MEETING AGENDA
City Council
REGULAR SESSION CITY COUNCIL
August 15, 2023

HAL BALDWIN MUNICIPAL COMPLEX COUNCIL CHAMBERS
1400 SCHERTZ PARKWAY BUILDING #4
SCHERTZ, TEXAS 78154

CITY OF SCHERTZ CORE VALUES
Do the right thing
Do the best you can
Treat others the way you want to be treated
Work cooperatively as a team

AGENDA
TUESDAY, AUGUST 15, 2023 at 6:00 p.m.

Call to Order

Opening Prayer and Pledges of Allegiance to the Flags of the United States and State of Texas. (Councilmember Heyward)

City Events and Announcements

- Announcements of upcoming City Events (B. James/S. Gonzalez)
- Announcements and recognitions by the City Manager (S. Williams)
- Announcements and recognitions by the Mayor (R. Gutierrez)

Hearing of Residents

*This time is set aside for any person who wishes to address the City Council. Each person should fill out the speaker's register prior to the meeting. Presentations should be limited to no more than **3** minutes.*

All remarks shall be addressed to the Council as a body, and not to any individual member thereof. Any person making personal, impertinent, or slanderous remarks while addressing the Council may be requested to leave the meeting.

Discussion by the Council of any item not on the agenda shall be limited to statements of specific factual information given in response to any inquiry, a recitation of existing policy in response to an inquiry, and/or a proposal to place the item on a future agenda. The presiding officer, during the Hearing of Residents portion of the agenda, will call on those persons who

have signed up to speak in the order they have registered.

Consent Agenda Items

The Consent Agenda is considered self-explanatory and will be enacted by the Council with one motion. There will be no separate discussion of these items unless they are removed from the Consent Agenda upon the request of the Mayor or a Councilmember.

1. **Minutes** - Approval of the minutes from the Joint City Council and Planning and Zoning meeting of July 26, 2023, and the regular meeting minutes of August 1, 2023. (S.Edmondson/S.Courney)

   Resolution 23-R-76 - Consideration and/or action adding Juneteenth to the City's Official Holiday Schedule. (S.Gonzalez/J.Kurz)

2. **Resolution 23-R-67** - Authorizing an interlocal agreement with Equalis Group LLC for Cooperative Purchasing Services. (S.Gonzalez/J.Kurz)

3. **Resolution 23-R-66** - Authorizing the City Manager to enter into an agreement with Blue Cross Blue Shield for medical insurance. (S.Gonzalez/J.Kurz)

4. **Resolution 23-R-77 -** Authorizing a resolution for a construction contract with Intermountain Slurry Seal, Inc. for the 2023 Street Resurfacing Project. (B.James/K.Woodlee/J.Nowak)

5. **Resolution 23-R-78 -** Authorizing a resolution for a construction contract with R.L. Jones LP for the 2023 Trainer Hale Repair Project. (B.James/K.Woodlee/J.Nowak)

6. **Resolution 23-R-79 -** Authorizing a resolution for a construction contract with Clark Construction of Texas, Inc. for the 2023 Windy Meadows Overlay Project. (B.James/K.Woodlee/J.Nowak)

7. **Resolution 23-R-80** - Approving the resolution supporting the candidacy of Councilmember Allison Heyward for the position of President-Elect of the Texas Municipal League. (City Council/S.Edmondson)

8. **Resolution 23-R-81** - Authorizing the City Manager to submit an application to the Alamo Area MPO for Transportation Alternatives Funding, and enter into an Advanced Funding Agreement with TXDOT if the project is selected, for the Dietz Creek Trail Project. (S.Gonzalez/L.Shrum)

9. **Resolution 23-R-82 -** Approval of the issuance of bonds by the Texes Home Collaborative for the FM 1518 Multifamily Project. (S.Williams/B.James)

10. **Resolution 23-R-69 -** Authorizing the updated expenditures associated with the FY 22-23 Vehicle/Equipment Replacement Program. (B.James/D.Hardin Trussell/C.Hernandez)

11. **Resolution 23-R-73 -** Approving the SSLGC Fiscal Year 2023-2024 Water Rates. (B.James/L.Busch)

12. **Resolution 23-R-74 -** Approving the SSLGC Fiscal Year 2023-2024 Annual Budget. (B.James/L.Busch)

Discussion and Action Items

13. **Resolution 23-R-68** - Calling for a Charter Review and appointment of a Charter Review Commission to review and present proposed amendments for the City Charter. (City Council/S.Edmondson)

14. **Ordinance 23-M-17** - Amending the City of Schertz Code of Ordinances and certain other Ordinances by amending and establishing fees for certain licenses, permits, and other services provided by the City of Schertz. ***First Reading*** (S.Gonzalez/J.Walters)

15. **Ordinance 23-D-20 -** Amending Code Section 86-118 to Modify the School Zone Limits on Hubertus Road. ***Approved as an emergency on first and final reading***. (B.James/K.Woodlee)

Public Hearings

16. **Ordinance 23-S-15 -** Conduct a public hearing and/or action on amendments to Part III of the Schertz Code of Ordinances, Unified Development Code (UDC) to Article 8, Section 21.8.4 Home Occupation. ***First Reading*** (B.James/L.Wood/S.Haas).

17. **Ordinance 23-T-18 -** Conduct a Public Hearing and Adopt a budget for the fiscal year beginning October 1, 2023, and ending September 30, 2024, in accordance with the Charter of the City of Schertz, Texas; providing for the filing of the Budget; providing that this Ordinance shall be cumulative of all Ordinances; providing a Severability Clause; and providing an Effective Date. ***First Reading*** (S.Gonzalez/J.Walters)

18. **Ordinance 23-T-19** – Conduct a Public Hearing and approve an Ordinance approving the appraisal roll; setting the tax rate; levying and assessing general and special ad valorem taxes for the use and support of the municipal government of the City of Schertz, Texas. ***First Reading*** (S.Gonzalez/J.Walters)

Information available in City Council Packets - NO DISCUSSION TO OCCUR

19. **Guadalupe Appraisal District Information-Nominations and Voting Process -** Guadalupe Appraisal District sent the process and timeline for nominating candidates for the GAD Board of Directors. Please see attached brief description and the calendar of dates in which action is needed. (S.Williams/S.Edmondson)

Requests and Announcements

- Requests by Mayor and Councilmembers for updates or information from Staff
- Requests by Mayor and Councilmembers that items or presentations be placed on a future City Council agenda
- Announcements and City Events attended by Councilmembers

Adjournment

CERTIFICATION

I, SHEILA EDMONDSON, CITY SECRETARY OF THE CITY OF SCHERTZ, TEXAS, DO HEREBY CERTIFY THAT THE ABOVE AGENDA WAS PREPARED AND POSTED ON THE OFFICIAL BULLETIN BOARDS ON THIS THE 11TH DAY OF AUGUST 2023 AT 7:30 P.M., WHICH IS A PLACE READILY ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THAT SAID NOTICE WAS POSTED IN ACCORDANCE WITH CHAPTER 551, TEXAS GOVERNMENT CODE.

SHEILA EDMONDSON

I CERTIFY THAT THE ATTACHED NOTICE AND AGENDA OF ITEMS TO BE CONSIDERED BY THE CITY COUNCIL WAS REMOVED BY ME FROM THE OFFICIAL BULLETIN BOARD ON _____DAY OF _____, 2023. TITLE: _____

This facility is accessible in accordance with the Americans with Disabilities Act. Handicapped parking spaces are available. If you require special assistance or have a request for sign interpretative services or other services, please call 210-619-1030.

The City Council for the City of Schertz reserves the right to adjourn into closed session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Open Meetings Act.

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

COUNCIL COMMITTEE AND LIAISON ASSIGNMENTS

Mayor Gutierrez Audit Committee Board of Adjustments Investment Advisory Committee Main Street Committee Senior Center Advisory Board-Alternate	**Councilmember Davis– Place 1** Interview Committee for Boards and Commissions Main Street Committee - Chair Parks & Recreation Advisory Board Schertz Housing Authority Board Transportation Safety Advisory Commission TIRZ II Board
Councilmember Watson-Place 2 Audit Committee Library Advisory Board Senior Center Advisory Board Interview Committee for Boards and Commissions-Alternate Cibolo Valley Local Government Corporation-Alternate	**Councilmember Whittaker – Place 3** Historical Preservation Committee Interview Committee for Boards and Commissions-Chair TIRZ II Board

Councilmember Dahle – Place 4 Cibolo Valley Local Government Corporation Interview Committee for Boards and Commissions Planning & Zoning Commission TIRZ II Board	**Councilmember Scagliola – Place 5** Animal Advisory Commission - Alternate Hal Baldwin Scholarship Committee Schertz-Seguin Local Government Corporation
Councilmember Heyward – Place 6 Animal Advisory Commission Audit Committee Building and Standards Commission Economic Development Corporation - Alternate Investment Advisory Committee Main Street Committee Interview Committee for Boards and Commissions Senior Center Advisory Board	**Councilmember Brown – Place 7** Economic Development Corporation Main Street Committee Schertz-Seguin Local Government Corporation - Alternate

Agenda No. 1.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 15, 2023**
Department:	**City Secretary**
Subject:	**Minutes - Approval of the minutes from the Joint City Council and Planning and Zoning meeting of July 26, 2023, and the regular meeting minutes of August 1, 2023. (S.Edmondson/S.Courney)**

Attachments

Minutes 08-01-2023

Minutes 07-26-2023

D R A F T

MINUTES
REGULAR MEETING
August 1, 2023

A Regular Meeting was held by the Schertz City Council of the City of Schertz, Texas, on August 1, 2023, at 6:00 p.m. in the Hal Baldwin Municipal Complex Council Chambers, 1400 Schertz Parkway, Building #4, Schertz, Texas. The following members present to-wit:

Present:	Mayor Ralph Gutierrez; Mayor Pro-Tem Tim Brown; Councilmember Mark Davis; Councilmember Michelle Watson; Councilmember Jill Whittaker; Councilmember Michael Dahle; Councilmember Allison Heyward
Absent:	Councilmember David Scagliola
Staff present:	City Manager Steve Williams; Deputy City Manager Brian James; Assistant City Manager Sarah Gonzalez; City Attorney Daniel Santee; City Secretary Sheila Edmondson; Deputy City Secretary Sheree Courney

Call to Order
Mayor Gutierrez called the meeting to order at 6:02 p.m.

Opening Prayer and Pledges of Allegiance to the Flags of the United States and State of Texas. (Councilmember Dahle)
Mayor Gutierrez recognized Councilmember Dahle who provided the opening prayer and led the Pledges of Allegiance to the Flags of the United States and the State of Texas.

Employee Introductions
Mayor Gutierrez recognized City Department Heads who introduced new staff:

- Police Department: Justin Garza - Police Officer
- Fire Department: Brandon High-Emergency Management Coordinator; Tanner Schultz-Firefighter; Anthony Williams-Firefighter
- EMS: Andru Rees-Eissler – Paramedic; Rolando Gonzalez – Paramedic
- Animal Services: Hailey Pauly-Animal Services Technician
- Civic Center: Robert Gaitan - Events Attendant

City Events and Announcements

- Announcements of upcoming City Events (B. James/S. Gonzalez)
  Mayor Gutierrez recognized Assistant City Manager Sarah Gonzalez who provided the following:

  Thursday, August 3
  National Watermelon Day
  5:00 p.m. - 7:00 p.m.
  Pickrell Park

  Friday, August 4
  Council Budget Retreat
  8:30 a.m. - 3:00 p.m.
  Council Chambers

  Tuesday, August 15
  Next Regular City Council Meeting
  6:00 p.m.
  Council Chambers

  Election Information
  The City of Schertz will be holding its General Election on November 7, 2023, for the purpose of electing Council Members in Places 3, 4, and 5 for a 3-year term. Candidate packets are available in the City Secretary's Office at the Hal Baldwin Municipal Complex, 1400 Schertz Parkway, Building 2, and online. Filing ends Monday, August 21, 2023, at 5:00 p.m. Completed applications with filing fee will be accepted by the City Secretary's Office from 8:000 a.m. - 5:00 p.m., Monday - Friday, through August 21, 2023, at 5:00 p.m.

Announcements and recognitions by the City Manager (S. Williams)
Mayor Gutierrez recognized City Manager Steve Williams who provided the following:

July was Parks and Rec Month which included:

- Parks and Rec Field Day on July 25th in Ashley Park, approximately 30 people participated in three-legged races, potato sack races, tug of war, and other field games.
- Parks and Rec Foam Party on July 27th at Cypress Point Park. Approximately 100 people attended.
- Wendy Swan Splash Pad grand opening on July 31st. Approximately 100 people attended and participated in games and enjoyed snow cones.

Announcements and recognitions by the Mayor (R. Gutierrez)
Mayor Gutierrez had no announcements.

Hearing of Residents

*This time is set aside for any person who wishes to address the City Council. Each person should fill out the speaker's register prior to the meeting. Presentations should be limited to no more than **3** minutes.*

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Mayor Pro-Tem recognized the following residents:

Buck Benson, 2000 Broadway, San Antonio - requested that the Bluebonnet Villas proposal be tabled until September meeting.

The following residents spoke in opposition of the Bluebonnet Villas proposal:
Heather Jackson, 3410 Wimbledon Drive
Kade Jackson, 3410 Wimbledon Drive
Steve Gooding, 5717 Fairways Drive
Ronald Mercado, 5125 Storm King
Carol Davis, 3337 Wimbledon Drive
Janet Wilson, 3805 Overlook
Reed Carr, 3509 Columbia
Jan Baldwin, 3401 Columbia
Michelle Swisher, 6105 Mule Deer
Kristie Dendy, 3149 Cameron River
Maureen Maus, 3434 Wimbledon Drive (ceded time to spouse)
Richard Maus, 3434 Wimbledon Drive
Phil Jackson, 3410 Wimbledon Drive
Amada Loredo-Reyes, 3726 Columbia Drive

Douglas Young, 3701 Hillside, spoke in opposition of the trail that is included in the Bluebonnet Villas proposal.

Janet Thomas, 7103 Underwood Ct., Board member of the Big Brothers Big Sisters of Comal and Guadalupe Counties, presented information on an event to be held on Thursday, August 17th, at Santikos Entertainment Center in Cibolo with free bowling, food, and arcade, to bring awareness to the community with the hope of recruiting volunteers in Schertz, Cibolo, and Selma.

Maggie Titterington, 1730 Schertz Parkway, who provided updates for The Chamber as follows:

- **Friday, August 4**
  Ribbon Cutting for Doss Audiology
  4:00 p.m.
- **Thursday, August 10**
  Ribbon Cutting for Luna Brand Management
  Kramer House
  4:00 p.m.
- **Friday, August 11**
  Ribbon Cutting for Mad Minds
  10:00 a.m.
- **Friday, August 18**
  Caterpillar-Chamber Bowl
  Fiesta Lanes
  Raises funds for the DECA programs at Clemens and Steele High Schools.
- **Thursday, August 31**
  Ribbon Cutting for Donut Envy
  Kramer House Parking Lot
  9:30 a.m.
- Stated she is featuring one of the shots from the Jubilee as the cover of the Community Guide 2024. She is letting residents decide between 3 shots.

Dana Eldridge, 2628 Gallant Fox, commended Cody Lane, city employee, for his responsiveness and help removing a broken tree and a pile of debris that had accumulated behind his yard over the past year.

Consent Agenda Items

The Consent Agenda is considered self-explanatory and will be enacted by the Council with one motion. There will be no separate discussion of these items unless they are removed from the Consent Agenda upon the request of the Mayor or a Councilmember.

1. **Minutes** - Consideration and/or action regarding the approval of the regular meeting minutes of July 18, 2023. (S.Edmondson/S.Courney)

2. **Appointment, Reappointment and Resignations on Boards, Commissions and Committees**

   - Approve Appointments
     - John Carbon-from Alternate 1 to Board Commissioner-Planning and Zoning Commission
     - Patrick McMaster-from Alternate 2 to Alternate 1-Planning and Zoning Commission

- Danielle Craig- as Alternate 2 for Planning and Zoning Commission
- Accept Resignations
  - Ernest Evans Jr.,-accept resignation from the Planning and Zoning Commission
  - Bryan Snowden-accept resignation from the Economic Development Corporation

3. **Resolution 23-R-70** - Consideration and/or action by the City Council of the City of Schertz, Texas, approving a resolution authorizing the City Manager to enter into a lease agreement with Stryker Flex Financial for the acquisition of EMS equipment and service plan. (S.Williams/J.Mabbitt)

4. **Resolution 23-R-71** - Consideration and/or action by the City Council of the City of Schertz, Texas authorizing the City Manager to amend the Southern Plant Wastewater Services and Funding Agreement. (B.James/L.Busch)

5. **Resolution 23-R-72 -** Consideration and/or action by the City Council of the City of Schertz, TX authorizing the City Manager to enter into a contract for Owners Representation Services. (S.Williams/G.Rodgers)

6. **Resolution 23-R-65** - Consideration and/or action by the City Council of the City of Schertz, Texas approving a Resolution authorizing an amendment to the Schertz Main Street Preservation Grant for 505 Exchange. (S.Williams/B.James)

Mayor Gutierrez asked for a motion to approve Consent Agenda Items #1-6.

Moved by Mayor Pro-Tem Tim Brown, seconded by Councilmember Michael Dahle

AYE: Mayor Pro-Tem Tim Brown, Councilmember Mark Davis, Councilmember Michelle Watson, Councilmember Jill Whittaker, Councilmember Michael Dahle, Councilmember Allison Heyward

Passed

Discussion and Action Items

7. **Ordinance 23-S-14** - Consideration and/or action on a request to rezone approximately 25 acres of land from Pre-Development District (PRE) to Planned Development District (PDD), generally located approximately 2,200 feet southeast of the intersection of Country Club Boulevard and IH-35 access road, also known as Comal County Property Identification Number 377261 and Guadalupe County Property Identification 63833, City of Schertz, Comal

County and Guadalupe County, Texas. ***(Final Reading)*** (B.James/L.Wood/E.Delgado)

Mayor Gutierrez recognized Emily Delgado, Planning Manager, who provided Council with an update on resident responses; 32 in favor, 166 opposed, and 3 neutral; opposition percentage is 28.5% triggering a super majority vote,

Mayor Gutierrez recognized Councilmember Michael Dahle who made a motion to table the item per applicant's request until the first Council meeting in September, seconded by Councilmember Jill Whittaker.

AYE: Mayor Pro-Tem Tim Brown, Councilmember Michelle Watson, Councilmember Jill Whittaker, Councilmember Michael Dahle, and Councilmember Allison Heyward

NAY: Councilmember Mark Davis.

Passed

Mayor Gutierrez recessed for a short break at 7:05 p.m.
Mayor Gutierrez reconvened the meeting at 7:15 p.m.

Public Hearings

8. **Ordinance 23-S-13** - Conduct a public hearing and/or action on amendments to Part III of the Schertz Code of Ordinances, Unified Development Code (UDC) to Article 5, Section 21.8.5 Permitted Use Table, and Article 16 Definitions. (***Final Reading)*** (B.James/L.Wood/S.Haas)

Mayor Gutierrez recognized Samuel Haas, Senior Planner, who briefed Council on Ordinance 23-S-13, amendments to Part III of the Schertz Code of Ordinances, Unified Development Code (UDC) to Article 5, Section 21.8.5 Permitted Use Table, and Article 16 Definitions. He provided an update to Council on the interest in Schertz for energy-based land uses, specifically, solar and battery/storage; regional research was conducted by staff to determine Schertz competitiveness and opted to do some UDC amendments. On May 24, the Planning and Zoning Commission recommended approval with adjustments. Staff initiated contact with Randolph AFB to address concerns voiced by Council at the July 11th meeting. Randolph AFB indicated potential risk with bird habitation under the solar panels and request review of applications when received by the city. Therefore, staff adjusted the amendments to allow solar activities with a special use permit for M-1, M-2 and public use district (PUB) zoning districts.

Staff recommends approval of the amendments to the UDC as proposed and

discussed.

Mayor Gutierrez opened the floor to public hearing at 7:18 p.m.

The following residents spoke:

- Dana Eldridge, 2628 Gallant Fox, recommended using the property at Northcliff as an option for the solar projects.
- DJ Thompson, 3325 Charleston Lane, thanked the Mayor and members of Council for their service to the community.

Mayor Gutierrez closed the Public Hearing at 7:20 p.m.

Mayor Gutierrez opened the floor to Council for discussion.

Councilmember Dahle inquired on the use of a Specific Use Permit for Public Use Districts. Mr. Haas explained that PUBs are found throughout the city. Some of them have a lot of open space while others are in the middle of neighborhoods, so each needs to be addressed independently.

Mayor Pro-Tem Brown expressed thanks for staff following up with Randolph AFB.

Mayor Gutierrez also expressed thanks for addressing Council's concerns regarding Randolph AFB. Council wants to protect Randolph AFB and not jeopardize their mission.

Mayor Gutierrez called for a motion to approve Ordinance 23-S-13.

Moved by Councilmember Mark Davis, seconded by Councilmember Michelle Watson

AYE: Mayor Pro-Tem Tim Brown, Councilmember Mark Davis, Councilmember Michelle Watson, Councilmember Jill Whittaker, Councilmember Michael Dahle, Councilmember Allison Heyward

Passed

Information available in City Council Packets - NO DISCUSSION TO OCCUR

9. **Monthly Update** - FY 2022-23 Approved Expanded Programs (S.Williams/S.Gonzalez)

10. **Monthly Financial Reports** - April 2023 and May 2023 (S.Gonzalez/J.Walters)

11. Monthly Update - Major Projects In Progress/CIP (B.James/K.Woodlee)

Requests and Announcements

- Requests by Mayor and Councilmembers for updates or information from Staff

- Requests by Mayor and Councilmembers that items or presentations be placed on a future City Council agenda

  Councilmember Heyward requested review and discussion of Council's Rules and Procedures regarding video conferencing be placed on a future agenda.

- Announcements by Mayor and Councilmembers

  - City and Community Events attended and to be attended
    - Mayor Pro-Tem Brown attended Hog Wild on Friday, July 28, 2023.
    - Councilmember Davis attended the Schertz Housing Authority meeting on Monday, July 31, 2023, and the Ribbon Cutting for the Wendy Swan Splash Pad.
    - Councilmember Watson attended the Ribbon Cutting for the Wendy Swan Splash Pad.
    - Councilmember Dahle attended the Tropical Smoothie Chamber event.
    - Councilmember Heyward attended the TML Risk Pool Board Meeting, Ribbon Cutting for Murdoch's, Hog Wild, and Wendy Swan Splash Pad Ribbon Cutting.

  - City Council Committee and Liaison Assignments (see assignments below)
  - Continuing Education Events attended and to be attended
  - Recognition of actions by City Employees
  - Recognition of actions by Community Volunteers

Adjournment

Mayor Gutierrez adjourned the meeting at 7:25 p.m.

_____

Ralph Gutierrez, Mayor

ATTEST:

_____

Sheila Edmondson, City Secretary

D R A F T

MINUTES
JOINT CITY COUNCIL & PLANNING AND ZONING MEETING
July 26, 2023

A Joint Meeting was held by the Schertz City Council & the Schertz Planning and Zoning Commission on July 26, 2023, at 5:30 p.m. in the Hal Baldwin Municipal Complex Council Chambers, 1400 Schertz Parkway, Building #4, Schertz, Texas. The following members present to-wit:

Present:	Mayor Ralph Gutierrez; Mayor Pro-Tem Tim Brown; Councilmember Mark Davis; Councilmember Jill Whittaker; Councilmember Michael Dahle; Councilmember Allison Heyward; Planning and Zoning Chair Glen Outlaw; Commissioner Gordon Rae; Commissioner Richard Braud; Commissioner Tamara Brown; Commissioner Roderick Hector; Commissioner Judy Goldick; Commissioner (Alternate) John Carbon; Commissioner (Alternate) Patrick McMaster
Absent:	Councilmember Michelle Watson; Councilmember David Scagliola; Vice Chair Ernest Evans, Jr.
Staff present:	City Manager Steve Williams; Deputy City Manager Brian James; Assistant City Manager Sarah Gonzalez; City Attorney Daniel Santee; City Secretary Sheila Edmondson

Call to Order

Planning and Zoning Chair Glen Outlaw and Mayor Ralph Gutierrez called the meeting to order at 5:30 p.m.

Presentations

- Service Recognition for Vice Chair Ernest Evans, Jr.

  Vice Chair Ernest Evans, Jr., was recognized for his years of volunteer service on the Planning and Zoning Commission. Planning Manager Emily Delgado provided a brief bio on the years that Vice Chair Evans served. She presented him with a clock as a thank-you gift. Chair Glen Outlaw thanked Mr. Evans for his may years of service, dedication, guidance and advice. Mayor Gutierrez thanked Mr. Evans for his 33 years of service and in shaping the city to what it is now.

Hearing of Residents

*This time is set aside for any person who wishes to address the Subcommittee. Each person should fill out the speaker's register prior to the meeting. Presentations should be limited to no more than **3** minutes.*

All remarks shall be addressed to the Subcommittee as a body, and not to any individual member thereof. Any person making personal, impertinent, or slanderous remarks while addressing the Subcommittee may be requested to leave the meeting.

Councilmember David Scagliola sent in a letter, read by City Secretary Sheila Edmondson during the Hearing of Residents.
No other residents spoke.

PUBLIC HEARING:

City Council and the Planning and Zoning Commission will hold a public hearing related to the Comprehensive Plan Advisory Committee (CPAC) within this agenda. The public hearing will be opened to receive a report from staff, Freese and Nichols, and any other interested persons. Upon completion, the public hearing will be closed. The Joint Session will discuss and consider the application, and may request additional information from staff or the applicant, if required.

Introductions-City of Schertz Senior Planner Sam Haas welcomed the City Council & Planning and Zoning Commission to the 2nd CPAC meeting to update everyone on the Comprehensive Plan Update. The Project Team from Freese and Nichols were in attendance to present information on the Comprehensive Plan and review a Future Land Use Exercise. A public hearing would be open for comment and interaction with City Council, Planning & Zoning, and the Freese and Nichols team.

Mr. Shad Comeaux presented the timeline of this project.

Timeline:

- March-May 2023
    - 03-27-2023: Project Initiation and Kickoff
- May-July 2023
    - 05-24-2023: Snapshot, Analysis & Existing Conditions; Marketing Analysis; Vision & Guiding Principles
- June-August 2023: Future Land Use; Transportation and Parks & Recreation
    - 07-26-2023: CPAC Stakeholders Meetings
- July-August 2023: Implementation Strategies
    - 08-23-2023: CPAC
- September-October 2023
    - 09-27-2023: CPAC
- November-December 2023
    - Adoption Meetings

Market Snapshot
Jason Claunch provided an overview of the Market Snapshot. Economic Development is an important component of the land use strategy. Every comprehensive plan that Freese and Nichols have worked have included an element of integration with economic development creating a more powerful plan. The City of Schertz has first class services and must find ways to continue to extract values to continue that momentum. Economic development is important to provide the

financial abilities to create, fund, and maintain high quality infrastructure. Freese and Nichols have been studying the areas of Market Oriented, Aligned with Ownership, and Community Values and Vision and where they overlap. Their role is to make sure these objectives are calibrated and will help guide the strategic plan and land use strategy and the overall plan is balanced and implementable.

Development Factors

- Randolph AFB acts as a strong economic driver
- Schertz has a substantial amount of undeveloped land
- Schertz's location in-between IH35 and IH10
- Schertz is centrally located within a growing region that includes large employment and population centers including San Antonio, New Braunfels, San Marcos, and Seguin, among others.

Demographics-Key Takeaways

- Schertz is projected to experience faster population growth than the State, with a projected annual growth rate of 1.8%.
- By 2030, Schertz's population is expected to grow to 58,881
- Strong growth pressure, high homeownership rate, above average incomes, and strong neighborhood values
- More disposable and higher median income stimulate economic growth

Market Demand-Homes

Moderate for multi-family housing units, strong demand for affordable rental housing options, strong demand for homes in the $350k+range. Alternative single-family product is townhomes, condos etc. that developers can consider in the future.

Emerging priorities included exploring opportunities to evolve corporate attraction to advanced technologies, innovate retail, expand housing, and maintain strong economic development programs.

Future Land Use Exercise

They presented previous studies to include: Future Land Use Plan; Comprehensive Land Plan, Sector Plan; Parks and Recreation Master Plan; Thoroughfare Plan.

The city is divided into 4 key areas: Area 1-Agriculture Conservation and Estate Neighborhood; Area 2-Within the JBSA Randolph Clear Air Impact Compatible Use Zones and Estate Neighborhoods: Area 3A-Mainly quarry area and estate lots, outside our city limits and 3B Area likely to be Suburban Single-Family Residential; and Area 4-lots of potential, vacant land.

Mr. Comeaux explained there are quite a few future land use categories, and it was proposed to simplify them moving forward. He discussed several options in all 4 key areas in Land Use Scenario 1 and 2. The exercise was to start thinking of the 4 key areas and what the city might want to focus on.

Public Hearing:

Mr. Richard Deeds-5523 Cypress Point-The concern is the buffer between area 3B and 4 where the city might be putting high capacity housing. The plan hasn't addressed the fixed income residents, and it might price them out. Housing costs in the $400k price range will push people put and become another Austin.

Dr. Mark Penshorn-8320 Trainer Hale Rd.-Area 1 is uniquely different with the rain run-off. We need to have the infrastructure ready for heavy rains.

Councilmember Michael Dahle asked if Land Use Scenario 1 or 2 reflect the current comprehensive plan. Both scenarios are different. Area 1 east of Weir Rd. should be left Ag conservation to limit the potential flooding as in the past. The extension of highway commercial in Area 1 is a good choice. Area 2 having commercial light industrial between landing zones is a good use. Area 3A and 3B would like to consider releasing them after a joint discussion with landowners. Area 4-Would like to see a more town-center concept.

Mayor Pro-Tem Brown agrees with Councilmember Dahle. For Area 1, it is too early in the process to determine the best use for the long term.The other side of IH-35 was intended for more light industrial and rural use. In the quarry area, adding multi-family development would not be a good idea.

Mayor Gutierrez agreed with Councilmember Dahle as well. The industrial area along IH-10 for Area 1 is a valuable asset. Area 2 has the industry, technology, and R&D under the current future land use designation.

Mr. Comeaux explained that everything along IH-10 is either highway commercial or light industrial. With the colors being so close on the map, Mr, Comeaux said this was another good reason to simplify the designations.

