of the State rules and regulations and future growth in the community.
- Preliminary engineering and land acquisition for a waste water treatment plant for South Schertz. Initiate plans for the Southeast Quad Pump Station and the Ground Storage and Distribution Main for South Schertz. State law mandates that the Water/Wastewater Capital Recovery Plan be updated at least every five years. Last study was in 2011. Currently the Sedona WWTP serves the Crossvine Subdivision area but will be eliminated when the new CCMA WWTP comes on line. A sewer line and lift-station will be needed to accomplish this project.
- Initiate and institute a study to implement reuse water throughout the City.
- Provide citizens with quality projects completed on-time and on-budget.

### PERFORMANCE INDICATORS

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Fees	\$611,659	\$500,000	\$550,000
Miscellaneous	9,865	20,500	51,500
<i>Total</i>	<i>\$621,523</i>	<i>\$520,500</i>	<i>\$601,500</i>
<i>Expenses</i>			
Non-Departmental	\$7,855,487	\$40,500	\$52,500
<i>Total</i>	<i>\$7,855,487</i>	<i>\$40,500</i>	<i>\$52,500</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget will be set at \$52,500 for any professional services or studies that need to be completed.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

421-CAPITAL RECOVERY - SEWER

FINANCIAL SUMMARY

	2019-2020	2020-2021	(----- 2021-2022 -----)		(----- 2022-2023 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	641,746	611,659	600,000	304,209	500,000	550,000	_____
Miscellaneous	<u>91,786</u>	<u>9,865</u>	<u>60,250</u>	<u>22,626</u>	<u>20,500</u>	<u>51,500</u>	<u>_____</u>
TOTAL REVENUES	733,531	621,523	660,250	326,835	520,500	601,500	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>164,536</u>	<u>7,855,487</u>	<u>55,500</u>	<u>20,242</u>	<u>40,500</u>	<u>52,500</u>	<u>_____</u>
TOTAL GENERAL GOVERNMENT	164,536	7,855,487	55,500	20,242	40,500	52,500	
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	164,536	7,855,487	55,500	20,242	40,500	52,500	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>568,996</u>	<u>( 7,233,964)</u>	<u>604,750</u>	<u>306,593</u>	<u>480,000</u>	<u>549,000</u>	<u>_____</u>

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

421-CAPITAL RECOVERY - SEWER

REVENUES

	2019-2020	2020-2021	2021-2022		2022-2023		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Fees</u>							
000-455910 Cap Rcvry-Waste Water	<u>641,746</u>	<u>611,659</u>	<u>600,000</u>	<u>304,209</u>	<u>500,000</u>	<u>550,000</u>	<u>          </u>
TOTAL Fees	641,746	611,659	600,000	304,209	500,000	550,000	
<u>Fund Transfers</u>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	1,655	195	250	255	500	1,500	<u>          </u>
000-491200 Investment Income	99,102	39,750	60,000	32,682	20,000	50,000	<u>          </u>
000-491900 Unrealize Gain/Loss-Captl On	( <u>8,972</u> )	( <u>30,080</u> )	<u>0</u>	( <u>10,311</u> )	<u>0</u>	<u>0</u>	<u>          </u>
TOTAL Miscellaneous	<u>91,786</u>	<u>9,865</u>	<u>60,250</u>	<u>22,626</u>	<u>20,500</u>	<u>51,500</u>	<u>          </u>
TOTAL REVENUES	<u>733,531</u>	<u>621,523</u>	<u>660,250</u>	<u>326,835</u>	<u>520,500</u>	<u>601,500</u>	<u>          </u>

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

421-CAPITAL RECOVERY - SEWER

GENERAL GOVERNMENT

EXPENDITURES (----- 2021-2022 -----) (----- 2022-2023 -----)

	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
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NON DEPARTMENTAL

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<u>Supplies</u>	_____	_____	_____	_____	_____	_____	_____
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<u>Operations Support</u>	_____	_____	_____	_____	_____	_____	_____
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Professional Services

101-541300 Professional Services-Cap Pla	159,005	55,698	50,000	15,816	35,000	50,000	_____
101-541400 Auditor/Accounting Service	1,000	1,000	1,000	1,000	1,000	1,000	_____
101-541650 Investment Mgt Fee-Sewer	<u>4,531</u>	<u>3,789</u>	<u>4,500</u>	<u>3,426</u>	<u>4,500</u>	<u>1,500</u>	=====
TOTAL Professional Services	164,536	60,487	55,500	20,242	40,500	52,500	

Fund Charges/Transfers

101-548406 Transfer Out-Water/Sewer Prjc	<u>0</u>	<u>7,795,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	=====
TOTAL Fund Charges/Transfers	0	7,795,000	0	0	0	0	

Maintenance Services

	_____	_____	_____	_____	_____	_____	_____
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TOTAL NON DEPARTMENTAL	164,536	7,855,487	55,500	20,242	40,500	52,500	
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TOTAL GENERAL GOVERNMENT	164,536	7,855,487	55,500	20,242	40,500	52,500	
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PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

421-CAPITAL RECOVERY - SEWER

MISC & PROJECTS

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET

SEWER PROJECTS

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<u>City Support Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operations Support</u>	_____	_____	_____	_____	_____	_____	_____
<u>Professional Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Maintenance Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Rental/Leasing</u>	_____	_____	_____	_____	_____	_____	_____

TOTAL EXPENDITURES	164,536	7,855,487	55,500	20,242	40,500	52,500	
	=====	=====	=====	=====	=====	=====	=====

# FUND: 204 DRAINAGE FUND

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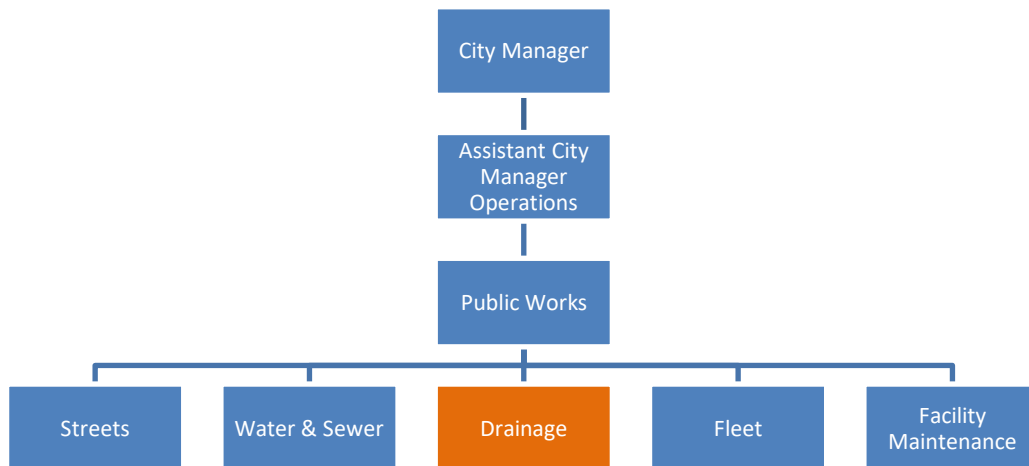
## DEPARTMENT DESCRIPTION

The Public Works Drainage Division is responsible for the maintenance and management of drainage channels, storm water inlets, floodways, road rights-of-way, alleys, and compliance with regulations, as well as reviewing subdivision plans and the issuance of permits for development and that might affect drainage infrastructure. The revenues come from a fee charged to “users”. A “user” is any citizen or business that owns impervious surfaces and/or any man-made structure, such as buildings, parking lots, or driveways.

## GOALS AND OBJECTIVES

- Protect lives and property.
- Adhere to best management practices in the maintenance of natural creek waterways and earthen channels to ensure water quality, reduce erosion, and increase conveyance.
- Technical review and issuance of floodplain permits, floor insurance rate map revision, floodplain violation identification, coordination and prosecution support
- Continue to evaluate, consider, and pursue all available resources for improving management of the drainage infrastructure.

## ORGANIZATIONAL CHART



DRAINAGE	2020-21	2021-22	2022-23
Director	1	1	1
Assistant Director	1	1	1
Streets/Drainage Manager	1	1	1
Drainage Superintendent	1	1	1
Drainage Worker II	2	2	2
Drainage Worker I	5	5	5
<b>TOTAL POSITIONS</b>	<b>11</b>	<b>11</b>	<b>11</b>

**PERFORMANCE INDICATORS**

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Acres of Alleys Mowed	5.15	5.15	5.15
Acres of Rights-of-Way (ROW) Mowed	66.46	66.46	66.46
Acres of Drainage Ditches Mowed	158.75	158.75	158.75

Efficiency	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Monthly Operating Expenditures	79,252.85	95,103.01	119,799

Effectiveness	2020-21 Actual	2021-22 Estimate	2022-23 Budget
	4250	4500	4750
ROW Maintenance & Mowing, Hours			
Drainage Mowing, Hours	1080	1180	1280
Drainage Structure Maintenance, Hours	1640	1720	1820

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Permits	\$6,670	\$7,000	\$7,000
Fees	1,211,192	1,258,500	1,258,500
Fund Transfers	0	0	182,573
Miscellaneous	59,975	1,200	2,000
<i>Total</i>	<i>\$1,277,838</i>	<i>\$1,266,700</i>	<i>\$1,450,073</i>

<i>Expenses</i>			
Personnel	\$379,237	\$369,167	\$522,998
Supplies	3,717	6,750	6,950
City Support Services	4,474	6,399	16,000
Utility Services	20,288	16,900	16,900
Operations Support	31	0	0
Staff Support	13,042	14,000	14,000
City Assistance	120	40	200
Professional Services	2,720	41,500	42,500
Fund Charges/Transfers	647,133	573,817	575,443
Maintenance Services	10,728	75,000	75,000
Other Costs	0	100	100
Debt Services	121,740	0	0
Rental/Leasing	0	0	0
Operating Equipment	6,867	2,500	2,500
Capital Outlay	0	13,903	165,000
Projects	0	0	0
<i>Total</i>	<i>\$1,210,097</i>	<i>\$1,120,076</i>	<i>\$1,437,591</i>

#### **PROGRAM JUSTIFICATION AND ANALYSIS**

**Revenue:** The FY 2022-23 Budget increase 14.5% from the FY 2021-22 year-end estimate from a fund transfer from reserves for equipment replacements.

**Expenses:** The FY 2022-23 Budget will increase 28.3% from the FY 2021-22 year-end estimate for wage increases and equipment replacements.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

204-DRAINAGE

FINANCIAL SUMMARY

	(----- 2021-2022 -----)			(----- 2022-2023 -----)			
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>REVENUE SUMMARY</u>							
Permits	3,220	6,670	4,000	7,700	7,000	7,000	
Fees	1,230,623	1,211,192	1,260,000	1,046,517	1,258,500	1,258,500	
Fund Transfers	0	0	17,229	0	0	182,573	
Miscellaneous	<u>13,209</u>	<u>59,975</u>	<u>3,000</u>	<u>1,200</u>	<u>1,200</u>	<u>2,000</u>	
TOTAL REVENUES	1,247,052	1,277,838	1,284,229	1,055,416	1,266,700	1,450,073	
<u>EXPENDITURE SUMMARY</u>							
<u>PUBLIC WORKS</u>							
DRAINAGE	<u>1,051,332</u>	<u>1,210,097</u>	<u>1,272,024</u>	<u>836,346</u>	<u>1,120,076</u>	<u>1,437,591</u>	
TOTAL PUBLIC WORKS	1,051,332	1,210,097	1,272,024	836,346	1,120,076	1,437,591	
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>26,517</u>	<u>0</u>	<u>0</u>	
TOTAL MISC & PROJECTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>26,517</u>	<u>0</u>	<u>0</u>	
TOTAL EXPENDITURES	1,051,332	1,210,097	1,272,024	862,864	1,120,076	1,437,591	
REVENUE OVER/(UNDER) EXPENDITURES	195,720	67,741	12,205	192,552	146,624	12,482	
	=====	=====	=====	=====	=====	=====	=====

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

204-DRAINAGE

REVENUES

	2021-2022				2022-2023		
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>Permits</u>							
000-432400 Floodplain Permit	<u>3,220</u>	<u>6,670</u>	<u>4,000</u>	<u>7,700</u>	<u>7,000</u>	<u>7,000</u>	<u>      </u>
TOTAL Permits	3,220	6,670	4,000	7,700	7,000	7,000	
<u>Fees</u>							
000-457500 Drainage Penalties	4,250	1,540	10,000	8,241	8,500	8,500	<u>      </u>
000-457600 Drainage Fee	<u>1,226,373</u>	<u>1,209,653</u>	<u>1,250,000</u>	<u>1,038,275</u>	<u>1,250,000</u>	<u>1,250,000</u>	<u>      </u>
TOTAL Fees	1,230,623	1,211,192	1,260,000	1,046,517	1,258,500	1,258,500	
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	0	0	0	0	0	165,000	<u>      </u>
000-486100 Transfer In	0	0	17,229	0	0	0	<u>      </u>
000-486101 Transfer In - General Fund	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>17,573</u>	<u>      </u>
TOTAL Fund Transfers	0	0	17,229	0	0	182,573	
<u>Miscellaneous</u>							
000-491000 Interest Earned	413	82	1,000	169	200	500	<u>      </u>
000-491200 Investment Income	9,294	738	2,000	1,031	1,000	1,500	<u>      </u>
000-497000 Misc Income-Drainage	( 229)	59,155	0	0	0	0	<u>      </u>
000-497100 MISC INCOME-SCRAP METAL SALES	<u>3,730</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>      </u>
TOTAL Miscellaneous	<u>13,209</u>	<u>59,975</u>	<u>3,000</u>	<u>1,200</u>	<u>1,200</u>	<u>2,000</u>	<u>      </u>
TOTAL REVENUES	<u>1,247,052</u>	<u>1,277,838</u>	<u>1,284,229</u>	<u>1,055,416</u>	<u>1,266,700</u>	<u>1,450,073</u>	<u>      </u>