Mr. Richard Braud would like to hear from Randolph AFB about how much they would accept in terms of our development. He does not want them threatened by development. Would like to protect as much of the south-eastern runway that is empty. We need more retail development on our interstates since Schertz has been so heavily dependent on rooftops.

Chair Glen Outlaw stated there were no surprises to him especially in southern Schertz. He is not a fan of mixed-use neighborhood. The developers are bringing mixed-use plans, but are leaning towards single family residential. He would like to see P&Z and City Council control the density and traffic. So far the industrial has stayed north of IH-35, and it has worked well. The P&Z has addressed multi-family plans and know the demand is out there, so he would like to designate areas in the city for multi-family.

Planning Manager Emily Delgado asked if designating specific areas for multi-family may not be thinking broad enough.

Mr. Richard Deeds-5523 Cypress Point-stated that facilities need to be planned before these

multi-family complexes. Have places where they can walk to and not add to the traffic concerns.

Mr. Ken Tipton-621 Secretariat Drive-grew up in Chattanooga, TN which had a tremendous flooding problem. They created irrigation and a levy on marsh lands that could not be used before. He has not seen alot of townhouses in the area and stated they are a good mix between a single family home and apartments.

Mayor Tem-Tim Brown agreed that with multi-family housing, commercial and facilities need to be near these multi-family areas. It is a combination of commercial growth and planning.

Councilmember Michael Dahle stated that the mixed-use must include the multi-family developments. There needs to be more conversation between P&Z to give staff broader guidelines with PDD's.

Councilmember Allison Heyward stated if the city designates multi-family areas, and we approve multi-family in a mixed use area, it can confuse the public. Also, educating the public that apartments and townhomes are good for the community and some folks are looking for high density housing.

Councilmember Jill Whittaker asked if all the information discussed tonight would be modified and presented to Council again. Mr. Shad Comeaux stated they would take all the information tonight and try to simplify it and come back with a revision of the land use map to review. There will be a lot of opportunities to discuss and make changes.

Adjournment

Mayor Pro-Tem Tim Brown asked for a motion to adjourn the Joint City Council & Planning and Zoning meeting. Councilmember Allison Heyward made the motion. Councilmember Jill Whittaker seconded the motion. Mayor Pro-Tem Tim Brown adjourned the meeting at 7:01 pm.

Chair Glen Outlaw called for a short recess.

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

Agenda No.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 15, 2023**
Department:	**Human Resources**
Subject:	**Resolution 23-R-76 - Consideration and/or action adding Juneteenth to the City's Official Holiday Schedule. (S.Gonzalez/J.Kurz)**

BACKGROUND

The City's Holiday Policy was last approved by Council on December 1, 2020, and lists the following days as Official City Holidays:
New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, *Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Christmas Eve and Christmas Day.
*Fire employees (operations) work on Labor Day and recognize 9/11 as the holiday.

Juneteenth was officially made a federal holiday on June 17, 2021. Texas adopted the holiday in 2020 as a paid holiday for state employees. The City currently observes all federal holidays and after discussion and consensus from the Council Budget Retreat held on August 4, City staff is requesting to add Juneteenth to the official holiday schedule.

GOAL

Approval of Resolution 23-R-76 - Adding Juneteenth to the City's Official Holiday Schedule

COMMUNITY BENEFIT

Adding this holiday to the City's Official Holiday Schedule will enhance the City's benefit package.

Paid time off has several benefits, including:
- Increasing the City's ability to attract top talent
- Boosting motivation & productivity within our workforce
- Boosting employee morale
- Creating a better work-life balance for employees
- Higher engagement and lower turnover

SUMMARY OF RECOMMENDED ACTION

Approval of Resolution 23-R-76 - Adding Juneteenth to the City's Official Holiday Schedule

FISCAL IMPACT

The cost to add Juneteenth is approximately $51,637 (weighted cost includes taxes and retirement). This includes cost to both General Fund and EMS Fund.

Impact to General Fund = $36,110 per day off
Impact to EMS Fund = $15,527 per day off

For all employees who would normally be working on the day of the week in which the holiday fell, there is no additional cost. The additional cost comes from paying Public Safety workers who actually work the holiday and those who were not scheduled and do not work.

These costs have been included as part of the proposed budget for FY 23/24.

RECOMMENDATION

Approval of Resolution 23-R-76 - Adding Juneteenth to the City's Official Holiday Schedule

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Attachments

Resolution 23-R-76

RESOLUTION NO. 23-R-76

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS ADDING JUNETEENTH TO THE CITY'S OFFICIAL HOLIDAY SCHEDULE AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, Juneteenth was officially made a federal holiday on June 17, 2021, and Texas adopted the holiday in 2020 as a paid holiday for state employees; and

WHEREAS, the City of Schertz (the "City") seeks alignment with the U.S. federal holiday schedule; and

WHEREAS, the City requests to amend its official holiday schedule by adding Juneteenth as an approved holiday;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS THAT:

Section 1. The City Council hereby approves resolution 23-R-76 adding Juneteenth to the City of Schertz official holiday schedule.

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

Section 3. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 7. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND ADOPTED, this _____ day of _____, 2023.

CITY OF SCHERTZ, TEXAS

_____

Mayor, Ralph Gutierrez

ATTEST:

_____

City Secretary, Sheila Edmondson

(CITY SEAL)

Agenda No. 2.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 15, 2023**
Department:	**Human Resources**
Subject:	**Resolution 23-R-67 - Authorizing an interlocal agreement with Equalis Group LLC for Cooperative Purchasing Services. (S.Gonzalez/J.Kurz)**

BACKGROUND

The purpose of cooperative purchasing groups is to obtain the benefits and efficiencies that can accrue to members, comply with State bidding requirements, and identify qualified vendors of commodities, goods, and services. The City of Schertz currently utilizes several major purchasing cooperatives. Authority for such services is granted under Texas Government Code§§ 791.001 et seq as amended. Cooperative Purchasing Services under this agreement are extended to all Texas State, City or County Government Agencies, or any other Local Government Entity as defined in the Texas Government Code§ 791.003.

Additionally, Subchapter F, Chapter 271.102 of the Texas Local Government Code, "Cooperative Purchasing Program Participation," provides that a local government may participate in a cooperative purchasing program with other local governments or a local cooperative organization established to provide local governments access to contracts with vendors for the purchase of materials, supplies, services or equipment. Simply, purchasing cooperatives allow for substantial savings to be realized by volume purchasing of specific commodity items.

The City of Schertz desires to enter into an agreement with Equalis Group LLC to participate in purchasing cooperatives. The City has reviewed the benefits of participating in these cooperatives and has concluded that the programs will provide the best value to the taxpayers through the anticipated savings to be realized.

GOAL

Approval of Resolution 23-R-67 authorizing an interlocal agreement with Equalis Group LLC for Cooperative Purchasing Services.

COMMUNITY BENEFIT

Purchasing cooperatives assist local governments in reducing costs through volume purchasing. Additionally, City resources are conserved and purchasing efficiencies are maximized through use of a streamlined procurement process.

SUMMARY OF RECOMMENDED ACTION

Approval of Resolution 23-R-67 authorizing an interlocal agreement with Equalis Group LLC for Cooperative Purchasing Services.

RECOMMENDATION

Approval of Resolution 23-R-67 authorizing an interlocal agreement with Equalis Group LLC for Cooperative Purchasing Services.

Attachments

ILA - Equalis Group
Resolution 23-R-67

MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

This Master Intergovernmental Cooperative Purchasing Agreement (the "**Agreement**") is entered into by and between those certain government agencies that execute a Management Services Agreement ("**Lead Agencies**") with Equalis Group LLC ("**Equalis Group**") to be appended and made a part hereof and such other public agencies, non-profit organizations, and businesses (each a "**Purchasing Group Member**") who register to participate in the cooperative purchasing programs administered by Equalis Group and its affiliates and subsidiaries (collectively, "**Equalis Group Purchasing Program**") by either registering on an Equalis Group Purchasing Program website (such as www.equalisgroup.org) or by executing a copy of this Agreement.

RECITALS

WHEREAS, after a competitive solicitation and selection process conducted by Lead Agencies, Lead Agencies enter into master agreements ("**Master Agreements**") with awarded suppliers to provide a variety of goods, products, and services ("**Products**") to the applicable Lead Agency and Purchasing Group Members;

WHEREAS, Master Agreements are made available to Purchasing Group Members by Lead Agencies through the Equalis Group Purchasing Program and provide that Purchasing Group Members may voluntarily purchase Products on the same terms, conditions, and pricing as the Lead Agency, subject to any applicable federal and/or local purchasing ordinances and the laws of the State of purchase; and

WHEREAS, in addition to Master Agreements, the Equalis Group Purchasing Program may from time to time offer Purchasing Group Members the opportunity to acquire Products through other group purchasing agreements.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and of the mutual benefits to result, the parties hereto agree as follows:

1. Each party will facilitate the cooperative procurement of Products.

2. The procurement of Products by Purchasing Group Member party to this Agreement shall be conducted in accordance with and subject to the relevant federal, state, and local statutes, ordinances, rules, and regulations that govern Purchasing Group Member's procurement practices.

3. The cooperative use of Master Agreements and other group purchasing agreements shall be conducted in accordance with the terms and conditions of such agreements, except as modification of those terms and conditions is otherwise allowed or required by applicable federal, state, or local law.

4. The Lead Agencies will make available, upon reasonable request and subject to convenience, information about Master Agreements which may assist in facilitating and improving the procurement of Products by the Purchasing Group Member.

5. Purchasing Group Member agrees that Equalis Group Purchasing Program may provide access to group purchasing organization ("**GPO**") agreements directly or indirectly by enrolling Purchasing Group Member in another GPO's purchasing program; provided that the purchase of Products shall be at Purchasing Group Member's sole discretion.

6. Purchasing Group Member shall make timely payments to the distributor, manufacturer, or other vendor (each a "**Supplier**") for Products procured and received through any Master Agreement or GPO group purchasing agreement (each an "**Equalis Agreement**") in accordance with the terms and conditions of this Agreement and of the Equalis Agreement, as applicable.

7. Purchasing Group Member acknowledges and agrees that Equalis Group may receive fees ("**Administrative Fees**") from Suppliers, which are typically calculated as a percentage of the dollar value of purchases made by Purchasing Group Member under an Equalis Agreement. Equalis Group's standard Administrative Fees are two percent (2%) or less. Equalis Group shall provide Purchasing Group Member with access to a listing of Equalis Agreements that provide for the payment to Equalis of

Administrative Fee in excess of three percent (3%). Additionally, Equalis Group shall provide Purchasing Group Member with access to an annual report listing Purchasing Group Member's purchases of Products through Equalis Agreements and the associated Administrative Fees received by Equalis Group.

8. Purchasing Group Member agrees that Products purchased under Equalis Agreements are for Purchasing Group Member's own use in the conduct of its business, and in no event shall Purchasing Group Member sell, resell, lease, or otherwise transfer goods purchased through Equalis Agreements to an unrelated third party unless expressly permitted by the terms of the applicable Equalis Agreement.

9. Payment for Products and inspections and acceptance of Products ordered by Purchasing Group Member shall be the exclusive obligation of Purchasing Group Member. Disputes between Purchasing Group Member and any Supplier shall be resolved in accordance with the law and venue rules of the State of purchase unless otherwise agreed to by Purchasing Group Member and the Supplier. The exercise of any rights or remedies by Purchasing Group Member shall be the exclusive obligation of Purchasing Group Member.

10. Purchasing Group Member shall not use this Agreement or the terms and conditions of any Equalis Agreement as a method for obtaining additional concessions or reduced prices for similar products or services.

11. Purchasing Group Member shall be responsible for the ordering of Products under this Agreement. A non-procuring party shall not be liable in any fashion for any violation by a party procuring Products under this Agreement. Without limiting the generality of the foregoing, Equalis Group Purchasing Program makes no representations or warranties regarding any Product or Equalis Agreement and shall have no liability for any act or omission by a Supplier or other party under an Equalis Agreement.

12. This Agreement shall remain in effect unless terminated by one party giving thirty (30) days' written notice to the other party. The provisions of **Sections 5**, **6**, **7**, **8**, and **9** hereof shall survive any such termination.

13. If any term or provision of this Agreement is held invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.

14. This Agreement and the rights and obligations hereunder may not be assignable by either party hereto without the prior written consent of the other party, which consent shall not be unreasonably withheld, conditioned, or delayed, provided, however, that Purchasing Group Member and Equalis Group may assign their respective rights and obligations under this Agreement without the consent of the other party in the event either Purchasing Group Member or Equalis Group shall hereafter effect a corporate reorganization, consolidation, merger, merge into, sell to, or transfer all or substantially all of its properties or assets to another entity. Subject to the preceding sentence, this Agreement will be binding upon, inure to the benefit of, and be enforceable by the parties and their respective successors and assigns. Any instrument purporting to make an assignment in violation of this **Section 14** will be null and void.

15. This Agreement, together with any other documents incorporated herein by reference, constitutes the sole and entire agreement of the parties to this Agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter.

16. Equalis shall not be liable to Purchasing Group for any action, or failure to take action, of a Supplier in connection with the performance of Supplier's obligations under an Equalis Agreement.

17. Each party to this Agreement acknowledges it has read the Agreement and represents and warrants that it has the necessary legal authority and is legally authorized to execute and enter into this Agreement.

18. This Agreement shall take effect upon Purchasing Group Member (i) executing a copy of this Agreement, or (ii) registering on an Equalis Group Purchasing Program website.

The easiest way to complete this form is to visit: www.equalisgroup.org/member-registration. You may also fill out this form electronically, print and sign it, then scan and email the fully completed document to membership@equalisgroup.org.

Agency Information			
Agency Name:			
Agency Type:			
Agency Department:			
Street Address:			
City / St / Zip:			
Phone #:			
Federal Tax ID:			
Website URL:			

Primary Contact Information	
Name:	
Title:	
Phone #:	
Email:	
Which contract(s) are you interested in?:	

IN WITNESS WHEREOF, I hereby acknowledge, on behalf of _____, that I have read and agreed to the general terms and conditions set forth in the Equalis Group Master Intergovernmental Purchasing Agreement.

Authorized Signator	
Name:	
Title:	
Date:	

Signed: _____

RESOLUTION NO. 23-R-67

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AN INTERLOCAL AGREEMENT WITH EQUALIS GROUP LLC FOR COOPERATIVE PURCHASING SERVICES, AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, it is the desire of the aforesaid parties to comply with and further the policies and purposes of the Interlocal Cooperation Act; and

WHEREAS, Subchapter C, Chapter 791.025 of the Texas Government Code, provides in relevant parts as follows:

(a) A local government, including a council of governments, may agree with another local government or with the state or a state agency, including the comptroller, to purchase goods and services.
(b) A local government, including a council of governments, may agree with another local government, including a nonprofit corporation that is created and operated to provide one or more governmental functions and services, or with the state or a state agency, including the comptroller, to purchase goods and any services reasonably required for the installation, operation, or maintenance of the goods. This subsection does not apply to services provided by firefighters, police officers, or emergency medical personnel.
(c) A local government that purchases goods and services under this section satisfies the requirement of the local government to seek competitive bids for the purchase of the goods and services.

WHEREAS, Subchapter F, Chapter 271.102 of the Texas Local Government Code, "Cooperative Purchasing Program Participation," provides that a local government may participate in a cooperative purchasing program with other local governments or a local cooperative organization established to provide local governments access to contracts with vendors for the purchase of materials, supplies, services or equipment; and

WHEREAS, the City of Schertz desires to contract with Equalis Group LLC to participate in purchasing cooperatives; and

WHEREAS, the City of Schertz has reviewed the benefits of participating in these cooperatives and has concluded that the programs will provide the best value to the taxpayers through the anticipated savings to be realized.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS THAT:

Section 1. The City Council hereby authorizes the City Manager to execute an interlocal agreement with Equalis Group LLC Center for cooperative purchasing services.

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

Section 3. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 7. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND ADOPTED, this _____ day of _____, 2023.

CITY OF SCHERTZ, TEXAS

_____
Mayor, Ralph Gutierrez

ATTEST:

_____
City Secretary, Sheila Edmondson

(CITY SEAL)

Agenda No. 3.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 15, 2023**
Department:	**Human Resources**
Subject:	**Resolution 23-R-66 - Authorizing the City Manager to enter into an agreement with Blue Cross Blue Shield for medical insurance. (S.Gonzalez/J.Kurz)**

BACKGROUND

The City has had Blue Cross Blue Shield (BCBS) medical insurance since 2019. Due to a few large claims in 2023 and current trends in the healthcare market, BCBS was originally proposing almost a 30% increase in premiums for plan year 2024. City staff consulted with our benefits broker and determined it was an opportune time to issue an RFP for health insurance to survey the market and ensure we are providing the best value to our current employees, retirees, and ultimately, the taxpayers.

The City released a Request for Proposals (RFP) for medical insurance, and three proposals were received in total. The respondents included Blue Cross Blue Shield, Cigna and United Healthcare. The proposals submitted matched the current plan coverage (co-pays, coinsurance, deductibles etc.)

After Best and Final Offers were negotiated with the carriers by the City's benefits broker, BCBS has proposed a 7.5% premium increase ($381,986).

Though both Cigna and United came in lower than BCBS, after consultation with our broker, it was determined that either carrier would create (in some cases, significant) disruption in network facilities and providers for our members.

Therefore, after evaluation and review of all proposals, staff recommends contracting with Blue Cross Blue Shield for medical insurance.

Staff will go back to the market next year to further evaluate if member disruptions can be minimized by switching carriers for plan year 2025.

GOAL

Approval of 23-R-66 authorizing the City Manager to enter into an agreement with Blue Cross Blue Shield for medical insurance for 2024.

COMMUNITY BENEFIT

The City was able to lower premiums for dependent care coverage when the City switched to Blue Cross Blue Shield in 2019. Offering a competitive benefit package enhances the City's ability to effectively recruit and retain top talent. This translates to lower turnover costs and a more engaged workforce, ultimately leading to increased productivity and quality of City services.

SUMMARY OF RECOMMENDED ACTION

Approval of 23-R-66 authorizing the City Manager to enter into an agreement with Blue Cross Blue Shield for medical insurance for 2024.

FISCAL IMPACT

The total premium cost for 2024 medical insurance will increase by 7.5%, or $381,986.

Funds have been allocated in the proposed FY 23/24 budget to absorb this increase. By the City absorbing the cost, employees will not see an increase to their dependent care premiums.

RECOMMENDATION

Approval of 23-R-66 authorizing the City Manager to enter into an agreement with Blue Cross Blue Shield for medical insurance for 2024.

Attachments

Insurance Summary

Resolution 23-R-66

Summary

BCBSTX

7.5% premium increase

- Renewed plan as is
- $100,000 premium credit
- Option to drop PPO 1000
- No disruption

Cigna

-9.5% premium decrease

- Matched current design at a rate decrease
- Network disruption – new, growing network
- $36,000 in Performance Guarantees
- $92,000 Discretionary Credit

UHC

6.6% premium increase

- $0 virtual visits for HSA and $0 PCP for under 19
- Matched current below renewal and tiered ACO option below current rates
- Network disruption
- $50,000 Implementation Credit

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Gallagher

Insurance | Risk Management | Consulting

Network Access Notes

City of Schertz – 2024 Medical RFP #2023-010

Blue Cross Blue Shield of Texas

- Same network as today with little (or no) member disruption.

Cigna

- Growing network in the greater San Antonio area due to the recent exit of Humana in the market.
- Among the networks quoted by the vendors based on current City utilization, they had the lowest network match.
  - Top Hospitals – 90%
  - Top Providers – 77%
    - The only exception being UHC's Nexus ACO which is a narrow network option where the other networks were broad PPOs.
- All 24 Texas Med Urgent Care Clinics will be in Cigna's network effective 9/1/23.
- Additionally, Cigna recently secured a large National Account based out of San Antonio. Part of that agreement hinges on Cigna securing more facilities and providers into the network prior to the 1/1/24 effective date of said contract.
  - It was not disclosed how may providers or facilities would have to be added to the network to meet this commitment goal.
- With these factors considered, Cigna was not determined to be a network match for the City at this time with the unknown amount of member disruption.

United Healthcare

- The broad Choice Plus network is a strong network match for the City in comparison to BCBS's Blue Choice PPO, but would still create some member disruption.
  - Top Hospitals – 94%
  - Top Providers – 96%
- UHC was the only carrier to quote a narrow network option. While this tiered ACO model would be cost effective for both the City and members, it will be disruptive as the member understands how this benefit works and steers to different providers/facilities.

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RESOLUTION NO. 23-R-66

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH BLUE CROSS BLUE SHIELD TEXAS FOR MEDICAL INSURANCE AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City solicited proposals from insurance carriers for medical insurance plans; and

WHEREAS, after analysis of the responses, City staff and the City's insurance broker recommend continuation of current coverage provided by Blue Cross Blue Shield of Texas to ensure quality plans and minimal provider disruption to members; and

WHEREAS, the City Council has determined that it is in the best interest of the City to contract with Blue Cross Blue Shield of Texas and Unum for medical insurance.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS THAT:

Section 1. The City Council hereby authorizes the City Manager to enter into an agreement with Blue Cross Blue Shield Texas for medical insurance.

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

Section 3. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 7. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND ADOPTED, this _____ day of _____, 2023

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

(CITY SEAL)

Agenda No. 4.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 15, 2023**
Department:	**Engineering**
Subject:	**Resolution 23-R-77 - Authorizing a resolution for a construction contract with Intermountain Slurry Seal, Inc. for the 2023 Street Resurfacing Project. (B.James/K.Woodlee/J.Nowak)**

BACKGROUND

The 2023 Street Resurfacing Project is a continuation of the City's comprehensive pavement preservation effort that began a couple years ago. The goal of this project is to complete the resurfacing of streets in the Ashley Place subdivision that were removed from last year's project due to budget constraints. The project will also resurface Beck Street from Schertz Parkway to the end of the street. Slurry seal will be used to resurface the streets. A slurry seal is a thick mixture of sand and oil that is spread onto the street surface. The oil/sand mixture seals the surface of the street, rejuvenates the existing pavement, and provides a new wearing surface for vehicles to drive on.

The proposed streets in Ashley Place were crack sealed with last year's project. Public Works has completed the minor base repairs needed on the streets and "touched up" the crack sealing as needed. Public Works has also completed the base repairs and crack sealing on Beck Street. Because all the "prep work" for the streets has been completed, this project will simply apply the new slurry seal surface to the streets. The new surfacing is expected to be complete by the end of this fiscal year.

Two bids were received on July 19, 2023, for the project. The bids ranged from a low of $190,000.00 to a high of $208,701.42. The low bid received was 5% above the Engineer's Estimate for the project. Selection of the best bid was based primarily on cost. All bidders were required to submit additional information, such as experience on similar projects; experience on public projects; available resources to complete the project; corporate history and stability; and references. The additional information was used to verify the bidders were capable of completing the project. Based on the information provided, all bidders are capable of completing the project work. The lowest bid received for was from Intermountain Slurry Seal, Inc. Intermountain Slurry Seal, Inc., was the contractor that successfully completed the slurry seal work for last year's project.

GOAL

To obtain authorization from City Council to execute a construction contract with Intermountain Slurry Seal, Inc. for $190,000, and a not to exceed amount of $195,000, for the 2023 Street Resurfacing Project.

COMMUNITY BENEFIT

The project will apply a slurry seal to the surface of the remaining streets in the Ashley Place subdivision and on Beck Street. This will complete the pavement preservation effort in the Ashley Place subdivision and all the streets will have a uniform appearance. The slurry seal not only seals the entire surface of the streets to prevent moisture intrusion, but also provides a new driving surface on the street. This helps prevent potholes and other street defects from occurring and extends the life of the street.

SUMMARY OF RECOMMENDED ACTION

Authorize execution of the construction contract for the 2020 Street Resurfacing Project to Intermountain Slurry Seal, Inc., for $190,000.00 and a not to exceed amount of $195,000.00.

FISCAL IMPACT

Funding for the project will come from the street preservation line item in the FY 22-23 budget.

RECOMMENDATION

Staff recommends Council approve Resolution 23-R-77 and authorize the City Manager to execute a construction contract in substantially the same form as attached with Intermountain Slurry Seal, Inc. for $190,000.00 and a not to exceed amount of $195,000.00 for the 2023 Street Resurfacing Project.

Attachments

Bid Results

Resolution 23-R-77

BID TABULATION

Project: 2023 SPAM Resurfacing Project (Bid No. 2023-011)
Bid Submittal: Wednesday, July 19, 2023 @ 3:00 PM
Owner: City of Schertz Engineering Department

				Intermountain Slurry Seal, Inc 1000 North Warm Springs Road Salt Lake City, UT 84116 (801) 532-8200 **LOWEST RESPONSIVE BIDDER**		**Viking Construction** 2592 Shell Rd. Georgetown, TX (512) 930-5777		**Engineer's Estimate**		**Contractor Average**	
ITEM	**DESCRIPTION**	**QUANTITY**	**UNIT**	**UNIT PRICE**	**TOTAL**	**UNIT PRICE**	**TOTAL**	**UNIT PRICE**	**TOTAL**	**AVG UNIT PRICE**	**TOTAL**
	BASE BID										
SUP-1	Door Hanger	1	LS	$ 4,745.00	$ 4,745.00	$ 850.00	$ 850.00	$3,000.00	$ 3,000.00	$ 2,797.50	$ 2,797.50
SUP-3	Slurry Seal (21 LBS / SY - combined weight of all slurry materials)	469	TN	$ 395.00	$ 185,255.00	$ 443.18	$ 207,851.42	$379.00	$ 177,751.00	$ 419.09	$ 196,553.21
	TOTAL BASE BID:				**$ 190,000.00**		**$ 208,701.42**		**$ 180,751.00**		**$ 199,350.71**

BID TABULATION

Project: 2023 SPAM Resurfacing Project (Bid No. 2023-011)
Bid Submittal: Wednesday, July 19, 2023 @ 3:00 PM
Owner: City of Schertz Engineering Department

				Intermountain Slurry Seal, Inc 1000 North Warm Springs Road Salt Lake City, UT 84116 (801) 532-8200 **LOWEST RESPONSIVE BIDDER**		**Engineer's Estimate**		**Unit Price Comparison**	
ITEM	**DESCRIPTION**	**QUANTITY**	**UNIT**	**UNIT PRICE**	**TOTAL**	**UNIT PRICE**	**TOTAL**	**DELTA**	**% DELTA**
	BASE BID								
SUP-1	Door Hanger	1	LS	$ 4,745.00	$ 4,745.00	$3,000.00	$ 3,000.00	$ 1,745.00	58.17%
SUP-3	Slurry Seal (21 LBS / SY - combined weight of all slurry materials)	469	TN	$ 395.00	$ 185,255.00	$379.00	$ 177,751.00	$ 16.00	4.22%
	TOTAL BASE BID:				$ 190,000.00		$ 180,751.00		5.12%

RESOLUTION NO. 23-R-77

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT IN SUBSTANTIALLY THE SAME FORM AS ATTACHED WITH INTERMOUNTAIN SLURRY SEAL, INC. FOR ONE HUNDRED NINETY THOUSAND DOLLARS AND A NOT TO EXCEED AMOUNT OF ONE HUNDRED NINETY FIVE THOUSAND DOLLARS FOR THE 2023 STREET RESURFACING PROJECT

WHEREAS, City Staff developed a street resurfacing project for various City streets to further the overall goal of the City of Schertz to preserve the streets in the City; and

WHEREAS, a construction contract and bidding package was created to retain a contractor to perform the resurfacing; and

WHEREAS, the project was publicly advertised for bids in accordance with public entity procurement regulations; and

WHEREAS, two bids were received and opened on July 19, 2023 for the resurfacing project; and

WHEREAS, City Staff reviewed the bids received and identified Intermountain Slurry Seal, Inc. as the lowest responsible bidder for the project; and

WHEREAS, the funding for the proposed is available from the line item in the FY 2022-2023 budget for street preservation and maintenance, and

WHEREAS, the City Council of the City of Schertz wishes to award the construction contract for the 2023 Street Resurfacing Project to Intermountain Slurry Seal, Inc.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS THAT:

Section 1. The City Council hereby authorizes the City Manager to execute the necessary construction contract documents in substantially the same form as attached with Intermountain Slurry Seal Inc., in the amount of **ONE HUNDRED NINETY THOUSAND DOLLARS** ($190,000.00) and a not to exceed amount of **ONE HUNDRED NINETY FIVE THOUSAND** ($195,000.00) for the 2023 Street Resurfacing Project during the FY 2022-2023**.**

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

Section 3. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the

provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 7. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND ADOPTED, this ___ day of _____, 2023.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

AGREEMENT
BETWEEN OWNER AND CONTRACTOR
FOR CONSTRUCTION CONTRACT (STIPULATED PRICE)

THIS AGREEMENT is by and between City of Schertz ("Owner") and Intermountain Slurry Seal, Inc. ("Contractor").

Owner and Contractor hereby agree as follows:

ARTICLE 1 – WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows: Slurry seal application to various city streets.

ARTICLE 2 – THE PROJECT

2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as follows: 2023 SPAM Resurfacing Project

ARTICLE 3 – ENGINEER

3.01 The part of the Project that pertains to the Work has been designed by the City of Schertz Engineering Department.

3.02 The Owner has retained City of Schertz Engineering Department ("Engineer") to act as Owner's representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

ARTICLE 4 – CONTRACT TIMES

4.01 *Time of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract. Contract Times: Days

B. If a contract is awarded for multiple schedules, the Work is expected to be substantially completed within 14 calendar days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within 30 calendar days after the date of substantial completion. The number of days to substantial completion will be negotiated with the successful bidder and shall be within the range listed in this paragraph. If multiple schedules are awarded, the following Contract Times will apply for each schedule.

C. Parts of the Work shall be substantially completed on or before the following Milestone(s):

1. All work completed by September 30, 2023

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ARTICLE 1 – BID RECIPIENT

1.01 This Bid is submitted to:

CITY OF SCHERTZ
PURCHASING DEPARTMENT
CITY OF SCHERTZ
1400 SCHERTZ PKWY, ADMIN BLDG 2
SCHERTZ, TX 78154

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 – BIDDER'S ACKNOWLEDGEMENTS

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 3 – BIDDER'S REPRESENTATIONS

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:

Addendum No.	Addendum, Date
1	7-13-2023

B. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.

E. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder's safety precautions and programs.

F. Bidder agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.

G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.

H. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and confirms that the written resolution thereof by Engineer is acceptable to Bidder.

I. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.

J. The submission of this Bid constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article, and that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

ARTICLE 4 – BIDDER'S CERTIFICATION

4.01 Bidder certifies that:

A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;

B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;

C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and

D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:

1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process;

2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;

3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and

4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the e execution of the Contract.

ARTICLE 5 – BASIS OF BID

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
SUP-1	Door Hanger	LS	1	4745.00	4,745.00
SUP-3	Slurry Seal (21 LBS / SY – combined weight of all slurry materials	TN	469	395.00	185,255.00
Total of All Unit Price Bid Items					$ 190,000.00

Total Bid Price $ one hundred ninty thousand dollars

Bidder acknowledges that (1) each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

ARTICLE 6 – TIME OF COMPLETION

6.01 Bidder agrees that the Work will be complete in accordance with Article 4 of the Agreement.

6.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

ARTICLE 7 – ATTACHMENTS TO THIS BID

7.01 The following documents are submitted with and made a condition of this Bid:

A. Required Bid security;

B. List of Proposed Subcontractors;

C. List of Proposed Suppliers;

D. List of Project References;

E. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such license within the time for acceptance of Bids;

F. Required Bidder Qualification Statement with supporting data; and

G. Form 1295 – Certificate of Interested Parties (Bidder must complete form online at www.ethics.state.tx.us/File); and

H. Prohibition on Contracts With Companies Boycotting Israel

ARTICLE 8 – DEFINED TERMS

8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 9 – BID SUBMITTAL

BIDDER: *[Indicate correct name of bidding entity]*

Intermountain Slurry Seal, Inc.

By:
[Signature] Gary R. Price

[Printed name] Gary R. Price, President

(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest:
[Signature] Kelsie M. Goodwin

[Printed name] Kelsie M. Goodwin

Title: Assistant Secretary

Submittal Date: July 19, 2023

Address for giving notices:

Intermountain Slurry Seal, Inc.

1000 North Warm Springs Road

Salt Lake City, UT 84116

Telephone Number: (801)532-8200

Fax Number: N/A

Contact Name and e-mail address: Landon Moore

landon.moore@gcinc.com

Bidder's License No.: N/A
(where applicable)

4.02 *Liquidated Damages*

A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with the Contract. The Contractor acknowledges and recognizes that the Owner is entitled to full and beneficial occupancy and use of the completed work following expiration of the Contract Time. The Contractor further acknowledges and agrees that, if the Contractor fails to substantially, or cause the Substantial Completion of any portion of the Work within the Contract time, the Owner will sustain actual damages as a result of such failure. The exact amount of such damages will be difficult to ascertain. Therefore, the Owner and Contractor agree that, if the Contractor shall neglect, fail, or refuse to achieve substantial completion of the Work by the Substantial Completion date, subject to proper extension granted by the Owner, then the Contractor agrees to pay the Owner the sum of:

1. **Six hundred dollars ($600.00) per day** for each day in which such Work is not completed, not as penalty, but as liquidated damages, for the damages ("Liquidated Damages") that would be suffered by Owner as a result of delay for each and every calendar day that the Contractor shall have failed to have completed the Work as required herein. The Liquidated Damages shall be in lieu of any and all other damages which may be incurred by Owner as a result of the failure of Contractor to complete within the Contract Time.

ARTICLE 5 – CONTRACT PRICE

5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents the amounts that follow, subject to adjustment under the Contract:

A. For all Work, at the prices stated in Contractor's Bid, attached hereto as an exhibit. The extended prices for Unit Price Work set forth as of the Effective Date of the Contract are based on estimated quantities. As provided in Paragraph 13.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer.

ARTICLE 6 – PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

A. Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment on a monthly basis during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract.

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1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract

    a. 95 percent of Work completed (with the balance being retainage); and

    b. 95 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).

B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to the full amount of the contract, less such amounts set off by Owner pursuant to Paragraph 15.01.E of the General Conditions, and less such amounts as the Engineer shall determine for incomplete Work, retainage applicable to such work and unsettled claims.

6.03 *Final Payment*

A. Upon final completion and acceptance of the Work in accordance with Paragraph 15.06 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 15.06.

ARTICLE 7 – INTEREST

7.01 All amounts not paid when due shall bear interest at the maximum rate allowed by law, not to exceed 1% per month.

ARTICLE 8 – CONTRACTOR'S REPRESENTATIONS

8.01 In order to induce Owner to enter into this Contract, Contractor makes the following representations:

A. Contractor has examined and carefully studied the Contract Documents, and any data and reference items identified in the Contract Documents.

B. Contractor has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. Contractor is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.

E. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance

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of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (3) Contractor's safety precautions and programs.

F. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.

G. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.

H. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.

I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

J. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

ARTICLE 9 – CONTRACT DOCUMENTS

9.01 *Contents*

A. The Contract Documents consist of the following:

1. This Agreement (pages A-1 to A-7, inclusive).
2. Performance bond (pages PB-1 to PB-3, inclusive).
3. Payment bond (pages PYB-1 to PYB-3, inclusive).
4. General Conditions consisting of 68 pages of a modified version of EJCDC C-700, having a title page with the general title: STANDARD GENERAL CONDITIONS OF THE CONSTRUCTION CONTRACT.
5. Supplementary Conditions (pages SC-1 to SC-23, inclusive).
6. Specifications as listed in the table of contents of the Project Manual.
7. Drawings (not attached but incorporated by reference) consisting of 8 sheets with each sheet bearing the following general title: 2023 SPAM Resurfacing Project.
8. Addenda (numbers ___ to ___, inclusive).
9. Exhibits to this Agreement (enumerated as follows):
    a. Contractor's Bid (pages BF-1 to BF-5, inclusive).
    b. Prohibition on Contracts With Companies Boycotting Israel (page 1)
10. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
    a. Notice to Proceed.
    b. Work Change Directives.
    c. Change Orders.

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d. Field Orders.

B. The documents listed in Paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).

C. There are no Contract Documents other than those listed above in this Article 9.

D. The Contract Documents may only be amended, modified, or supplemented as provided in the General Conditions.

ARTICLE 10 – MISCELLANEOUS

10.01 *Terms*

A. Terms used in this Agreement will have the meanings stated in the General Conditions and the Supplementary Conditions.

10.02 *Assignment of Contract*

A. Unless expressly agreed to elsewhere in the Contract, no assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, money that may become due and money that is due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

10.03 *Successors and Assigns*

A. Owner and Contractor each binds itself, its successors, assigns, and legal representatives to the other party hereto, its successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

10.04 *Severability*

A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

10.05 *Contractor's Certifications*

A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 10.05:

1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process or in the Contract execution;

2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;

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3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and

4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

B. Certifications required by State Law

1. *Non-Boycott of Energy.* Contractor certifies that either (a) it does not boycott Israel and will not boycott energy companies; and (b) will not boycott energy companies during the term of the contract resulting from this solicitation. Contractor shall state any facts that make it exempt from the boycott certification as an attachment to this agreement.

2. *Non-Boycott of Firearm Entity.* Contractor certifies that it: (a) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (b) will not discriminate during the term of the contract against a firearm entity or firearm trade association .

10.06 *Other Provisions*

A. Owner stipulates that if the General Conditions that are made a part of this Contract are based on EJCDC® C-700, Standard General Conditions for the Construction Contract, published by the Engineers Joint Contract Documents Committee®, and if Owner is the party that has furnished said General Conditions, then Owner has plainly shown all modifications to the standard wording of such published document to the Contractor, through a process such as highlighting or "track changes" (redline/strikeout), or in the Supplementary Conditions.

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IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on _____ (which is the Effective Date of the Contract).

OWNER:	CONTRACTOR:
City of Schertz	
By: Steve Williams	By:
Title: City Manager	Title:
	(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)
Attest:	Attest:
Title:	Title:
Address for giving notices:	Address for giving notices:
1400 Schertz Parkway	
Schertz, TX 78154	
	License No.: *(where applicable)*

(If Owner is a corporation, attach evidence of authority to sign. If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of this Agreement.)

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Agenda No. 5.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 15, 2023**
Department:	**Engineering**
Subject:	**Resolution 23-R-78 - Authorizing a resolution for a construction contract with R.L. Jones LP for the 2023 Trainer Hale Repair Project. (B.James/K.Woodlee/J.Nowak)**

BACKGROUND

Trainer Hale is currently a relatively low volume street in southern Schertz running parallel to and north of IH-10. While the street is in serviceable condition, there are some portions of the street where the pavement has settled and/or failed leading to unsafe conditions. Some of the failed areas are relatively small, less than a lane width, while one area near the intersection with FM 1518, the entire street width has failed.

Trainer Hale is classified as a secondary arterial by the City's Master Thoroughfare Plan (MTP). As development continues in southern Schertz, Trainer Hale will need to be widened and improved as outlined in the Master Thoroughfare Plan. Such a project is not expected to occur in the near future. It is prudent to make some repairs to the street now, in order to keep it serviceable until the future widening/improvement project occurs. The proposed project will remove the existing pavement in the settled/failed areas, recompact the base underneath, and add some asphalt base to "level up" the areas as needed, and place a new layer of asphalt on the repair area. This will help improve the overall condition of the street and increase the serviceability.

Two bids were received on July 19, 2023, for the project. The bids ranged from a low of $114,325.00 to a high of $136,025.00. The low bid received was 42% above the Engineer's Estimate for the project. Selection of the best bid was based primarily on cost. All bidders were required to submit additional information, such as experience on similar projects; experience on public projects; available resources to complete the project; corporate history and stability; and references. The additional information was used to verify the bidders were capable of completing the project. Based on the information provided, all bidders are capable of completing the project work. The lowest bid received for was from R.L. Jones LP. R.L. Jones LP successfully completed the Elbel Storm Drain and Overlay project in 2022.

In performing the bid analysis, Staff noted that the unit pricing for the asphalt removal and the new asphalt placement is significantly greater than the unit pricing in the Engineer's Estimate. Staff believes this is due to a couple of factors. First, construction pricing appears to be continuing to increase more than normal due to the volatility in oil pricing. Secondly, due to the relatively low quantity of work, the unit prices may have increased more than the Engineer estimated they would. Even though the low bid is significantly more than the Engineer's Estimate, there is adequate funding in the street preservation line item in this fiscal year's budget to cover the cost of the project, including some contingency.

GOAL

To obtain authorization from City Council to execute a construction contract with R.L. Jones LP for $114,325.00, and a not to exceed amount of $130,000.00, for the 2023 Trainer Hale Repair Project.

COMMUNITY BENEFIT

The project will repair some settled and/or failed section of the street, providing a smoother and safer driving surface.

SUMMARY OF RECOMMENDED ACTION

Authorize execution of the construction contract for the 2023 Trainer Hale Repairs Project to R.L. Jones LP, for $114,325.00 and a not to exceed amount of $130,000.00.

FISCAL IMPACT

Funding for the project will come from the street preservation line item in the FY 22-23 budget.

RECOMMENDATION

Staff recommends Council approve Resolution 23-R-78 and authorize the City Manager to execute a construction contract in substantially the same form as attached with R.L. Jones LP for $114,325.00 and a not to exceed amount of $130,000.00 for the 2023 Trainer Hale Repair Project.

Attachments

Bid Results

Resolution 23-R-78

BID TABULATION

Project: Trainer Hale Repairs Project (Bid No. 2023-012)
Bid Submittal: Wednesday, July 19, 2023 @ 3:00 PM
Owner: City of Schertz Engineering Department

				R.L. Jones LP 18946 Redland Road San Antonio, TX 78259 (210) 496-6223 **LOWEST RESPONSIVE BIDDER**		**Four B Paving, Inc.** PO Box 1065 Spring Branch, TX 78070 (830) 228-5849		**Engineer's Estimate**		**Contractor Average**	
ITEM	**DESCRIPTION**	**QUANTITY**	**UNIT**	**UNIT PRICE**	**TOTAL**	**UNIT PRICE**	**TOTAL**	**UNIT PRICE**	**TOTAL**	**AVG UNIT PRICE**	**TOTAL**
	BASE BID										
01502	Mobilization	1	LS	$ 9,500.00	$ 9,500.00	$ 11,050.00	$ 11,050.00	$10,000.00	$ 10,000.00	$ 10,275.00	$ 10,275.00
SUP-1	Door Hanger	1	LS	$ 6,500.00	$ 6,500.00	$ 1,000.00	$ 1,000.00	$500.00	$ 500.00	$ 3,750.00	$ 3,750.00
SUP-2	Asphalt Removal	1,710	SY	$ 18.00	$ 30,780.00	$ 36.25	$ 61,987.50	$15.00	$ 25,650.00	$ 27.13	$ 46,383.75
02741	Asphalt Paving, Type D Surface Course, 3" thick	1,710	SY	$ 39.50	$ 67,545.00	$ 36.25	$ 61,987.50	$26.00	$ 44,460.00	$ 37.88	$ 64,766.25
	TOTAL BASE BID:				**$ 114,325.00**		**$ 136,025.00**		**$ 80,610.00**		**$ 125,175.00**

BID TABULATION

Project: Trainer Hale Repairs Project (Bid No. 2023-012)
Bid Submittal: Wednesday, July 19, 2023 @ 3:00 PM
Owner: City of Schertz Engineering Department
0
0
0

R.L. Jones LP
18946 Redland Road
San Antonio, TX 78259
(210) 496-6223

LOWEST RESPONSIVE BIDDER

ITEM	DESCRIPTION	QUANTITY	UNIT	R.L. Jones LP UNIT PRICE	R.L. Jones LP TOTAL	Engineer's Estimate UNIT PRICE	Engineer's Estimate TOTAL	Unit Price Comparison DELTA	Unit Price Comparison % DELTA
	BASE BID								
01502	Mobilization	1	LS	$ 9,500.00	$ 9,500.00	$10,000.00	$ 10,000.00	$ (500.00)	-5.00%
SUP-1	Door Hanger	1	LS	$ 6,500.00	$ 6,500.00	$500.00	$ 500.00	$ 6,000.00	1200.00%
SUP-2	Asphalt Removal	1,710	SY	$ 18.00	$ 30,780.00	$15.00	$ 25,650.00	$ 3.00	20.00%
02741	Asphalt Paving, Type D Surface Course, 3" thick	1,710	SY	$ 39.50	$ 67,545.00	$26.00	$ 44,460.00	$ 13.50	51.92%
	TOTAL BASE BID:				$ 114,325.00		$ 80,610.00		41.82%

RESOLUTION NO. 23-R-78

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT IN SUBSTANTIALLY THE SAME FORM AS ATTACHED WITH R.L. JONES LP FOR ONE HUNDRED FOURTEEN THOUSAND, THREE HUNDRED TWENTY FIVE DOLLARS AND A NOT TO EXCEED AMOUNT OF ONE HUNDRED THIRTY THOUSAND DOLLARS FOR THE 2023 TRAINER HALE REPAIR PROJECT

WHEREAS, City Staff developed a street repair project for Trainer Hale Road to correct some identified failures/deficiencies in the street; and

WHEREAS, a construction contract and bidding package was created to retain a contractor to perform the street repairs; and

WHEREAS, the project was publicly advertised for bids in accordance with public entity procurement regulations; and

WHEREAS, two bids were received and opened on July 19, 2023 for the street repair project; and

WHEREAS, City Staff reviewed the bids received and identified R.L. Jones LP as the lowest responsible bidder for the project; and

WHEREAS, the funding for the proposed is available from the line item in the FY 2022-2023 budget for street preservation and maintenance, and

WHEREAS, the City Council of the City of Schertz wishes to award the construction contract for the 2023 Trainer Hale Repair Project to R.L. Jones LP.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS THAT:

Section 1. The City Council hereby authorizes the City Manager to execute the necessary construction contract documents in substantially the same form as attached with R.L. Jones LP, in the amount of **ONE HUNDRED FOURTEEN THOUSAND, THREE HUNDRED TWENTY FIVE DOLLARS** ($114,325.00) and a not to exceed amount of **ONE HUNDRED THIRTY THOUSAND DOLLARS** ($130,000.00) for the 2023 Trainer Hale Repair Project during the FY 2022-2023**.**

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

Section 3. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the

provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 7. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND ADOPTED, this ___ day of _____, 2023.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

AGREEMENT
BETWEEN OWNER AND CONTRACTOR
FOR CONSTRUCTION CONTRACT (STIPULATED PRICE)

THIS AGREEMENT is by and between City of Schertz ("Owner") and R.L. Jones LP ("Contractor").

Owner and Contractor hereby agree as follows:

ARTICLE 1 – WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows: Repairs to damaged/settled pavement on Trainer Hale Road.

ARTICLE 2 – THE PROJECT

2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as follows: 2023 Trainer Hale Repairs Project

ARTICLE 3 – ENGINEER

3.01 The part of the Project that pertains to the Work has been designed by the City of Schertz Engineering Department.

3.02 The Owner has retained City of Schertz Engineering Department ("Engineer") to act as Owner's representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

ARTICLE 4 – CONTRACT TIMES

4.01 *Time of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract. Contract Times: Days

B. If a contract is awarded for multiple schedules, the Work is expected to be substantially completed within 21 calendar days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within 30 calendar days after the date of substantial completion. The number of days to substantial completion will be negotiated with the successful bidder and shall be within the range listed in this paragraph. If multiple schedules are awarded, the following Contract Times will apply for each schedule.

C. Parts of the Work shall be substantially completed on or before the following Milestone(s):

1. All work completed by September 30, 2023

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4.02 *Liquidated Damages*

A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with the Contract. The Contractor acknowledges and recognizes that the Owner is entitled to full and beneficial occupancy and use of the completed work following expiration of the Contract Time. The Contractor further acknowledges and agrees that, if the Contractor fails to substantially, or cause the Substantial Completion of any portion of the Work within the Contract time, the Owner will sustain actual damages as a result of such failure. The exact amount of such damages will be difficult to ascertain. Therefore, the Owner and Contractor agree that, if the Contractor shall neglect, fail, or refuse to achieve substantial completion of the Work by the Substantial Completion date, subject to proper extension granted by the Owner, then the Contractor agrees to pay the Owner the sum of:

1. **Six hundred dollars ($600.00) per day** for each day in which such Work is not completed, not as penalty, but as liquidated damages, for the damages ("Liquidated Damages") that would be suffered by Owner as a result of delay for each and every calendar day that the Contractor shall have failed to have completed the Work as required herein. The Liquidated Damages shall be in lieu of any and all other damages which may be incurred by Owner as a result of the failure of Contractor to complete within the Contract Time.

ARTICLE 5 – CONTRACT PRICE

5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents the amounts that follow, subject to adjustment under the Contract:

A. For all Work, at the prices stated in Contractor's Bid, attached hereto as an exhibit. The extended prices for Unit Price Work set forth as of the Effective Date of the Contract are based on estimated quantities. As provided in Paragraph 13.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer.

ARTICLE 6 – PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

A. Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment on a monthly basis during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract.

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1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract

    a. 95 percent of Work completed (with the balance being retainage); and

    b. 95 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).

B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to the full amount of the contract, less such amounts set off by Owner pursuant to Paragraph 15.01.E of the General Conditions, and less such amounts as the Engineer shall determine for incomplete Work, retainage applicable to such work and unsettled claims.

6.03 *Final Payment*

A. Upon final completion and acceptance of the Work in accordance with Paragraph 15.06 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 15.06.

ARTICLE 7 – INTEREST

7.01 All amounts not paid when due shall bear interest at the maximum rate allowed by law, not to exceed 1% per month.

ARTICLE 8 – CONTRACTOR'S REPRESENTATIONS

8.01 In order to induce Owner to enter into this Contract, Contractor makes the following representations:

A. Contractor has examined and carefully studied the Contract Documents, and any data and reference items identified in the Contract Documents.

B. Contractor has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. Contractor is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.

E. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance

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of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (3) Contractor's safety precautions and programs.

F. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.

G. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.

H. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.

I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

J. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

ARTICLE 9 – CONTRACT DOCUMENTS

9.01 *Contents*

A. The Contract Documents consist of the following:

1. This Agreement (pages A-1 to A-7, inclusive).
2. Performance bond (pages PB-1 to PB-3, inclusive).
3. Payment bond (pages PYB-1 to PYB-3, inclusive).
4. General Conditions consisting of 68 pages of a modified version of EJCDC C-700, having a title page with the general title: STANDARD GENERAL CONDITIONS OF THE CONSTRUCTION CONTRACT.
5. Supplementary Conditions (pages SC-1 to SC-5, inclusive).
6. Specifications as listed in the table of contents of the Project Manual.
7. Addenda (numbers ___ to ___, inclusive).
8. Exhibits to this Agreement (enumerated as follows):
    a. Contractor's Bid (pages BF-1 to BF-5, inclusive).
    b. Prohibition on Contracts With Companies Boycotting Israel (page 1)
9. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
    a. Notice to Proceed.
    b. Work Change Directives.
    c. Change Orders.
    d. Field Orders.

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B. The documents listed in Paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).

C. There are no Contract Documents other than those listed above in this Article 9.

D. The Contract Documents may only be amended, modified, or supplemented as provided in the General Conditions.

ARTICLE 10 – MISCELLANEOUS

10.01 *Terms*

A. Terms used in this Agreement will have the meanings stated in the General Conditions and the Supplementary Conditions.

10.02 *Assignment of Contract*

A. Unless expressly agreed to elsewhere in the Contract, no assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, money that may become due and money that is due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

10.03 *Successors and Assigns*

A. Owner and Contractor each binds itself, its successors, assigns, and legal representatives to the other party hereto, its successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

10.04 *Severability*

A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

10.05 *Contractor's Certifications*

A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 10.05:

1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process or in the Contract execution;

2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;

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3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and

4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

B. Certifications required by State Law

1. *Non-Boycott of Energy.* Contractor certifies that either (a) it does not boycott Israel and will not boycott energy companies; and (b) will not boycott energy companies during the term of the contract resulting from this solicitation. Contractor shall state any facts that make it exempt from the boycott certification as an attachment to this agreement.

2. *Non-Boycott of Firearm Entity.* Contractor certifies that it: (a) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (b) will not discriminate during the term of the contract against a firearm entity or firearm trade association .

10.06 *Other Provisions*

A. Owner stipulates that if the General Conditions that are made a part of this Contract are based on EJCDC® C-700, Standard General Conditions for the Construction Contract, published by the Engineers Joint Contract Documents Committee®, and if Owner is the party that has furnished said General Conditions, then Owner has plainly shown all modifications to the standard wording of such published document to the Contractor, through a process such as highlighting or "track changes" (redline/strikeout), or in the Supplementary Conditions.

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IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on _____ (which is the Effective Date of the Contract).

OWNER:	CONTRACTOR:
City of Schertz	
By: Steve Williams	By:
Title: City Manager	Title:
	(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)
Attest:	Attest:
Title:	Title:
Address for giving notices:	Address for giving notices:
1400 Schertz Parkway	
Schertz, TX 78154	
	License No.: *(where applicable)*

(If Owner is a corporation, attach evidence of authority to sign. If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of this Agreement.)

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ARTICLE 1 – BID RECIPIENT

1.01 This Bid is submitted to:

CITY OF SCHERTZ
PURCHASING DEPARTMENT
CITY OF SCHERTZ
1400 SCHERTZ PKWY, ADMIN BLDG 2
SCHERTZ, TX 78154

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 – BIDDER'S ACKNOWLEDGEMENTS

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 3 – BIDDER'S REPRESENTATIONS

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:

Addendum No.	Addendum, Date
1	July 13, 2023

B. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.

E. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder's safety precautions and programs.

F. Bidder agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.

G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.

H. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and confirms that the written resolution thereof by Engineer is acceptable to Bidder.

I. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.

J. The submission of this Bid constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article, and that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

ARTICLE 4 – BIDDER'S CERTIFICATION

4.01 Bidder certifies that:

A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;

B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;

C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and

D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:

1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process;

2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;

3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and

4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the e execution of the Contract.

ARTICLE 5 – BASIS OF BID

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
01502	Mobilization	LS	1	9,500.00	9,500.00
SUP-1	Door Hanger	LS	1	6,500.00	6,500.00
SUP-2	Asphalt removal	SY	1710	18.00	30,780.00
02741	Asphalt Paving, Type D Surface Course, 3" thick	SY	1710	39.50	67,545.00
Total of All Unit Price Bid Items					$ 114,325.00

Total Bid Price $ 114,325.00

One Hundred Fourteen Thousand Three Hundred Twenty Five Dollars and Zero Cents

Bidder acknowledges that (1) each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

ARTICLE 6 – TIME OF COMPLETION

6.01 Bidder agrees that the Work will be complete in accordance with Article 4 of the Agreement.

6.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

ARTICLE 7 – ATTACHMENTS TO THIS BID

7.01 The following documents are submitted with and made a condition of this Bid:

A. Required Bid security;

B. List of Proposed Subcontractors;

C. List of Proposed Suppliers;

D. List of Project References;

E. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such license within the time for acceptance of Bids;

F. Required Bidder Qualification Statement with supporting data; and

G. Form 1295 – Certificate of Interested Parties (Bidder must complete form online at www.ethics.state.tx.us/File); and

H. Prohibition on Contracts With Companies Boycotting Israel

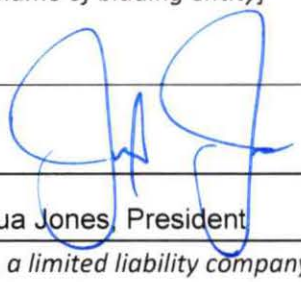
ARTICLE 8 – DEFINED TERMS

8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 9 – BID SUBMITTAL

BIDDER: *[Indicate correct name of bidding entity]*

R.L. Jones LP

By:
[Signature] 

[Printed name] Joshua Jones, President

(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest:
[Signature] 

[Printed name] Maria Schneider

Title: Office Administrator

Submittal Date: July 19, 2023

Address for giving notices:

18946 Redland Road

San Antonio, Texas 78259

Telephone Number: 210-496-6223

Fax Number: 210-495-7535

Contact Name and e-mail address: Joshua Jones

admin@rljoneslp.com

Bidder's License No.: N/A
(where applicable)

Agenda No. 6.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 15, 2023**
Department:	**Engineering**
Subject:	**Resolution 23-R-79 - Authorizing a resolution for a construction contract with Clark Construction of Texas, Inc. for the 2023 Windy Meadows Overlay Project. (B.James/K.Woodlee/J.Nowak)**

BACKGROUND

Windy Meadows is a local, commercial street. The existing street surface has deteriorated and is in need of repair and preservation. This street is a candidate for resurfacing. Because the street provides access to multiple commercial lots, the most appropriate resurfacing strategy would be a mill and overlay. Other resurfacing options, such as a slurry seal, would not have the expected service life due to the commercial traffic on the street.

As Staff began to identify the base repair areas to develop this project, it was determined that the previously observed base repair areas had grown significantly. Additional potholes had also appeared on the street, showing the thickness of the existing asphalt. Based on the potholes, it appears that the asphalt thickness is about two (2) inches. As a result, the planned preservation strategy changed from a traditional mill and overlay to a repair strategy similar to what was done on Schertz Parkway about three years ago. The process would essentially be a mill and overlay, but the milling procedure would remove all of the existing pavement and a small portion of the underlying base. A new layer of three (3) inches of asphalt would be placed on the surface of the street. The thicker asphalt layer will add strength to the pavement section, making it more durable. Additionally, the effort of having to cut out and patch numerous base failure areas before doing an overlay will be avoided.

Three bids were received on July 20, 2023, for the project. The bids ranged from a low of $318,762.00 to a high of $396,196.00. The low bid received was 6% above the Engineer's Estimate for the project. Selection of the best bid was based primarily on cost. All bidders were required to submit additional information, such as experience on similar projects; experience on public projects; available resources to complete the project; corporate history and stability; and references. The additional information was used to verify the bidders were capable of completing the project. Based on the information provided, all bidders are capable of completing the project work. The lowest bid received for was from Clark Construction of Texas, Inc. Staff has reviewed the submitted bid and background information and checked references for Clark Construction of Texas, Inc., and found no reason to not award a construction contract to them.

GOAL

To obtain authorization from City Council to execute a construction contract with Clark Construction of Texas, Inc., for $318,762.00, and a not to exceed amount of $340,000.00, for the 2023 Windy Meadows Overlay Project.

COMMUNITY BENEFIT

The project will repair some settled and/or failed section of the street, providing a smoother driving surface.

SUMMARY OF RECOMMENDED ACTION

Authorize execution of the construction contract for the 2023 Windy Meadows Overlay Project to Clark Construction of Texas, Inc., for $318,762.00 and a not to exceed amount of $340,000.00.

FISCAL IMPACT

Funding for the project will come from the street preservation line item in the FY 22-23 budget and vacancy and materials savings from the Street Operating Budget as outlined below:

Funding Source	Amount
Preservation and Maintenance budget item	$315,000.00
Savings from Streets Operating Budget	$25,000.00
Total:	$340,000.00

RECOMMENDATION

Staff recommends Council approve Resolution 23-R-79 and authorize the City Manager to execute a construction contract in substantially the same form as attached with Clark Construction of Texas, Inc. for $318,762.00 and a not to exceed amount of $340,000.00 for the 2023 Windy Meadows Overlay Project.