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

204-DRAINAGE

PUBLIC WORKS  
EXPENDITURES

	2021-2022				2022-2023		
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>DRAINAGE</u>							
=====							
<u>Personnel Services</u>							
579-511110 Regular	225,927	234,047	280,825	176,132	228,098	319,184	_____
579-511120 Overtime	3,296	8,883	6,782	3,075	4,000	7,174	_____
579-511180 LTD	144	0	0	0	0	0	_____
579-511210 Longevity	8,616	9,876	9,902	9,935	9,935	9,558	_____
579-511230 Certification Allowance	1,962	1,985	2,400	1,906	2,377	2,450	_____
579-511310 FICA - Employer	15,272	18,135	23,764	13,612	18,697	25,885	_____
579-511350 TMRS-Employer	7,131	41,806	50,892	28,196	39,142	55,433	_____
579-511410 Health-Employer	46,266	60,674	77,281	49,247	62,224	97,783	_____
579-511500 Workers' Compensation	<u>3,166</u>	<u>3,831</u>	<u>5,074</u>	<u>4,694</u>	<u>4,694</u>	<u>5,531</u>	=====
TOTAL Personnel Services	311,779	379,237	456,920	286,797	369,167	522,998	_____
<u>Supplies</u>							
579-521000 Operating Supplies	3,154	2,318	4,900	120	2,500	2,500	_____
579-521100 Office Supplies	468	237	500	30	250	250	_____
579-521200 Medical/Chem Supplies	2,579	1,162	2,900	2,855	4,000	4,000	_____
579-521300 Motor Vehicle Supplies	<u>0</u>	<u>0</u>	<u>200</u>	<u>0</u>	<u>0</u>	<u>200</u>	=====
TOTAL Supplies	6,202	3,717	8,500	3,006	6,750	6,950	_____
<u>Human Services</u>							
<u>City Support Services</u>							
579-532500 City Insurance-Commercial	4,924	2,974	3,500	3,111	3,500	3,500	_____
579-532800 EMPLOYEE APPRECIATION EVENTS	1,202	1,500	1,500	914	2,500	2,500	_____
579-532900 Contingencies	<u>869</u>	<u>0</u>	<u>15,500</u>	<u>399</u>	<u>399</u>	<u>10,000</u>	=====
TOTAL City Support Services	6,995	4,474	20,500	4,424	6,399	16,000	_____
<u>Utility Services</u>							
579-533310 Telephone/Cell Phones	679	805	1,200	383	900	900	_____
579-533500 Vehicle Fuel	<u>11,169</u>	<u>19,483</u>	<u>25,500</u>	<u>16,960</u>	<u>16,000</u>	<u>16,000</u>	=====
TOTAL Utility Services	11,847	20,288	26,700	17,343	16,900	16,900	_____
<u>Operations Support</u>							
579-534000 Postage	0	0	50	0	0	0	_____
579-534200 Printing & Binding	<u>0</u>	<u>31</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	=====
TOTAL Operations Support	0	31	1,050	0	0	0	_____
<u>Staff Support</u>							
579-535100 Uniforms	5,618	6,306	6,000	3,578	6,000	6,000	_____
579-535300 Memberships	500	( 14)	500	0	0	0	_____
579-535500 Training/Travel	1,252	5,000	6,000	5,833	8,000	8,000	_____
579-535510 Meeting Expenses	0	1,200	1,200	33	0	0	_____
579-535600 Professional Certification	<u>0</u>	<u>550</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	=====
TOTAL Staff Support	7,370	13,042	13,700	9,444	14,000	14,000	_____

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

204-DRAINAGE

PUBLIC WORKS  
EXPENDITURES

	2021-2022				2022-2023		
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>City Assistance</u>							
579-537100 Medical Services	150	120	500	40	40	200	
TOTAL City Assistance	150	120	500	40	40	200	
<u>Professional Services</u>							
579-541200 Legal Svcs	0	59	5,000	0	0	1,000	
579-541310 Contractual Services	2,107	1,161	62,737	12,041	40,000	40,000	
579-541400 Auditor/Accounting Service	1,500	1,500	1,500	1,500	1,500	1,500	
TOTAL Professional Services	3,607	2,720	69,237	13,541	41,500	42,500	
<u>Fund Charges/Transfers</u>							
579-548000 Transfer Out	0	20,355	0	0	0	0	
579-548101 Transfer Out - General Fund	0	0	1,000	0	0	1,000	
579-548500 Interfund Charges-Admin	243,112	285,506	308,010	256,675	308,010	320,073	
579-548600 Interfund Charges-Water	146,400	146,400	150,000	125,000	150,000	150,000	
579-548610 Interfund Charge-Fleet	89,145	99,261	115,807	96,506	115,807	104,370	
579-548700 Bad Debt Expense	4,839	0	0	0	0	0	
579-548800 Depreciation Expense	123,578	95,611	0	0	0	0	
TOTAL Fund Charges/Transfers	607,074	647,133	574,817	478,181	573,817	575,443	
<u>Maintenance Services</u>							
579-551300 Computer Maintenance	0	( 623)	0	0	0	0	
579-551610 Drainage Channel Maintenance	90,436	11,351	83,000	7,109	75,000	75,000	
TOTAL Maintenance Services	90,436	10,728	83,000	7,109	75,000	75,000	
<u>Other Costs</u>							
579-554100 State Storm Water Fee-TCEQ	100	0	100	100	100	100	
TOTAL Other Costs	100	0	100	100	100	100	
<u>Debt Service</u>							
579-555900 Debt Service	0	120,000	0	0	0	0	
579-555900. Interest Expense	3,827	1,740	0	0	0	0	
TOTAL Debt Service	3,827	121,740	0	0	0	0	
<u>Rental/Leasing</u>							
579-561100 Rental-Equipment	0	0	500	0	0	0	
TOTAL Rental/Leasing	0	0	500	0	0	0	
<u>Operating Equipment</u>							
579-571200 Vehicles & Access Less \$5,000	0	130	0	0	0	0	
579-571500 Equipment Under \$5,000	1,944	6,737	2,500	2,459	2,500	2,500	
TOTAL Operating Equipment	1,944	6,867	2,500	2,459	2,500	2,500	

CITY OF SCHEERTZ  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2022

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204-DRAINAGE

PUBLIC WORKS  
 EXPENDITURES

	(----- 2021-2022 -----)				(----- 2022-2023 -----)		
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>Capital Outlay</u>							
579-581200 Vehicles & Access. Over \$5,00	0	0	0	0	0	165,000	
579-581500 Machinery/Equipment	<u>0</u>	<u>0</u>	<u>14,000</u>	<u>13,903</u>	<u>13,903</u>	<u>0</u>	<u></u>
TOTAL Capital Outlay	0	0	14,000	13,903	13,903	165,000	
<hr/>							
TOTAL DRAINAGE	1,051,332	1,210,097	1,272,024	836,346	1,120,076	1,437,591	
<hr/>							
TOTAL PUBLIC WORKS	1,051,332	1,210,097	1,272,024	836,346	1,120,076	1,437,591	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

204-DRAINAGE

MISC & PROJECTS

EXPENDITURES	(----- 2021-2022 -----)				(----- 2022-2023 -----)		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PROJECTS							
=====							
<u>City Support Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operations Support</u>	_____	_____	_____	_____	_____	_____	_____
<u>Professional Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Maintenance Services</u>							
900-551900 Construction	<u>0</u>	<u>0</u>	<u>0</u>	<u>26,517</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL Maintenance Services	0	0	0	26,517	0	0	0
<u>Capital Outlay</u>	_____	_____	_____	_____	_____	_____	_____
TOTAL PROJECTS	0	0	0	26,517	0	0	0
TOTAL MISC & PROJECTS	0	0	0	26,517	0	0	0
TOTAL EXPENDITURES	<u>1,051,332</u>	<u>1,210,097</u>	<u>1,272,024</u>	<u>862,864</u>	<u>1,120,076</u>	<u>1,437,591</u>	<u>1,437,591</u>

# FUND: 203 EMERGENCY MEDICAL SERVICES (EMS)

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## DEPARTMENTAL DESCRIPTION

Schertz Emergency Medical Services responds to 911 requests for ambulance service across a 220 square mile service area that includes the municipalities of Schertz, Cibolo, Live Oak, Marion, Santa Clara, Selma, Universal City, western Guadalupe County, Comal County Emergency Services District (ESD) #6 (about 25% of Comal County including the City of Garden Ridge); and a small portion of unincorporated Bexar County. We also work with individual at-risk patients to insure they have the best access to primary healthcare and that their medical needs are being met before an emergency occurs. We educate our employees by providing over fifty hours of Continuing Education annually and over thirty hours for our first responders. We provide ambulance demonstrations and stand-by event coverage to further the knowledge of Emergency Medical Services and injury/illness prevention and preparedness.

## GOALS AND OBJECTIVES

- Provide efficient pre-hospital healthcare services to the communities that we serve.
- Integrate the care that we provide with the rest of the healthcare system to reduce demand for 911 services while elevating access to care and appropriate destination management for the citizens we serve.
- Provide appropriate and timely education and training to our employees and our first responders to ensure the best and most current standard of care is provided.
- Provide high quality pre-hospital training and community education for the communities we serve and the region as a whole.
- Provide education and assistance to the community to prevent and prepare them for medical emergencies through community education, demonstrations, immunizations, and CPR and Automatic External Defibrillator training programs.
- Be the preferred employer for pre-hospital healthcare providers in the State of Texas
- Be thoroughly prepared for man-made and natural disasters in our jurisdiction, region, and statewide.

- Meet the needs of our customers and to solidify relationships and agreements with all eight cities, three counties and one Emergency Services District for which we provide service.

**ORGANIZATIONAL CHART**

EMS		2021-22	2022-23
City Manager			
Director	1	1	1
Division Chief - Operations	1	1	1
Division Chief - Clinical	1	1	1
Community Health Coordinator	1	1	1
Training Coordinator	1	1	1
Office Manager	1	1	1
Instructor	0	1	1
Administrative Asst.	1	1	1
Billing Specialist	3	3	3
EMS Battalion Chief	3	3	3
Field Training Officer	3	3	3
Lieutenant	3	3	3
MIH Paramedic	1	1	1
Paramedic	28	30	32
EMT	6	6	12
P/T Paramedics	15	15	15
P/T EMT	5	5	5
P/T Supply Coordinator	1	1	1
<b>TOTAL POSITIONS</b>	<b>76</b>	<b>78</b>	<b>88</b>

**PERFORMANCE INDICATORS**

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Requests for EMS Service	12,269	13,230	13,618
Transports to Hospitals	7,443	8,103	8,366
Hospital to Hospital Transports	795	850	900
Collections per Transport	\$459	\$470	\$500
Students Enrolled in EMT Certification Classes	135	140	140
Trips billed for Alamo Heights	546	550	600
Members of EMS Passport	432	440	450

Efficiency	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Response Time 90% Reliability	13:59	13:00	13:00
Total Time on Task (Minutes)	58:30	57:00	57:00
Transport Percentage	61%	62%	62%
Days Sales Outstanding	45.78	45	45
Mutual Aid Requested	28	25	20
Students Graduated from EMT Certification Classes	63	70	70

Effectiveness	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Critical Failures / 100,000 miles	7.0	6	6
Fleet Accidents / 100,000 miles	5.0	4	4
Cardiac Arrest Save %	7.1%	8%	10%
Correct recognition of STEMI	64.6%	70%	75%
EMT Class Certification Pass Rate	85.7%	90%	90%

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Fees	\$7,164,000	\$7,300,307	\$7,605,302
Inter-Jurisdictional	3,204,108	4,214,481	3,978,179
Fund Transfers	409,606	0	0
Miscellaneous	115,705	63,800	137,500
<i>Total</i>	<i>\$10,893,569</i>	<i>\$11,578,588</i>	<i>\$11,720,982</i>
<i>Expenses</i>			
Personnel	\$5,087,531	\$6,024,715	\$6,238,590
Supplies	356,297	396,250	398,525
City Support Services	71,113	143,430	160,000
Utility Services	130,473	172,000	176,000
Operations Support	152,744	33,550	31,500
Staff Support	55,329	83,000	88,000
City Assistance	616,862	624,489	624,989
Professional Services	113,798	152,500	125,500
Fund Charges/Transfers	3,272,625	2,638,846	3,145,058
Maintenance Services	10,560	13,000	13,000
Debt Service	115,10	116,725	0
Rental/Leasing	65,118	150,000	150,000
Operating Equipment	74,513	75,528	53,500
Capital Outlay	0	905,000	515,000
<i>Total</i>	<i>\$10,122,063</i>	<i>\$11,529,032</i>	<i>\$11,719,662</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** Revenues for FY 2022-23 Budget are expected to increase 1.2% from FY 2021-22 year-end estimates from an increase in transports that is offset by lower funding from the Texas Ambulance Supplemental Payment Program (TASSP).

**Expenses:** The FY 2022-23 Budget will increase 1.7% from the FY 2021-22 year-end estimate. The addition of 8 new person and wage increases is offset by debt service being paid off and vehicle replacements made in FY 2021-22.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

203-EMS

FINANCIAL SUMMARY

	(----- 2021-2022 -----)				(----- 2022-2023 -----)		
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>REVENUE SUMMARY</u>							
Fees	5,608,246	7,164,150	6,545,490	5,749,342	7,300,307	7,605,302	_____
Inter-Jurisdictional	2,847,335	3,204,108	3,985,933	3,910,014	4,214,481	3,978,179	_____
Fund Transfers	0	409,606	1,088,672	0	0	0	_____
Miscellaneous	<u>339,324</u>	<u>115,705</u>	<u>174,500</u>	<u>65,345</u>	<u>63,800</u>	<u>137,500</u>	<u>_____</u>
TOTAL REVENUES	8,794,906	10,893,569	11,794,594	9,724,700	11,578,588	11,720,982	
<u>EXPENDITURE SUMMARY</u>							
<u>PUBLIC SAFETY</u>							
SCHERTZ EMS	<u>8,168,722</u>	<u>10,122,063</u>	<u>11,736,094</u>	<u>9,541,976</u>	<u>11,529,032</u>	<u>11,719,662</u>	<u>_____</u>
TOTAL PUBLIC SAFETY	8,168,722	10,122,063	11,736,094	9,541,976	11,529,032	11,719,662	
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	8,168,722	10,122,063	11,736,094	9,541,976	11,529,032	11,719,662	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>626,184</u>	<u>771,505</u>	<u>58,501</u>	<u>182,724</u>	<u>49,556</u>	<u>1,319</u>	<u>_____</u>

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

203-EMS

REVENUES

	2019-2020	2020-2021	2021-2022		2022-2023		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Fees</u>							
000-456100 Ambulance/Mileage Transprt Fe	5,365,449	6,844,294	6,206,890	5,434,543	6,967,257	7,248,302	
000-456110 Passport Membership Fees	25,065	25,765	28,000	26,240	26,000	26,000	
000-456120 EMT Class - Fees	90,825	134,600	137,500	136,525	140,000	140,000	
000-456122 CE Class - Fees	19,443	19,745	24,000	18,523	22,000	20,000	
000-456130 Immunization Fees	7,936	2,149	3,000	2,227	2,500	3,000	
000-456140 Billing Fees-External	23,514	20,157	26,000	18,773	22,500	28,000	
000-456150 Standby Fees	16,849	39,826	30,000	41,989	50,000	50,000	
000-456155 Community Services Support	24,366	40,176	50,000	36,850	30,000	50,000	
000-456160 MIH Services	34,699	37,413	40,000	33,621	40,000	40,000	
000-459200 NSF Check Fee	<u>100</u>	<u>25</u>	<u>100</u>	<u>50</u>	<u>50</u>	<u>0</u>	
TOTAL Fees	5,608,246	7,164,150	6,545,490	5,749,342	7,300,307	7,605,302	
<u>Inter-Jurisdictional</u>							
000-473500 Seguin/Guadalupe Co Support	843,578	1,005,263	927,935	773,279	927,934	927,935	
000-474200 JBSA Support	0	0	635,706	476,780	635,706	654,778	
000-474300 Cibolo Support	439,612	473,115	529,044	529,044	529,043	557,334	
000-475100 Comal Co ESD #6	132,439	141,411	148,871	159,667	150,557	132,247	
000-475200 Live Oak Support	237,775	246,256	280,241	259,351	259,350	273,764	
000-475300 Universal City Support	305,996	321,566	335,885	335,885	335,884	345,554	
000-475400 Selma Support	161,001	171,441	180,290	180,290	180,290	186,132	
000-475500 Schertz Support	602,583	667,049	695,644	695,644	695,644	725,514	
000-475600 Santa Clara Support	11,137	11,455	11,953	11,953	11,953	12,236	
000-475800 Marion Support	16,849	18,375	21,364	21,364	21,363	22,685	
000-475910 TASPP Program	<u>96,365</u>	<u>148,177</u>	<u>219,000</u>	<u>466,757</u>	<u>466,757</u>	<u>140,000</u>	
TOTAL Inter-Jurisdictional	2,847,335	3,204,108	3,985,933	3,910,014	4,214,481	3,978,179	
<u>Fund Transfers</u>							
000-486000 Transfer In-Reserves	0	0	755,172	0	0	0	
000-486100 Transfer In	0	0	333,500	0	0	0	
000-486405 Transfer In-Grant Fund	<u>0</u>	<u>409,606</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Fund Transfers	0	409,606	1,088,672	0	0	0	
<u>Miscellaneous</u>							
000-491000 Interest Earned	1,077	489	2,500	367	600	1,500	
000-491200 Investment Income	9,562	959	5,000	1,801	2,000	4,000	
000-493203 Donations-EMS	5,727	925	2,000	650	1,200	2,000	
000-493205 Donations-Golf Tournament	( 150)	0	0	0	0	0	
000-497000 Misc Income	178,631	48,218	75,000	27,001	20,000	60,000	
000-497100 Recovery of Bad Debt	8,272	11,223	20,000	8,643	10,000	20,000	
000-497110 Collection Agency-Bad Debt	<u>136,205</u>	<u>53,891</u>	<u>70,000</u>	<u>26,882</u>	<u>30,000</u>	<u>50,000</u>	
TOTAL Miscellaneous	<u>339,324</u>	<u>115,705</u>	<u>174,500</u>	<u>65,345</u>	<u>63,800</u>	<u>137,500</u>	
TOTAL REVENUES	8,794,906	10,893,569	11,794,594	9,724,700	11,578,588	11,720,982	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

203-EMS

PUBLIC SAFETY

EXPENDITURES	2021-2022				2022-2023	
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED

SCHERTZ EMS

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Personnel Services

280-511110 Regular	1,985,359	2,770,929	3,034,440	2,677,666	3,300,000	3,337,737	
280-511120 Overtime	783,376	864,024	923,247	888,001	1,000,000	1,000,000	
280-511180 LTD	1,598	0	0	0	0	0	
280-511210 Longevity	46,492	48,698	41,121	37,929	39,000	45,351	
280-511220 Clothing Allowance	12,340	12,972	14,978	14,764	16,000	14,976	
280-511230 Certification Allowance	13,310	11,645	16,060	13,425	15,000	20,410	
280-511310 FICA - Employer	230,373	272,255	297,912	265,818	320,000	350,838	
280-511350 TMRS-Employer	545,961	564,709	592,108	511,171	675,000	707,043	
280-511410 Health-Employer	430,081	474,438	592,549	514,232	600,000	686,029	
280-511500 Workers' Compensation	<u>57,936</u>	<u>67,862</u>	<u>64,543</u>	<u>59,715</u>	<u>59,715</u>	<u>76,206</u>	
TOTAL Personnel Services	4,106,826	5,087,531	5,576,958	4,982,721	6,024,715	6,238,590	

Supplies

280-521000 Operating Supplies	1,171	629	2,000	1,667	2,000	2,000	
280-521010 Operating Supplies-EMT Class	19,822	29,950	30,000	39,063	30,000	30,000	
280-521020 Operating Supplies-CE Class	2,799	6,852	11,000	526	8,500	17,275	
280-521025 Community Support Supplies	23,066	23,480	23,323	32,595	23,000	25,000	
280-521030 Operating Supplies- MIH	0	0	1,000	174	500	2,000	
280-521100 Office Supplies	2,096	2,813	3,500	2,785	3,500	4,000	
280-521200 Medical/Chem Supplies	217,249	280,902	290,140	309,932	310,000	300,000	
280-521250 Immunization Supplies	12,135	7,998	21,287	809	15,000	14,000	
280-521300 Motor Veh. Supplies	2,293	2,480	2,500	1,479	2,000	2,500	
280-521600 Equip Maint Supplies	<u>0</u>	<u>1,194</u>	<u>2,500</u>	<u>136</u>	<u>1,750</u>	<u>1,750</u>	
TOTAL Supplies	280,631	356,297	387,250	389,165	396,250	398,525	

Human Services

City Support Services

280-532350 Software Maintenance	38,812	46,396	72,000	43,478	72,000	75,000	
280-532500 City Insurance-Commercial	24,979	24,718	26,000	31,430	31,430	35,000	
280-532900 Contingencies	<u>0</u>	<u>0</u>	<u>40,000</u>	<u>798</u>	<u>40,000</u>	<u>50,000</u>	
TOTAL City Support Services	63,791	71,113	138,000	75,706	143,430	160,000	

Utility Services

280-533100 Gas Utility Service	7,105	6,538	7,000	6,399	7,000	7,000	
280-533200 Electric Utility Service	8,611	10,138	12,000	6,937	8,500	12,000	
280-533300 Telephone/Land Line	995	0	0	0	0	0	
280-533310 Telephone/Cell Phones	12,843	7,731	0	586	0	0	
280-533320 Telephone/Air Cards	4,134	261	0	0	0	0	
280-533330 Telephone/Internet	4,667	1,587	0	0	0	0	
280-533410 Water Utility Service	6,747	5,162	7,000	4,234	6,500	7,000	
280-533500 Vehicle Fuel	<u>65,790</u>	<u>99,055</u>	<u>80,000</u>	<u>118,079</u>	<u>150,000</u>	<u>150,000</u>	
TOTAL Utility Services	110,894	130,473	106,000	136,236	172,000	176,000	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

203-EMS

PUBLIC SAFETY

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Operations Support</u>							
280-534000 Postage	6,761	2,427	7,500	3,259	5,000	6,500	
280-534100 Advertising	0	0	0	485	485	0	
280-534200 Printing & Binding	2,799	2,609	6,500	2,514	4,000	3,000	
280-534300 Equipment Maintenance - Copie	4,829	4,654	7,500	4,054	7,500	5,000	
280-534400 EMT Class Instructors	12,080	13,440	10,000	10,640	10,000	8,000	
280-534410 CE Class Instructors	960	640	1,500	0	750	1,500	
280-534420 Community Support-Instructors	2,400	3,680	3,000	1,920	2,000	3,000	
280-534500 Memberships - Organizations	3,750	3,815	4,000	3,815	3,815	4,500	
280-534800 Temporary Empl. Services	4,389	0	0	0	0	0	
280-534999 Misc Expenses	<u>0</u>	<u>121,479</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operations Support	37,967	152,744	40,000	26,686	33,550	31,500	
<u>Staff Support</u>							
280-535100 Uniforms	20,023	21,157	25,265	21,052	30,000	30,000	
280-535210 Employee Recognition-Morale	3,904	5,115	6,000	4,549	6,000	6,500	
280-535300 Memberships	0	0	500	40	0	0	
280-535400 Publications	200	0	500	0	0	500	
280-535500 Training/Travel	24,890	25,066	38,000	37,299	44,000	48,000	
280-535510 Meeting Expenses	1,351	2,933	3,000	2,470	3,000	3,000	
280-535600 Professional Certification	<u>3,025</u>	<u>1,058</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Staff Support	53,394	55,329	73,265	65,411	83,000	88,000	
<u>City Assistance</u>							
280-537100 Medical Services	1,876	1,738	4,000	845	2,000	2,000	
280-537110 EMS Outsourcing	548,867	611,113	618,489	463,867	618,489	618,489	
280-537800 Community Outreach	<u>3,328</u>	<u>4,011</u>	<u>4,500</u>	<u>4,021</u>	<u>4,000</u>	<u>4,500</u>	
TOTAL City Assistance	554,071	616,862	626,989	468,733	624,489	624,989	
<u>Professional Services</u>							
280-541200 Legal Svcs	195	351	5,000	983	2,000	5,000	
280-541300 Other Consl/Prof Services	105,049	93,028	103,000	111,508	130,000	100,000	
280-541400 Auditor/Accounting Service	3,000	3,000	3,000	3,000	3,000	3,000	
280-541501 Bond Issuance Costs/Paying A(	188,568)	0	0	0	0	0	
280-541800 Credit Card Fees	<u>16,452</u>	<u>17,419</u>	<u>12,500</u>	<u>14,597</u>	<u>17,500</u>	<u>17,500</u>	
TOTAL Professional Services	( 63,872)	113,798	123,500	130,087	152,500	125,500	
<u>Fund Charges/Transfers</u>							
280-548101 Tranfer Out - General Fund	0	0	0	0	0	4,000	
280-548600 Interfund Charges-G/F Admin	179,100	182,682	212,740	177,283	212,740	216,994	
280-548610 Interfund Charges-Admin Fleet	138,585	181,781	226,106	188,422	226,106	258,762	
280-548650 Interest Expense	1,664	0	0	0	0	0	
280-548700 Bad Debt Expense	2,305,991	2,621,818	2,224,890	1,792,796	2,200,000	2,665,302	
280-548800 Depreciation Expense	<u>329,219</u>	<u>286,344</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Fund Charges/Transfers	2,954,559	3,272,625	2,663,736	2,158,501	2,638,846	3,145,058	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

203-EMS

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Maintenance Services</u>							
280-551800 Other Maintenance Agreements	8,440	0	0	0	0	0	
280-551810 Maintenance Agr. - Radios	<u>11,520</u>	<u>10,560</u>	<u>13,000</u>	<u>6,720</u>	<u>13,000</u>	<u>13,000</u>	
TOTAL Maintenance Services	19,960	10,560	13,000	6,720	13,000	13,000	
<u>Other Costs</u>							
280-554100 Deployment-Reimb-STRAC	<u>51</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Other Costs	51	0	0	0	0	0	
<u>Debt Service</u>							
280-555639.Tax Notes SR2015 - Interest	2,877	0	0	0	0	0	
280-555900 Debt Service	<u>0</u>	<u>115,100</u>	<u>118,120</u>	<u>116,725</u>	<u>116,725</u>	<u>0</u>	
TOTAL Debt Service	2,877	115,100	118,120	116,725	116,725	0	
<u>Rental/Leasing</u>							
280-561200 Lease/Purchase Payments	<u>0</u>	<u>65,118</u>	<u>150,000</u>	<u>145,103</u>	<u>150,000</u>	<u>150,000</u>	
TOTAL Rental/Leasing	0	65,118	150,000	145,103	150,000	150,000	
<u>Operating Equipment</u>							
280-571000 Furniture & Fixtures	3,097	1,569	6,528	6,399	6,528	5,000	
280-571200 Vehicles&Access. < \$5,000	0	15,535	6,754	1,780	4,500	4,500	
280-571300 Computer&Periphe. < \$5000	2,787	12,154	20,000	17,117	15,000	15,000	
280-571400 Communication Equip < \$5000	4,194	8,475	21,289	673	9,500	4,000	
280-571800 Equipment Under \$5,000	<u>37,495</u>	<u>36,781</u>	<u>60,727</u>	<u>4,557</u>	<u>40,000</u>	<u>25,000</u>	
TOTAL Operating Equipment	47,573	74,513	115,298	30,526	75,528	53,500	
<u>Capital Outlay</u>							
280-581200 Vehicles & Access. Over \$5,00	0	0	1,404,790	680,825	725,000	450,000	
280-581800 Equipment Over \$5,000	<u>0</u>	<u>0</u>	<u>199,188</u>	<u>128,832</u>	<u>180,000</u>	<u>65,000</u>	
TOTAL Capital Outlay	0	0	1,603,978	809,657	905,000	515,000	
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TOTAL SCHERTZ EMS	8,168,722	10,122,063	11,736,094	9,541,976	11,529,032	11,719,662	
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TOTAL PUBLIC SAFETY	8,168,722	10,122,063	11,736,094	9,541,976	11,529,032	11,719,662	

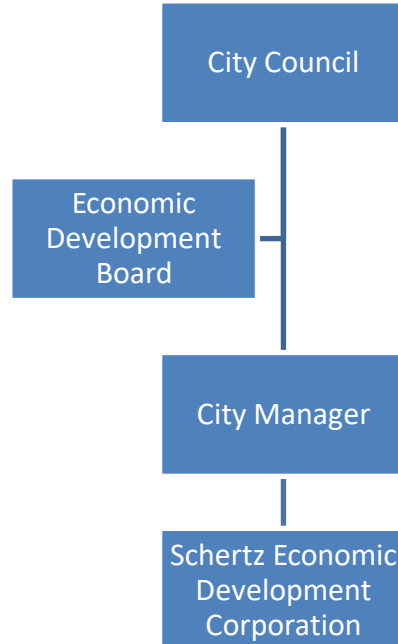
# FUND: 620 CITY OF SCHERTZ ECONOMIC DEVELOPMENT CORPORATION

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## MISSION STATEMENT

The mission of the City of Schertz Economic Development Corporation (SEDC) is to grow the Schertz economy through Projects. Specifically, we pursue Projects that focus on the creation/retention of Primary Jobs and infrastructure improvements.