Attachments

Bid Results

Resolution 23-R-79

BID TABULATION

Project: Windy Meadows Overlay Project (Bid No. 2023-013)
Bid Submittal: Thursday, July 20, 2023 @ 3:00 PM
Owner: City of Schertz Engineering Department

				Clark Construction 5140 Gibbs Sprawl Rd. San Antonio, TX 78219 (210) 661-6785		**R.L. Jones LP** 18946 Redland Road San Antonio, TX 78259 (210) 496-6223		**Four B Paving, Inc.** PO Box 1065 Spring Branch, TX 78070 (830) 228-5849		**Engineer's Estimate**		**Contractor Average**	
				LOWEST RESPONSIVE BIDDER									
ITEM	**DESCRIPTION**	**QUANTITY**	**UNIT**	**UNIT PRICE**	**TOTAL**	**UNIT PRICE**	**TOTAL**	**UNIT PRICE**	**TOTAL**	**UNIT PRICE**	**TOTAL**	**AVG UNIT PRICE**	**TOTAL**
	BASE BID												
01502	Mobilization	1	LS	$ 30,000.00	$ 30,000.00	$ 20,000.00	$ 20,000.00	$ 18,511.00	$ 18,511.00	$20,000.00	$ 20,000.00	$ 24,255.50	$ 24,255.50
SUP-1	Door Hanger	1	LS	$ 1,000.00	$ 1,000.00	$ 6,500.00	$ 6,500.00	$ 3,000.00	$ 3,000.00	$1,000.00	$ 1,000.00	$ 2,000.00	$ 2,000.00
02221.1	Remove Concrete Valley Gutter	82	SY	$ 50.00	$ 4,100.00	$ 32.00	$ 2,624.00	$ 59.00	$ 4,838.00	$30.00	$ 2,460.00	$ 54.50	$ 4,469.00
02771	Concrete Valley Gutter	82	SY	$ 140.00	$ 11,480.00	$ 175.00	$ 14,350.00	$ 133.50	$ 10,947.00	$60.00	$ 4,920.00	$ 136.75	$ 11,213.50
02221.2	Asphalt Removal	9,700	SY	$ 6.00	$ 58,200.00	$ 7.50	$ 72,750.00	$ 4.50	$ 43,650.00	$8.00	$ 77,600.00	$ 5.25	$ 50,925.00
02741	Asphalt Paving, Type D Surface Course, 3" thick	9,700	SY	$ 22.06	$ 213,982.00	$ 27.00	$ 261,900.00	$ 32.50	$ 315,250.00	$20.00	$ 194,000.00	$ 27.28	$ 264,616.00
	TOTAL BASE BID:				**$ 318,762.00**		**$ 378,124.00**		**$ 396,196.00**		**$ 299,980.00**		**$ 357,479.00**

BID TABULATION

Project: Windy Meadows Overlay Project (Bid No. 2023-013)
Bid Submittal: Thursday, July 20, 2023 @ 3:00 PM
Owner: City of Schertz Engineering Department

				Clark Construction 5140 Gibbs Sprawl Rd. San Antonio, TX 78219 (210) 661-6785 **LOWEST RESPONSIVE BIDDER**		**Engineer's Estimate**		**Unit Price Comparison**	
ITEM	**DESCRIPTION**	**QUANTITY**	**UNIT**	**UNIT PRICE**	**TOTAL**	**UNIT PRICE**	**TOTAL**	**DELTA**	**% DELTA**
	BASE BID								
01502	Mobilization	1	LS	$ 30,000.00	$ 30,000.00	$20,000.00	$ 20,000.00	$ 10,000.00	50.00%
SUP-1	Door Hanger	1	LS	$ 1,000.00	$ 1,000.00	$1,000.00	$ 1,000.00	$ -	0.00%
02221.1	Remove Concrete Valley Gutter	82	SY	$ 50.00	$ 4,100.00	$30.00	$ 2,460.00	$ 20.00	66.67%
02771	Concrete Valley Gutter	82	SY	$ 140.00	$ 11,480.00	$60.00	$ 4,920.00	$ 80.00	133.33%
02221.2	Asphalt Removal	9,700	SY	$ 6.00	$ 58,200.00	$8.00	$ 77,600.00	$ (2.00)	-25.00%
02741	Asphalt Paving, Type D Surface Course, 3" thick	9,700	SY	$ 22.06	$ 213,982.00	$20.00	$ 194,000.00	$ 2.06	10.30%
	TOTAL BASE BID:				$ 318,762.00		$ 299,980.00		6.26%

RESOLUTION NO. 23-R-79

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT IN SUBSTANTIALLY THE SAME FORM AS ATTACHED WITH CLARK CONSTRUCTION OF TEXAS, INC. FOR THREE HUNDRED EIGHTEEN THOUSAND, SEVEN HUNDRED SIXTY TWO DOLLARS AND A NOT TO EXCEED AMOUNT OF THREE HUNDRED FORTY THOUSAND DOLLARS FOR THE 2023 WINDY MEADOWS OVERLAY PROJECT

WHEREAS, City Staff developed a street overlay project for Windy Meadows Drive to correct some identified failures/deficiencies and restore the street to excellent condition; and

WHEREAS, a construction contract and bidding package was created to retain a contractor to perform the overlay; and

WHEREAS, the project was publicly advertised for bids in accordance with public entity procurement regulations; and

WHEREAS, three bids were received and opened on July 20, 2023 for the street repair project; and

WHEREAS, City Staff reviewed the bids received and identified Clark Construction of Texas, Inc. as the lowest responsible bidder for the project; and

WHEREAS, the funding for the proposed is available from the line item in the FY 2022-2023 budget for street preservation and maintenance and from savings in the Streets Operating Budget and

WHEREAS, the City Council of the City of Schertz wishes to award the construction contract for the 2023 Windy Meadows Overlay Project to Clark Construction of Texas, Inc.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS THAT:

Section 1. The City Council hereby authorizes the City Manager to execute the necessary construction contract documents in substantially the same form as attached with Clark Construction of Texas, Inc., in the amount of **THREE HUNDRED EIGHTEEN THOUSAND, SEVEN HUNDRED SIXTY TWO DOLLARS** ($318,762.00) and a not to exceed amount of **THREE HUNDRED FORTY THOUSAND DOLLARS** ($340,000.00) for the 2023 Windy Meadows Overlay Project during the FY 2022-2023**.**

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

Section 3. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the

provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 7. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND ADOPTED, this ___ day of _____, 2023.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

AGREEMENT
BETWEEN OWNER AND CONTRACTOR
FOR CONSTRUCTION CONTRACT (STIPULATED PRICE)

THIS AGREEMENT is by and between City of Schertz ("Owner") and Clark Construction of Texas, Inc. ("Contractor").

Owner and Contractor hereby agree as follows:

ARTICLE 1 – WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows: Repairs to damaged/settled pavement on Trainer Hale Road.

ARTICLE 2 – THE PROJECT

2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as follows: 2023 Windy Meadows Overlay Project

ARTICLE 3 – ENGINEER

3.01 The part of the Project that pertains to the Work has been designed by the City of Schertz Engineering Department.

3.02 The Owner has retained City of Schertz Engineering Department ("Engineer") to act as Owner's representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

ARTICLE 4 – CONTRACT TIMES

4.01 *Time of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract. Contract Times: Days

B. If a contract is awarded for multiple schedules, the Work is expected to be substantially completed within 21 calendar days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within 30 calendar days after the date of substantial completion. The number of days to substantial completion will be negotiated with the successful bidder and shall be within the range listed in this paragraph. If multiple schedules are awarded, the following Contract Times will apply for each schedule.

C. Parts of the Work shall be substantially completed on or before the following Milestone(s):

1. All work completed by September 30, 2023

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4.02 *Liquidated Damages*

A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with the Contract. The Contractor acknowledges and recognizes that the Owner is entitled to full and beneficial occupancy and use of the completed work following expiration of the Contract Time. The Contractor further acknowledges and agrees that, if the Contractor fails to substantially, or cause the Substantial Completion of any portion of the Work within the Contract time, the Owner will sustain actual damages as a result of such failure. The exact amount of such damages will be difficult to ascertain. Therefore, the Owner and Contractor agree that, if the Contractor shall neglect, fail, or refuse to achieve substantial completion of the Work by the Substantial Completion date, subject to proper extension granted by the Owner, then the Contractor agrees to pay the Owner the sum of:

1. **Six hundred dollars ($600.00) per day** for each day in which such Work is not completed, not as penalty, but as liquidated damages, for the damages ("Liquidated Damages") that would be suffered by Owner as a result of delay for each and every calendar day that the Contractor shall have failed to have completed the Work as required herein. The Liquidated Damages shall be in lieu of any and all other damages which may be incurred by Owner as a result of the failure of Contractor to complete within the Contract Time.

ARTICLE 5 – CONTRACT PRICE

5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents the amounts that follow, subject to adjustment under the Contract:

A. For all Work, at the prices stated in Contractor's Bid, attached hereto as an exhibit. The extended prices for Unit Price Work set forth as of the Effective Date of the Contract are based on estimated quantities. As provided in Paragraph 13.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer.

ARTICLE 6 – PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

A. Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment on a monthly basis during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract.

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1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract

    a. 95 percent of Work completed (with the balance being retainage); and

    b. 95 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).

B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to the full amount of the contract, less such amounts set off by Owner pursuant to Paragraph 15.01.E of the General Conditions, and less such amounts as the Engineer shall determine for incomplete Work, retainage applicable to such work and unsettled claims.

6.03 *Final Payment*

A. Upon final completion and acceptance of the Work in accordance with Paragraph 15.06 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 15.06.

ARTICLE 7 – INTEREST

7.01 All amounts not paid when due shall bear interest at the maximum rate allowed by law, not to exceed 1% per month.

ARTICLE 8 – CONTRACTOR'S REPRESENTATIONS

8.01 In order to induce Owner to enter into this Contract, Contractor makes the following representations:

A. Contractor has examined and carefully studied the Contract Documents, and any data and reference items identified in the Contract Documents.

B. Contractor has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. Contractor is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.

E. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance

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of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (3) Contractor's safety precautions and programs.

F. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.

G. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.

H. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.

I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

J. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

ARTICLE 9 – CONTRACT DOCUMENTS

9.01 *Contents*

A. The Contract Documents consist of the following:

1. This Agreement (pages A-1 to A-7, inclusive).
2. Performance bond (pages PB-1 to PB-3, inclusive).
3. Payment bond (pages PYB-1 to PYB-3, inclusive).
4. General Conditions consisting of 68 pages of a modified version of EJCDC C-700, having a title page with the general title: STANDARD GENERAL CONDITIONS OF THE CONSTRUCTION CONTRACT.
5. Supplementary Conditions (pages SC-1 to SC-7, inclusive).
6. Specifications as listed in the table of contents of the Project Manual.
7. Drawings (not attached but incorporated by reference) consisting of 8 sheets with each sheet bearing the following general title: 2023 SPAM Resurfacing Project.
8. Addenda (numbers ___ to ___, inclusive).
9. Exhibits to this Agreement (enumerated as follows):
    a. Contractor's Bid (pages BF-1 to BF-5, inclusive).
    b. Prohibition on Contracts With Companies Boycotting Israel (page 1)
10. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
    a. Notice to Proceed.
    b. Work Change Directives.
    c. Change Orders.

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d. Field Orders.

B. The documents listed in Paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).

C. There are no Contract Documents other than those listed above in this Article 9.

D. The Contract Documents may only be amended, modified, or supplemented as provided in the General Conditions.

ARTICLE 10 – MISCELLANEOUS

10.01 *Terms*

A. Terms used in this Agreement will have the meanings stated in the General Conditions and the Supplementary Conditions.

10.02 *Assignment of Contract*

A. Unless expressly agreed to elsewhere in the Contract, no assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, money that may become due and money that is due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

10.03 *Successors and Assigns*

A. Owner and Contractor each binds itself, its successors, assigns, and legal representatives to the other party hereto, its successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

10.04 *Severability*

A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

10.05 *Contractor's Certifications*

A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 10.05:

1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process or in the Contract execution;

2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;

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3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and

4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

B. Certifications required by State Law

1. *Non-Boycott of Energy.* Contractor certifies that either (a) it does not boycott Israel and will not boycott energy companies; and (b) will not boycott energy companies during the term of the contract resulting from this solicitation. Contractor shall state any facts that make it exempt from the boycott certification as an attachment to this agreement.

2. *Non-Boycott of Firearm Entity.* Contractor certifies that it: (a) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (b) will not discriminate during the term of the contract against a firearm entity or firearm trade association .

10.06 *Other Provisions*

A. Owner stipulates that if the General Conditions that are made a part of this Contract are based on EJCDC® C-700, Standard General Conditions for the Construction Contract, published by the Engineers Joint Contract Documents Committee®, and if Owner is the party that has furnished said General Conditions, then Owner has plainly shown all modifications to the standard wording of such published document to the Contractor, through a process such as highlighting or "track changes" (redline/strikeout), or in the Supplementary Conditions.

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IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on _____ (which is the Effective Date of the Contract).

OWNER:	CONTRACTOR:
City of Schertz	
By: Steve Williams	By:
Title: City Manager	Title:
	(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)
Attest:	Attest:
Title:	Title:
Address for giving notices:	Address for giving notices:
1400 Schertz Parkway	
Schertz, TX 78154	
	License No.: *(where applicable)*

(If Owner is a corporation, attach evidence of authority to sign. If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of this Agreement.)

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ARTICLE 1 – BID RECIPIENT

1.01 This Bid is submitted to:

CITY OF SCHERTZ
PURCHASING DEPARTMENT
CITY OF SCHERTZ
1400 SCHERTZ PKWY, ADMIN BLDG 2
SCHERTZ, TX 78154

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 – BIDDER'S ACKNOWLEDGEMENTS

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 3 – BIDDER'S REPRESENTATIONS

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:

Addendum No.	Addendum, Date
1	7/14/2023

B. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.

E. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder's safety precautions and programs.

F. Bidder agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.

G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.

H. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and confirms that the written resolution thereof by Engineer is acceptable to Bidder.

I. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.

J. The submission of this Bid constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article, and that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

ARTICLE 4 – BIDDER'S CERTIFICATION

4.01 Bidder certifies that:

A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;

B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;

C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and

D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:

1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process;

2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;

3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and

4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the e execution of the Contract.

ARTICLE 5 – BASIS OF BID

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
01502	Mobilization	LS	1	$ 30,000.00	$ 30,000.00
SUP-1	Door Hanger	LS	1	$ 1,000.00	$ 1,000.00
02221.1	Remove Concrete Valley Gutter	SY	82	$ 50.00	$ 4,100.00
02771	Concrete Valley Gutter	SY	82	$ 140.00	$ 11,480.00
02221.2	Asphalt Removal	SY	9700	$ 6.00	$ 58,200.00
02741	Asphalt Paving, Type D Surface Course, 3" thick	SY	9700	$ 22.06	$ 213,982.00
Total of All Unit Price Bid Items					$ 318,762.00

Total Bid Price $ Three hundred eighteen thousand seven hundred sixty two dollars and zero cents.

Bidder acknowledges that (1) each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

ARTICLE 6 – TIME OF COMPLETION

6.01 Bidder agrees that the Work will be complete in accordance with Article 4 of the Agreement.

6.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

ARTICLE 7 – ATTACHMENTS TO THIS BID

7.01 The following documents are submitted with and made a condition of this Bid:

A. Required Bid security;

B. List of Proposed Subcontractors;

C. List of Proposed Suppliers;

D. List of Project References;

E. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such license within the time for acceptance of Bids;

F. Required Bidder Qualification Statement with supporting data; and

G. Form 1295 – Certificate of Interested Parties (Bidder must complete form online at www.ethics.state.tx.us/File); and

H. Prohibition on Contracts With Companies Boycotting Israel

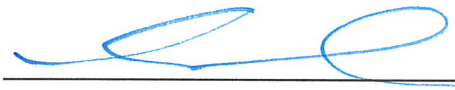
ARTICLE 8 – DEFINED TERMS

8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 9 – BID SUBMITTAL

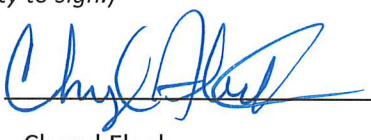
BIDDER: *[Indicate correct name of bidding entity]*

Clark Construction of Texas, Inc.

By:
[Signature] 

[Printed name] Corey Clark

(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest:
[Signature] 

[Printed name] Cheryl Fleck

Title: Engineering Coordinator

Submittal Date: 7/20/2023

Address for giving notices:

5140 Gibbs Sprawl Rd.

San Antonio, TX 78219

Telephone Number: 210-661-6785

Fax Number: 210-661-6421

Contact Name and e-mail address: Annie Dadian-Williams

annie@clarkpave.com

Bidder's License No.: N/A
(where applicable)

Agenda No. 7.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 15, 2023**
Department:	**City Secretary**
Subject:	**Resolution 23-R-80 - Approving the resolution supporting the candidacy of Councilmember Allison Heyward for the position of President-Elect of the Texas Municipal League. (City Council/S.Edmondson)**

BACKGROUND

Councilmember Allison Heyward has officially filed to be a candidate for TML President-Elect. The following requirements for candidates filing for TML President-Elect must be: (1) an elected official of a member city; (2) a member of the TML Board of Directors; and (3) shall declare his or her candidacy by emailing or mailing the completed Candidate Data Form and provide a city council resolution of support.

Attachments

Resolution 23-R-80

TML Nomination Policy

RESOLUTION NO 23-R-80

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS, SUPPORTING THE CANDIDACY OF COUNCILMEMBER ALLISON HEYWARD FOR THE POSITION OF PRESIDENT-ELECT OF THE TEXAS MUNICIPAL LEAGUE.

WHEREAS, Councilmember Allison Heyward has served on the TML Regional Board of Directors as Region 7 Director; and

WHEREAS, as a representative she has functioned as a trusted and vital communications link between the region and the TML Board and staff, and has proven her dedication to public service; and

WHEREAS, in her capacity as Councilmember and Region 7 Director she has exhibited unparalleled leadership to promote Regional and Statewide purposes of the Texas Municipal and its Mission; and,

WHEREAS, at its annual conference in October, the Texas Municipal League Nominating Committee will select an individual to fill the role of President-Elect for the 2023/2024 term; and

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ THAT:

SECTION 1. City Council supports the nomination and candidacy of Councilmember Allison Heyward for the position of President-Elect of the Texas Municipal League.

SECTION 2. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

SECTION 3. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 4. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

SECTION 5 It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

SECTION 6. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND ADOPTED, this _____ day of _____2023.

CITY OF SCHERTZ

_____
Ralph Gutierrez
Mayor

ATTEST:

_____
Sheila Edmondson
City Secretary

FORMATION AND PROCEDURES OF THE TEXAS MUNICIPAL LEAGUE NOMINATING COMMITTEE

The TML Nominating Committee shall be formed and shall conduct its activities under the following TML Board-adopted policies.

Formation of a Nominating Committee

During the June meeting of the TML Board of Directors, the TML President shall appoint a TML Nominating Committee to be made up of not less than five nor more than seven members of the TML Board of Directors, all of whom shall be elected officials.

The most immediate TML Past President shall chair the Nominating Committee, and two other Past Presidents shall be appointed to the Committee.

The TML President shall attempt to make appointments in a way that balances the Nominating Committee with regard to gender, ethnicity, geographic regions, city size, and other relevant factors. A person is ineligible to serve on the Nominating Committee if the person is from the same city as a candidate.

Following the June meeting of the TML Board of Directors, all Board members and all member cities shall be notified of the composition of the Nominating Committee and of the procedures to be used by the Committee. Specifically, such information shall be printed in the issue of *Texas Town & City* magazine that is published in July.

Procedures of the Nominating Committee

A candidate for TML President-Elect must be: (1) an elected official of a member city; (2) a member of the TML Board of Directors; and (3) shall declare his or her candidacy by emailing or mailing the completed Candidate Data Form, city council resolution of support, and other attachments to:

Nominating Committee
c/o Bennett Sandlin, Executive Director

bennett@tml.org
or
Texas Municipal League
1821 Rutherford Lane, Suite 400
Austin, Texas 78754-5101

Candidate Data Forms may be obtained from the TML Executive Director.

A candidate for TML President-Elect must submit the Candidate Data Form along with any attachments to that form. That material must be emailed or mailed, and must be received by

September 1. The TML Executive Director shall distribute the submittal materials to Committee Members.

The Candidate Data Form submitted by a candidate for TML President-Elect must include a copy of a resolution of support from the candidate's municipal governing body and may include a biography or resume.

If there are two or more candidates for the position of TML President-Elect, the Nominating Committee shall interview the candidates no sooner than September 1 and no later than the day on which the Nominating Committee makes its report to the TML Board of Directors during the TML Annual Conference. The specific times and places for such interviews shall be coordinated by the TML Executive Director. The TML Executive Director shall not be present during deliberations except at the unanimous request of the Nominating Committee members present.

Members of the Nominating Committee may seek candidates for TML President-Elect prior to September 1.

All persons who are eligible to run for TML President-Elect shall be informed that the TML Nominating Committee will base its decision on the candidates' qualifications and interviews, and not on the basis of campaigning directed to the Nominating Committee, the TML Board of Directors, other city officials, or member cities.

If, at the time of the February/March or June meeting of TML Board of Directors, the position of President-Elect is vacant, the timing of the Nominating Committee procedures can be accelerated to elect a President-Elect.

If, at the time of the February/March or June meeting of the TML Board of Directors, the position of President and President-Elect are vacant, the timing of the Nominating Committee procedures can be accelerated and shall govern the President and President-Elect selection.

Report of the Nominating Committee

The Nominating Committee shall make a written report to the TML President prior to the time the Committee will make its oral report to the TML Board of Directors at the TML Annual Conference. That meeting shall be an open meeting and shall be listed in the Annual Conference Program.

The Nominating Committee shall nominate one Board member for TML President and one Board member for TML President-Elect.

Action on the Nominating Committee Report

Following the oral report of the Nominating Committee, the position of TML President shall be considered first and separate from the position of TML President-Elect.

Nominations from the floor shall be allowed. Three TML Board members must second any nomination from the floor for either TML President or TML President-Elect. A TML Board member may nominate himself or herself or may second his or her nomination. A nomination from the floor does not require the suspension of any rules of procedure.

If an election is contested, each candidate may address the TML Board of Directors for no more than three minutes. No other person may speak on behalf of a candidate.

If an election is uncontested, the vote shall be by voice vote.

If an election is contested, the vote shall be by written ballot. In that case, the TML President shall appoint two disinterested persons from the TML Board or staff to act as tellers to count the ballots.

If an election is contested by three or more candidates, the candidate who receives the most votes shall be declared the winner. There shall be no run-off, except in the case of a tie for the most votes.

Agenda No. 8.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 15, 2023**
Department:	**Parks, Recreation & Community Servic**
Subject:	**Resolution 23-R-81 - Authorizing the City Manager to submit an application to the Alamo Area MPO for Transportation Alternatives Funding, and enter into an Advanced Funding Agreement with TXDOT if the project is selected, for the Dietz Creek Trail Project. (S.Gonzalez/L.Shrum)**

BACKGROUND

Staff submitted the Dietz Creek Trail Project for pre-approval to *AAMPO's FY 2025-2028 Transportation Improvement Program Call for Projects* and our project was deemed eligible to advance to the formal application round for projects. There are various funding sources for the Transportation Improvement Program "TIP" and the Transportation Alternatives Program or "TA". These programs specifically funds bicycle and pedestrian projects. The program is a reimbursable program with the city providing a local match of 20% and federal dollars (via TxDOT) making up the other 80%. This is the same program that city staff utilized to fund the project known as the "Schertz Pedestrian & Bike Lanes Project" which was the first section of the Great Northern Trail between Schertz Parkway and Wiederstein Road. That project also included sidewalks along both sides of Live Oak Road (and curb and gutter) and bike lanes on Savannah Drive and Woodland Oaks Drive.

The limits for the Dietz Creek Trail project are from just south of Wiederstein Road, crossing Savannah Drive, crossing Maske Road, and ending at Schertz Parkway where it connects to the Campus Trail on the other side of the Parkway.

This is a competitive call for projects and once the application is submitted the project will be scored by the AAMPO Transportation Advisory Committee in September 2023 before going into a public involvement stage in October 2023 where citizen input helps make projects more competitive. Final project selection will take place in December 2023 and final action to approve the FY 2025-2028 TIP will take place in May 2024.

GOAL

The goal is to develop the West Dietz Creek Trail as part of the Schertz Trails network. Hike and bike trails have been listed by residents as the top need for parks and recreation activities in both the Parks Master Plan and Citizen Satisfaction Surveys.

COMMUNITY BENEFIT

The community will benefit from having additional miles of trail to utilize for recreation. Recreational trails provide space for people to get active and stay healthy - both physically and mentally.

SUMMARY OF RECOMMENDED ACTION

Approve Resolution 23-R-81.

FISCAL IMPACT

City staff is working on finalizing the engineer's estimate for project costs, but initial calculations are no more than $1,250,000.00 for 1.76 miles of 10-foot wide concrete trail and pedestrian crossing systems where the trail crosses intersections. The city's 20% match of $250,000 is coming from specifically allocated Trail Development funds in the Parks & Recreation General Fund Budget.

RECOMMENDATION

Approve Resolution 23-R-81.

Attachments

Resolution 23-R-81

West Dietz Creek Trail

RESOLUTION NO. 23-R-81

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE CITY MANAGER TO SUBMIT AN APPLICATION TO THE ALAMO AREA MPO FOR TRANSPORTATION ALTERNATIVES FUNDING, AND ENTER INTO AN ADVANCED FUNDING AGREEMENT WITH TXDOT IF THE PROJECT IS SELECTED, FOR THE DIETZ CREEK TRAIL PROJECT AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City staff of the City of Schertz (the "City") has recommended that the City submit an application to the Alamo Area Metropolitan Planning Organization for Transportation Alternatives funding for the West Dietz Creek Trail Project; and

WHEREAS, the City's local match is 20% or $250,000 and will be funded with specifically allocated trail development funds in the Parks & Recreation General Fund budget, and the reimbursable federal funding is 80% or $1,000,000; and

WHEREAS, City Council has determined that it is in the best interest of the City to submit an application for Transportation Alternatives Funding for future trail development;

WHEREAS, City Council authorizes the City Manager to enter into an Advanced Funding Agreement (AFA) with TXDOT if the project is selected.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS THAT:

Section 1. The City Council hereby authorizes city staff to submit an application to the Alamo Area MPO for Transportation Alternatives funding for the West Dietz Creek Trail Project in the amount of $1,250,000.00 and enter into an Advance Funding Agreement (AFA) with TXDOT if the project is selected.

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

Section 3. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 7. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND ADOPTED, this ____ day of _____, 2023.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

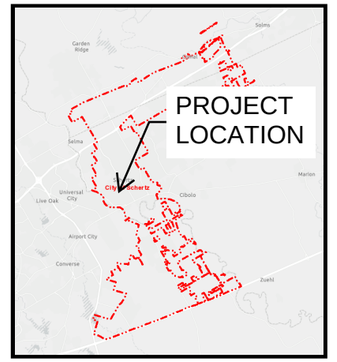
_____
Sheila Edmondson, City Secretary

START: 10-FT WIDE CONCRETE TRAIL

PEDESTRIAN CROSSING AT SAVANNAH DRIVE

PEDESTRIAN CROSSING AT MASKE ROAD

END: 10-FT WIDE CONCRETE TRAIL



LOCATION MAP
N.T.S.

LEGEND

WEST DIETZ CREEK TRAIL

EXISTING SIDEWALK

0 600 1,200
SCALE: 1"=1,200'

CITY OF SCHERTZ TEXAS

WEST DIETZ CREEK TRAIL
TXDOT TA

SCHERTZ
COMMUNITY ★ SERVICE ★ OPPORTUNITY

Agenda No. 9.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 15, 2023**
Department:	**Executive Team**
Subject:	**Resolution 23-R-82 - Approval of the issuance of bonds by the Texes Home Collaborative for the FM 1518 Multifamily Project. (S.Williams/B.James)**

BACKGROUND

The developer the 1518 Apartments that are currently in for site plan and plat approval, is partnering with the Schertz Housing Authority on the development of this project to construct an affordable apartment complex. That partnership came about as a result of direction from City Council in January of 2022 when the developer of the project, the NRP Group approached the City about creating a Housing Finance Corporation or a Public Facilities Corporation.

In October of 2022, City Council approved Resolution 22-R-119 authorizing a cooperative agreement with the Texas Home Collaborative for the Texas Home Collaborative to issue bonds to fund the project. In May of 2023, Council approved Resolution 23-R-38 authorizing the Schertz Housing Authority to submit a request to the U.S. Department of Housing and Urban Development (HUD) for the release of Project Based Voucher funds under Title V of the Quality Housing and Work Responsibility Act of 1998, as amended, to undertake the fm 1518 Apartment Project.

As part of the issuance of tax-exempt bonds to finance the project, one of the requirements is for a Tax Equity and Fiscal Responsibility Act (TEFRA) hearing and approval. A TEFRA hearing is a public hearing held by an issuer, following publication of a TEFRA notice, to give the public an opportunity to comment on a proposed private activity bond issue. Per the attached minutes, this hearing was held on August 1, and no commentary was received.

Following the TEFRA hearing, the Internal Revenue Code further requires approval of the TEFRA by the governmental unit in which the project will be located - in this case Schertz. Resolution 23-R-82 gives approval for the issuer to issue the bonds.

GOAL

Work in partnership with the Schertz Housing Authority to provide quality affordable housing in the community.

COMMUNITY BENEFIT

Development of this project would increase the supply of quality affordable housing in the community.

SUMMARY OF RECOMMENDED ACTION

Approval for the Texas Home Collaborative to issue the Bonds, the proceeds of which will be loaned to the Borrower to finance the costs of acquisition, construction and equipping the Project located at approximately 9120 FM 1518, Schertz, Texas 7815.

RECOMMENDATION

Approval of Resolution 23-R-82.

Attachments

TEFRA Minutes
Resolution 23 R 82 bonds

MINUTES OF PUBLIC HEARING

Re: Texas Home Collaborative
Multifamily Housing Revenue Bonds
(1518 Apartments)

The undersigned had the public hearing called to order at 9:18 a.m. on August 1, 2023, and conducted telephonically on behalf of the City of Schertz and its residents pursuant to Section 147(f) of the Internal Revenue Code and Revenue Procedure 2020-21.

The public hearing, required under Section 147(f) of the Internal Revenue Code of 1986, was declared open for purposes of discussing the Bonds, the proceeds of which will be loaned to 1518 Apartments Ltd to acquire, rehabilitate and maintain a multifamily residential rental facility to be known as the 1518 Apartments located at approximately 9120 FM 1518, Schertz, Texas 78154.

The required notice of the public hearing for the Project was published in the San Antonio Express-News, being a newspaper of general circulation in the specific location of the Project and in the jurisdiction in which the public hearing was held, as set forth in the affidavit of publication attached hereto as Exhibit A.

No comments were made by the general public at the public hearing with respect to the Project.

After sufficient time was given for all present to make their comments with respect to the Bonds and the Project, the public hearing was declared closed.

Dated as of August 1, 2023.

Tarisha Duson
Hearing Officer

EXHIBIT A

AFFIDAVIT OF PUBLICATION
(SEE ATTACHED)

San Antonio Express - News
AFFIDAVIT OF PUBLICATION

STATE OF TEXAS:
COUNTY OF BEXAR

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared, a Newspaper Representative for the Hearst Newspapers, LLC – dba: San Antonio Express - News, a newspaper published in COUNTY OF BEXAR County, Texas and that the publication, of which the annexed herein, or attached to, is a true and correct copy, was published to wit:

Customer ID	Customer	Order ID	Publication	Pub Date
20004691	COATS ROSE	34286187	SAE Express-News	07/21/23

Newspaper Representative Signature

Monica Mendoza
Newspaper Representative Printed Name

Sworn and subscribed to before me, this 24 day of July A.D. 2023.

Notary Public in and for the State of Texas

TAMIKA PERRY
Notary Public, State of Texas
Comm. Expires 05-05-2027
Notary ID 134344618

NOTICE OF PUBLIC HEARING

Notice is hereby given of a public hearing to be held on behalf of the City of Schertz, Texas (the "City"), on August 1, 2023, at 9:15 a.m., via teleconference by dialing the toll-free number 1-877-746-4263, access code 0235201#. This hearing is for the purpose of considering the approval of the issuance of multifamily housing revenue bonds (the "Bonds") to be issued by Texas Home Collaborative (the "Issuer"), a non-profit public facility corporation created by the Housing Authority of the City of Texarkana, Texas. The Bonds will be issued by the Issuer in one or more series of tax-exempt bonds in an aggregate principal amount not to exceed $44,000,000. The proceeds of the Bonds will be loaned to 1518 Apartments Ltd. (or a related person or affiliate thereof) (the "Borrower"), to finance a portion of the costs of the acquisition and construction of a multifamily residential rental development to be known as the 1518 Apartments (the "Development"), containing approximately 300 units and located at approximately 9120 FM 1518, Schertz, Bexar County, Texas 78154.

The Bonds will be issued pursuant to the provisions of the Texas Public Facility Corporations Act, Local Government Code, Chapter 303, Vernon's Texas Code, as amended (the "Act"). The Bonds are expected to be issued as "exempt facility bonds" for a qualified residential rental project pursuant to Section 142(a)(7) and (d) of the Internal Revenue Code of 1986, as amended (the "Code"). The initial owner, operator or manager of the Development will be the Borrower identified above.

All interested persons are invited to attend such public hearing to express their views with respect to the Development and the issuance of the Bonds. Questions, comments or requests for additional information may be directed to Mr. Antonio Williams, Texas Home Collaborative, 1611 N. Robison Road, Texarkana, Texas 75501 or (903) 838-8548.

This notice is published and the above-described hearing is to be held in satisfaction of the requirements of Section 147(f) of the Internal Revenue Code of 1986, as amended, regarding the public approval prerequisite to the exclusion from gross income for federal income tax purposes of the interest on the Bonds, other than any taxable bonds.

RESOLUTION NO. 23-R-82

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS GIVING APPROVAL FOR THE TEXAS HOME COLLABORATIVE TO ISSUE MULTIFAMILY HOUSING REVENUE BONDS SERIES 2023 IN AN AMOUNT NOT TO EXCEED $44,000,000, THE PROCEEDS BEING LOANED TO 1518 APARTMENTS LTC. TO FINANCE THE 1518 APARTMENTS, AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, Texas Home Collaborative (the "Issuer"), a public facility corporation created by the Housing Authority of the City of Texarkana, Texas, has induced the issuance of Multifamily Housing Revenue Bonds (1518 Apartments) Series 2023 (the "Bonds"), to be issued in one or more series of tax-exempt bonds in an aggregate principal amount not to exceed $44,000,000. The proceeds of the Bonds will be loaned to 1518 Apartments Ltd. (the "Borrower"), to finance a portion of the costs of the acquisition and construction of a residential rental development to be known as the 1518 Apartments (the "Project");

WHEREAS, Section 147(f) of the United States Internal Revenue Code of 1986, as amended (the "Code"), requires the Issuer to obtain the approval of the City of Schertz (the "City") as the local jurisdiction wherein the Project is situated before the Bonds can be issued;

WHEREAS, the City Council is informed that the requisite public hearing required by the Code was held by the Issuer on August 1, 2023, and minutes of the hearing have been provided to the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS:

Section 1. The City Council gives its approval for the Issuer to issue the Bonds, the proceeds of which will be loaned to the Borrower to finance the costs of acquisition, construction and equipping the Project located at approximately 9120 FM 1518, Schertz, Texas 78154. Solely for the purposes of approval under Section 147(f) of the Code, the prior actions taken in connection with the hearing are hereby ratified, confirmed and approved as actions taken for the benefit of the Governing Body.

Section 2. The Mayor and City Secretary are authorized and directed to take any action and to execute and deliver and documents that are necessary or advisable to comply with the terms of this Resolution and the issuance of the Bonds.

Section 3. NOTHING IN THIS RESOLUTION SHALL BE CONSTRUED TO CREATE ANY OBLIGATION WHATSOEVER OF THE CITY WITH RESPECT TO THE REPAYMENT OF THE BONDS. THE BONDS SHALL NEVER CONSTITUTE AN INDEBTEDNESS OR PLEDGE OF THE CITY WITHIN THE MEANING OF ANY CONSTITUTIONAL OR STATUTORY PROVISION, AND THE BONDS SHALL NEVER BE PAID IN WHOLE OR IN PART OUT OF ANY FUNDS RAISED OR TO BE RAISED BY TAXATION OR ANY OTHER REVENUES OF THE CITY.

Section 4. This Resolution is adopted solely for the purposes of approval under Section 147(f) of the Code and shall not be construed as a representation, warranty, or other understanding of any kind by the City in respect of the Bonds or the Project. In particular, but without limiting the forgoing, THIS RESOLUTION DOES NOT CONSTITUTE ZONING APPROVAL, APPROVAL OF ANY BUILDING PERMIT, OR ANY OTHER APPROVAL REQUIRED BY THE CITY IN REGARD TO THE PROJECT.

PASSED AND ADOPTED, this __th day of _____ 2023

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____

Sheila Edmondson, City Secretary

(CITY SEAL)

Agenda No. 10.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 15, 2023**
Department:	**Facility & Fleet**
Subject:	**Resolution 23-R-69 - Authorizing the updated expenditures associated with the FY 22-23 Vehicle/Equipment Replacement Program. (B.James/D.Hardin Trussell/C.Hernandez)**

BACKGROUND

In September and October of 2022, City Council approved Resolutions 22-R-100 and 22-R-117 authorizing vehicle purchases for FY 22-23 from multiple vendors. Those vendors have struggled to deliver the ordered vehicles due to inflation, product shortage, production issues and only a few are anticipated to be received. As such, staff began looking at other vendors to procure the needed vehicles. Staff is proposing to purchase 15 vehicles from six different vendors. All the vendors are members of purchasing cooperatives. Given the difficulty in procuring vehicles, staff is proposing to procure different makes, models or colors in some cases - for instance a Chevrolet Crew Cab 4 x 4 instead of a Ford F150 Crew Cab. The overall cost for these 15 vehicles has decreased by approximately $40,000 from the original purchase price.

GOAL

The goal is to purchase 15 vehicles from six dealerships as part of the City's FY 22-23 vehicle replacement program.

COMMUNITY BENEFIT

Having a current and operational Fleet will provide all departments with the necessary vehicles and equipment to perform their assigned duties within the City of Schertz and reduce the maintenance cost of an aging fleet.

SUMMARY OF RECOMMENDED ACTION

Approval of Resolution 23-R-69 will authorize staff to purchase up to 15 vehicles from the six vendors listed for up to the total amount per vendor.

FISCAL IMPACT

The total cost of these vehicles is just under $740,000. Funds were budgeted as part of the City's FY 2033/23 budget.

RECOMMENDATION

Approval of Resolution 23-R-69.

Attachments

Res 23 R 69

RESOLUTION NO. 23-R-69

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING THE UPDATED EXPENDITURES ASSOICATED WITH THE FY 22-23 VEHICLE/EQUIPMENT REPLACEMENT PROGRAM IN AN AMOUNT NOT TO EXCEED $1,640,697 AND OTHER MATTERS IN CONNECTION THEREWITH.

WHEREAS, the Schertz Fleet Department has a need to purchase multiple vehicles, equipment as part of the Vehicle Replacement Program; and

WHEREAS, the Schertz Fleet Department has done due diligence in researching what vehicle best fits the needs of the department, to obtain the best pricing/availability, and to provide the best quality of vehicles; and

WHEREAS, the Schertz City Council approved Resolutions 22-R-100 and 22-R-117 authorizing vehicle Purchases from Silsbee Ford and Caldwell Ford and said vehicles were ordered in September 2022; and

WHEREAS, due to supply issues, the vehicles have still not been manufactured or received; and there is no current estimated timeframe to receive said vehicles; and

WHEREAS, the Schertz Fleet Department has identified local dealerships that have some of the originally ordered vehicles (or comparable alternative) available currently; and

WHEREAS, the City Council has determined that it is in the best interest of the City to authorize the City Manager to issue Purchase Orders to the local dealerships for vehicle purchases.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS THAT:

The City Council hereby authorizes expenditures of up to $44,500 with Jordan Ford, $187,000 with Reliable Chevrolet, $240,000 with Lake Country Chevrolet, $102,000 with Caldwell Country Chevrolet**,** $71,000 with Cavender Auto County Chevrolet and $59,500 with Gunn Chevrolet.

The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND ADOPTED, this ____ day of _____, 2023.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

Vehicle Purchase Breakdown

JORDAN FORD		Department	Co-op
POLICE INTECEPTOR	$44,500.00	PD	
TOTAL	$44,500.00		

RELIABLE CHEVROLET			
CHEVY 3500 SERVICE BODY	$52,500.00	Streets	TIPS USA
CHEVY 2500 KUV BODY	$52,500.00	Faclities	TIPS USA
CHEVY 4X4 BLACK CREW CAB	$41,000.00	PD	TIPS USA
CHEVY 4X4 GREY CREW CAB	$41,000.00	PD	TIPS USA
TOTAL	$187,000.00		

CALDWELL COUNTRY			
CHEVROLET EQUINOX	$27,500.00	Engineering	Buyboard
CHEVROLET EQUINOX	$27,500.00	Planning	Buyboard
CHEVROLET CREW CAB 4X4	$47,000.00	N/S PC&D	Buyboard
TOTAL	$102,000.00		

TOTAL EXPENDITURES $704,000.00

GUNN CHEVROLET		Department	Co-op
CHEVROLET 3500 DUMP BED	$59,500.00	Drainage	Buyboard
TOTAL	$59,500.00		

CAVENDER AUTO COUNTRY CHEVROLET BUICK GMC		Department	Co-op
2024 CHEVROLET SILVERADO CC	$71,000.00	Fire	Sourcewell
TOTAL	$71,000.00		

LAKE COUNTRY CHEVROLET		Department	Co-op
CHEVROLET CREW CAB 4X4	$48,000.00	Engineering	Tips USA
CHEVROLET CREW CAB 4X4	$48,000.00	PARKS	Tips USA
CHEVROLET CREW CAB 4X4	$48,000.00	PARKS	Tips USA
CHEVROLET CREW CAB 4X4	$48,000.00	WATER	Tips USA
CHEVROLET CREW CAB 4X4	$48,000.00	MOTORPOOL	Tips USA
	$240,000.00		

Agenda No. 11.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 15, 2023**
Department:	**Public Works**
Subject:	**Resolution 23-R-73 - Approving the SSLGC Fiscal Year 2023-2024 Water Rates. (B.James/L.Busch)**

BACKGROUND

In order for the City's corporate partner, the Schertz/Seguin Local Government Corporation (SSLGC) to provide water at the lowest rate possible, SSLGC utilizes the services of Willdan Financial Services as a rate consultant to evaluate and advance its model annually. This helps to keep rate increases minimal and to keep SSLGC revenue appropriate for current and future operations.

For Fiscal Year 2023-24, the SSLGC Board is recommending and has approved with SSLGC Resolution SSLGC R23-08 an increase in the water rates of $0.015 per 1,000 gallons. The City of Seguin approved the proposed rates on August 1, 2023.

GOAL

To have the City of Schertz City Council approve the SSLGC FY2023-24 water rates.

COMMUNITY BENEFIT

The City of Schertz is a member of the Schertz/Seguin Local Government Corporation. It is through the SSLGC that the City provides water to its residents and businesses. Approval of the water rates will ensure that the residents and businesses of Schertz will continue to receive this vital service.

SUMMARY OF RECOMMENDED ACTION

Staff recommends approval of the Resolution adopting the SSLGC FY2023-2024 water rates.

FISCAL IMPACT

Estimated water rate revenue from the City of Schertz for FY2023-2024 is at $3,656,863.

RECOMMENDATION

Approval of Resolution 23-R-73.

Attachments

Resolution 23-R-73

RESOLUTION NO. 23-R-73

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS APPROVING THE SCHERTZ SEGUIN LOCAL GOVERNMENT CORPORATION FISCAL YEAR 2023-24 WATER RATES, AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City of Schertz is a partner in and receives the majority of its potable drinking water supply from a local government corporation known as the Schertz Seguin Local Government Corporation (SSLGC); and

WHEREAS, the SSLGC is required to produce and follow an annual budget for each fiscal year and revenue to conduct operations is a key piece of this annual budget; and

WHEREAS, the City staff of the City of Schertz has recommended that the City approve the proposed SSLGC Fiscal Year 2023-24 Water Rates as adopted by the SSLGC Board of Directors in Resolution # SSLGC R23-08 (Exhibit A); and

WHEREAS, the City Council has determined that it is in the best interest of the City to approve the rates to ensure that the citizens and businesses of Schertz continue to receive excellent and vital water service.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS THAT:

Section 1. The City Council hereby authorizes the approval of the Schertz/Seguin Local Corporation Fiscal Year 2023-24 Water Rates as proposed in Exhibit B**.**

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

Section 3. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this

Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 7. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND ADOPTED, this ____ day of _____, 2023.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

Exhibit A

Resolution # SSLGC R23-08

Resolution # SSLGC R23-08

SCHERTZ/SEGUIN LOCAL GOVERNMENT CORPORATION
STATE OF TEXAS
COUNTY OF GUADALUPE

A RESOLUTION ADOPTING THE SCHERTZ/SEGUIN LOCAL GOVERNMENT CORPORATION FISCAL YEAR 2023-2024 WATER RATES

WHEREAS, the Schertz/Seguin Local Government Corporation provides water to several entities; and

WHEREAS, expenses are incurred in providing the water; and

WHEREAS, it is necessary to set water rates to be assessed for the provision of the water in order to cover expenses; and

WHEREAS, the Schertz/Seguin Local Government Corporation has adopted a revenue requirement system using the AWWA cash basis of ratemaking and adopted a minimum debt coverage ratio requirement of 1.25 or greater; and

WHEREAS, the water rate schedule for the fiscal year 2023-2024 for the Schertz/Seguin Local Government Corporation is attached.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SCHERTZ/SEGUIN LOCAL GOVERNMENT CORPORATION:

The water rates for fiscal year 2023-2024 to be effective October 1, 2023 are hereby approved and adopted.

Passed and approved this the **20th** day of **July, 2023**.

Robin V. Dwyer

Robin Dwyer, Vice-President

Attest:

_____

Heath Anders, Secretary

OR

_____

Richard Dziewit, Assistant Secretary

SIGNED ORIGINAL(S): 1

Exhibit B

SSLGC WATER RATES FOR FY2023-2024

SSLGC WATER RATES FOR FY2023-2024

Effective October 1, 2023

1.	**Water Rate for Schertz and Seguin**	
	Operations and Maintenance	$0.945
	Water Leases	$0.730
	Rate per 1,000 gallons	**$1.675**
2.	**Water Rate for Selma (Selma Contract #1) and Universal City**	
	Operations and Maintenance	$0.945
	Water Leases	$0.730
	Transportation	$0.380
	Cities Distribution	$0.190
	Rate per 1,000 gallons	**$2.245**
3.	**Water Rate for Springs Hill**	
	Operations & Maintenance	$0.945
	Water Leases	$0.730
	Rate per 1,000 gallons	**$1.675**
4.	**Water Rate for Selma 2015 (Selma Contract #2)**	
	Operations & Maintenance	$0.945
	Water Leases	$0.730
	Cities Distribution	$0.190
	Rate per 1,000 gallons	**$1.865**
5.	**Water Rate for SAWS – T1**	
	Operations & Maintenance	$0.945
	Rate per 1,000 gallons	**$0.945**
6.	**Water Rate for SAWS – T2**	
	Operations and Maintenance	$0.945
	Water Leases	$0.730
	Rate per 1,000 gallons	**$1.675**

SSLGC BOARD APPROVED: 07-20-2023
Date/Time Printed: 7/26/2023 12:59:53 PM

Agenda No. 12.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 15, 2023**
Department:	**Public Works**
Subject:	**Resolution 23-R-74 - Approving the SSLGC Fiscal Year 2023-2024 Annual Budget. (B.James/L.Busch)**

BACKGROUND

The Schertz/Seguin Local Government Corporation (SSLGC) General Manager has submitted their FY 2023-24 Annual Budget for approval by the Schertz City Council. The SSLGC Board of Directors approved the budget on July 20, 2023. The Cities of Seguin and Schertz must also approve their budget. The City of Seguin approved it on August 1, 2023.
This proposed budget shows an increase in total expenses of approximately 17%. The Budget Summary (pages 1-4) outline the areas of increase.

GOAL

To approve the SSLGC FY2023-24 Annual Budget.

COMMUNITY BENEFIT

The City of Schertz is a member of the Schertz/Seguin Local Government Corporation. It is through SSLGC that the City provides water to it citizens and businesses. Approval of the annual budget will ensure that the citizens and businesses of Schertz will continue to receive this vital resource and service.

SUMMARY OF RECOMMENDED ACTION

Staff recommends approval of the Resolution approving the proposed SSLGC FY2023-24 Annual Budget.

FISCAL IMPACT

This budget is based on SSLGC expenses and anticipated revenue based on the approved rates.

RECOMMENDATION

Approval of Resolution 23-R-74.

Attachments

Res 23 R 74 SSLGC Budget

RESOLUTION NO. 23-R-74

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS APPROVING THE SCHERTZ SEGU4N LOCAL GOVERNMENT CORPORATION FISCAL YEAR 2023-2024 ANNUAL BUDGET, AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the Schertz Seguin Local Government Corporation (SSLGC) is a corporation for the provision of and transportation of water wholly owned by both the City of Schertz and the City of Seguin; and

WHEREAS, SSLGC by-laws require that the corporation establish an annual budget and said annual budget must be approved by the SSLGC Board of Directors and both the City of Schertz and the City of Seguin; and

WHEREAS, the proposed FY 2023-24 Fiscal Year Budget has been approved by the SSLGC Board of Directors at their regularly scheduled July Board Meeting by SSLGC Resolution # R23-11 (Exhibit A); and

WHEREAS, the City staff of the City of Schertz recommends that the City approve the Schertz Seguin Local Government Corporation Fiscal Year 2023-24 Annual Budget; and

WHEREAS, the City Council has determined that it is in the best interest of the City to approve the budget to ensure that the citizens and businesses of Schertz continue to receive excellent and vital water service.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS THAT:

Section 1. The City Council hereby authorizes the approval of the Schertz/Seguin Local Corporation Fiscal Year 2023-24 Annual Budget as proposed in Exhibit B.

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

Section 3. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 7. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND ADOPTED, this ____ day of _____, 2023.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

Exhibit A

Resolution # SSLGC R23-11

Resolution # SSLGC R23-11

SCHERTZ/SEGUIN LOCAL GOVERNMENT CORPORATION
STATE OF TEXAS
COUNTY OF GUADALUPE

A RESOLUTION ADOPTING THE SCHERTZ/SEGUIN LOCAL GOVERNMENT CORPORATION FISCAL YEAR 2023-2024 BUDGET AND MAKING APPROPRIATION IN ACCORDANCE WITH SAID BUDGET

WHEREAS, in accordance with the Schertz/Seguin Local Government Corporation Bylaws, it is necessary to adopt a budget for the fiscal year 2023-2024; and

WHEREAS, a proposed annual budget for the period commencing October 1, 2023 and ending September 30, 2024 has been prepared by the Schertz/Seguin Local Government Corporation Financial Officer and the City of Seguin Director of Finance, and the Board of Directors has considered the proposed budget; and

WHEREAS, the budget for the fiscal year 2023-2024 for the Schertz/Seguin Local Government Corporation is attached.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SCHERTZ/SEGUIN LOCAL GOVERNMENT CORPORATION:

The budget for the fiscal year commencing October 1, 2023 and ending September 30, 2024 is hereby approved and adopted.

Passed and approved this the **20th** day of **July, 2023.**

Robin V. Dwyer

Robin Dwyer, Vice-President

Attest:

Heath Anders, Secretary

OR

Richard Dziewit, Assistant Secretary

SIGNED ORIGINAL(S): 1

Exhibit B

SSLGC Annual Budget FY2023-2024

Schertz Seguin

LOCAL GOVERNMENT CORPORATION

FY2023-2024 BUDGET

TABLE OF CONTENTS

General Manager/Assistant General Manager's letter 1

Budget Summary 4
Operating Fund 5
Construction Fund 9
2022 Bond Fund 12
I&S Fund 15
Repair/Replacement Fund 18
Future Development Fund 21
Impact Fee Fund 24
Reserve Fund 27
Rate Stabilization 29
SAWS I&S Fund 32
Capital Improvement Projects/Equipment 5-Year Plan 35

Schertz Seguin

LOCAL GOVERNMENT CORPORATION

TO: Board of Directors

FROM: Andrew McBride, General Manager

SUBJECT: FY24 Budget

DATE: July 20, 2023

On behalf of SSLGC staff, I present the FY24 Budget for the Schertz/Seguin Local Government Corporation. The annual budget is presented to provide a comprehensive review of SSLGC's operations and services during the new fiscal year beginning on October 1, 2023.

In presenting the FY24 Budget, I would like to recognize Susan Caddell, Finance Director of the City of Seguin; Clarissa Barrientes, Office Administrator; Daniel Myers, Operations Manager, and Derrik Wesch, Superintendent for their contributions to the development of the FY24 Budget.

Each year's budget process offers unique challenges in presenting a balanced budget which maintains SSLGC's successful delivery of quality potable water with the least impact possible on our customers through utility rates. During FY24, the Guadalupe Water Treatment Plant is anticipated to come online which is reflected in the in presented budget. The specific budgets are presented in detail for your review.

Review of FY2022-23 Budget

Overall, the FY23 expenditures are estimated to be lower than budget appropriations. The projected Operating Fund expenditures are $9,249,750 which is $458,510 below budgeted expenditures.

The projected FY2022-23 Operating Fund revenues are projected to be $10,504,785 which is $99,450 above the budgeted revenues.

FY24 Operating Fund Revenues

When compared to FY23, the projected FY24 Operating Fund Revenues show an increase of $1,556,532 which represents an increase of 15.0%.

FY 24 Operating Fund Expenditures

The FY24 expenditures increased $1,642,685, or 17% when compared to FY23. Costs for personnel and benefits represent 17.8% of the total Operating Fund expenditures.

Significant increases in expenditures include:

Item	Increase Amount
(1) Electric (23.8%) This amount is due to the addition of the Guadalupe Plant	$475,000
(2) Chemicals (27.3%) This amount is due to substantial increases in the price of chemicals used in the water treatment process.	$300,000
(3) Salaries and Benefits (9.7%) Includes a 3% cost of living and 2.5% merit increase and a new position	$178,575
(4) Water Leases – Gonzales County (4.2%) This amount is due to projected increases in water lease payments for water rights held within Gonzales County.	$95,900

Personnel

The proposed budget includes a 2.5% merit increase for SSLGC's City of Seguin employees. There is currently a salary study pending implementation for the City of Seguin employees. The proposed budget includes up to a 4.8% ECI increase for SSLGC's City of Schertz employees. The merit increases are based on annual employee performance ratings.

Capital Improvement Projects

The proposed SSLGC Capital Improvement projects include the following projects that are recommended to be funded through:

Issuance of Revenue Bonds:

Gonzales Well Improvements Project (2 wells) $2,000,000
These funds will be used for the rehabilitation of the original Gonzales well sites. It will include new pumps and motors, electrical/SCADA equipment and pipe maintenance.

Gonzales WTP Train #1 Pressure Filter Rehabilitation Project $1,000,000
These funds will be used for to sandblast, paint, replace media/valves and repair piping for a bank of filters.

Pipeline Condition Assessment (Gonzales WTP to Surge Tank) $1,100,000
These funds will be used to evaluate the condition of the original pipeline in preparation for the next phase of the parallel pipeline project.

Repair and Replacement Fund:

Gonzales WTP Train #2 Gravity Filter Valve/Actuator Replacement $750,000
These funds will be used as part of a two-year project to replace all failing valves and actuators in this filter complex.

Gonzales WTP Train #2 Backwash Flow Control Valve Replacement/Add Isolation $175,000
These funds will be used for the replacement of a failing flow control valve and the addition of needed isolation valves.

Pump and Motor $400,000
These annual funds will be used for the repair and replacement of large capital assets.

Valve and Actuator $150,000
These annual funds will be used for the repair and replacement of large capital assets.

Electrical $50,000
These annual funds will be used for the repair and replacement of electrical components not typically associated with the other large capital assets.

Plant/Wellfield $100,000
These annual funds will be used for the repair and replacement of assets not typically associated with the other large capital assets.

Water Transmission Lines $150,000
These funds will be used for repairs on water transmission pipelines and associated appurtenances.

Impact Fee Fund

Gonzales WTP Security Cameras and Access-Controlled Gates Installation $200,000
These funds will be used for the installation of site security cameras and Access-controlled gates for the Gonzales WTP.

Impact Fee Study $25,000
These funds will be used for an impact fee study that is required every 5 years.

Future Development Fund:

Existing Wellfield Fencing/Entrances and Road Improvements $150,000
These funds will be used to address issues with the Gonzales Wellfield site fencing and all-weather roads.

Gonzales WTP Laboratory/SCADA Area Expansion and Remodel $50,000
These funds will be used to enlarge the lab/SCADA area and remodel.

Capital Equipment

The FY24 Operating Fund includes $275,000 for the purchase of two new service vehicles and the lease of a new General Manager vehicle.

Conclusion

The presented proposed FY24 Budget represents a balanced budget which will enable the Schertz/Seguin Local Government Corporation to continue to provide quality potable water to its valued customers.

SCHERTZ-SEGUIN LOCAL GOVERNMENT CORPORATION
2023-24 BUDGET
SUMMARY - ALL FUNDS

Fund	Estimated Working Capital 10/1/2023	Estimated Revenues	Transfers In	Proposed Expenditures	Transfers Out	Estimated Working Capital 9/30/2024
Operating Fund	3,766,438	11,161,867	800,000	10,750,945	600,000	4,377,360
Construction Fund	5,985,228	20,000	-	6,005,228	-	0
2022 Bond Fund	4,579,500	78,500	-	4,450,000	-	208,000
I&S Fund	1,710,606	7,998,027	-	7,750,719	-	1,957,914
Repair/Replacement Fund	5,837,989	230,700	600,000	2,859,903	-	3,808,786
Future Development Fund	3,052,715	477,895	-	2,573,500	-	957,110
Impact Fund	5,424,352	620,200	-	4,602,000	-	1,442,552
Reserve Fund	1,432,172	50,000	-	-	-	1,482,172
Rate Stabilization Fund	1,928,288	80,200	-	-	800,000	1,208,488
SAWS I&S Fund	167,830	1,393,488	-	1,389,988	-	171,330

The City of Seguin is utilized for services for the Schertz/Seguin Local Government Corporation (SSLGC) in accordance with a management services agreement between the City of Seguin, the City of Schertz and SSLGC. The City of Seguin is the employer of record for all positions listed below with the exception of the General manager and Assistant General Manager. The Schertz/Seguin Local Government Corporation reimburses the City of Schertz for all costs for the Schertz positions. Since the City of Seguin is utilized for both financial and human resources administration services through the management services agreement, costs for Seguin positions are transferred directly from SSLGC accounts.

Personnel Schedule

Position Title:	21/22	22/23	23/24
General Manager	1	1	1
Assistant General Manager	1	1	0
Electrical Journeyman	0	0	1
Office Administrator	1	1	1
Operations Manager	1	1	1
Water System Superintendent	1	1	1
Part-Time Administrative Tech.	1	1	1
Operator I	9	6	4
Operator II	4	4	7
Operator III	1	3	2
Operator IV	0	1	1
Service Worker	1	1	1
	--	--	--
Total	21	21	21

BUDGET SUMMARY

This budget includes the following:

1. A new position of an Electrical Journeyman in lieu of filling the Assistant General Manager position.
2. An increase of $275,000 in Transportation-Vehicles. This is to replace current vehicles as well as a leased vehicle for the General Manager.