## ORGANIZATIONAL CHART



ECONOMIC DEVELOPMENT	2020-21	2021-22	2022-23
Executive Director	1	1	1
Deputy Director (reclassified Analyst position 2021)	0	1	1
Economic Development Analyst	1	0	0
Business Retention Manager	1	1	1
Executive Assistant	1	1	1
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

**PERFORMANCE INDICATORS**

Workload/Output	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Number of inquiries	94	121	155
Number of Schertz BRE visits	7	18	40
Number of recruitment events	6	8	12
Number of new prospects	15	35	45
Number of active performance agreements	14	15	18

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Taxes	\$5,615,928	\$6,177,520	\$6,548,171
Fund Transfers	0	0	0
Miscellaneous	56,144	92,900	141,000
<i>Total</i>	<i>\$5,672,073</i>	<i>\$6,270,420</i>	<i>\$6,689,171</i>
<i>Expenses</i>			
Supplies	\$577	\$1000	\$1,000
Human Services	0	0	0
City Support Services	3,322	10,336	21,200
Utility Services	1,836	2,450	2,975
Operations Support	68,826	185,660	437,610
Staff Support	7,077	21,125	24,575

City Assistance	0	2,500	205,000
Professional Services	21,267	41,000	61,300
Fund Charges/Transfers	504,669	506,984	542,221
Maintenance Services	0	0	0
Operating Equipment	2,508	3,960	5,000
<i>Total Economic Development</i>	<i>\$610,082</i>	<i>\$775,015</i>	<i>\$1,300,881</i>
<i>Annual and Infrastructure Grants</i>	<i>\$4,274,385</i>	<i>\$1,240,000</i>	<i>\$8,750,079</i>
<i>Total Schertz Economic Development</i>	<i>\$4,884,467</i>	<i>\$2,015,015</i>	<i>\$10,050,960</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

**Revenues:** The SEDC receives one-half of one percent of all sales and use tax generated within the City of Schertz. The revenue for FY 2022-23 is projected to increase by 6.7% from the FY 2021-22 year-end estimate. The increase is reflective of an increase in sales tax revenue.

**Expenses:** The SEDC funds are restricted to those expenses authorized by the Texas Local Government Code sections 501 and 505. The expenses for FY 2022-23 are projected to increase by 67.9% to accommodate costs associated with signage on Schertz Parkway Overpass, and Master Planning for comprehensive Request for Information (RFI) responses, and continued work with the Retail Coach on site analysis and planning. Unspent Marketing and Promotion dollars may be carried forward per State statute for Marketing and Promotion purposes.

**Project Expenses:** The SEDC is funding improvements to Lookout Rd, signalization, and upsizing of wastewater facilities in FY 2022-23. The SEDC also has performance agreements with 6 companies that are eligible to receive funds during the FY 2022-23 year. These projects include: Kellum Development, Closner Equipment Co., Phelan-Bennett, Schertz 312 LLC, Schertz Medical Office Building (MOB), and Ace Mart Food Supply.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

620-SED CORPORATION

FINANCIAL SUMMARY

	(----- 2021-2022 -----)			(----- 2022-2023 -----)			
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	4,819,288	5,615,928	5,408,000	4,279,981	6,177,520	6,548,000	_____
Fund Transfers	0	0	1,240,000	0	0	0	_____
Miscellaneous	<u>288,241</u>	<u>56,144</u>	<u>141,000</u>	<u>56,963</u>	<u>92,900</u>	<u>182,000</u>	<u>_____</u>
TOTAL REVENUES	5,107,529	5,672,073	6,789,000	4,336,944	6,270,420	6,730,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>5,252,997</u>	<u>4,274,385</u>	<u>4,379,038</u>	<u>0</u>	<u>1,240,000</u>	<u>0</u>	<u>_____</u>
TOTAL GENERAL GOVERNMENT	5,252,997	4,274,385	4,379,038	0	1,240,000	0	_____
<u>MISC &amp; PROJECTS</u>							
ECONOMIC DEVELOPMENT	<u>613,162</u>	<u>610,082</u>	<u>1,161,669</u>	<u>691,451</u>	<u>775,015</u>	<u>1,300,881</u>	<u>_____</u>
TOTAL MISC & PROJECTS	<u>613,162</u>	<u>610,082</u>	<u>1,161,669</u>	<u>691,451</u>	<u>775,015</u>	<u>1,300,881</u>	<u>_____</u>
TOTAL EXPENDITURES	5,866,159	4,884,467	5,540,707	691,451	2,015,015	1,300,881	
REVENUE OVER/ (UNDER) EXPENDITURES	( 758,629)	787,606	1,248,293	3,645,493	4,255,405	5,429,119	=====

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

620-SED CORPORATION

REVENUES

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022			2022-2023	
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Taxes</u>							
000-411500 Sales Tax Revenue (4B)	<u>4,819,288</u>	<u>5,615,928</u>	<u>5,408,000</u>	<u>4,279,981</u>	<u>6,177,520</u>	<u>6,548,000</u>	<u>        </u>
TOTAL Taxes	4,819,288	5,615,928	5,408,000	4,279,981	6,177,520	6,548,000	
<u>Fund Transfers</u>							
000-486010 Transfer In-Reserves	<u>0</u>	<u>0</u>	<u>1,240,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>        </u>
TOTAL Fund Transfers	0	0	1,240,000	0	0	0	
<u>Miscellaneous</u>							
000-491000 Interest Earned-Bank	2,045	431	1,000	535	900	2,000	<u>        </u>
000-491200 Investment Income	286,695	55,713	140,000	56,427	92,000	180,000	<u>        </u>
000-497000 Misc Income	( <u>499</u> )	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>        </u>
TOTAL Miscellaneous	<u>288,241</u>	<u>56,144</u>	<u>141,000</u>	<u>56,963</u>	<u>92,900</u>	<u>182,000</u>	<u>        </u>
TOTAL REVENUES	<u>5,107,529</u>	<u>5,672,073</u>	<u>6,789,000</u>	<u>4,336,944</u>	<u>6,270,420</u>	<u>6,730,000</u>	<u>        </u>

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

620-SED CORPORATION

GENERAL GOVERNMENT

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET

NON DEPARTMENTAL

=====

City Assistance

101-537600 Development Incentive Fund	<u>4,752,997</u>	<u>224,385</u>	<u>3,139,038</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL City Assistance	4,752,997	224,385	3,139,038	0	0	0	0

Fund Charges/Transfers

101-548000 Contributions	<u>500,000</u>	<u>4,050,000</u>	<u>1,240,000</u>	<u>0</u>	<u>1,240,000</u>	<u>0</u>	<u>0</u>
TOTAL Fund Charges/Transfers	500,000	4,050,000	1,240,000	0	1,240,000	0	0

TOTAL NON DEPARTMENTAL	5,252,997	4,274,385	4,379,038	0	1,240,000	0	0
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TOTAL GENERAL GOVERNMENT	5,252,997	4,274,385	4,379,038	0	1,240,000	0	0
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PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

620-SED CORPORATION

MISC & PROJECTS

EXPENDITURES (----- 2021-2022 -----) (----- 2022-2023 -----)

	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
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ECONOMIC DEVELOPMENT

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Personnel Services

Supplies

966-521100 Office Supplies	448	577	1,000	982	1,000	1,000	
TOTAL Supplies	448	577	1,000	982	1,000	1,000	

Human Services

City Support Services

966-532500 City Insurance-Commercial	1,477	1,469	1,700	1,461	1,461	1,700	
966-532800 Promotional Events	4,676	1,853	9,500	2,530	5,000	9,500	
966-532900 Contingencies	0	0	0	0	3,875	10,000	
TOTAL City Support Services	6,153	3,322	11,200	3,990	10,336	21,200	

Utility Services

966-533300 Telephone/Land Line	139	0	0	0	0	0	
966-533310 Telephone/Cell Phones	1,847	1,660	2,000	1,754	2,000	2,000	
966-533500 Vehicle Fuel	199	119	750	347	400	750	
966-533550 Vehicle Maintenance	35	57	225	0	50	225	
TOTAL Utility Services	2,220	1,836	2,975	2,101	2,450	2,975	

Operations Support

966-534000 Postage	28	75	500	65	500	500	
966-534100 Advertising	18,230	5,718	252,375	70,076	100,000	315,850	
966-534105 Goodwill	821	995	1,750	1,551	1,750	1,750	
966-534190 Recruitment Events	7,935	13,484	30,000	21,035	24,000	35,000	
966-534200 Printing & Binding	340	1,054	1,500	852	1,500	1,500	
966-534300 Equipment Maintenance-Copier	3,333	3,323	4,000	2,895	3,500	3,500	
966-534400 Computer Licenses-Software	26,903	29,903	30,025	22,329	30,025	50,675	
966-534500 Memberships-Organization	13,550	14,275	26,835	24,385	24,385	28,835	
TOTAL Operations Support	71,140	68,826	346,985	143,188	185,660	437,610	

Staff Support

966-535100 Uniforms	408	643	725	676	725	800	
966-535210 Employee Recognition-Morale	447	1,514	600	405	600	600	
966-535300 Memberships-Staff Support	665	0	2,250	0	1,000	2,525	
966-535400 Publications	238	230	800	0	800	800	
966-535500 Training/Travel	4,033	2,413	12,000	10,141	12,000	12,000	
966-535510 Meeting Expenses-EDC Board	2,208	2,278	7,850	3,190	6,000	7,850	
TOTAL Staff Support	7,999	7,077	24,225	14,412	21,125	24,575	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

620-SED CORPORATION

MISC & PROJECTS

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET

City Assistance

966-537615 Small Business Grant Fund	45,000	0	200,000	0	0	200,000	
966-537650 Prospect Services	<u>317</u>	<u>0</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>5,000</u>	
TOTAL City Assistance	45,317	0	202,500	0	2,500	205,000	

Professional Services

966-541200 Legal Svcs	11,135	12,920	15,000	6,102	15,000	15,000	
966-541400 Auditor/Accounting Service	6,000	6,000	6,300	6,000	6,000	6,300	
966-541450 Consulting Services	<u>0</u>	<u>2,348</u>	<u>40,000</u>	<u>3,732</u>	<u>20,000</u>	<u>40,000</u>	
TOTAL Professional Services	17,135	21,267	61,300	15,834	41,000	61,300	

Fund Charges/Transfers

966-548600 Interfund Charges-Admin	<u>461,636</u>	<u>504,669</u>	<u>506,984</u>	<u>506,984</u>	<u>506,984</u>	<u>542,221</u>	
TOTAL Fund Charges/Transfers	461,636	504,669	506,984	506,984	506,984	542,221	

Fund Replenish

Maintenance Services

Debt Service

Operating Equipment

966-571100 Furniture & Fixtures	288	2,145	2,500	2,180	2,180	2,500	
966-571300 Computer & Periphe < \$5000	<u>825</u>	<u>362</u>	<u>2,000</u>	<u>1,780</u>	<u>1,780</u>	<u>2,500</u>	
TOTAL Operating Equipment	1,113	2,508	4,500	3,960	3,960	5,000	

Capital Outlay

TOTAL ECONOMIC DEVELOPMENT	613,162	610,082	1,161,669	691,451	775,015	1,300,881	
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# FUND: 106 SPECIAL EVENTS

## DESCRIPTION

The Special Events Fund is designated to monitor and manage funds appropriated to host community events, sponsored or co-sponsored, by the City of Schertz. Events include: Kick Cancer/Walk for Life and the Hal Baldwin Scholarship Program.

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenues</i>			
Fund Transfers	\$(1,472)	\$0	\$0
Miscellaneous	31,793	45,266	24,000
<i>Total</i>	<i>\$30,793</i>	<i>\$45,266</i>	<i>\$24,000</i>
<i>Expenses</i>			
Festival of Angels	\$0	\$0	\$0
Jubilee	0	0	0
Kick Cancer	4,284	9,849	10,000
SchertzQ/Fest	0	0	0
Sweetheart Court Program	0	0	0
Hal Baldwin Scholarship	16,632	14,707	14,000
Other Events	0	0	0
<i>Total</i>	<i>\$20,915</i>	<i>\$24,556</i>	<i>\$24,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** Revenues are set at \$24,000 each year and any additional covers event expenses.

**Expenses:** The Special Events Fund FY 2022-23 Budget is set at \$24,000 with no change in operations.

PROPOSED BUDGET WORKSHEET

106-SPECIAL EVENTS FUND

AS OF: JULY 31ST, 2022

FINANCIAL SUMMARY

			2021-2022		2022-2023		
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>REVENUE SUMMARY</u>							
Fund Transfers	205	( 1,472)	0	0	0	0	
Miscellaneous	<u>34,379</u>	<u>31,793</u>	<u>24,000</u>	<u>45,268</u>	<u>45,266</u>	<u>24,000</u>	<u></u>
TOTAL REVENUES	34,585	30,321	24,000	45,268	45,266	24,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
<u>CULTURAL</u>							
KICK CANCER	9,813	4,284	10,000	9,849	9,849	10,000	
SWEETHEART EVENT	( 1,950)	0	0	0	0	0	
HAL BALDWIN SCHOLARSHIP	21,867	16,632	14,000	19,707	14,707	14,000	
OTHER EVENTS	<u>1,961</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL CULTURAL	<u>31,690</u>	<u>20,915</u>	<u>24,000</u>	<u>29,556</u>	<u>24,556</u>	<u>24,000</u>	<u></u>
TOTAL EXPENDITURES	31,690	20,915	24,000	29,556	24,556	24,000	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>2,894</u>	<u>9,406</u>	<u>0</u>	<u>15,712</u>	<u>20,710</u>	<u>0</u>	<u></u>

PROPOSED BUDGET WORKSHEET

106-SPECIAL EVENTS FUND

AS OF: JULY 31ST, 2022

REVENUES

			2021-2022		2022-2023		
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>Fees</u>	_____	_____	_____	_____	_____	_____	_____
<u>Fund Transfers</u>							
000-486101 Transfer In-General Fund	205	( 1,472)	0	0	0	0	_____
TOTAL Fund Transfers	205	( 1,472)	0	0	0	0	_____
<u>Miscellaneous</u>							
000-491200 Investment Income	216	18	0	47	45	0	_____
000-492200 Kick Cancer	9,813	2,795	10,000	9,595	9,595	10,000	_____
000-493621 Hal Baldwin Scholarship	24,350	28,980	14,000	35,626	35,626	14,000	_____
TOTAL Miscellaneous	34,379	31,793	24,000	45,268	45,266	24,000	_____
TOTAL REVENUES	34,585	30,321	24,000	45,268	45,266	24,000	=====

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

106-SPECIAL EVENTS FUND

CULTURAL EXPENDITURES	(----- 2021-2022 -----)				(----- 2022-2023 -----)		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
KICK CANCER =====							
<u>City Support Services</u>							
608-532800 Kick Cancer	<u>9,813</u>	<u>4,284</u>	<u>10,000</u>	<u>9,849</u>	<u>9,849</u>	<u>10,000</u>	<u>          </u>
TOTAL City Support Services	9,813	4,284	10,000	9,849	9,849	10,000	
<u>Operations Support</u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
TOTAL KICK CANCER	9,813	4,284	10,000	9,849	9,849	10,000	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

106-SPECIAL EVENTS FUND

CULTURAL

EXPENDITURES

(----- 2021-2022 -----) (----- 2022-2023 -----)

	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<hr/>							
HAL BALDWIN SCHOLARSHIP							
=====							
<u>City Support Services</u>							
621-532800 Golf Tournament	11,845	12,868	14,000	14,707	14,707	14,000	_____
621-532850 Hal Baldwin Scholarship	<u>10,021</u>	<u>3,763</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>_____</u>
TOTAL City Support Services	21,867	16,632	14,000	19,707	14,707	14,000	_____
<u>Fund Charges/Transfers</u>	_____	_____	_____	_____	_____	_____	_____
<hr/>							
TOTAL HAL BALDWIN SCHOLARSHIP	21,867	16,632	14,000	19,707	14,707	14,000	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

106-SPECIAL EVENTS FUND

CULTURAL EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
OTHER EVENTS =====							
<u>City Support Services</u>							
626-532800 Other Events	<u>1,961</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL City Support Services	1,961	0	0	0	0	0	
<u>Operations Support</u>							
TOTAL OTHER EVENTS	1,961	0	0	0	0	0	
TOTAL CULTURAL	31,690	20,915	24,000	29,556	24,556	24,000	
TOTAL EXPENDITURES	<u>31,690</u>	<u>20,915</u>	<u>24,000</u>	<u>29,556</u>	<u>24,556</u>	<u>24,000</u>	<u>0</u>

# FUND: 110 Public, Educational, and Government (PEG) Access Fund

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## DESCRIPTION

The PEG Fund is dedicated to provide communication infrastructure in the City. This will allow the City to better reach the citizens with necessary information. This fund is commonly used for public access television and institutional network capacity. Currently the level of funding from the collected fees is not great enough to warrant a public access channel but could be used so in the future.