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2023-24 Budget - SSLGC Operating Revenues

Account Number	Account Name	FY 2022 Actual	FY 2023 Budget	FY 2023 03/31/23	FY 2023 Estimates	FY2024 Budget
058 - SCHERTZ-SEGUIN GOV'T CORP OPERATING FUND						
Revenue						
Charges for Services						
058-341005	SAWS Well Field Operation	90,624	93,316	46,658	93,316	96,115
Charges for Services Total:		**90,624**	**93,316**	**46,658**	**93,316**	**96,115**
Utility						
058-343007	Water Sales	9,929,405	10,174,065	4,929,036	10,174,065	10,838,705
Utility Totals:		**9,929,405**	**10,174,065**	**4,929,036**	**10,174,065**	**10,838,705**
Interest Revenues						
058-361002	Investment Pools Interest Earnings	3,180	1,000	2,139	2,200	2,000
058-361004	Texas CLASS Interest Earnings	16,834	1,000	80,601	95,000	85,000
058-361020	Restricted Cash	1,269	200	423	450	400
Interest Revenues Totals:		**21,283**	**2,200**	**83,163**	**97,650**	**87,400**
Miscellaneous Revenues						
058-362030	Miscellaneous Revenues	13,707	6,000	3,971	10,000	7,500
Miscellaneous Revenues Totals:		**13,707**	**6,000**	**3,971**	**10,000**	**7,500**
Lease Revenues						
058-363060	Grazing Leases	119,169	129,754	83,739	129,754	132,147
Lease Revenues Totals:		**119,169**	**129,754**	**83,739**	**129,754**	**132,147**
Intragovernmental Transfers						
058-391057	Transfer from Rate Stab. Fund	-	-	-	-	800,000
Sale of Fixed Assets Totals:		**-**	**-**	**-**	**-**	**800,000**
SCHERTZ-SEGUIN GOV'T CORP OPERATING FUND Totals:		**10,174,188**	**10,405,335**	**5,146,567**	**10,504,785**	**11,961,867**

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2023-24 Budget - SSLGC Operating Expenditures

Account Number	Account Name	FY2022 Actual	FY2023 Budget	FY2023 03/31/23	FY2023 Estimates	FY2024 Budget
058 - SCHERTZ-SEGUIN GOV'T CORP OPERATING FUND						
55 - SSLGC						
11 - Salaries						
058-5500-110100	Regular Salaries	964,934	1,160,000	374,404	850,000	1,275,010
058-5500-112000	Overtime/On Call	99,227	102,000	59,863	102,000	110,500
058-5500-112100	Holiday Pay	17,275	19,000	12,206	19,000	20,000
11 - Salaries Totals:		1,081,436	1,281,000	446,474	971,000	1,405,510
12 - Benefits						
058-5500-121000	Payroll Taxes	81,344	96,360	36,209	96,360	106,535
058-5500-122000	Retirement	231,698	272,760	106,471	272,760	309,210
058-5500-123000	Health Insurance	128,660	180,480	62,326	180,480	185,000
058-5500-123100	Life Insurance	970	1,260	454	1,260	1,300
058-5500-124000	Workers' Compensation	8,787	10,670	5,906	10,670	13,550
12 - Benefits Totals:		451,460	561,530	211,367	561,530	615,595
32 - Professional Services						
058-5500-320500	Professional Services	126,076	293,000	74,382	251,000	187,000
058-5500-321000	Annual Audit	12,900	13,300	0	13,300	13,300
058-5500-321200	Consultant Services	109,661	120,000	47,652	115,000	127,200
058-5500-321500	Attorney Fees	32,872	42,378	13,002	30,000	50,000
058-5500-321600	Landfill Opposition	2,730	5,000	150	1,000	5,000
058-5500-323500	Solid Waste Contract	5,750	5,550	2,539	5,500	6,940
32 - Professional Services Totals:		289,989	479,228	137,724	415,800	389,440
34 - Technical Services						
058-5500-342100	Gonzales Underground Water District	98,711	100,000	38,938	100,000	100,000
058-5500-342200	City Distribution Fees	69,696	51,000	27,236	51,000	110,000
058-5500-342400	GCGCD Permit Fee	173,472	173,500	86,736	173,500	220,000
058-5500-342500	GCUWCD Mitigation Fund Pymt	69,436	69,500	65,397	69,500	69,500
058-5500-343000	Testing/Inspection Fees	22,728	23,000	9,397	23,000	23,000
34 - Technical Services Totals:		434,043	417,000	227,704	417,000	522,500
41 - Utilities Services						
058-5500-411000	Electric	2,055,168	2,000,000	980,533	2,000,000	2,475,000
058-5500-412000	Water	648	800	340	750	800
058-5500-413000	Sewer	755	800	395	750	800
058-5500-414000	Gas-Centerpoint	993	980	954	1,000	1,000
058-5500-415200	Telephone-Mobile Phone	5,917	5,000	2,742	5,000	5,000
058-5500-415300	Internet Access	0	5,400	727	2,000	5,400
41 - Utilities Services Totals:		2,063,481	2,012,980	985,691	2,009,500	2,488,000
43 - Repair and Maintenance						
058-5500-431200	Office Maintenance-Computer	3,001	3,500	1,749	3,500	3,500
058-5500-432100	V&E Maint.-Motor Vehicles	12,120	22,622	14,915	20,000	15,000
058-5500-432200	V&E Maint.-Machine & Tool	7,888	15,000	2,173	15,000	15,000
058-5500-432300	V&E Maint.-Heavy Equipment	1,720	9,000	4,942	8,500	9,000
058-5500-432400	V&E Maint.-Communications	41,409	25,000	15,820	25,000	25,000
058-5500-432500	V&E Maint.-Pumps & Motors	133,706	50,000	29,040	50,000	50,000
058-5500-433000	Buildings Maintenance	41,751	25,000	6,896	25,000	30,000
058-5500-434601	L&I Maint.-WATER System	56,560	100,000	8,279	40,000	100,000
058-5500-436000	Property Maintenance	13,235	6,080	1,198	10,000	45,000
43 - Repair and Maintenance Totals:		311,390	256,202	85,012	197,000	292,500
44 - Rental						
058-5500-441000	Equipment Rental	3,870	7,000	1,386	5,000	7,000
058-5500-443501	Water Leases-Guadalupe County	516,104	675,200	339,618	675,200	679,300
058-5500-443502	Water Leases-Gonzales County	2,192,104	2,305,400	1,167,663	2,305,400	2,401,300
44 - Rental Totals:		2,712,078	2,987,600	1,508,667	2,985,600	3,087,600

		FY2022 Actual	FY2023 Budget	FY2023 03/31/23	FY2023 Estimates	FY2024 Budget
52 - Insurance						
058-5500-521000	Building/Auto Liability	136,691	150,000	154,187	150,000	151,000
058-5500-524000	Unemployment Insurance	0	2,000	0	0	2,000
52 - Insurance Totals:		136,691	152,000	154,187	150,000	153,000
54 - Advertising						
058-5500-541000	Publication of Notices	1,998	5,000	276	2,000	5,000
54 - Advertising Totals:		1,998	5,000	276	2,000	5,000
61 - General Supplies						
058-5500-611000	Office Supplies	3,695	6,000	1,984	5,500	6,000
058-5500-612000	Postage	832	1,200	499	1,000	1,200
058-5500-613000	Operating Supplies	3,511	6,000	1,782	4,000	6,000
058-5500-613300	Chemicals	832,620	1,100,000	497,911	1,100,000	1,400,000
058-5500-613500	Laboratory Supplies	12,519	15,000	3,423	13,000	20,000
058-5500-614300	Safety Supplies	4,302	5,000	433	4,000	5,000
058-5500-616000	Uniforms	3,275	6,500	3,894	6,500	7,500
058-5500-618000	Minor Tools and Equipment	7,500	5,000	3,642	5,000	5,000
61 - General Supplies Totals:		868,253	1,144,700	513,568	1,139,000	1,450,700
62 - Energy and Fuel						
058-5500-621000	Gasoline	27,636	21,000	13,228	21,000	28,000
62 - Energy and Fuel Totals:		27,636	21,000	13,228	21,000	28,000
65 - Miscellaneous						
058-5500-655100	Employee Recognition	2,129	2,000	618	1,800	2,000
058-5500-655200	Recruitment	0	4,000	0	1,000	4,000
65 - Miscellaneous Totals:		2,129	6,000	618	2,800	6,000
66 - Education						
058-5500-661000	Seminar Tuition	7,674	6,000	2,570	6,000	6,000
058-5500-662000	Certification Fees	938	2,000	410	2,000	2,000
058-5500-665000	Travel and Lodging	3,902	6,000	55	3,500	6,000
058-5500-665500	Meals	1,265	1,200	343	1,000	1,200
058-5500-666000	Dues	5,530	3,600	0	3,000	3,600
058-5500-667000	Subscriptions	415	300	0	300	300
66 - Education Totals:		19,724	19,100	3,378	15,800	19,100
67 - Public Relations						
058-5500-671000	Public Relations	4,675	6,000	2,593	2,800	3,000
67 - Public Relations Totals:		4,675	6,000	2,593	2,800	3,000
70 - Capital Outlay						
058-5500-703000	Impr. Other Than Buildings	0	0	4,188	0	0
058-5500-706100	Mach. & Equip.-Office	6,305	0	0	0	0
058-5500-706500	Machine & Equipment-Small Equipment	0	13,920	13,920	13,920	10,000
058-5500-707100	Transportation-Vehicles	30	0	0	0	275,000
70 - Capital Outlay Totals:		6,335	13,920	18,108	13,920	285,000
82 - Intragvrnmntl. Transfers						
058-5500-825700	Transfers to Rate Stabilization Fd	300,000	0	0	0	0
058-5500-826100	Transfers to Repair/Replacement Fd.	1,196,669	2,050,000	300,000	2,050,000	600,000
058-5500-826200	Transfers to Future Development Fund	250,000	0	0	0	0
82 - Intragvrnmntl. Transfers Totals:		1,746,669	2,050,000	300,000	2,050,000	600,000
98 - Use of Fund Balance						
96 - Use of Retained Earnings						
058-9800-960000	Use of Retained Earnings	0	(1,705,000)	0	(1,705,000)	0
96 - Use of Retained Earnings Totals:		0	(1,705,000)	0	(1,705,000)	0
SCHERTZ-SEGUIN GOV'T CORP OPERATING FUND Totals:		**10,157,987**	**9,708,260**	**4,608,596**	**9,249,750**	**11,350,945**

The SSLGC Construction Fund accounts for all the proceeds from the TWDB SWIRFT Revenue Bonds as well as the expenditures for the Guadalupe County Wellfield Project and the Parallel Pipeline Project.

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2023-24 Budget-SSLGC Construction Fund Revenues

Account Number	Account Name	FY 2022 Actual	FY 2023 Budget	FY 2023 03/31/23	FY 2023 Estimates	FY2024 Budget
059 - SCHERTZ/SEGUIN LGC-CONSTRUCTION FUND						
Revenue						
Interest Revenues						
059-361004	Texas CLASS Interest Earnings	188,122	25,000	279,913	400,000	10,000
059-361020	Restricted Cash	41,034	1,000	184,857	300,000	10,000
Interest Revenues Totals		**229,156**	**26,000**	**464,770**	**700,000**	**20,000**
SSLGC-CONSTRUCTION FUND TOTALS		**229,156**	**26,000**	**464,770**	**700,000**	**20,000**

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2023-24 Budget - SSLGC Construction Fund Expenditures

Account Number	Account Name	FY2022 Actual	FY2023 Budget	FY2023 03/31/23	FY2023 Estimates	FY2024 Budget
059 - SCHERTZ/SEGUIN LGC-CONSTRUCTION FUND						
90 - Non Departmental						
70 - Capital Outlay						
059-9000-703000	Impr. Other Than Building	27,531,007	18,639,330	6,685,316	21,377,058	6,005,228
70 - Capital Outlay Totals:		**27,531,007**	**18,639,330**	**6,685,316**	**21,377,058**	**6,005,228**
98 - Use of Fund Balance/Retained Earnings						
96 - Use of Retained Earnings						
059-9800-960000	Use of Retained Earnings	0	(18,613,330)	0	(20,677,058)	(5,985,228)
96 - Use of Retained Earnings Totals:		**0**	**(18,613,330)**	**0**	**(20,677,058)**	**(5,985,228)**
SCHERTZ/SEGUIN LGC-CONSTRUCTION FUND TOTALS		**27,531,007**	**26,000**	**6,685,316**	**700,000**	**20,000**

The SSLGC 2022 Bond Fund accounts for all the proceeds from the 2022 Revenue Bonds as well as the expenditures for the Cowey and Elm Creek project and the Senate Bill 3 Emergency Preparedness Plan project.

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2023-24 Budget-SSLGC 2022 Bond Fund Revenues

Account Number	Account Name	FY 2022 Actual	FY 2023 Budget	FY 2023 03/31/23	FY 2023 Estimates	FY2024 Budget
059 - SSLGC 2022 BOND FUND						
Revenue						
Interest Revenues						
067-361002	Investment Pools Interest Earn.	0	0	1,574	4,500	3,500
067-361004	Texas CLASS Interest Earnings	0	0	51,187	125,000	75,000
Interest Revenues Totals		**0**	**0**	**52,761**	**129,500**	**78,500**
SSLGC-CONSTRUCTION FUND TOTALS		**0**	**0**	**52,761**	**129,500**	**78,500**

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2023-24 Budget - SSLGC 2022 Bond Fund Expenditures

Account Number	Account Name	FY2022 Actual	FY2023 Budget	FY2023 03/31/23	FY2023 Estimates	FY2024 Budget
067 - SSLGC 2002 BOND FUND						
90 - Non Departmental						
70 - Capital Outlay						
067-9000-703000	Impr. Other Than Building	0	4,500,000	0	50,000	4,450,000
70 - Capital Outlay Totals:		**0**	**4,500,000**	**0**	**50,000**	**4,450,000**
98 - Use of Fund Balance/Retained Earnings						
96 - Use of Retained Earnings						
067-9800-960000	Use of Retained Earnings	0	(4,500,000)	0	0	(4,371,500)
96 - Use of Retained Earnings Totals:		**0**	**(4,500,000)**	**0**	**0**	**(4,371,500)**
SSLGC 2022 BOND FUND TOTALS		**0**	**0**	**0**	**50,000**	**78,500**

The SSLGC I&S Fund accounts for all water sale proceeds from the debt service rates charged along with the payment of principal and interest of corporation debt other than the SAWS Revenue Bonds.

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2023-24 Budget - SSLGC I&S Revenues

Account Number	Account Name	FY 2022 Actual	FY 2023 Budget	FY 2023 03/31/23	FY 2023 Estimates	FY2024 Budget
060 - SCHERTZ/SEGUIN LGC-I&S						
Revenue						
Utility						
060-343007	Water Sales	7,450,460	7,393,033	3,926,552	7,576,504	7,993,277
Utility Totals:		**7,450,460**	**7,393,033**	**3,926,552**	**7,576,504**	**7,993,277**
Interest Revenues						
060-361004	Texas CLASS Interest Earnings	1,551	50	230	300	250
060-361002	Investment Pools Interest Earnings	293	50	551	570	500
060-361020	Restricted Cash	4,485	2,000	2,373	4,500	4,000
Interest Revenues Totals:		**6,329**	**2,100**	**3,154**	**5,370**	**4,750**
SCHERTZ/SEGUIN LGC-I&S TOTALS		**7,456,789**	**7,395,133**	**3,929,706**	**7,581,874**	**7,998,027**

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2023-24 Budget - SSLGC I&S Expenditures

Account Number	Account Name	FY 2022 Actual	FY 2023 Budget	FY 2023 03/31/23	FY 2023 Estimates	FY2024 Budget
060 - SCHERTZ/SEGUIN LGC-I&S						
92 - Debt Service						
90 - Principal Payments						
060-9200-904100	2022A Revenue Impr. Bonds	0	0	0	0	25,000
060-9200-905100	2022 Revenue Refunding	0	995,000	0	995,000	1,895,000
060-9200-908100	2015 Revenue Impr & Refunding	0	860,000	0	0	0
060-9200-908800	2016 Revenue Bds-SWIRFT Funding	0	1,270,000	0	1,270,000	1,285,000
060-9200-909200	2018 Revenue Refunding	0	590,000	0	590,000	615,000
90 - Principal Payments Totals:		**0**	**3,715,000**	**0**	**2,855,000**	**3,820,000**
91 - Interest Payments						
060-9200-904100	2022A Revenue Impr. Bonds	0	0	76,754	183,020	211,925
060-9200-915100	2022 Revenue Refunding	486,444	1,108,588	557,707	1,108,588	1,086,678
060-9200-915500	2001 Revenue Bonds	520,000	520,000	260,000	520,000	520,000
060-9200-918000	2014 Revenue Refunding	75,175	0	0	0	0
060-9200-918100	2015 Revenue Impr. & Refunding	1,123,206	17,200	17,200	17,200	0
060-9200-918800	2016 Revenue Bds-SWIRFT Funding	969,242	956,390	478,195	956,390	942,166
060-9200-919200	2018 Revenue Refunding	761,825	738,600	376,675	738,600	708,475
060-9200-919400	2016 SWIRFT-Board Participation	248,441	331,255	165,627	331,255	455,475
91 - Interest Payments Totals:		**4,184,333**	**3,672,033**	**1,932,158**	**3,855,053**	**3,924,719**
92 - Fiscal Agent Fees						
060-9200-920000	Fiscal Agent Fees	7,518	6,000	3,152	6,000	6,000
92 - Fiscal Agent Fees Totals:		**7,518**	**6,000**	**3,152**	**6,000**	**6,000**
SCHERTZ/SEGUIN LGC-I&S TOTALS		**4,191,851**	**7,393,033**	**1,935,310**	**6,716,053**	**7,750,719**

The SSLGC Repair and Replacement Fund is utilized for the repair and replacement of SSLGC's water system infrastructure. Funds are transferred annually to this fund from O&M water rate revenues and retained earnings.

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2023-24 Budget-Repair/Replacment Fund Revenues

Account Number	Account Name	FY 2022 Actual	FY 2023 Budget	FY 2023 03/31/23	FY 2023 Estimates	FY2024 Budget
061 - SSLGC-REPAIR/REPLACEMENT FUND						
Revenue						
Interest Revenues						
061-361002	Investment Pools Interest Earnings	50,838	2,500	126,167	220,000	200,000
061-361004	Texas CLASS Interest Earnings	2,179	500	16,260	32,000	30,000
061-361020	Restricted Cash	836	100	464	750	700
Interest Revenues Totals		**53,853**	**3,100**	**142,891**	**252,750**	**230,700**
Intragovernmental Transfers						
061-391063	Transfers from SSLGC Operating Dep	1,196,669	2,050,000	300,000	2,050,000	600,000
Intragovernmental Transfers Totals		**1,196,669**	**2,050,000**	**300,000**	**2,050,000**	**600,000**
SSLGC-REPAIR/REPLACEMENT FUND TOTALS		**1,250,522**	**2,053,100**	**442,891**	**2,302,750**	**830,700**

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2023-24 Budget- Repair/Replacement Fund Expenditures

Account Number	Account Name	FY 2022 Actual	FY 2023 Budget	FY 2023 03/31/23	FY 2023 Estimates	FY2024 Budget
061 - SSLGC-REPAIR/REPLACEMENT FUND						
90 - Non Departmental						
43 - Repair and Maintenance						
061-9000-434600	L&I Maint.-Dist. System	587,256	800,000	18,516	306,520	0
43 - Repair and Maintenance Totals:		**587,256**	**800,000**	**18,516**	**306,520**	**0**
70 - Capital Outlay						
061-9000-703000	Improvements Other Than Buildings	0	3,619,185	108,347	2,025,411	2,859,903
70 - Capital Outlay Totals:		**0**	**3,619,185**	**108,347**	**2,025,411**	**2,859,903**
96 - Use of Retained Earnings						
058-9800-960000	Use of Retained Earnings	0	(3,116,085)	0	(29,181)	(2,029,203)
96 - Use of Retained Earnings Totals:		**0**	**(3,116,085)**	**0**	**(29,181)**	**(2,029,203)**
SSLGC-REPAIR/REPLACEMENT FUND TOTALS		**587,256**	**1,303,100**	**126,863**	**2,302,750**	**830,700**

SSLGC FUTURE DEVELOPMENT FUND - 062
SCHERTZ/SEGUIN LOCAL GOVT. CORP.

The SSLGC Future Development Fund was a fund created prior to SSLGC collecting Impact Fees. The Future Development Fund is now utilized for items contributing to the development and improvement of the SSLGC water system that do not qualify for Repair and Replacement Fund use or Impact Fee Fund use.

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2023-24 Budget - SSLGC Future Development Fund Revenues

Account Number	Account Name	FY 2022 Actual	FY 2023 Budget	FY 2023 03/31/23	FY 2023 Estimates	FY2024 Budget
062 - SSLGC FUTURE DEVELOPMENT FUND						
Revenue						
Interest Revenues						
062-361002	Investment Pools Interest Earnings	615	50	554	950	900
062-361004	Texas CLASS Interest Earnings	12,232	500	68,804	125,000	50,000
062-361020	Restricted Cash	3,230	1,500	49	55	20
062-361090	Interest Lese	48,650	0	0	0	0
Interest Revenues Totals:		**64,727**	**2,050**	**69,407**	**126,005**	**50,920**
Miscellaneous Revenues						
062-362078	Solar Power Project	0	424,106	0	426,975	426,975
Miscellaneous Revenues Totals:		**0**	**424,106**	**0**	**426,975**	**426,975**
Intragovernmental Transfers						
062-391063	Transfers from SSLGC Operating Fun	250,000	0	0	0	0
Intragovernmental Transfers Totals:		**250,000**	**0**	**0**	**0**	**0**
062 - SSLGC FUTURE DEVELOPMENT FUND TOTALS		**314,727**	**426,156**	**69,407**	**552,980**	**477,895**

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2022-23 Budget-SSLGC Future Development Fund Expenditures

Account Number	Account Name	FY 2022 Actual	FY 2023 Budget	FY 2023 03/31/23	FY 2023 Estimates	FY2024 Budget
062 - SSLGC FUTURE DEVELOPMENT FUND						
90 - Non Departmental						
32 - Professional Services						
062-9000-320500	Professional Services	383,254	633,507	108,239	281,308	98,500
32 - Professional Services Totals:		**383,254**	**633,507**	**108,239**	**281,308**	**98,500**
70 - Capital Outlay						
062-9000-702500	Improvements to Buildings	0	0	0	0	325,000
062-9000-703000	Improvements Other Than Building	44,072	2,020,079	0	0	2,150,000
70 - Capital Outlay Totals:		**44,072**	**2,020,079**	-	-	**2,475,000**
96 - Use of Retained Earnings						
058-9800-960000	Use of Retained Earnings	0	(2,227,430)	0	0	(2,095,605)
96 - Use of Retained Earnings Totals:		**0**	**(2,227,430)**	**0**	**0**	**(2,095,605)**
SSLGC FUTURE DEVELOPMENT FUND TOTALS		**427,326**	**426,156**	**108,239**	**281,308**	**477,895**

The SSLGC Impact Fee fund is utilized to help pay for the expansion and additional capacity required of water supply, treatment facilities, pump stations and storage tanks. Impact fees are collected through a one-time charge imposed on new development in the City of Schertz and the City of Seguin to help recover capital costs associated with SSLGC providing the infrastructure and other required improvements to provide service to that new development. Land use assumptions and capital improvements to be included in the impact fee calculations are updated and reviewed every five years with the last update being in 2018.

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2023-24 Budget-SSLGC Impact Fee Fund Revenues

Account Number	Account Name	FY 2022 Actual	FY 2023 Budget	FY 2023 03/31/23	FY 2023 Estimates	FY2024 Budget
065 - SSLGC IMPACT FUND						
Revenue						
Utility						
065-343013	Water Impact Fee	697,236	600,000	196,313	450,000	450,000
Utility Totals:		**697,236**	**600,000**	**196,313**	**450,000**	**450,000**
Interest Revenues						
065-361002	Investment Pools Interest Earnings	29,811	750	80,700	150,000	100,000
065-361004	Texas CLASS Interest Earnings	11,526	1,500	46,264	80,000	70,000
065-361020	Restricted Cash	1,479	500	260	450	200
Interest Revenues Totals:		**42,816**	**2,750**	**127,224**	**230,450**	**170,200**
SSLGC IMPACT FUND TOTALS		**740,052**	**602,750**	**323,537**	**680,450**	**620,200**

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2023-24 Budget-SSLGC Impact Fee Fund Expenditures

Account Number	Account Name	FY 2022 Actual	FY 2023 Budget	FY 2023 03/31/23	FY 2023 Estimates	FY2024 Budget
065 - SSLGC IMPACT FUND						
90 - Non Departmental						
32 - Professional Services						
065-9000-320500	Professional Services	3,205	0	0	0	25,000
32 - Professional Services Totals:		**3,205**	**0**	**0**	**0**	**25,000**
70 - Capital Outlay						
065-9000-703000	Impr. Other Than Building	0	5,600,289	241,400	1,207,000	4,577,000
70 - Capital Outlay Totals:		**0**	**5,600,289**	**241,400**	**1,207,000**	**4,577,000**
96 - Use of Retained Earnings						
065-9800-960000	Use of Retained Earnings	0	(4,997,539)	0	(526,550)	(3,981,800)
96 - Use of Retained Earnings Totals:		**0**	**(4,997,539)**	**0**	**(526,550)**	**(3,981,800)**
SSLGC IMPACT FUND TOTALS		**3,205**	**602,750**	**241,400**	**680,450**	**620,200**

The SSLGC Reserve Fund was established to maintain according to bond covenants. The covenants require a balance of the annual average debt service payment of the earlier bonds issued.

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2022-23 Budget-SSLGC Reserve Fund Revenues

Account Number	Account Name	FY 2022 Actual	FY 2023 Budget	FY 2023 03/31/23	FY 2023 Estimates	FY2024 Budget
066 - SSLGC RESERVE FUND						
Revenue						
Interest Revenues						
066-361002	Investment Pools Interest Earnings	4,513	200	12,886	25,000	20,000
066-361004	Texas CLASS Interest Earnings	5,480	700	19,218	35,000	30,000
Interest Revenues Totals:		**9,993**	**900**	**32,104**	**60,000**	**50,000**
066 - SSLGC RESERVE FUND TOTALS		**9,993**	**900**	**32,104**	**60,000**	**50,000**

The SSLGC Rate Stabilization Fund was created in 2017 by the SSLGC Board of Directors to be used in order to prepare for volatile periods which can greatly impact the rates of SSLGC water customers are charged and can be used to avoid passing along pricing peaks to these customers. These funds can only be used based upon staff recommendation and Board of Directors approval. The fund balance for the rate stabilization fund will be evaluated annually and any adjustments due to anticipated needs may be made by the Board of Directors.

BUDGET SUMMARY

This budget includes a transfer to the Operating Fund of $800,000. This will help offset any possible increase in expenditures related to bringing on the Guadalupe Plant. The transfers will be made only as needed.

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2023-24 Budget-SSLGC Rate Stabilization Fund Reveues

Account Number	Account Name	FY 2022 Actual	FY 2023 Budget	FY 2023 03/31/23	FY 2023 Estimates	FY2024 Budget
057 - SSLGC Rate Stabilization Fund						
Revenue						
Interest Revenues						
057-361004	Texas CLASS Interest Earnings	11,822	2,000	45,638	90,000	80,000
057-361020	Restricted Cash	328	10	169	300	200
Interest Revenues Totals:		**12,150**	**2,010**	**45,807**	**90,300**	**80,200**
Intragovernmental Transfers						
057-391058	Transfers from SSLGC Operating	300,000	0	0	-	0
Intragovernmental Transfers Totals:		**300,000**	**0**	**0**	**-**	**0**
SSLGC Rate Stabilization Fund Totals:		**312,150**	**2,010**	**45,807**	**90,300**	**80,200**

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2023-24 Budget-SSLGC Rate Stabilization Fund Expenditures

Account Number	Account Name	FY 2022 Actual	FY 2023 Budget	FY 2023 03/31/23	FY 2023 Estimates	FY2024 Budget
057 - SSLGC Rate Stabilization Fund						
90 - Non Departmental						
82 - Intragovernmental Transfers						
057-9000-825800	Transfer to SSLGC Operating	0	0	0	0	800,000
82 - Intragovernmental Transfers Totals"		**0**	**0**	**0**	**0**	**800,000**
96 - Use of Retained Earnings						
057-9800-960000	Use of Retained Earnings	0	0	0	0	(719,800)
96 - Use of Retained Earnings Totals:		**0**	**0**	**0**	**0**	**(719,800)**
SSLGC Rate Stabilization Fund Totals:		**0**	**0**	**0**	**0**	**80,200**

The SAWS I&S Fund accounts for contributions from San Antonio Water Systems toward the payment of principal and interest of the SSLGC Contract Revenue Refunding Bonds, Series 2019.