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenues</i>	\$78,746	\$90,000	\$90,000
<i>Expenses</i>			
Operating Equipment	0	350,000	0
Capital Outlay	0	517,521	0
Projects	0	0	60,000
<i>Total</i>	\$0	\$867,521	\$60,000

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** Revenues for FY 2022-23 Budget are not expected to change from the FY 2021-22 year-end estimates

**Expenses:** The PEG Fund FY 2022-23 Budget decreased to \$60,000 from the FY 2021-22 year-end estimates with the continued implementation of the communication master plan.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

110-PUBLIC, EDU, GOVMNT FEE

FINANCIAL SUMMARY

	(----- 2021-2022 -----)			(----- 2022-2023 -----)			
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>REVENUE SUMMARY</u>							
Franchises	82,000	78,746	110,000	59,813	90,000	90,000	_____
Fund Transfers	<u>0</u>	<u>0</u>	<u>757,521</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>_____</u>
TOTAL REVENUES	82,000	78,746	867,521	59,813	90,000	90,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>867,521</u>	<u>0</u>	<u>_____</u>
TOTAL GENERAL GOVERNMENT	0	0	0	0	867,521	0	_____
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>0</u>	<u>0</u>	<u>867,521</u>	<u>0</u>	<u>0</u>	<u>60,000</u>	<u>_____</u>
TOTAL MISC & PROJECTS	<u>0</u>	<u>0</u>	<u>867,521</u>	<u>0</u>	<u>0</u>	<u>60,000</u>	<u>_____</u>
TOTAL EXPENDITURES	0	0	867,521	0	867,521	60,000	
REVENUE OVER/(UNDER) EXPENDITURES	<u>82,000</u>	<u>78,746</u>	<u>0</u>	<u>59,813</u>	<u>( 777,521)</u>	<u>30,000</u>	<u>_____</u>

CITY OF SCHEERTZ  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2022

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110-PUBLIC, EDU, GOVMNT FEE

REVENUES

	2019-2020	2020-2021	2021-2022		2022-2023		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Franchises</u>							
000-421350 Spectrum-PEG Fee	63,408	46,224	60,000	46,627	60,000	60,000	
000-421465 Direct TV PEG Fee	<u>18,592</u>	<u>32,522</u>	<u>50,000</u>	<u>13,186</u>	<u>30,000</u>	<u>30,000</u>	
TOTAL Franchises	82,000	78,746	110,000	59,813	90,000	90,000	
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	<u>0</u>	<u>0</u>	<u>757,521</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Fund Transfers	0	0	757,521	0	0	0	
<u>Miscellaneous</u>							
TOTAL REVENUES	<u>82,000</u>	<u>78,746</u>	<u>867,521</u>	<u>59,813</u>	<u>90,000</u>	<u>90,000</u>	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

110-PUBLIC, EDU, GOVMNT FEE

GENERAL GOVERNMENT

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET

NON DEPARTMENTAL

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Utility Services \_\_\_\_\_

Professional Services \_\_\_\_\_

Rental/Leasing \_\_\_\_\_

Operating Equipment

101-571400 Communications Equipmnt -Mino \_\_\_\_\_ 0 \_\_\_\_\_ 0 \_\_\_\_\_ 0 \_\_\_\_\_ 350,000 \_\_\_\_\_ 0 \_\_\_\_\_  
 TOTAL Operating Equipment 0 0 0 0 350,000 0

Capital Outlay

101-581400 Communications Equipment \_\_\_\_\_ 0 \_\_\_\_\_ 0 \_\_\_\_\_ 0 \_\_\_\_\_ 517,521 \_\_\_\_\_ 0 \_\_\_\_\_  
 TOTAL Capital Outlay 0 0 0 0 517,521 0

TOTAL NON DEPARTMENTAL 0 0 0 0 867,521 0

TOTAL GENERAL GOVERNMENT 0 0 0 0 867,521 0

CITY OF SCHEERTZ  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2022

XXXXXXXX

110-PUBLIC, EDU, GOVMNT FEE

MISC & PROJECTS

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PROJECTS							
=====							
<u>Supplies</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operations Support</u>	_____	_____	_____	_____	_____	_____	_____
<u>Professional Services</u>							
900-541110 COMMUNICATION PLAN	_____0	_____0	_____0	_____0	_____0	_____60,000	=====
TOTAL Professional Services	0	0	0	0	0	60,000	
<u>Operating Equipment</u>							
900-571400 Communications Equipmnt-Minor	_____0	_____0	_____350,000	_____0	_____0	_____0	=====
TOTAL Operating Equipment	0	0	350,000	0	0	0	
<u>Capital Outlay</u>							
900-581400 Communication Equipment	_____0	_____0	_____517,521	_____0	_____0	_____0	=====
TOTAL Capital Outlay	0	0	517,521	0	0	0	
TOTAL PROJECTS	0	0	867,521	0	0	60,000	
TOTAL MISC & PROJECTS	0	0	867,521	0	0	60,000	
TOTAL EXPENDITURES	0	0	867,521	0	867,521	60,000	=====

# FUND: 314 HOTEL/MOTEL OCCUPANCY TAX

## DESCRIPTION

Revenues for the Hotel/Motel Fund are derived from a 7% tax on rooms rented in the City. There are five hotels in Schertz; the Best Western Plus with 61 rooms, Hampton Inn with 98 rooms, La Quinta with 81 rooms and Fairfield Inn with 118 rooms and Candlewood Suites with 80 rooms. These revenues are used to support Schertz as a destination location. Advertising campaigns to increase awareness of all Schertz has to offer reach citizens all across the State and beyond.

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Taxes	\$518,925	\$640,000	\$640,000
Miscellaneous	2,095	5,150	8,500
<i>Total</i>	<i>\$521,016</i>	<i>\$645,150</i>	<i>\$648,500</i>
<i>Expenses</i>			
City Support Services	\$67,977	\$112,466	\$118,000
Operations Support	17,459	24,000	31,000
Professional Services	6,565	3,750	4,000
Fund Charges/Transfers	72,464	74,443	69,915
Building Maintenance	164,304	54,677	50,000
Operating Equipment	0	44,888	0
Capital Outlay	0	28,200	0
<i>Total</i>	<i>\$335,764</i>	<i>\$342,424</i>	<i>\$272,915</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** Revenue for FY 2022-23 Budget is expected to increase 0.5% from the FY 2021-22 year end estimates.

**Expenses:** The Hotel Motel Tax Fund FY 2022-23 Budget decrease 20.3% from FY 2021-22 year end estimates due to one time purchases in FY 21-22 for banquet chairs and an event management software for the civic center.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

314-HOTEL TAX

FINANCIAL SUMMARY

	2019-2020	2020-2021	2021-2022		2022-2023		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Taxes	268,946	518,921	520,000	598,118	640,000	640,000	
Fund Transfers	0	0	1,150,000	0	0	0	
Miscellaneous	<u>26,223</u>	<u>2,095</u>	<u>5,250</u>	<u>5,783</u>	<u>5,150</u>	<u>8,500</u>	
TOTAL REVENUES	295,169	521,016	1,675,250	603,901	645,150	648,500	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>393,571</u>	<u>335,764</u>	<u>336,297</u>	<u>267,663</u>	<u>342,424</u>	<u>272,915</u>	
TOTAL GENERAL GOVERNMENT	393,571	335,764	336,297	267,663	342,424	272,915	
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>0</u>	<u>0</u>	<u>1,243,500</u>	<u>1,043,686</u>	<u>1,152,500</u>	<u>0</u>	
TOTAL MISC & PROJECTS	<u>0</u>	<u>0</u>	<u>1,243,500</u>	<u>1,043,686</u>	<u>1,152,500</u>	<u>0</u>	
TOTAL EXPENDITURES	393,571	335,764	1,579,797	1,311,349	1,494,924	272,915	
REVENUE OVER/(UNDER) EXPENDITURES	( 98,402)	185,251	95,453	( 707,448)	( 849,774)	375,585	
	=====	=====	=====	=====	=====	=====	=====

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

314-HOTEL TAX

REVENUES

	(----- 2021-2022 -----)			(----- 2022-2023 -----)			
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>Taxes</u>							
000-411800 Hotel Occupancy Tax	<u>268,946</u>	<u>518,921</u>	<u>520,000</u>	<u>598,118</u>	<u>640,000</u>	<u>640,000</u>	<u>        </u>
TOTAL Taxes	268,946	518,921	520,000	598,118	640,000	640,000	
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	<u>0</u>	<u>0</u>	<u>1,150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>        </u>
TOTAL Fund Transfers	0	0	1,150,000	0	0	0	
<u>Miscellaneous</u>							
000-491000 Interest Earned	502	80	250	152	150	500	<u>        </u>
000-491200 Investment Income	<u>25,722</u>	<u>2,015</u>	<u>5,000</u>	<u>5,631</u>	<u>5,000</u>	<u>8,000</u>	<u>        </u>
TOTAL Miscellaneous	<u>26,223</u>	<u>2,095</u>	<u>5,250</u>	<u>5,783</u>	<u>5,150</u>	<u>8,500</u>	<u>        </u>
TOTAL REVENUES	<u>295,169</u>	<u>521,016</u>	<u>1,675,250</u>	<u>603,901</u>	<u>645,150</u>	<u>648,500</u>	<u>        </u>

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

314-HOTEL TAX

GENERAL GOVERNMENT  
EXPENDITURES

(----- 2021-2022 -----) (----- 2022-2023 -----)

	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>NON DEPARTMENTAL</b>							
=====							
<u>Supplies</u>							
101-521000 Operating Expense	0	6,995	0	0	0	0	
TOTAL Supplies	0	6,995	0	0	0	0	
<u>City Support Services</u>							
101-532800 Special Events	62,465	67,977	62,466	58,976	62,466	68,000	
101-532820 Community Programs	17,993	0	50,000	0	50,000	50,000	
TOTAL City Support Services	80,458	67,977	112,466	58,976	112,466	118,000	
<u>Operations Support</u>							
101-534100 Advertising	0	0	14,000	3,895	8,000	15,000	
101-534120 Advertising-Billboards	11,996	17,459	17,000	13,780	16,000	16,000	
TOTAL Operations Support	11,996	17,459	31,000	17,675	24,000	31,000	
<u>Professional Services</u>							
101-541300 Other Professional Services	500	3,565	500	712	750	500	
101-541400 Auditor/Accounting Service	3,000	3,000	3,000	3,000	3,000	3,500	
TOTAL Professional Services	3,500	6,565	3,500	3,712	3,750	4,000	
<u>Fund Charges/Transfers</u>							
101-548100 Interfund Transfer Out	74,428	72,464	74,443	62,036	74,443	69,915	
TOTAL Fund Charges/Transfers	74,428	72,464	74,443	62,036	74,443	69,915	
<u>Maintenance Services</u>							
101-551100 Building Maintenance	0	164,304	50,000	54,677	54,677	50,000	
TOTAL Maintenance Services	0	164,304	50,000	54,677	54,677	50,000	
<u>Operating Equipment</u>							
101-571500 Operating Equipment	0	0	44,888	42,388	44,888	0	
TOTAL Operating Equipment	0	0	44,888	42,388	44,888	0	
<u>Capital Outlay</u>							
101-581750 Civic Center Improvements	223,189	0	20,000	28,200	28,200	0	
TOTAL Capital Outlay	223,189	0	20,000	28,200	28,200	0	
<hr/>							
TOTAL NON DEPARTMENTAL	393,571	335,764	336,297	267,663	342,424	272,915	
<hr/>							
TOTAL GENERAL GOVERNMENT	393,571	335,764	336,297	267,663	342,424	272,915	

CITY OF SCHEERTZ  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2022

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314-HOTEL TAX

MISC & PROJECTS  
 EXPENDITURES

	(----- 2021-2022 -----)				(----- 2022-2023 -----)		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PROJECTS							
=====							
<u>Professional Services</u>							
900-541100 Engineering	0	0	93,500	52,183	52,500	0	
TOTAL Professional Services	0	0	93,500	52,183	52,500	0	
<u>Maintenance Services</u>							
900-551900 Construction	0	0	1,150,000	991,503	1,100,000	0	
TOTAL Maintenance Services	0	0	1,150,000	991,503	1,100,000	0	
TOTAL PROJECTS	0	0	1,243,500	1,043,686	1,152,500	0	
TOTAL MISC & PROJECTS	0	0	1,243,500	1,043,686	1,152,500	0	
TOTAL EXPENDITURES	393,571	335,764	1,579,797	1,311,349	1,494,924	272,915	
	=====	=====	=====	=====	=====	=====	=====

# FUND: 317 PARK FUND

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## DESCRIPTION

The Park Fund is a special fund designated to monitor and manage funds for the management of the City of Schertz Urban Forest and capital improvements of the City of Schertz Park System. The Fund is composed of parkland dedication revenues. Revenues are derived from developer fees (in lieu of parkland dedication), local citizen groups, state, local nonprofit neighborhood associations, home owners associations (HOA's), regional non-profit grants, and donations.