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2023-24 Budget-SAWS I&S Fund Revenues

Account Number	Account Name	FY 2022 Actual	FY 2023 Budget	FY 2023 03/31/23	FY 2023 Estimates	FY2024 Budget
069 - SSLGC I&S - SAWS						
Revenue						
Interlocal Agreement						
069-331690	Interlocal Agreement / San Antonio	1,390,974	1,391,188	437,215	1,390,188	1,388,988
Interlocal Agreement Totals:		**1,390,974**	**1,391,188**	**437,215**	**1,390,188**	**1,388,988**
Interest Revenues						
069-361004	Texas CLASS Interest Earnings	592	150	3,833	5,000	4,000
069-361020	Restricted Cash	642	100	936	1,100	500
Interest Revenues Totals:		**1,234**	**250**	**4,769**	**6,100**	**4,500**
SSLGC I&S - SAWS Totals		**1,392,208**	**1,391,438**	**441,984**	**1,396,288**	**1,393,488**

Schertz Seguin
LOCAL GOVERNMENT CORPORATION

2023-24 Budget SAWS I&S Fund Expenditures

Account Number	Account Name	FY 2022 Actual	FY 2023 Budget	FY 2023 03/31/23	FY 2023 Estimates	FY2024 Budget
069 - SSLGC I&S - SAWS						
92 - Debt Service						
90 - Principal Payments						
069-9200-909500	2019 SSLGC Refunding Bonds-SAWS	0	675,000	0	675,000	690,000
90 - Principal Payments Totals:		**0**	**675,000**	**0**	**675,000**	**690,000**
91 - Interest Payments						
069-9200-919500	2019 SSLGC Refunding Bonds-SAWS	624,213	715,188	361,812	715,188	698,988
91 - Interest Payments Totals:		**624,213**	**715,188**	**361,812**	**715,188**	**698,988**
92 - Fiscal Agent Fees						
069-9200-920000	Fiscal Agent Fees	400	1,000	400	1,000	1,000
92 - Fiscal Agent Fees Totals:		**400**	**1,000**	**400**	**1,000**	**1,000**
SSLGC I&S - SAWS Totals:		**624,613**	**1,391,188**	**362,212**	**1,391,188**	**1,389,988**

FY2024-2028
Capital Improvement Projects/Equipment 5-Year Plan

	FY	Project	Projected Cost	Approved Funding	Funding Source
	2024				
1		Gonzales Well improvements project (2 wells)	$ 2,000,000	$ 2,000,000	Bonds
2		Gonzales WTP Train #1 pressure filter rehabilitation project	$ 1,000,000	$ 1,000,000	Bonds
3		Gonzales WTP cameras and gate install	$ 200,000	$ 200,000	Impact Fund
4		Pipeline condition assessment (Gonzales WTP to surge tank)	$ 1,100,000	$ 1,100,000	Bonds
5		Impact fee study	$ 25,000	$ 25,000	Impact Fund
6		Gonzales WTP chlorine room rehab	$ 275,000	$ 275,000	Future Dev
7		Gonzales WTP Train #2 gravity filter valve/actuator replacement	$ 750,000	$ 750,000	RR
8		Gonzales WTP Train #2 backwash flow control valve/isolation	$ 175,000	$ 175,000	RR
9		Existing wellfield fencing/entrances and road improvements	$ 150,000	$ 150,000	Future Dev
10		Gonzales WTP lab/SCADA area expansion and remodel	$ 50,000	$ 50,000	Future Dev
		Recurring Capital line items			
11		Pump and motor	$ 400,000	$ 400,000	RR
12		Valve and actuator	$ 150,000	$ 150,000	RR
13		Electrical	$ 50,000	$ 50,000	RR
14		Plant/Wellfield	$ 100,000	$ 100,000	RR
15		Water Transmission mains	$ 150,000	$ 150,000	RR
16		2 Trucks and Vehicle Lease	$ 275,000	$ 275,000	FY24
		TOTAL	**$ 6,850,000**	**$ 6,850,000**	
	2025				
1		Gonzales Well improvements project (2 wells)	$ 2,600,000	$ 2,600,000	Bonds
2		Pressure filter rehab project	$ 1,000,000	$ 1,000,000	RR
3		Emergency Preparedness Plan Implementation - Emergency Generators/GVEC Electric Feeds	$ 2,000,000	$ 2,000,000	Bonds
4		Water Transmission Lines	$ 25,750	$ 25,750	RR
5		High Service Pumps and Motors	$ 309,000	$ 309,000	RR
6		Gonzales WTP train #2 gravity filter valve/actuator replacement	$ 750,000	$ 750,000	RR
7		Existing wellfield fencing/entrances and road improvements	$ 150,000	$ 150,000	Future Dev
8		Pipeline Condition Assessment Phase 1- 42" Gonzales WTP to Surge Tank	$ 1,035,000	$ 1,035,000	Bonds
		Recurring Capital line items			
9		Pump and motor	$ 400,000	$ 400,000	RR
10		Valve and actuator	$ 150,000	$ 150,000	RR
11		Electrical	$ 50,000	$ 50,000	RR
12		Plant/Wellfield	$ 100,000	$ 100,000	RR
13		Water Transmission mains	$ 150,000	$ 150,000	RR
		TOTAL	**$ 8,719,750**	**$ 8,719,750**	
	2026				
1		Gonzales Well improvements project (2 wells)	$ 2,600,000	$ 2,600,000	RR
2		Pressure filter rehab project	$ 1,000,000	$ 1,000,000	RR
3		Emergency Preparedness Plan Implementation - Emergency Generators/GVEC Electric Feeds	$ 2,000,000	$ 2,000,000	Bonds
4		Cowey (42" Guadalupe WTP to Surge Tank) & Elm Creek (36" 467 Vault to Hal Baldwin Pump Station) Parallel Pipeline Projects (Construction)	$ 24,500,000	$ 24,500,000	Bonds/IF
5		Water Transmission Lines	$ 26,523	$ 26,523	RR

FY2024-2028
Capital Improvement Projects/Equipment 5-Year Plan

	FY	Project	Projected Cost	Approved Funding	Funding Source
6		Pipeline Condition Assessment Phase 2 - 42" and 36" Surge Tank to Hal Badwin Pump Station	$ 749,000	$ 749,000	FY25
	2026	**Recurring Capital line items**			
7	**Cont.**	Pump and motor	$ 400,000	$ 400,000	RR
8		Valve and actuator	$ 150,000	$ 150,000	RR
9		Electrical	$ 50,000	$ 50,000	RR
10		Plant/Wellfield	$ 100,000	$ 100,000	RR
11		Water Transmission mains	$ 150,000	$ 150,000	RR
		TOTAL	**$ 31,725,523**	**$ 31,725,523**	
	2027				
1		Gonzales Well improvements project (2 wells)	$ 2,600,000	$ 2,600,000	RR
2		Road Seal Coat (Gonzales WTP)	$ 76,800	$ 76,800	RR
3		Gonzales Water Treatment Plant Clearwell 1 Painting	$ 326,848	$ 326,848	RR
4		BPS Tank 2 Painting	$ 515,933	$ 515,933	RR
5		Emergency Preparedness Plan Implementation - Emergency Generators/GVEC Electric Feeds	$ 2,000,000	$ 2,000,000	Bonds
6		Water Transmission Lines	$ 27,318	$ 27,318	RR
7		Pipeline Condition Assessment Phase 3 - 30" FM 467 Vault to Seguin	$ 480,675	$ 480,675	FY27
		Recurring Capital line items			
8		Pump and motor	$ 400,000	$ 400,000	RR
9		Valve and actuator	$ 150,000	$ 150,000	RR
10		Electrical	$ 50,000	$ 50,000	RR
11		Plant/Wellfield	$ 100,000	$ 100,000	RR
12		Water Transmission mains	$ 150,000	$ 150,000	RR
		TOTAL	**$ 6,877,574**	**$ 6,877,574**	
	2028				
1		Additional Surge/Storage Tank	$ 756,000	$ 756,000	IF
2		Emergency Preparedness Plan Implementation - Emergency Generators/GVEC Electric Feeds	$ 2,000,000	$ 2,000,000	Bonds
3		Water Transmission Lines	$ 28,138	$ 28,138	RR
4		Pipeline Condition Assessment Phase 4 - 36" Hal Baldwin Pump Station to Marion	$ 855,000	$ 855,000	FY28
		Recurring Capital line items			
5		Pump and motor	$ 400,000	$ 400,000	RR
6		Valve and actuator	$ 150,000	$ 150,000	RR
7		Electrical	$ 50,000	$ 50,000	RR
8		Plant/Wellfield	$ 100,000	$ 100,000	RR
9		Water Transmission mains	$ 150,000	$ 150,000	RR
		TOTAL	**$ 4,489,138**	**$ 4,489,138**	
		FY2024-2028 Total	**$ 58,661,984**	**$ 58,661,984**	

SSLGC = Schertz/Seguin Local Government Corporation
Bonds - New Utility Revenue Bond Issue
SWIFT Bonds - TWDB Existing Bond Funding
FY23 - Current Year Funding
IF - Water Impact Fund
RR- Repair & Replacement Fund

Agenda No. 13.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 15, 2023**
Department:	**City Secretary**
Subject:	**Resolution 23-R-68 - Calling for a Charter Review and appointment of a Charter Review Commission to review and present proposed amendments for the City Charter. (City Council/S.Edmondson)**

BACKGROUND

In the City Charter is states in Section 12.03 Charter Review Commission The City Council shall periodically appoint a Charter Review Commission which shall consist of no less than 5 and no more than 11 citizens of the City. It shall be the duty of the Commission to:

1. Inquire into the operation of the City government under the Charter provisions and determine whether any such provisions require revision and to this end, public hearings may be held and the Commission shall have the power to compel the attendance of any officer or employee of the City to require the submission of City records which it may consider necessary to the conduct of such hearing.
2. Make any recommendations it considers desirable to insure compliance with the provisions of this Charter by the several departments of the City.
3. Propose amendments to this Charter to improve its effective application to current conditions.
4. Report its findings and present its proposed amendments, if any, to the City Council. The City Council shall receive any report submitted by the Charter Review Commission, may comment on any proposed amendment recommendations made, and, if any amendment or amendments are presented as a part of such report, shall order such to be submitted to the voters of the City in the manner provided in Section 12.04.
5. The term of office of the Charter Review Commission shall be 180 days after the date of the first meeting, said first meeting to occur within forty-five (45) days of the date of appointment. If during this term no report is presented to the City Council, then all records of the proceedings of the Commission shall be filed with the City Manager and the Charter Review Commission shall be dismissed.

Attachments

Resolution 23-R-68

Charter Review Recommendations

RESOLUTION 23-R-68

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS CALLING FOR A CHARTER REVIEW AND APPOINTING A CHARTER REVIEW COMMISSION COMPRISED OF CITIZENS TO STUDY THE CURRENT CHARTER AND MAKE RECOMMENDATIONS AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, in the City Charter Section 12.03, the City Council of the City of Schertz shall periodically appoint a Charter Review Commission to review and make recommendations to the City Council for a possible Charter Amendment Election on the next General Election date; and

WHEREAS, historically each City Councilmember could each recommend a citizen to the Charter Review Commission, which consist of no less than 5 and no more than 11 citizens of the City, and;

WHEREAS, the term of office of the Charter Review Commission shall be 180 days after the date of the first meeting, said first meeting to occur within forty-five (45) days of the date of appointment.

NOW, THREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS THAT:

Section 1. A Charter Review Commission is hereby established, consisting of no less than 5 and no more than 11 citizens of the City as set forth in the attached Exhibit A. The Charter Review Commission will meet twice a month during the 180 days after the date of the first meeting.

Section 2. The Charter Review Commission may adopt bylaws to govern the conduct of its meetings and hearings.

Section 3. The City Council may amend the charge of the Charter Review Commission at any time.

Section 4. The City Council shall make a final determination concerning whether and when to hold a City Charter Amendment election and what propositions to be submitted to the voters at the election.

Section 5. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 6. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 7. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 8. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 9. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND ADOPTED, this ____ day of _____, 2023.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST

_____
Sheila Edmondson, City Secretary

EXHIBIT A

(LIST OF CHARTER REVIEW COMMISISONERS)

Charter Review Commission-City Council Recommendations.

Councilmember David Scagliola	Mr. Richard Dziewit
Councilmember Mark Davis	Mr. Paul Wiley
	Mr. David Bennett
	Mr. Marcus Forte
	Mr. Demetric Herron
	Dr. Roger L. Booker
Councilmember Allison Heyward	Ms. Michele Tereletsky
	Mr. Chris Evans
	Ms. Kathleen Eldridge
	Mr. Dana Eldridge

Agenda No. 14.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 15, 2023**
Department:	**Finance**
Subject:	**Ordinance 23-M-17 - Amending the City of Schertz Code of Ordinances and certain other Ordinances by amending and establishing fees for certain licenses, permits, and other services provided by the City of Schertz.** ***First Reading*** **(S.Gonzalez/J.Walters)**

BACKGROUND

City Departments collect a wide variety of fees for permits, services, fines and other charges that are all part of everyday operations of municipal government. Since September 2008, the fees have been incorporated into a single fee schedule. Ordinance 08-M-43 established the consolidated fee schedule and allows for the modification of existing fees to be done by resolution while new fees are established or added to the Fee Schedule by ordinance.

The Fee Schedule ordinance provides a single document with all City fees that directly affect the users. The changes to the fees ensure the continued operation of public utilities, provides for essential services to the community and to adequately maintain the investment in existing infrastructure. All changes to the fee schedule will have a 45-day period before the new fees take effect. This allows staff to update and advise citizens on the upcoming changes. The recommended effective date of these fee changes will be October 1, 2023, except the engineering fees which will be September 1, due to a change in State Law.

Parks & Recreation

Proposing to remove the Holidazzle business parade entry fee which is currently $15. The fee was set to help offset staff time organizing the parade, however, currently there are very few entries and staff recommends the entry be free. If the parade grows large enough, the fee could be reconsidered at that time.

Emergency Medical Services (EMS)

Proposing to increase their mileage fee $3 per mile due to inflationary factors on parts and service as well as fuel.

It is also proposed to increase standby fees in the amount of $25 per hour for an Ambulance and $5 per hour for a gator. These fees have not been increased since their addition in 2013-14 but pay has continued to grow over that time.

EMT class fees are proposed to increase from $1,100.00 to $1,200.00. Schertz' classes are consistently booked up and the fee hasn't been updated since 2017-18.

The per capital fee charged to serviced City's was updated via their individual contracts and will be reflected in the fee schedule as such.

Fire Department

Has expanded their fee schedule to include common fees based on other communities and on the services currently provided. Different types of license inspections will be broken out based on type and include various charges. This includes Daycare/Foster Care Centers at no charge, Adult Day Care increase to $200, Licensed Nursing Care increase to $200, Licensed Hospital Inspection increase to $250, Licensed Institutional Inspection increase to $250, and Licensed In-Home Facilities with no change in fee at $50.

Fire suppression systems have been separated as well, based on type and set to different fees based on the complexity of the system inspection and review. New fees break out remodeling of existing systems, Kitchen Hood suppression Systems, Underground Fire line, Fixed Pipe Systems, Gaseous Suppression Systems, Standpipe systems, Spray Paint Booths, and Other Fire systems not named.

Reinspecting fees will increase from $45 to $150. There is no fee for initial inspections, so the fee would be charged when violations have not been corrected at re-inspections.

Plan review fees have been increased from $75 to $100 per hour and after hours review fees have been increased from $75 to $200. Smoke control system plan fees have increased $75 to $400.

Fire Watch, where a crew and truck will stay and observe a potential fire hazard at the request of the property owner, will be listed on the fee scheduled at $150 (with Pumper Apparatus) and $75 (without Pumper Apparatus).

Inspections Division
Proposes to add Technology Fees to permits in support of Cityview costs and to match other communities. This fee would be $25 for commercial construction (new or remodels/additions), $25 for new residential only, and $10 for all other permits. Staff also proposes to remove costs for additional licenses and registrations for General Contractors, Master Electricians, and Electrical Sign Contractors. Doing this will match all other license/registration trades in Schertz.

Water and Sewer
Water and Sewer Fees were reviewed by Wildan, a rate consultant who is also contracted by the City's primary water provider, Schertz Seguin Local Government Corporation (SSLGC), and the primary wastewater treatment provider, Cibolo Creek Municipal Authority (CCMA). Wildan provided Schertz a 5-year recommended rate plan based on current annual operational costs, projected growth of new accounts, debt service, and future infrastructure plans. Based on their model, the FY 2023-24 water rates would increase 2% and the sewer would increase 3%. Based on the city sewer average (5,200 gallons) and 10,000 gallons of water, this would be a $2.39 monthly utility bill increase.

Engineering
House Bill 3492 prohibits value-based fees for permitting public infrastructure construction and goes into effect on September 1, 2023. Prior to this, Public Improvement Permit fees have been calculated as 1% of the cost of construction of the improvements. It is proposed that, effective September 1, 2023, fees for Public Infrastructure Permits will now be based on a dollar amount per unit of the major categories of infrastructure. Because of the short time frame available during which the updated fee structure needs to be in place, the resource required for the plan review and inspection services has been intentionally underestimated in an effort to avoid overcharging. Staff will more closely evaluate costs encountered by the City to perform these services and will propose updated rates when available.

GOAL
To update the Adopted Fee Schedule for FY 2023-24.

COMMUNITY BENEFIT

Provide a single place for information on City fees.

SUMMARY OF RECOMMENDED ACTION

Staff recommends council approve the proposed changes to the fees schedule.

FISCAL IMPACT

The fee changes will all affect the General Fund but have a low overall fiscal impact due to the narrow scope of their estimated use but are intended as cost recovery of providing the described services.

The average bill increase for EMS transports would increase $24 with the mileage change and the overall effect to covered cities would be $44,000 combined.

On average, residential utility customers would see a $2.39 per month, or about a 2.5% increase under the recommended 5-year rate plan and fund the projected operational costs and help offset debt and impact fee requirements on upcoming projects.

RECOMMENDATION

Adopt Ordinance 23-M-17 and updated fees for FY 2023-24

Attachments

Ordinance 23-M-17

Exhibit A Proposed Fee Schedule

5 Year Water & Sewer Rate Plan

WS Rate Plan Presentation

ORDINANCE NO. 23-M-17

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AMENDING THE CITY OF SCHERTZ CODE OF ORDINANCES AND CERTAIN OTHER ORDINANCES BY AMENDING AND ESTABLISHING FEES FOR CERTAIN LICENSES, PERMITS, AND OTHER SERVICES PROVIDED BY THE CITY OF SCHERTZ, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Schertz (the "City") has established by ordinances and resolutions for fees for licenses, permits, and services provided by the City; and

WHEREAS, the City Council has authorized a review and a consolidation of certain fees for licenses, permits, and services provided by the City; and

WHEREAS, the Schedule of Fees attached as Exhibit A reflects revisions to certain fees, a restatement of certain fees not revised, and a consolidation of all such fees; and

WHEREAS, due to the need for periodic modification of said fees and for the purposes of efficiency, the City Council desires to adopt future fee changes by resolution rather than by ordinance.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS THAT:

Section 1**.** All persons, firms, or corporations applying for licenses or permits or receiving other City services described on Exhibit A that require the payment of a fee incident to such application or service shall pay the fees as prescribed in the Fee Schedule attached hereto as Exhibit A and made a part of hereof. It shall be a violation of this Ordinance to conduct any activity or commence any use or receive any service for which payment of a fee described herein is required until such fee has been paid (if required to be paid in advance) or to fail to pay such fee when properly billed.

Section 2. This Ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Schertz, Texas as to the fees set forth on Exhibit A effect on the effective date of this Ordinance, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

Section 3. The City Council may, from time to time, by ordinance add to the fees set forth on Exhibit A, and the fees now or hereafter set forth on Exhibit A may be modified from time to time by resolution of the City Council.

Section 4. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section.

Section 5. Subject to the last sentence of this Section, any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with or who resists the enforcement of any of provisions of this Ordinance shall be fined not more than Five Hundred Dollars ($500.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense. If any other ordinance, including the Code of Ordinances, establishes a different penalty for the failure to pay any fee on Exhibit A, the provisions of such other ordinance or the Code of Ordinances shall control with respect to such penalty.

Section 6. All rights and remedies of the City are expressly saved as to any and all violations of the provisions of the Code of Ordinances in effect on the effective date of this Ordinance and modified by this Ordinance or any other ordinances in effect on the effective date of this Ordinance and modified by this Ordinance and requiring the payment of fees for licenses, permits, and other services provided by the City which have accrued on the effective date of this Ordinance; and any and all accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

Section 7**.** This Ordinance shall be in full force and effect from and after its final passage and any publication required by law.

Passed and approved on the first reading this _____ day of _____, 2023.

PASSED, APPROVED and ADOPTED ON SECOND READING this ____day of _____, 2023.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____

Sheila Edmondson, City Secretary

City of Schertz

Schedule of Fees

Effective October 1, 2023
Except the Engineering Fees which will be effective September 1, 2023

City of Schertz
Schedule of Fees

Summary of Changes	2022-23	2023-24
City Events		
Holidazzle		
Business Parade Entry	$ 15.00	$ -
EMS		
Response Services		
Mileage, per mile	$ 22.00	$ 25.00
Other Services		
Ambulance Standby, per hour	$ 125.00	$ 150.00
Gator Standby, per hour	$ 95.00	$ 100.00
EMT Class	$ 1,100.00	$ 1,200.00
Per Capita	$ 16.10	$ 17.07
Fire		
Inspections & Permits		
License Inspections	$ 50.00	N/A
Annual Daycare/Foster Care Centers	$ -	$ -
Adult Daycare	$ 50.00	$ 200.00
Licensed Nursing Care Center	$ 50.00	$ 200.00
Licensed Hospital Inspection	$ 50.00	$ 250.00
Licensed Institutional Inspection	$ 50.00	$ 250.00
Licensed In-Home Facilities	$ 50.00	$ 50.00
~~Base~~ Fire ~~Suppression~~ Sprinkler System ~~Installation~~ (1-10 heads)	$ 100.00	$ 200.00
Fire Sprinkler System (11-200 heads)	N/A	$ 250.00
Additional ~~installation charge, per sprinkler~~ heads (beyond 200)	$ 1.00	$ 1.00
Sprinkler System Modification (no heads involved)	N/A	$ 150.00
False Alarm, per occurance (after 2 in an annual period)	$ -	$ 50.00
~~Base~~ Fire Alarms Installation (1-20 Devices)	$ 100.00	$ 200.00
Fire Alarms Installation (21-200 Devices)	N/A	$ 250.00
Additional installation charge, per initiating or notification device (beyond 200)	$ 1.00	$ 1.00
Fire Alarm Remodel (Less than 10 Devices)	N/A	$ 75.00
Fire Alarm Remodel (11-25 Devices)	N/A	$ 150.00
Fire Alarm Remodel (26-100 Devices)	N/A	$ 225.00
Fire Alarm Remodel (101-200 Devices)	N/A	$ 300.00
Fire Alarm Remodel (201+ Devices)	N/A	$ 375.00
Fire Alarm Panel Replacement (1-9 effected Devices)	N/A	$ 100.00
Fire Alarm panel Replacement (10+ effected Devices)	N/A	$ 200.00
Re-Inspection	$ 45.00	$ 150.00
After hours fee, per hour per inspector (beyond the hours of 8:00 a.m. to 5:00 p.m.)	$ 75.00	$ 75.00
Plan Review Fees, ~~construction~~ per hour, minimum 2 hours	$ 75.00	$ 100.00
SFR After Hours Plan Review Rush (per hour, 2 hour minimum)	$ 75.00	$ 200.00
Smoke Control System Plan ~~(for each review)~~ (per system)	$ 75.00	$ 400.00
Kitchen Hood Suppression System	N/A	$ 400.00
Emergency Responder Radio Coverage System	N/A	$ 500.00
High Piled/Rack Storage System	N/A	$ 400.00
Underground Fire Line (per line)	N/A	$ 250.00
Fixed Pipe Systems (per system)	N/A	$ 150.00
Gaseous Suppression Systems (per system)	N/A	$ 300.00
Standpipe	N/A	$ 200.00

City of Schertz
Schedule of Fees

Summary of Changes		2022-23		2023-24
Additional Standpipes (beyond 1)		N/A	$	150.00
Above Ground Storage Tanks (all sizes) - commercial		N/A	$	250.00
Above Ground Storage Tanks (all sizes) - residential		N/A	$	150.00
Below Ground Storage Tanks (per tank) - commercial		N/A	$	250.00
Below Ground Storage Tanks (per tank) - residential		N/A	$	150.00
Spray Paint Booth (per booth)		N/A	$	300.00
Access Control Systems (per system)		N/A	$	150.00
Limited Access Security Gates and Perimeter Fencing (per system)		N/A	$	185.00
Solar		N/A	$	250.00
Other Fire Systems		N/A	$	100.00
Fireworks display permit	$	250.00	$	450.00
Tents and Membranes (per event)	$	50.00	$	75.00
Tents and Membranes (annually)		N/A	$	400.00
Short Term Rental Annual Inspection		N/A	$	125.00
Fire Watch ~~Fee, cost based on weighted salary of disptached employee (per hour) - minimum 2 hours~~		ACTUAL	$	75.00
Fire Watch with Pumper Apparatus (per hour) - MInimum 2 hours		N/A	$	150.00
Inspections				
Technology Fees				
Commercial Construction (new, additions, remodels)		N/A		$25.00
New Residential Construction		N/A		$25.00
All other permits		N/A		$10.00
Licenses/Registrations:				
~~General Contractor (Initial)~~				
General Contractor (Initial and Renewal)				
Master Electrician (Initial) State of Texas Issued	$	100.00		$0
Electrical Sign Contractor (Initial) State of Texas Issued	$	50.00		$0
Electric Sign Journeyman Electrician (Annually) State of Texas Issued	$	40.00		$0
	$	50.00		$0
Sewer				
Residential Rates (Single Family)				
Base Rate-per month		15.01		15.46
Per 1,000 gal Charge, Per Month				
Per 1,000 gal charge Total- 12,000 gallons or less		4.94		5.09
greater than 12,000 gallons		11.33		11.67
Business and Multi-family Dwelling Units:				
Base Rate per month		18.88		19.45
The base rate shall be assessed in terms of connection equivalents which shall be as follows: the customer's previous 12 month water consumption as determined at the annual re-rating in February divided by 365, with the results of such division then divided by 245 gallons. The figure arrived at by the second division shall be the customer's "connection equivalent". Each business shall be assessed a base rate.				

City of Schertz
Schedule of Fees

Summary of Changes		2022-23		2023-24
Per 1,000 gal Charge, Per Month				
Line Maintenance-Commercial/Industrial users plus Franchise fee				
User Charge-based on 100% of water consumed				
Per 1,000 gal charge Total- 12,000 gallons or less		5.06		5.21
greater than 12,000 gallons		11.33		11.67
YMCA				
Per 1,000 gal Charge, Per Month		3.33		3.43
Water Rates				
Residential & Small Commercial				
Base Monthly Fee, based on meter size				
5/8 IN	$	25.84	$	26.36
3/4 IN	$	38.73	$	39.50
1.0 IN	$	64.56	$	65.85
1 1/2 IN	$	129.14	$	131.72
2 IN COMPOUND	$	206.62	$	210.75
2IN TURBINE	$	258.26	$	263.43
3 IN COMPOUND	$	413.23	$	421.49
3 IN TURBINE	$	619.85	$	632.25
4 IN COMPOUND	$	645.68	$	658.59
4 IN TURBINE	$	1,084.73	$	1,106.42
6 IN COMPOUND	$	1,291.35	$	1,317.18
6 IN TURBINE	$	2,376.08	$	2,423.60
8 IN COMPOUND	$	2,087.13	$	2,128.87
8 IN TURBINE	$	4,174.25	$	4,257.74
10 IN COMPOUND	$	3,000.24	$	3,060.24
10 IN TURBINE	$	6,522.25	$	6,652.70
12 IN TURBINE	$	8,609.39	$	8,781.58
Usage Fee, rate per 1,000 gallons				
0 - 6,000	$	3.19	$	3.25
6,001 - 12,000	$	3.57	$	3.64
12,001 - 18,000	$	4.18	$	4.26
18, 001 -30,000	$	5.10	$	5.20
30,001 and Above	$	6.48	$	6.61

City of Schertz
Schedule of Fees

Summary of Changes	2022-23	2023-24
Large Commercial		
Base Monthly Fee, based on meter size		
5/8 IN	$ 25.84	$ 26.36
3/4 IN	$ 38.73	$ 39.50
1.0 IN	$ 64.56	$ 65.85
1 1/2 IN	$ 129.14	$ 131.72
2 IN COMPOUND	$ 206.62	$ 210.75
2IN TURBINE	$ 258.26	$ 263.43
3 IN COMPOUND	$ 413.23	$ 421.49
3 IN TURBINE	$ 619.85	$ 632.25
4 IN COMPOUND	$ 645.68	$ 658.59
4 IN TURBINE	$ 1,084.73	$ 1,106.42
6 IN COMPOUND	$ 1,291.35	$ 1,317.18
6 IN TURBINE	$ 2,376.08	$ 2,423.60
8 IN COMPOUND	$ 2,087.13	$ 2,128.87
8 IN TURBINE	$ 4,174.25	$ 4,257.74
10 IN COMPOUND	$ 3,000.24	$ 3,060.24
10 IN TURBINE	$ 6,522.25	$ 6,652.70
12 IN TURBINE	$ 8,609.39	$ 8,781.58
Usage Fee, rate per 1,000 gallons		
0 - 18,000	$ 3.19	$ 3.25
18,001 - 36,000	$ 3.57	$ 3.64
36,001 - 54,000	$ 4.18	$ 4.26
54,001 - 90,000	$ 5.10	$ 5.20
90,001 and Above	$ 6.48	$ 6.61
Fire Hydrant Meter		
Base Monthly Fee	$ 122.72	$ 125.17
Usage Fee, per 1,000 galls	$ 9.43	$ 9.62
Cibolo Wholesale Water Rate	$ 3.27	$ 3.34
Engineering		
Development Permit		
% of total valuation of public infrastructure improvements	1%	N/A
Construction Plan Review		
Base Fee	N/A	$ 1,065.00
Water, per 100 linear foot of main	N/A	$ 8.52
Wastewater, per 100 linear foot of main	N/A	$ 12.78
Street and Drainage, per 100 linear foot of street	N/A	$ 8.52
Drainage, per 100 linear feet of street + 100 linear feet of off-street facility	N/A	$ 12.78
OR		
Actual Cost of third party plan review	N/A	Actual
Construction Inspection		
Base Fee	N/A	$ 3,386.40
Water, per 100 linear foot of main	N/A	$ 8.52
Wastewater, per 100 linear foot of main	N/A	$ 10.65
Street and Drainage, per 100 linear foot of street	N/A	$ 8.52

City of Schertz
Schedule of Fees

Summary of Changes	2022-23	2023-24
Drainage, per 100 linear feet of street + 100 linear feet of off-street facility	N/A	$ 10.65
OR		
Actual Cost of third party plan review	N/A	Actual

City of Schertz
Schedule of Fees

City Secretary	2022-23	2023-24
Candidate Filing Fee	$ 25.00	$ 25.00
Licenses		
Package Store Permit	$ 250.00	$ 250.00
Wine and Malt Beverage Retailer's Permit - Bexar County	$ 500.00	$ 500.00
Wine and Malt Beverage Retailer's Permit - Bexar County Renewal	$ 375.00	$ 375.00
Wine and Malt Beverage Retailer's Permit - All Other Counties	$ 87.50	$ 87.50
Wine and Malt Beverage Retailer's Off Premises Permit	$ 30.00	$ 30.00
(Malt Beverage) Retail Dealer's On-Premise License - Bexar County	$ 500.00	$ 500.00
(Malt Beverage) Retail Dealer's On-Premise License - Bexar County Renewal	$ 375.00	$ 375.00
(Malt Beverage) Retail Dealer's On-Premise License - All Other Counties	$ 75.00	$ 75.00
Wine-Only Package Store Permit	$ 37.50	$ 37.50
Mixed Beverage Permit	$ 375.00	$ 375.00
Wholesaler's Permit	$ 937.50	$ 937.50
Branch's Distributor's License	$ 37.50	$ 37.50
(Malt Beverage) Retail Dealer's Off-Premise License	$ 30.00	$ 30.00
Local Distributor's Permit	$ 50.00	$ 50.00
Winery Permit	$ 37.50	$ 37.50

City of Schertz
Schedule of Fees

All Departments	2022-23	2023-24
Records Requests		
Standard paper copy, per page (front and back is 2 pages)	$ 0.10	$ 0.10
Nonstandard-size copy:		
Oversize paper copy (11” X 17”)	$ 0.50	$ 0.50
Specialty paper (Mylar, blueprint, blue line, map, photographic)	Actual	Actual
Certified Copy- Each Certification	$ 5.00	$ 5.00
Diskette	$ 1.00	$ 1.00
Magnetic tape - actual cost	Actual	Actual
Data cartridge -actual cost	Actual	Actual
Tape cartridge - actual cost	Actual	Actual
Rewritable CD (CD-RW)	$ 1.00	$ 1.00
Non-rewritable CD (CD-R)	$ 1.00	$ 1.00
Digital video disc (DVD)	$ 3.00	$ 3.00
JAZ drive - actual cost	Actual	Actual
Other electronic media - actual cost	Actual	Actual
Miscellaneous supplies - actual cost	Actual	Actual
Postage and shipping charge actual cost	Actual	Actual
Photographs - actual cost	Actual	Actual
Maps - actual cost	Actual	Actual
Labor charge:		
For locating, compiling, and reproducing, per hour (if documents are NOT located in the immediate area and over 50 pages)	$ 15.00	$ 15.00
Overhead charge - % of labor charge	20%	20%
Remote document retrieval charge	Actual	Actual
No Sales Tax shall be applied to copies of public information.		
Notary Fees		
Acknowledgement, Certified Copies, Jurat's, Oaths and Affirmation	$ 6.00	$ 6.00
Protests- Per Document	$ 5.00	$ 5.00
Convenience Fees		
Credit Card Payment Over Phone	$ 1.00	$ 1.00
Return Check Fee	$ 25.00	$ 25.00

City of Schertz
Schedule of Fees

Library	2022-23	2023-24
Non-Resident user fee- Library Card	$ 15.00	$ 15.00
Meeting Room Fee- Non-Schertz residents, 4 hours	$ 50.00	$ 50.00
Meeting Room Fee- After hour fee, per hour	$ 25.00	$ 25.00
Meeting Room Cleaning Fee (Spot Cleaning)	$ 50.00	$ 50.00
Meeting Room Cleaning Fee (Whole Room)	Actual	Actual
Additional Fee for After Hours Cleaning, per hour	$ 25.00	$ 25.00
Inter-Library Loans Materials (ILL Materials)		
Lost or damaged ILL items - Cost of item as billed by the lending library (may include additional fines or fees assessed by the lending library)	Actual	Actual
Inter-Library Loan items per day (3 day grace period)	$ 1.00	$ 1.00
Max overdue amount per ILL item	$ 5.00	$ 5.00
Return Postage Fee--for ILL items never picked up by customer after arrival	$ 3.00	$ 3.00
Overdue Fines (3 day grace period)		
All Items per day (except ILL items)	$ 0.25	$ 0.25
Max amount that can be charged	$ 1.00	$ 1.00
Replacement Library Card	$ 1.00	$ 1.00
Copier, per standard page (2-sided copies are the same as 2 pages; oversized copies are the same as 2 pages)		
Black and White	$ 0.15	$ 0.15
Color	$ 0.50	$ 0.50
Printing, per standard page (2-sided copies are the same as 2 pages; oversized copies are the same as 2 pages)		
Black and White	$ 0.15	$ 0.15
Color	$ 0.50	$ 0.50
Outgoing Fax, 1st page	$ 1.00	$ 1.00
Per each succeeding page	$ 0.25	$ 0.25
Lost & Damaged Materials - Cost of item		
plus a processing fee	$ 5.00	$ 5.00
Damaged DVD Case or Video Case	$ 1.00	$ 1.00
Damaged or Missing Barcode	$ 1.00	$ 1.00
Damaged or Missing RFID Tag	$ 1.00	$ 1.00
Damaged or Missing DVD/Video Cover (if replaceable) plus processing fee	$ 3.00	$ 3.00
Toddler Tote Bag	$ 2.50	$ 2.50
Juvenile Audiobook Bag	$ 5.00	$ 5.00
Materials Recovery Fee (per account sent to collections)	$ 10.00	$ 10.00

Note: If an item is lost and paid for, any overdue fines assessed against the item are waived. If part of an item is lost, the item as a whole is considered lost and the full cost of the item is charged to the patron. Again, any overdue fines assessed against the item are waived if the item is paid for. Refunds for items that were paid for and subsequently found and returned to the library are available for up to 60 days after payment and require the original receipt. Processing fees are non-refundable. No refunds will be given after 60 days.