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Fees	\$0	\$318,000	\$318,000
Fund Transfers	0	0	0
Miscellaneous	294	1,025	1,025
<i>Total</i>	<i>\$294</i>	<i>\$319,025</i>	<i>\$319,025</i>
<i>Expenses</i>			
Professional Services	\$4,500	\$25,000	\$25,000
Operating Equipment	0	0	0
Capital Outlay	0	100,000	100,000
<i>Total</i>	<i>\$4,500</i>	<i>\$125,000</i>	<i>\$125,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** The revenue for FY 2022-23 Budget is expected to be equal to the FY 2021-22 year end estimates.

**Expenses:** The FY 2022-23 Budget is not expected to change from FY 2021-22 year end estimate.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

317-PARK FUND

FINANCIAL SUMMARY

			2021-2022		2022-2023		
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>REVENUE SUMMARY</u>							
Fees	4,000	0	318,000	0	318,000	318,000	
Miscellaneous	<u>3,326</u>	<u>294</u>	<u>1,025</u>	<u>743</u>	<u>1,025</u>	<u>1,025</u>	<u></u>
TOTAL REVENUES	7,326	294	319,025	743	319,025	319,025	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
<u>PUBLIC ENVIRONMENT</u>							
PARKLAND DEDICATION	<u>5,760</u>	<u>5,512</u>	<u>125,000</u>	<u>25,140</u>	<u>125,000</u>	<u>125,000</u>	<u></u>
TOTAL PUBLIC ENVIRONMENT	<u>5,760</u>	<u>5,512</u>	<u>125,000</u>	<u>25,140</u>	<u>125,000</u>	<u>125,000</u>	<u></u>
TOTAL EXPENDITURES	5,760	5,512	125,000	25,140	125,000	125,000	
REVENUE OVER/(UNDER) EXPENDITURES	<u>1,566</u>	<u>( 5,218)</u>	<u>194,025</u>	<u>( 24,397)</u>	<u>194,025</u>	<u>194,025</u>	<u></u>

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

317-PARK FUND

REVENUES

	(----- 2021-2022 -----) (----- 2022-2023 -----)						
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>Fees</u>							
000-458800 Parkland Dedication	<u>4,000</u>	<u>0</u>	<u>318,000</u>	<u>0</u>	<u>318,000</u>	<u>318,000</u>	<u>          </u>
TOTAL Fees	4,000	0	318,000	0	318,000	318,000	
<u>Fund Transfers</u>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	375	10	25	1	25	25	<u>          </u>
000-491200 Investment Income	2,950	284	1,000	742	1,000	1,000	<u>          </u>
000-493700 Donations	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>          </u>
TOTAL Miscellaneous	<u>3,326</u>	<u>294</u>	<u>1,025</u>	<u>743</u>	<u>1,025</u>	<u>1,025</u>	<u>          </u>
TOTAL REVENUES	7,326	294	319,025	743	319,025	319,025	<u>          </u>

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

317-PARK FUND

PUBLIC ENVIRONMENT  
EXPENDITURES

	2021-2022				2022-2023		
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<hr/>							
PARKLAND DEDICATION							
=====							
<u>Supplies</u>	_____	_____	_____	_____	_____	_____	_____
<u>Utility Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Professional Services</u>	_____	_____	_____	_____	_____	_____	_____
301-541300 Other Consl/prof Services	5,760	4,500	25,000	7,490	25,000	25,000	=====
TOTAL Professional Services	5,760	4,500	25,000	7,490	25,000	25,000	=====
<u>Fund Charges/Transfers</u>	_____	_____	_____	_____	_____	_____	_____
<u>Maintenance Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operating Equipment</u>	_____	_____	_____	_____	_____	_____	_____
<u>Capital Outlay</u>	_____	_____	_____	_____	_____	_____	_____
301-581010 Land Purchase	0	1,012	0	0	0	0	_____
301-581700 Improvements Over \$5,000	0	0	100,000	17,650	100,000	100,000	=====
TOTAL Capital Outlay	0	1,012	100,000	17,650	100,000	100,000	=====
<hr/>							
TOTAL PARKLAND DEDICATION	5,760	5,512	125,000	25,140	125,000	125,000	
<hr/>							
TOTAL PUBLIC ENVIRONMENT	5,760	5,512	125,000	25,140	125,000	125,000	
<hr/>							
TOTAL EXPENDITURES	5,760	5,512	125,000	25,140	125,000	125,000	=====

# FUND: 319 TREE MITIGATION

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## DESCRIPTION

Tree mitigation fund is a special fund that is derived from revenue from permits for tree removal issued in connection with a building permit, subdivision plan, and site plan. These funds are used to replace trees on City Parks, City owned property, Public lands, and SCUCISD school property.

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Fees	\$219,513	\$70,000	\$70,000
Miscellaneous	650	2,540	1,400
<i>Total</i>	<i>\$220,163</i>	<i>\$72,540</i>	<i>\$71,400</i>
<i>Expenses</i>			
Maintenance Services	\$35,495	\$70,000	\$70,000
<i>Total</i>	<i>\$35,495</i>	<i>\$70,000</i>	<i>\$70,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenue:** The revenue for FY 2022-23 Budget is expected to increase by 1.5% from 2021-22 year-end estimate with no changes to the operation.

**Expenses:** The FY 2022-23 Budget will not change from the FY 2021-22 year-end estimate.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

319-TREE MITIGATION

FINANCIAL SUMMARY

			2021-2022		2022-2023		
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>REVENUE SUMMARY</u>							
Fees	52,427	219,513	70,000	63,950	70,000	70,000	
Miscellaneous	<u>6,069</u>	<u>650</u>	<u>1,400</u>	<u>1,724</u>	<u>2,540</u>	<u>1,400</u>	<u></u>
TOTAL REVENUES	58,496	220,163	71,400	65,674	72,540	71,400	
<u>EXPENDITURE SUMMARY</u>							
<u>PUBLIC ENVIRONMENT</u>							
TREE MITIGATION	<u>28,675</u>	<u>35,495</u>	<u>70,000</u>	<u>64,160</u>	<u>70,000</u>	<u>70,000</u>	<u></u>
TOTAL PUBLIC ENVIRONMENT	<u>28,675</u>	<u>35,495</u>	<u>70,000</u>	<u>64,160</u>	<u>70,000</u>	<u>70,000</u>	<u></u>
TOTAL EXPENDITURES	28,675	35,495	70,000	64,160	70,000	70,000	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>29,821</u>	<u>184,668</u>	<u>1,400</u>	<u>1,514</u>	<u>2,540</u>	<u>1,400</u>	<u></u>

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

319-TREE MITIGATION

REVENUES

	2019-2020	2020-2021	2021-2022		2022-2023		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Fees</u>							
000-458900 Tree Mitigation	52,427	219,513	70,000	63,950	70,000	70,000	
TOTAL Fees	52,427	219,513	70,000	63,950	70,000	70,000	
<u>Fund Transfers</u>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	446	21	200	35	40	200	
000-491200 Investment Income	5,123	630	1,200	1,689	2,500	1,200	
000-497000 Misc Income	500	0	0	0	0	0	
TOTAL Miscellaneous	6,069	650	1,400	1,724	2,540	1,400	
TOTAL REVENUES	58,496	220,163	71,400	65,674	72,540	71,400	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

319-TREE MITIGATION

PUBLIC ENVIRONMENT

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
TREE MITIGATION =====							
<u>Supplies</u>	_____	_____	_____	_____	_____	_____	_____
<u>Professional Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Fund Charges/Transfers</u>	_____	_____	_____	_____	_____	_____	_____
<u>Maintenance Services</u>							
302-551110 Trees	<u>28,675</u>	<u>35,495</u>	<u>70,000</u>	<u>64,160</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>
TOTAL Maintenance Services	28,675	35,495	70,000	64,160	70,000	70,000	
<u>Operating Equipment</u>	_____	_____	_____	_____	_____	_____	_____
<u>Capital Outlay</u>	_____	_____	_____	_____	_____	_____	_____
TOTAL TREE MITIGATION	28,675	35,495	70,000	64,160	70,000	70,000	
TOTAL PUBLIC ENVIRONMENT	28,675	35,495	70,000	64,160	70,000	70,000	
TOTAL EXPENDITURES	<u>28,675</u>	<u>35,495</u>	<u>70,000</u>	<u>64,160</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>

# FUND: 431 ROADWAY IMPACT FEE AREA 1

**DESCRIPTION**

The Roadway Impact Fee program is designated to support future growth of population and commercial roadway demands while keeping bond supported programs to a minimum. Impact funds must be used within ten years of collection date. Projects must meet requirements laid out in the impact fee study, including expanding roadway capacity by adding new roads or widening existing roads and funds must be spent in the area they are collected. The City is divided up in to 4 separate roadway zones.

**PERFORMANCE INDICATORS**

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Fees	\$211,937	\$220,000	\$250,000
Miscellaneous	592	1,550	5,200
<i>Total</i>	<i>\$212,529</i>	<i>\$221,550</i>	<i>\$255,200</i>
<i>Expenses</i>			
Non Departmental	\$1,979	\$2,000	\$5,000
Projects	0	88,173	0
<i>Total</i>	<i>\$1,979</i>	<i>\$90,173</i>	<i>\$5,000</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget will be set at \$5,000 for any professional services or studies that need to be completed.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

431-CAP RCVRY-RDWYS AREA 1

FINANCIAL SUMMARY

	2019-2020	2020-2021	(----- 2021-2022 -----)		(----- 2022-2023 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	305,384	211,937	200,000	175,419	220,000	250,000	
Miscellaneous	<u>730</u>	<u>592</u>	<u>900</u>	<u>1,738</u>	<u>1,550</u>	<u>5,200</u>	<u></u>
TOTAL REVENUES	306,114	212,529	200,900	177,157	221,550	255,200	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>0</u>	<u>1,979</u>	<u>5,000</u>	<u>1,359</u>	<u>2,000</u>	<u>5,000</u>	<u></u>
TOTAL GENERAL GOVERNMENT	0	1,979	5,000	1,359	2,000	5,000	
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>0</u>	<u>0</u>	<u>88,173</u>	<u>0</u>	<u>88,173</u>	<u>0</u>	<u></u>
TOTAL MISC & PROJECTS	<u>0</u>	<u>0</u>	<u>88,173</u>	<u>0</u>	<u>88,173</u>	<u>0</u>	<u></u>
TOTAL EXPENDITURES	0	1,979	93,173	1,359	90,173	5,000	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>306,114</u>	<u>210,550</u>	<u>107,727</u>	<u>175,799</u>	<u>131,377</u>	<u>250,200</u>	<u></u>

CITY OF SCHEERTZ  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2022

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431-CAP RCVRY-RDWYS AREA 1

REVENUES

	2019-2020	2020-2021	2021-2022		2022-2023		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Fees</u>							
000-455921 CapitalRcvry-RoadwaysSrvArea	<u>305,384</u>	<u>211,937</u>	<u>200,000</u>	<u>175,419</u>	<u>220,000</u>	<u>250,000</u>	<u>          </u>
TOTAL Fees	305,384	211,937	200,000	175,419	220,000	250,000	
<u>Miscellaneous</u>							
000-491000 Interest Earned	730	195	300	26	50	200	<u>          </u>
000-491200 Investment Income	<u>0</u>	<u>397</u>	<u>600</u>	<u>1,712</u>	<u>1,500</u>	<u>5,000</u>	<u>          </u>
TOTAL Miscellaneous	<u>730</u>	<u>592</u>	<u>900</u>	<u>1,738</u>	<u>1,550</u>	<u>5,200</u>	<u>          </u>
TOTAL REVENUES	306,114	212,529	200,900	177,157	221,550	255,200	<u>          </u>

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

431-CAP RCVRY-RDWYS AREA 1

GENERAL GOVERNMENT

EXPENDITURES (----- 2021-2022 -----) (----- 2022-2023 -----)

	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL							
=====							
<u>Professional Services</u>							
101-541300 Professional Services	0	1,979	5,000	1,359	2,000	5,000	
TOTAL Professional Services	0	1,979	5,000	1,359	2,000	5,000	
<u>Fund Charges/Transfers</u>							
TOTAL NON DEPARTMENTAL	0	1,979	5,000	1,359	2,000	5,000	
TOTAL GENERAL GOVERNMENT	0	1,979	5,000	1,359	2,000	5,000	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

431-CAP RCVRY-RDWYS AREA 1

MISC & PROJECTS

EXPENDITURES	(----- 2021-2022 -----)				(----- 2022-2023 -----)		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PROJECTS							
=====							
<u>City Support Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operations Support</u>	_____	_____	_____	_____	_____	_____	_____
<u>Professional Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Maintenance Services</u>							
900-551900 Construction - Service Area 1	<u>0</u>	<u>0</u>	<u>88,173</u>	<u>0</u>	<u>88,173</u>	<u>0</u>	<u>0</u>
TOTAL Maintenance Services	0	0	88,173	0	88,173	0	0
<u>Capital Outlay</u>	_____	_____	_____	_____	_____	_____	_____
TOTAL PROJECTS	0	0	88,173	0	88,173	0	0
TOTAL MISC & PROJECTS	0	0	88,173	0	88,173	0	0
TOTAL EXPENDITURES	0	1,979	93,173	1,359	90,173	5,000	
	=====	=====	=====	=====	=====	=====	=====

# FUND: 432 ROADWAY IMPACT FEE AREA 2

**DESCRIPTION**

The Roadway Impact Fee program is designated to support future growth of population and commercial roadway demands while keeping bond supported programs to a minimum. Impact funds must be used within ten years of collection date. Projects must meet requirements laid out in the impact fee study, including expanding roadway capacity by adding new roads or widening existing roads and funds must be spent in the area they are collected. The City is divided up in to 4 separate roadway zones.

**PERFORMANCE INDICATORS**

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Fees	\$163,823	\$350,000	\$200,000
Miscellaneous	249	850	1,600
<i>Total</i>	<i>\$164,071</i>	<i>\$350,850</i>	<i>\$201,600</i>
<i>Expenses</i>			
Non Departmental	\$39,148	\$53,147	\$55,000
<i>Total</i>	<i>\$39,148</i>	<i>\$53,147</i>	<i>\$55,000</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget will be set at \$55,000 for any professional services or studies that need to be completed.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

432-CAP RCVRY-RDWYS AREA 2

FINANCIAL SUMMARY

	(----- 2021-2022 -----)			(----- 2022-2023 -----)			
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>REVENUE SUMMARY</u>							
Fees	130,495	163,823	120,000	293,993	350,000	200,000	_____
Miscellaneous	<u>377</u>	<u>249</u>	<u>400</u>	<u>1,096</u>	<u>850</u>	<u>1,600</u>	<u>_____</u>
TOTAL REVENUES	130,871	164,071	120,400	295,089	350,850	201,600	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>0</u>	<u>39,148</u>	<u>29,000</u>	<u>52,484</u>	<u>53,147</u>	<u>55,000</u>	<u>_____</u>
TOTAL GENERAL GOVERNMENT	0	39,148	29,000	52,484	53,147	55,000	
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	0	39,148	29,000	52,484	53,147	55,000	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>130,871</u>	<u>124,923</u>	<u>91,400</u>	<u>242,605</u>	<u>297,703</u>	<u>146,600</u>	<u>_____</u>

CITY OF SCHEERTZ  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2022

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432-CAP RCVRY-RDWYS AREA 2

REVENUES

	2019-2020	2020-2021	2021-2022		2022-2023		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Fees</u>							
000-455922 CapitalRcvry-RoadwaysSrvArea	<u>130,495</u>	<u>163,823</u>	<u>120,000</u>	<u>293,993</u>	<u>350,000</u>	<u>200,000</u>	<u>          </u>
TOTAL Fees	130,495	163,823	120,000	293,993	350,000	200,000	
<u>Miscellaneous</u>							
000-491000 Interest Earned	377	89	200	30	50	100	<u>          </u>
000-491200 Investment Income	<u>0</u>	<u>159</u>	<u>200</u>	<u>1,066</u>	<u>800</u>	<u>1,500</u>	<u>          </u>
TOTAL Miscellaneous	<u>377</u>	<u>249</u>	<u>400</u>	<u>1,096</u>	<u>850</u>	<u>1,600</u>	<u>          </u>
TOTAL REVENUES	130,871	164,071	120,400	295,089	350,850	201,600	<u>          </u>

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

432-CAP RCVRY-RDWYS AREA 2

GENERAL GOVERNMENT

EXPENDITURES	2021-2022				2022-2023	
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED

NON DEPARTMENTAL

=====

City Assistance

101-537600 Development Incentive Fund	0	39,148	24,000	49,147	49,147	50,000	
TOTAL City Assistance	0	39,148	24,000	49,147	49,147	50,000	

Professional Services

101-541300 Professional Services	0	0	5,000	3,338	4,000	5,000	
TOTAL Professional Services	0	0	5,000	3,338	4,000	5,000	

Fund Charges/Transfers

--	--	--	--	--	--	--	--

TOTAL NON DEPARTMENTAL	0	39,148	29,000	52,484	53,147	55,000	
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TOTAL GENERAL GOVERNMENT	0	39,148	29,000	52,484	53,147	55,000	
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PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

432-CAP RCVRY-RDWYS AREA 2

MISC & PROJECTS

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PROJECTS							
=====							
<u>City Support Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operations Support</u>	_____	_____	_____	_____	_____	_____	_____
<u>Professional Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Maintenance Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Capital Outlay</u>	_____	_____	_____	_____	_____	_____	_____
TOTAL EXPENDITURES	0	39,148	29,000	52,484	53,147	55,000	
	=====	=====	=====	=====	=====	=====	=====

# FUND: 433 ROADWAY IMPACT FEE AREA 3

## DESCRIPTION

The Roadway Impact Fee program is designated to support future growth of population and commercial roadway demands while keeping bond supported programs to a minimum. Impact funds must be used within ten years of collection date. Projects must meet requirements laid out in the impact fee study, including expanding roadway capacity by adding new roads or widening existing roads and funds must be spent in the area they are collected. The City is divided up in to 4 separate roadway zones.

## PERFORMANCE INDICATORS

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Fees	\$523,919	\$240,000	\$375,000
Miscellaneous	977	3,535	5,050
<i>Total</i>	<i>\$524,896</i>	<i>\$243,535</i>	<i>\$380,050</i>
<i>Expenses</i>			
Non Departmental	\$0	\$4,000	\$5,000
<i>Total</i>	<i>\$0</i>	<i>\$4,000</i>	<i>\$5,000</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 Budget will be set at \$5,000 for any professional services or studies that need to be completed.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

433-CAP RCVRY-RDWYS AREA 3

FINANCIAL SUMMARY

			2021-2022		2022-2023		
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>REVENUE SUMMARY</u>							
Fees	411,629	523,919	400,000	187,583	240,000	375,000	
Miscellaneous	<u>837</u>	<u>977</u>	<u>1,500</u>	<u>3,032</u>	<u>3,535</u>	<u>5,050</u>	<u></u>
TOTAL REVENUES	412,466	524,896	401,500	190,615	243,535	380,050	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>3,338</u>	<u>4,000</u>	<u>5,000</u>	<u></u>
TOTAL GENERAL GOVERNMENT	0	0	5,000	3,338	4,000	5,000	
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	0	0	5,000	3,338	4,000	5,000	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>412,466</u>	<u>524,896</u>	<u>396,500</u>	<u>187,277</u>	<u>239,535</u>	<u>375,050</u>	<u></u>

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

433-CAP RCVRY-RDWYS AREA 3

REVENUES

	2019-2020	2020-2021	2021-2022		2022-2023		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Fees</u>							
000-455923 CapitalRcvry-RoadwaysSrvArea	<u>411,629</u>	<u>523,919</u>	<u>400,000</u>	<u>187,583</u>	<u>240,000</u>	<u>375,000</u>	<u>                    </u>
TOTAL Fees	411,629	523,919	400,000	187,583	240,000	375,000	
<u>Miscellaneous</u>							
000-491000 Interest Earned	837	442	900	14	35	50	<u>                    </u>
000-491200 Investment Income	<u>0</u>	<u>535</u>	<u>600</u>	<u>3,018</u>	<u>3,500</u>	<u>5,000</u>	<u>                    </u>
TOTAL Miscellaneous	<u>837</u>	<u>977</u>	<u>1,500</u>	<u>3,032</u>	<u>3,535</u>	<u>5,050</u>	<u>                    </u>
TOTAL REVENUES	412,466	524,896	401,500	190,615	243,535	380,050	<u>                    </u>

CITY OF SCHEERTZ  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2022

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433-CAP RCVRY-RDWYS AREA 3

GENERAL GOVERNMENT  
 EXPENDITURES

	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL							
=====							
<u>Professional Services</u>							
101-541300 Professional Services	0	0	5,000	3,338	4,000	5,000	
TOTAL Professional Services	0	0	5,000	3,338	4,000	5,000	
<u>Fund Charges/Transfers</u>							
TOTAL NON DEPARTMENTAL	0	0	5,000	3,338	4,000	5,000	
TOTAL GENERAL GOVERNMENT	0	0	5,000	3,338	4,000	5,000	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

433-CAP RCVRY-RDWYS AREA 3

MISC & PROJECTS

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET

PROJECTS

=====

City Support Services

\_\_\_\_\_

Operations Support

\_\_\_\_\_

Professional Services

\_\_\_\_\_

Maintenance Services

\_\_\_\_\_

Capital Outlay

\_\_\_\_\_

TOTAL EXPENDITURES

0	0	5,000	3,338	4,000	5,000	
=====	=====	=====	=====	=====	=====	=====

# FUND: 434 ROADWAY IMPACT FEE AREA 4

**DESCRIPTION**

The Roadway Impact Fee program is designated to support future growth of population and commercial roadway demands while keeping bond supported programs to a minimum. Impact funds must be used within ten years of collection date. Projects must meet requirements laid out in the impact fee study, including expanding roadway capacity by adding new roads or widening existing roads and funds must be spent in the area they are collected. The City is divided up in to 4 separate roadway zones.

**PERFORMANCE INDICATORS**

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Fees	\$3,033	\$2,000	\$3,000
Miscellaneous	9	25	40
<i>Total</i>	<i>\$3,042</i>	<i>\$2,025</i>	<i>\$3,040</i>
<i>Expenses</i>			
Non Departmental	\$0	\$3,338	\$3,000
<i>Total</i>	<i>\$0</i>	<i>\$3,338</i>	<i>\$3,000</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2022-23 Budget will be set at \$3,000 for any professional services or studies that need to be completed.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

434-CAP RCVRY-RDWYS AREA 4

FINANCIAL SUMMARY

	2019-2020	2020-2021	(----- 2021-2022 -----)		(----- 2022-2023 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>REVENUE SUMMARY</u>							
Fees	2,696	3,033	5,000	0	2,000	3,000	
Miscellaneous	<u>29</u>	<u>9</u>	<u>65</u>	<u>23</u>	<u>25</u>	<u>40</u>	<u></u>
TOTAL REVENUES	2,725	3,042	5,065	23	2,025	3,040	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>3,338</u>	<u>3,338</u>	<u>3,000</u>	<u></u>
TOTAL GENERAL GOVERNMENT	0	0	5,000	3,338	3,338	3,000	
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	0	0	5,000	3,338	3,338	3,000	
REVENUE OVER/(UNDER) EXPENDITURES	<u>2,725</u>	<u>3,042</u>	<u>65</u>	<u>( 3,314)</u>	<u>( 1,313)</u>	<u>40</u>	<u></u>

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

434-CAP RCVRY-RDWYS AREA 4

REVENUES

	2019-2020	2020-2021	2021-2022		2022-2023		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Fees</u>							
000-455924 CapitalRcvry-RoadwaysSrvArea	2,696	3,033	5,000	0	2,000	3,000	
TOTAL Fees	2,696	3,033	5,000	0	2,000	3,000	
<u>Miscellaneous</u>							
000-491000 Interest Earned	29	3	15	1	5	10	
000-491200 Investment Income	0	6	50	22	20	30	
TOTAL Miscellaneous	29	9	65	23	25	40	
TOTAL REVENUES	2,725	3,042	5,065	23	2,025	3,040	

CITY OF SCHEERTZ  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2022

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434-CAP RCVRY-RDWYS AREA 4

GENERAL GOVERNMENT  
 EXPENDITURES

	(----- 2021-2022 -----)				(----- 2022-2023 -----)		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
NON DEPARTMENTAL							
=====							
<u>Professional Services</u>							
101-541300 Professional Services	0	0	5,000	3,338	3,338	3,000	
TOTAL Professional Services	0	0	5,000	3,338	3,338	3,000	
<u>Fund Charges/Transfers</u>							
TOTAL NON DEPARTMENTAL	0	0	5,000	3,338	3,338	3,000	
TOTAL GENERAL GOVERNMENT	0	0	5,000	3,338	3,338	3,000	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

434-CAP RCVRY-RDWYS AREA 4

MISC & PROJECTS

EXPENDITURES	2021-2022				2022-2023		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
PROJECTS							
=====							
<u>City Support Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operations Support</u>	_____	_____	_____	_____	_____	_____	_____
<u>Professional Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Maintenance Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Capital Outlay</u>	_____	_____	_____	_____	_____	_____	_____
TOTAL EXPENDITURES	0	0	5,000	3,338	3,338	3,000	
	=====	=====	=====	=====	=====	=====	=====

# FUND: 609 LIBRARY FUND

## DESCRIPTION

The purpose of the Library Advisory Board is to provide citizen input to the City of Schertz on Library policy and operation and to raise community awareness of the library and its services. The Library Advisory Board oversees various fund-raising activities including the operation of the Read Before Bookstore and book consignment sales with all proceeds providing supplementary funding for library materials, programs, projects and building enhancements.

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Fees	\$9,104	\$16,000	\$17,000
Fund Transfers	0	7,200	5,165
Miscellaneous	124	73	35
<i>Total</i>	<i>\$9,228</i>	<i>\$23,273</i>	<i>\$22,200</i>
<i>Expenses</i>			
Supplies	\$210	\$100	\$200
City Support Services	10,947	12,000	12,000
Operating Equipment	8,551	10,000	10,000
<i>Total</i>	<i>\$19,708</i>	<i>\$22,100</i>	<i>\$22,200</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenues:** Revenue for FY 2022-23 is expected to decrease 4.6% from the FY 2021-22 estimate due to the lower budgeted amount for fund transfers to balance the overall budget.

**Expenses:** The Library Fund’s FY 2022-23 Budget will increase 0.5% from the FY 2021-22 year end estimate for the increase in operating supply purchases.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

609-LIBRARY BOARD

FINANCIAL SUMMARY

	2021-2022			2022-2023			
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>REVENUE SUMMARY</u>							
Fees	9,204	9,104	16,000	13,527	16,000	17,000	
Fund Transfers	0	0	7,200	0	7,200	5,165	
Miscellaneous	<u>854</u>	<u>124</u>	<u>200</u>	<u>689</u>	<u>73</u>	<u>35</u>	
TOTAL REVENUES	10,058	9,228	23,400	14,216	23,273	22,200	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>10,456</u>	<u>19,708</u>	<u>23,400</u>	<u>12,719</u>	<u>22,100</u>	<u>22,200</u>	
TOTAL GENERAL GOVERNMENT	<u>10,456</u>	<u>19,708</u>	<u>23,400</u>	<u>12,719</u>	<u>22,100</u>	<u>22,200</u>	
TOTAL EXPENDITURES	10,456	19,708	23,400	12,719	22,100	22,200	
REVENUE OVER/(UNDER) EXPENDITURES	( 399)	( 10,480)	0	1,496	1,173	0	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

609-LIBRARY BOARD

REVENUES

	2021-2022				2022-2023		
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>Fees</u>							
000-458100 Sale of Merchandise	<u>9,204</u>	<u>9,104</u>	<u>16,000</u>	<u>13,527</u>	<u>16,000</u>	<u>17,000</u>	<u>          </u>
TOTAL Fees	9,204	9,104	16,000	13,527	16,000	17,000	
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	<u>0</u>	<u>0</u>	<u>7,200</u>	<u>0</u>	<u>7,200</u>	<u>5,165</u>	<u>          </u>
TOTAL Fund Transfers	0	0	7,200	0	7,200	5,165	
<u>Miscellaneous</u>							
000-491000 Interest Earned	272	63	100	59	50	25	<u>          </u>
000-491200 Investment Income	578	48	100	125	20	10	<u>          </u>
000-493000 Donations	0	0	0	500	0	0	<u>          </u>
000-497000 Misc. Income - Library	<u>4</u>	<u>13</u>	<u>0</u>	<u>5</u>	<u>3</u>	<u>0</u>	<u>          </u>
TOTAL Miscellaneous	<u>854</u>	<u>124</u>	<u>200</u>	<u>689</u>	<u>73</u>	<u>35</u>	<u>          </u>
TOTAL REVENUES	<u>10,058</u>	<u>9,228</u>	<u>23,400</u>	<u>14,216</u>	<u>23,273</u>	<u>22,200</u>	<u>          </u>

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

609-LIBRARY BOARD

GENERAL GOVERNMENT

EXPENDITURES (----- 2021-2022 -----) (----- 2022-2023 -----)

	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>NON DEPARTMENTAL</u>							
=====							
<u>Supplies</u>							
101-521000 Operating Supplies	<u>63</u>	<u>210</u>	<u>200</u>	<u>112</u>	<u>100</u>	<u>200</u>	<u>200</u>
TOTAL Supplies	63	210	200	112	100	200	200
<u>City Support Services</u>							
101-532800 Special Events	<u>6,393</u>	<u>10,947</u>	<u>12,000</u>	<u>7,717</u>	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>
TOTAL City Support Services	6,393	10,947	12,000	7,717	12,000	12,000	12,000
<u>City Assistance</u>							
-----							
<u>Fund Charges/Transfers</u>							
-----							
<u>Operating Equipment</u>							
101-571000 Furniture & Fixtures	0	0	1,200	0	0	0	0
101-571400 Library Materials	<u>4,000</u>	<u>8,551</u>	<u>10,000</u>	<u>4,890</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
TOTAL Operating Equipment	4,000	8,551	11,200	4,890	10,000	10,000	10,000
<u>Capital Outlay</u>							
-----							
TOTAL NON DEPARTMENTAL	10,456	19,708	23,400	12,719	22,100	22,200	22,200
TOTAL GENERAL GOVERNMENT	10,456	19,708	23,400	12,719	22,100	22,200	22,200
TOTAL EXPENDITURES	<u>10,456</u>	<u>19,708</u>	<u>23,400</u>	<u>12,719</u>	<u>22,100</u>	<u>22,200</u>	<u>22,200</u>
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# FUND: 615 HISTORICAL COMMITTEE

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## MISSION STATEMENT

To gather, preserve, and make available to the public historical information regarding people, places, and events that have contributed to the development of the City of Schertz.

## DESCRIPTION

This function is funded from the Special Events Fund by a transfer. The Historical Committee reviews locations for possible historic value and distributes books about the history of Schertz.

Budget	2020-21 Actual	2021-22 Estimate	2022-23 Budget
<i>Revenue</i>			
Fees	\$590	\$1,943	\$1,000
Fund Transfers	3,109	10,750	10,750
<i>Total</i>	<i>\$3,702</i>	<i>\$12,693</i>	<i>\$11,750</i>
<i>Expenses</i>			
Supplies	\$247	\$1,500	\$1,500
Operations Support	0	500	500
Staff Support	0	5,871	5,150
Professional Services	100	1,600	1,600
Operating Equipment	2,762	3,000	3,000
<i>Total</i>	<i>\$3,109</i>	<i>\$12,471</i>	<i>\$11,750</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenues:** Revenue for FY 2022-23 will remain at the same funding allocation as FY 2021-22.

**Expenses:** The Historical Committee’s FY 2022-23 Budget will remain the same as the FY 2021-22 Budget.

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

615-HISTORICAL COMMITTEE

FINANCIAL SUMMARY

			2021-2022		2022-2023		
	2019-2020	2020-2021	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>REVENUE SUMMARY</u>							
Fees	43	590	1,000	1,943	1,943	1,000	
Fund Transfers	169	3,109	10,750	0	10,750	10,750	
Miscellaneous	<u>0</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL REVENUES	212	3,702	11,750	1,943	12,693	11,750	
<u>EXPENDITURE SUMMARY</u>							
<u>CULTURAL</u>							
HISTORICAL COMMITTEE	<u>169</u>	<u>3,109</u>	<u>11,750</u>	<u>3,001</u>	<u>12,471</u>	<u>11,750</u>	<u></u>
TOTAL CULTURAL	<u>169</u>	<u>3,109</u>	<u>11,750</u>	<u>3,001</u>	<u>12,471</u>	<u>11,750</u>	<u></u>
TOTAL EXPENDITURES	169	3,109	11,750	3,001	12,471	11,750	
REVENUE OVER/(UNDER) EXPENDITURES	<u>43</u>	<u>592</u>	<u>0</u>	<u>( 1,058)</u>	<u>222</u>	<u>0</u>	<u></u>

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

615-HISTORICAL COMMITTEE

REVENUES

	2019-2020	2020-2021	2021-2022		2022-2023		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Fees</u>							
000-458100 Sale of Merchandise	43	590	1,000	1,943	1,943	1,000	
TOTAL Fees	43	590	1,000	1,943	1,943	1,000	
<u>Fund Transfers</u>							
000-486101 Transfer In-General Fund	0	0	10,750	0	10,750	10,750	
000-486106 Transfer In-Special Events	169	3,109	0	0	0	0	
TOTAL Fund Transfers	169	3,109	10,750	0	10,750	10,750	
<u>Miscellaneous</u>							
000-497000 Misc. Income	0	2	0	0	0	0	
TOTAL Miscellaneous	0	2	0	0	0	0	
TOTAL REVENUES	212	3,702	11,750	1,943	12,693	11,750	

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2022

615-HISTORICAL COMMITTEE

CULTURAL

EXPENDITURES	(----- 2021-2022 -----)				(----- 2022-2023 -----)		
	2019-2020 ACTUAL	2020-2021 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET

HISTORICAL COMMITTEE

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Supplies

609-521000 Operating Supplies	<u>100</u>	<u>247</u>	<u>1,500</u>	<u>1,281</u>	<u>1,500</u>	<u>1,500</u>	<u>          </u>
TOTAL Supplies	100	247	1,500	1,281	1,500	1,500	

Operations Support

609-534200 Printing & Binding	<u>0</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>          </u>
TOTAL Operations Support	0	0	500	0	500	500	

Staff Support

609-535200 Awards	69	0	1,000	1,721	1,721	1,000	<u>          </u>
609-535300 Memberships	0	0	150	0	150	150	<u>          </u>
609-535500 Training/Travel	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>0</u>	<u>4,000</u>	<u>4,000</u>	<u>          </u>
TOTAL Staff Support	69	0	5,150	1,721	5,871	5,150	

Professional Services

609-541300 Other Consl/Prof Services	<u>0</u>	<u>100</u>	<u>1,600</u>	<u>0</u>	<u>1,600</u>	<u>1,600</u>	<u>          </u>
TOTAL Professional Services	0	100	1,600	0	1,600	1,600	

Operating Equipment

609-571810 Event Banners	<u>0</u>	<u>2,762</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>          </u>
TOTAL Operating Equipment	0	2,762	3,000	0	3,000	3,000	

TOTAL HISTORICAL COMMITTEE	169	3,109	11,750	3,001	12,471	11,750	
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TOTAL CULTURAL	169	3,109	11,750	3,001	12,471	11,750	
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TOTAL EXPENDITURES	169	3,109	11,750	3,001	12,471	11,750	=====
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## Glossary

Account	A designation assigned to an accounting entry where a running total of all entries is kept. It is a grouping of assets, liabilities, reserves, retained earnings, revenues, or expenses.
Accounting Standards	The generally accepted accounting principles (GAAP) set by the Governmental Accounting Standards Board (GASB) that guide the recording and reporting of financial information.
Accounts Payable	A short term liability (less than one year) showing the amounts currently owed for goods and services received by the City.
Accounts Receivable	A short term asset (less than one year) showing the amount currently due to the City for goods and services provided.
Accrual Accounting	An accounting method in which revenues and expenses are recorded at the time they occur, rather than when cash is traded hands. Used for financial reports
Ad Valorem Taxes	Commonly referred to as property taxes. The charges levied on all real and certain personal property according to the property's assessed value and the tax rate. Used to support the General Fund and pay general obligation debt.
Adopted Budget	The budget as approved by the City Council. It sets the legal spending limits and funding sources for the fiscal year.
Assessed Value	A value set upon real estate or other property as a basis for levying property taxes. For the City of Schertz, the Appraisal Districts of Bexar, Comal, and Guadalupe Counties are responsible for assessing property values.
Asset	Resources of the City that cover liability obligations.
Bad Debt Expense	This expense is used to recognize the City's estimated amount of uncollectable revenue.
Balanced Budget	A budget where current revenues meet or exceed current expenses resulting in a positive fund balance at the end of the fiscal year.
Bond	Are a long term debt issued by the City to pay for large capital projects such as buildings, streets, and water/sewer system improvements.
Budget Calendar	The schedule of key dates used as a guide to complete various steps of the budget preparation and adoption processes.

## Glossary

Capital Improvements	Expenditures for the construction, purchase, or renovation of City facilities or property.
Capital Outlay	Purchase of property or equipment greater than \$5,000 which will be added to the City's fixed assets.
Cash	Currency on hand with the bank.
Cash Basis	An accounting method that recognizes revenues and expenses when cash enters or leaves the bank instead of when services are provided.
Certificates of Obligation	Tax supported bonds similar to general obligation bonds and can be issued after meeting strict publication requirements and council approval.
Charter	A document that establishes the city's governmental structure and provides distribution of powers and duties. In order to be implemented or changed it must be approved with a vote by the people
City Council	The elected governing body of the City, consisting of the Mayor and five (5) council members acting as the legislative and policy-making bod of the City.
CRM	Client Resource Management - a type of software for tracking dates, events, and clients.
Debt Service	Payments on debt made up of principle and interest following a set schedule.
Delinquent Taxes	Property taxes remaining unpaid after the due date. Delinquent taxes incur penalties and interest at rates specified by law.
Department	A functional group of the City with related activities aimed at accomplishing a major City service or program.
Depreciation	In accounting, this is a noncash expense that reduces the value of a capital asset over its expected useful life.
Effective Tax Rate	The rate that would produce the same amount of property taxes from the properties on the previous year's tax rolls.
Enterprise Fund	See Proprietary Fund.
Expenditure	Any payment made by the City.

## Glossary

Expense	Any reduction in Fund Balance.
Fiscal Year	The time period designated by the City signifying the beginning and ending period for recording the financial transactions of the City. The City of Schertz' fiscal year begins each October 1st and ends the following September 30th.
Fixed Assets	Assets of a long-term character which are intended to be held or used, such as land, buildings, machinery, furniture, and equipment.
FTE	Full Time Equivalent (FTE) is a measure of employment of a position based on the total hours worked in a week versus the expected 40 hours of a full time employee.
Fund	A fiscal and accounting entity established to record receipt and disbursement of income from sources set aside to support specific activities or to attain certain objectives. Each fund is treated as a distinct fiscal entity where assets equal liabilities plus fund balances.
Fund Balance	The difference between fund assets and fund liabilities of governmental and trust funds.
Fund Equity	The difference between assets and liabilities of any fund.
General Fund	The major fund in most governmental entities. It contains many activities associated with municipal government, such as police and fire rescue, libraries, parks and recreation.
General Obligation Bonds	A municipal bond backed by property taxes
Goals	Department/Division objectives intended to be accomplished or begun within the coming fiscal year.
Governmental Fund	Funds, or specific groups of revenues and expenses, including the General Fund, Special Revenue Funds, Capital Project Funds, and Debt Service Funds.
Home Rule City	Cities which have over 5,000 in population and have adopted home rule charters.
I&S	Interest and Sinking - The portion of the property tax that goes to pay debt issued by the City
Interest & Sinking Fund	See Debt Service Fund.

## Glossary

Interfund Transfers	Transfer made from one City fund to another City Fund for the purpose of reimbursement of expenditures, general and administrative services, payments-in-lieu of taxes, or debt service.
Intergovernmental Revenues	Revenues from other governments in the form of grants, entitlements, shared revenues, or payments-in-lieu of taxes. Service contracts?
Liability	Debt or other legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date. The term does not include encumbrances.
LUE's	Living Unit Equivalent, the amount of water in gallons per year that an average household would produce
M&O	Acronym for "maintenance and operations". (1) The recurring costs associated with a department or activity; (2) the portion of the tax rate that is applied to the General Fund.
Mission	The basic purpose of a department/division - the reason for its existence.
Mixed Beverage Tax	A tax imposed on the gross receipts of a licensee for the sale, preparation, or serving of mixed beverages.
Modified Accrual basis	Method of governmental accounting recognizes revenues when they are measurable and available and expenditures when goods or services are received with the exception of principal and interest on long term debt.
Operating Budget	Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing activities of the City are controlled.
Operating Expenses	Proprietary Fund expenses related directly to the Fund's primary activity.
Ordinance	A formal legislative enactment by City Council.
Payment-in-lieu of Taxes	A payment made to the City in lieu of taxes. These payments are generally made by tax exempt entities for which the City provides specific services. For example, the City's Water & Sewer Fund provides this payment to the City's General Fund because of the Water & Sewer Fund's exemption from property taxation.

## Glossary

Proprietary Fund	Also referred to as Enterprise Fund. A governmental accounting fund in which services are provided, such as water and sewer service, are financed and operated similarly to those in a private business. The intent is that the costs of providing these services be recovered through user charges.
Resolution	A special or temporary order of the City Council. Requires less formality than an ordinance.
Retained Earnings	An equity account reflecting the accumulated earnings of a proprietary fund.
Revenue Bonds	Bonds whose principal and interest are payable exclusively from earnings of a proprietary fund.
Special Revenue Fund	Accounts for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.
Tax Base	The total net taxable value after exemptions of all real and personal property in the City.
Tax Levy	The result of multiplying the ad valorem property tax rate per one hundred dollars times the tax base.
Tax Rate	The rate applied to all taxable property to general revenue. The City's tax rate is comprised of two components; the debt service rate, and the maintenance and operations (M&O) rate.
Tax Roll	The official list showing the amount of taxes levied against each taxpayer or property. See also Tax Base.
Taxes	Compulsory charges levied by a government to finance services performed for a common benefit.
TMRS	The Texas Municipal Retirement System provides retirement plans to its member cities. Each city selects its own plan and its contributions are computed on each individual city's plan and actuarial information.
Transmittal Letter	A general discussion and overview of the proposed budget as presented in writing by the City Manager to the City Council
Unencumbered Balance	The amount of an appropriation that is not expended or encumbered. It is essentially the amount of money still available for future purchases.

## Glossary

User Charges	The payment of a fee for direct receipt of a public service by the party who benefits from the service.
Utility Fund	See Proprietary Fund.
Vision	The desired optimum state or ultimate goal of the City or Department.