City of Schertz
Schedule of Fees

Schertz Magazine	2022-23	2023-24
Display Ads:		
Eighth Page for 6 mo., per month	$ 325.00	$ 325.00
Eighth Page for 12 mo., per month	$ 300.00	$ 300.00
Quarter Page for 6 mo., per month	$ 600.00	$ 600.00
Quarter Page for 12 mo., per month	$ 450.00	$ 450.00
Half Page for 6 mo., per month	$ 1,100.00	$1,100.00
Half Page for 12 mo., per month	$ 775.00	$ 775.00
Full Page for 6 mo., per month	$ 1,650.00	$1,650.00
Full Page for 12 mo., per month	$ 1,325.00	$1,325.00
Special placement fee	$ 100.00	$ 100.00
Artwork ownership fee	$ 95.00	$ 95.00
Premium Placement:		
Back Cover for 6 mo., per month	$ 2,000.00	$2,000.00
Back Cover for 12 mo., per month	$ 1,650.00	$1,650.00

Churches, governmental entities, 501 (c) 3 and civic groups who provide a service to the residents of Schertz will receive a 25% discount on the above facility rental rates.

City of Schertz
Schedule of Fees

Event Facilities	2022-23	2023-24
Vendor/Ancillary Fees		
Kitchen Fee, per person		
Kitchen/F&B Fee, Ballroom	$ 300.00	$ 300.00
Kitchen/F&B Fee, Bluebonnet Room	$ 100.00	$ 100.00
Early Open Fee (one hour only)	$ 200.00	$ 200.00
Late Fee	$ 200.00	$ 200.00
Ice, one bin (80lbs)	$ 15.00	$ 15.00
Ice, unlimited	$ 25.00	$ 25.00
Beverage Service (for 50 people)	$ 50.00	$ 50.00
Beverage Linen per table	$ 6.00	$ 6.00
Cancellation Fee	$ 50.00	$ 50.00
Portable Bar (includes 5 cocktail tables)	$ 200.00	$ 200.00
Cocktail Tables (up to 5)	$ 50.00	$ 50.00
Uplighting, per light	$ 15.00	$ 15.00
Uplighting package, 10 lights	$ 100.00	$ 100.00
Pipe for Back Drop	$ 25.00	$ 25.00
Drape per linear ft.	$ 2.00	$ 2.00
Cleaning Fee	$ 150.00	$ 150.00
Beverage Tub	$ 75.00	$ 75.00
Private Suite	$ 150.00	$ 150.00
Discount/Special Rates		
Frequent Renters 25% discount (Must rent at least 12 times calendar year)		
Multiple Day Renters 25% discount (Must rent two or more consecutive days)		
Day before setup - 50% of regular room rate (only in ballroom or entire Civic Center)		
Non-Profits 25% discount - rent only		
All comp'd requests will require approval from City Manager		
H.O.A. Meeting Fee	$ 100.00	$ 100.00
Funeral Reception Only in Bluebonnet Hall/Community Centers 3 hr maximum	$ 100.00	$ 100.00
Gym Use Fee (Community Center/per hour)	$ 25.00	$ 25.00
Facility Security		
Security Coordination Fee	$ 15.00	$ 15.00
Regular- per officer, per hour (4 hour minimum)	$ 40.00	$ 50.00
Holiday- per officer, per hour (4 hour minimum)	$ 50.00	$ 75.00
Civic Center - Grand Ballroom- (7,198 sq. ft)		
Regular Rentals (room only)		
Sunday, Full day	$ 925.00	$ 925.00
Monday - Thursday, Full day	$ 600.00	$ 600.00
Monday - Thursday, Half day	$ 375.00	$ 375.00
Friday, Full Day (half day not available)	$ 925.00	$ 925.00
Saturday, Full day (half day not available)	$ 1,975.00	$ 1,975.00
Small Stage	$ 200.00	$ 200.00
Dance Floor	$ 200.00	$ 200.00
Damage/Cancellation Deposit	$ 500.00	$ 500.00
Audio/Visual Services (upgraded)	$ 175.00	$ 175.00
Additional time, per hour	$ 50.00	$ 50.00
Audio/Visual Panel Access (for 2 screens/projectors)	$ 100.00	$ 100.00

City of Schertz
Schedule of Fees

Event Facilities	2022-23	2023-24
Banquet Package - includes hall and kitchen rental, easel, tables/chairs, dance floor, AV panel access, ice, private suite, portable bar, cocktail tables, uplighting package, beverage tub:		
Friday/Sunday, Full Day (half day not available)	$ 2,025.00	$ 2,025.00
Saturday, Full day (half day not available)	$ 3,000.00	$ 3,000.00
Civic Center Cut-Off Hall (Larger portion of Ballroom - (4,172 sq ft)		
Regular Rentals		
Sunday, Full day	$ 700.00	$ 700.00
Monday - Thursday, Full day	$ 425.00	$ 425.00
Monday - Thursday, Half day	$ 250.00	$ 250.00
Friday, Full Day (half day not available)	$ 700.00	$ 700.00
Saturday, Full day (half day not available)	$ 1,550.00	$ 1,550.00
Small Stage - move to only one stage	$ 200.00	$ 200.00
Dance Floor	$ 200.00	$ 200.00
Audiovisual Services (upgraded)	$ 175.00	$ 175.00
Additional time, per hour	$ 50.00	$ 50.00
Audio/Visual Panel Access (for 2 screens/projectors)	$ 100.00	$ 100.00
Damage/Cancellation Deposit	$ 500.00	$ 500.00
Banquet Package - includes hall and kitchen rental, easel, tables/chairs, dance floor, AV panel access, ice, private suite, portable bar, cocktail tables, uplighting package, beverage tub:		
Friday/Sunday, Full day (half day not available)	$ 1,725.00	$ 1,725.00
Saturday, Full day (half day not available)	$ 2,575.00	$ 2,575.00
Civic Center Conference Hall (Smaller portion of Ballroom - (3,026 sq ft)		
Regular Rentals		
Friday/Sunday, Full day	$ 400.00	$ 400.00
Monday - Thursday, Full day	$ 250.00	$ 250.00
Monday - Thursday, Half day	$ 175.00	$ 175.00
Audio/Visual Panel Access (for 2 screens/projectors)	$ 100.00	$ 100.00
Damage/Cancellation Deposit	$ 200.00	$ 200.00
Civic Center - Bluebonnet Hall- (2,500 sq ft)		
Regular Rentals		
Friday/Sunday, Full day	$ 450.00	$ 450.00
Friday/Sunday, Half day	$ 225.00	$ 225.00
Monday - Thursday, Full day	$ 275.00	$ 275.00
Monday - Thursday, Half day	$ 150.00	$ 150.00
Saturday, Full day (half day not available)	$ 775.00	$ 775.00
Audio/Visual Panel Access (for 2 screens/projectors)	$ 100.00	$ 100.00
Damage/Cancellation Deposit	$ 200.00	$ 200.00
Banquet Package - includes hall rental, kitchen, tables/chairs, AV panel access, ice, uplights, portable bar:		
Friday/Sunday, Full day	$ 925.00	$ 925.00
Friday/Sunday, Half day	$ 700.00	$ 700.00
Saturday, Full day (half day not available)	$ 1,250.00	$ 1,250.00
Community Center North- 3501 Morning Dr- (2,006 sq ft)		
Sunday - Thursday per hour, 2 hour minimum	$ 25.00	$ 25.00
Friday - Saturday per hour, 4 hour minimum	$ 50.00	$ 50.00
Daily Maximum (up to 12 hours)	$ 375.00	$ 375.00

City of Schertz
Schedule of Fees

Event Facilities	2022-23	2023-24
Damage/Cancellation Deposit	$ 200.00	$ 200.00
Community Center Central (2,940 sq ft)		
Sunday - Thursday per hour, 2 hour minimum	$ 50.00	$ 50.00
Friday - Saturday per hour, 4 hour minimum	$ 75.00	$ 75.00
Daily Maximum (up to 12 hours)	$ 475.00	$ 475.00
Projector/Screen/Microphone	$ 50.00	$ 50.00
Damage/Cancellation Deposit	$ 200.00	$ 200.00

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City of Schertz
Schedule of Fees

Event Fee	2022-23	2023-24
Daddy Daughter/Mother Son Dances		
Adult	$ 18.00	$ 18.00
Child (17 and under)	$ 12.00	$ 12.00
Kick Cancer 1k/5k		
1K Kids Run	$ 20.00	$ 20.00
5K Timed Run/Walk	$ 35.00	$ 35.00
Signs of Love	$ 20.00	$ 20.00
Movin on Main		
Vendor Fee	$ 100.00	$ 100.00
Non-Profit Vendor Fee	$ 50.00	$ 50.00
Jubilee		
Food Vendor	$ 300.00	$ 300.00
Carnival	$ 6,000.00	$ 6,000.00
Craft Vendor	$ 50.00	$ 50.00
Business Parade Entry	$ 50.00	$ 50.00
Kickball		
Individual	$ 25.00	$ 25.00
Late Fee Per Individual	$ 10.00	$ 10.00
Cornhole League		
Individual	$ 25.00	$ 25.00
Late Fee Per Individual	$ 10.00	$ 10.00
Softball League		
Individual	$ 25.00	$ 25.00
Late Fee Per Individual	$ 10.00	$ 10.00
Holidazzle		
Food Vendor	$ 50.00	$ 50.00
Craft Vendor	$ 50.00	$ 50.00
Business Parade Entry	$ 15.00	$ -
Breakfast with Santa	$ 10.00	$ 10.00
New Years Eve Masquerade		
Food Vendor	$ 50.00	$ 50.00

City of Schertz
Schedule of Fees

Event Fee	2022-23	2023-24
Wild Adaptations		
Per Individual	$ 10.00	$ 10.00
Parent And Me		
Per couple	$ 7.00	$ 7.00
Crafty Tweens		
Per Individual	$ 10.00	$ 10.00
Archery Camp		
Per Individual	$ 50.00	$ 50.00
Battle of the Bots Camp (iCode)		
Per Individual	$ 200.00	$ 200.00
Roblox Editor Camp (iCode)		
Per Individual	$ 200.00	$ 200.00
Lacrosse Camp (Skyhawks)		
Per Individual	$ 169.00	$ 169.00
STEM & Play (Skyhawks)		
Per Individual	$ 185.00	$ 185.00

City of Schertz
Schedule of Fees

Parks and Recreation	2022-23	2023-24
Small Pavilion (Resident)		
Weekday Full Day (Mon-Thur)	$ 42.50	$ 42.50
Weekend Half Day (Fri-Sun)	$ 55.00	$ 55.00
Weekend Full Day (Fri-Sun)	$ 85.00	$ 85.00
Small Pavilion (Non-Resident)		
Weekday Full Day (Mon-Thur)	$ 67.50	$ 67.50
Weekend Half Day (Fri-Sun)	$ 90.00	$ 90.00
Weekend Full Day (Fri-Sun)	$ 135.00	$ 135.00
Large Pavilion (Resident)		
Weekday without facilities (Mon-Thur)	$ 50.00	$ 50.00
Weekday with facilities (Mon-Thur)	$ 100.00	$ 100.00
Weekend without facilities (Fri-Sun)	$ 100.00	$ 100.00
Weekend with facilities (Fri-Sun)	$ 200.00	$ 200.00
Large Pavilion (Non-Resident)		
Weekday without facilities (Mon-Thur)	$ 75.00	$ 75.00
Weekday with facilities (Mon-Thur)	$ 150.00	$ 150.00
Weekend without facilities (Fri-Sun)	$ 150.00	$ 150.00
Weekend with facilities (Fri-Sun)	$ 300.00	$ 300.00
Group Picnic Areas (Resident)		
Weekday Full Day (Mon-Thur)	$15.00	$ 15.00
Weekend Half Day (Fri-Sun)	$20.00	$ 20.00
Weekend Full Day (Fri-Sun)	$30.00	$ 30.00
Group Picnic Areas (Non-Resident)		
Weekday Full Day (Mon-Thur)	$22.50	$ 22.50
Weekend Half Day (Fri-Sun)	$35.00	$ 35.00
Weekend Full Day (Fri-Sun)	$45.00	$ 45.00
Spike ball		
Spike ball nets with balls	$ 15.00	$ 15.00
Basketball		
Set of Half Dozen Basketballs	$ 15.00	$ 15.00
Pickleball		
Pickleball Net (Paddles and Balls are Included)	$ 40.00	$ 40.00
Veteran's Memorial Plaza Pavers		
Per Paver	$ 75.00	$ 75.00
Senior Center Membership		
Per Person	$ 36.00	$ 36.00
Per Couple	$ 65.00	$ 65.00

City of Schertz
Schedule of Fees

Parks and Recreation	2022-23	2023-24
Pools		
Daily Rates		
Per swimmer per entry	$ 2.00	$ 2.00
Daily pass	$ 3.00	$ 3.00
Admission is free for children under the age of 2 years.		
Float & Fireworks	$ 3.00	$ 3.00
Paws in the Pool	$ 3.00	$ 3.00
Watermelon Day	$ 3.00	$ 3.00
Season Rates-Maximum per season pass is six (6) members		
Schertz Residents		
Individual rate	$ 40.00	$ 40.00
2 member rate	$ 50.00	$ 50.00
3 member rate	$ 60.00	$ 60.00
4 member rate	$ 70.00	$ 70.00
5 member rate	$ 80.00	$ 80.00
6 member rate	$ 90.00	$ 90.00
Non-Schertz Residents		
Individual rate	$ 70.00	$ 70.00
2 member rate	$ 80.00	$ 80.00
3 member rate	$ 90.00	$ 90.00
4 member rate	$ 100.00	$ 100.00
5 member rate	$ 110.00	$ 110.00
6 member rate	$ 120.00	$ 120.00
Regular Preschool/Child Care Center		
Teacher/Child Care Attendant and 5 students per pass.		
In City	$ 80.00	$ 80.00
Out of City	$ 120.00	$ 120.00
****THESE RATES NOW SET BY CONTRACTOR****		
Swimming lessons rate		
Schertz Residents - per child	**	**
Non- Residents - per child	**	**
Pool Reservations		
Schertz Residents		
1 to 50 People	**	**
51 to 100 People	**	**
101 to 150 People	**	**
151 to 200 People	**	**
201 to 250 People	**	**
251 to 293 People	**	**
Non-Residents		
1 to 50 People	**	**
51 to 100 People	**	**
101 to 150 People	**	**
151 to 200 People	**	**
201 to 250 People	**	**
251 to 293 People	**	**

City of Schertz
Schedule of Fees

Parks and Recreation	2022-23	2023-24
Northcliffe Pool		
Schertz Residents		
1 to 50 People (2 hours maximum)	**	**
50 to 100 People (2 hours maximum)	**	**
Non-Residents		
1 to 50 People (2 hours maximum)	**	**
50 to 100 People (2 hours maximum)	**	**

****THESE RATES NOW SET BY CONTRACTOR****

City of Schertz
Schedule of Fees

Animal Services	2022-23	2023-24
Animal Adoption		
Dog	$ 60.00	$ 60.00
Cat	$ 35.00	$ 35.00
Adoption pricing may be discounted for adoption events or during special promotions		
Permits - A permit shall be issue after payment of application fee:		
Kennel authorized to house 10 or less dogs or cats	$ 75.00	$ 75.00
Kennel authorized to house more than 10 but less than 50	$ 150.00	$ 150.00
Kennel authorized to house 50 or more	$ 200.00	$ 200.00
Pet Shop	$ 100.00	$ 100.00
Grooming Shop	$ 30.00	$ 30.00
Commercial Riding Stable 10 or less	$ 75.00	$ 75.00
Commercial Riding Stable 11-50	$ 150.00	$ 150.00
Commercial Riding Stable 51 or more	$ 200.00	$ 200.00
Annual Crescent Bend Riding Permit, per horse	$ 100.00	$ 100.00
Auction	$ 100.00	$ 100.00
Zoological Park	$ 200.00	$ 200.00
Animal Exhibition/Circus/Petting Zoo	$ 100.00	$ 100.00
Guard Dog Training Center	$ 200.00	$ 200.00
Obedience Training Center	$ 50.00	$ 50.00
Commercial Establishment Using a Guard Dog	$ 75.00	$ 75.00
Commercial Annual Sellers Permit	$ 150.00	$ 150.00
Dangerous Dog Permit	$ 200.00	$ 200.00
Temporary Permit* - not to exceed 7 days	$ 15.00	$ 15.00
*Good for Crescent Bend Riding (per horse), Animal Exhibition/Circus/Petting Zoo, and Auction Permits		
Temporary Animal Sales Permit (Pet Expos), not to exceed 3 days	$ 30.00	$ 30.00
Impoundment Fee: An impoundment fee must be paid for each captured animal		
Dog/Cat Impoundment		
Within a 1 year period		
1st Offense		
Neutered	$ 30.00	$ 30.00
Un-neutered	$ 45.00	$ 45.00
2nd Offense		
Neutered	$ 50.00	$ 50.00
Un-neutered	$ 70.00	$ 70.00
3rd Offense		
Neutered	$ 100.00	$ 100.00
Un-neutered	$ 120.00	$ 120.00
4th Offense		
Neutered	$ 150.00	$ 150.00
Un-neutered	$ 170.00	$ 170.00
Each Additional Offense		
Base- Neutered	$ 150.00	$ 150.00
Base- Un-neutered	$ 170.00	$ 170.00
Per Additional Offense	$ 50.00	$ 50.00
Fowl or other small animal	$ 30.00	$ 30.00
Livestock	$ 75.00	$ 75.00
Zoological/Circus animal	$ 200.00	$ 200.00

City of Schertz
Schedule of Fees

Animal Services	2022-23	2023-24
Boarding Fee: A boarding fee must be paid for each animal		
Dog/Cat, per day	$ 15.00	$ 15.00
Fowl or other small animal, per day	$ 10.00	$ 10.00
Reptile, per day	$ 30.00	$ 30.00
Livestock, per day	$ 50.00	$ 50.00
Zoological/Circus animal, per day	$ 200.00	$ 200.00
Surrender Fee: Charge per animal with proof of Schertz residency		
Fowl/Reptile/Small Animal	$ 10.00	$ 10.00
Dog/Cat neutered/spayed /current rabies cert./heartworm negative	$ 35.00	$ 35.00
Dog/Cat all other surrenders	$ 65.00	$ 65.00
Small Livestock	$ 50.00	$ 50.00
Large Livestock	$ 100.00	$ 100.00
Zoological or Circus	$ 200.00	$ 200.00
Litter Fee (3 or more animals under 2 months old)	$ 75.00	$ 75.00
Quarantine Fee:		
Dog/Cat	$ 50.00	$ 50.00
Plus Daily Charge per animal for boarding	$ 15.00	$ 15.00
Micro Chipping	$ 15.00	$ 15.00
Trap Rental Fee:		
Trap Deposit, refundable when trap is returned	$ 75.00	$ 75.00
Trap Rental Fee, per day	$ 5.00	$ 5.00

City of Schertz
Schedule of Fees

Neighborhood Service	2022-23	2023-24
Health and Sanitation Division		
Food Establishment Fees:		
Non-Profit Organizations (regardless of number of employees)	$ 100.00	$ 100.00
1-3 Employees	$ 150.00	$ 150.00
4-6 Employees	$ 285.00	$ 285.00
7-10 Employees	$ 540.00	$ 540.00
11-20 Employees	$ 575.00	$ 575.00
21+ Employees	$ 725.00	$ 725.00
Temporary Food and/or Beverage Establishment	$ 50.00	$ 50.00
Mobile Vendors	$ 100.00	$ 100.00
Mobile Vendors, registration (existing permit from another government agency)	$ 25.00	$ 25.00
Public and HOA Swimming Pool License	$ 110.00	$ 110.00
Foster Care	$ 50.00	$ 50.00
Re-inspection fees	$ 75.00	$ 75.00
Nuisance Abatement Administrative Fee		
First abatement	$100.00	$ 100.00
Second abatement	$200.00	$ 200.00
Third and subsequent abatements	$500.00	$ 500.00
Sanitation Inspection Fees - Outside of City		
Hourly Charge, one hour minimum	$ 50.00	$ 50.00
Mileage over 15 miles, per mile	$ 5.00	$ 5.00
Administrative Fee	15%	15%

City of Schertz
Schedule of Fees

Police Department	2022-23	2023-24
Alarm Permit Fees		
Residential - Annually	$ 10.00	$ 10.00
Tier 1 Commercial	$ 25.00	$ 25.00
Tier 2 Commercial site alarm system required under local, state or national code	$ 50.00	$ 50.00
Alarm Service Fees: Other than Burglar Alarms		
4TH False Alarm within 12 Mo. Period	$ 100.00	$ 100.00
5TH False Alarm within 12 Mo. Period	$ 150.00	$ 150.00
6TH False Alarm within 12 Mo. Period	$ 200.00	$ 200.00
7TH False Alarm within 12 Mo. Period	$ 250.00	$ 250.00
8TH False Alarm within 12 Mo. Period	$ 500.00	$ 500.00
Others After 8TH within 12 Mo. Period	$ 500.00	$ 500.00
Burglar Alarm Service Fees:		
4TH False Alarm within 12 Mo. Period	$ 50.00	$ 50.00
5TH False Alarm within 12 Mo. Period	$ 50.00	$ 50.00
6TH False Alarm within 12 Mo. Period	$ 75.00	$ 75.00
7TH False Alarm within 12 Mo. Period	$ 75.00	$ 75.00
8TH False Alarm within 12 Mo. Period	$ 100.00	$ 100.00
Others After 8TH within 12 Mo. Period	$ 100.00	$ 100.00
Miscellaneous Fees		
Accident Reports, each	$ 6.00	$ 6.00
Fingerprints, per set	$ 10.00	$ 10.00
Solicitor/Peddler Permit	$ 50.00	$ 50.00
Background Check Fee	$ 10.00	$ 10.00
BODY CAM VIDEO ($1.00 per minute +$10.00)	$ 10.00	$ 10.00

City of Schertz
Schedule of Fees

Fire Department and Haz-Mat Fees	2022-23	2023-24
Licenses & Permits		
Certificate of Occupancy - Inspections (CO)	$ 50.00	$ 50.00
License Inspections	$ 50.00	N/A
Annual Daycare/Foster Care Centers	$ -	$ -
Adult Daycare	$ 50.00	$ 200.00
Licensed Nursing Care Center	$ 50.00	$ 200.00
Licensed Hospital Inspection	$ 50.00	$ 250.00
Licensed Institutional Inspection	$ 50.00	$ 250.00
Licensed In-Home Facilities	$ 50.00	$ 50.00
Emergency Responder Radio Coverage System	N/A	$ 500.00
High Piled/Rack Storage System	N/A	$ 400.00
Above Ground Storage Tanks (all sizes) - commercial	N/A	$ 250.00
Above Ground Storage Tanks (all sizes) - residential	N/A	$ 150.00
Below Ground Storage Tanks (per tank) - commercial	N/A	$ 250.00
Below Ground Storage Tanks (per tank) - residential	N/A	$ 150.00
Access Control Systems (per system)	N/A	$ 150.00
Limited Access Security Gates and Perimeter Fencing (per system)	N/A	$ 185.00
Solar	N/A	$ 250.00
Open or Control Burn - Commercial	$ 150.00	$ 150.00
Open or Control Burn - Non-commercial	$ 25.00	$ 25.00
Fireworks display permit	$ 250.00	$ 450.00
Tents and Membranes (per event)	$ 50.00	$ 75.00
Tents and Membranes (annually)	N/A	$ 400.00
Cutting and Welding	$ 50.00	$ 50.00
Explosives	$ 50.00	$ 50.00
Flammable Storage	$ 50.00	$ 50.00
Carnivals and Fairs	$ 50.00	$ 50.00
Food Booth (per booth, per event)	$ 25.00	$ 25.00
Mobile Food Establistments (annual)	$ 25.00	$ 25.00
Battery Systems	$ 50.00	$ 50.00
Combustible Dust Product Options	$ 50.00	$ 50.00
Cryogenic Fluids	$ 50.00	$ 50.00
Haz-mat	$ 50.00	$ 50.00
Lumberyards	$ 50.00	$ 50.00
Spraying and Dipping	$ 50.00	$ 50.00
Storage of Tires	$ 50.00	$ 50.00
Short Term Rental Annual Inspection	N/A	$ 125.00
Fire Suppression System Permits		
~~Base~~ Fire ~~Suppression~~ Sprinkler System ~~Installation~~ (1-10 heads)	$ 100.00	$ 200.00
Fire Sprinkler System (11-200 heads)	N/A	$ 250.00
Additional ~~installation charge, per sprinkler~~ heads (beyond 200)	$ 1.00	$ 1.00
Sprinkler System Modification (no heads involved)	N/A	$ 150.00
False Alarm, per occurance (after 2 in an annual period)	$ -	$ 50.00
~~Base~~ Fire Alarms Installation (1-20 Devices)	$ 100.00	$ 200.00
Fire Alarms Installation (21-200 Devices)	N/A	$ 250.00
Additional installation charge, per initiating or notification device (beyond 200)	$ 1.00	$ 1.00
Fire Alarm Remodel (Less than 10 Devices)	N/A	$ 75.00
Fire Alarm Remodel (11-25 Devices)	N/A	$ 150.00
Fire Alarm Remodel (26-100 Devices)	N/A	$ 225.00
Fire Alarm Remodel (101-200 Devices)	N/A	$ 300.00
Fire Alarm Remodel (201+ Devices)	N/A	$ 375.00
Fire Alarm Panel Replacement (1-9 effected Devices)	N/A	$ 100.00
Fire Alarm panel Replacement (10+ effected Devices)	N/A	$ 200.00

City of Schertz
Schedule of Fees

Fire Department and Haz-Mat Fees	2022-23	2023-24
Kitchen Hood Suppression System	N/A	$ 400.00
Underground Fire Line (per line)	N/A	$ 250.00
Fixed Pipe Systems (per system)	N/A	$ 150.00
Gaseous Suppression Systems (per system)	N/A	$ 300.00
Standpipe	N/A	$ 200.00
Additional Standpipes (beyond 1)	N/A	$ 150.00
Spray Paint Booth (per booth)	N/A	$ 300.00
Other Fire Systems	N/A	$ 100.00
Inspection & Plan Review		
Inspection Fees		
Re-Inspection	$ 45.00	$ 150.00
After hours fee, per hour per inspector	$ 75.00	$ 75.00
(beyond the hours of 8:00 a.m. to 5:00 p.m.)		
Plan Review Fees, ~~construction~~ per hour, minimum 2 hours	$ 75.00	$ 100.00
Plan Review Rush, Outsource - Sent out by Fire Marshal	Cost	Cost
SFR After Hours Plan Review Rush (per hour, 2 hour minimum)	$ 75.00	$ 200.00
Smoke Control System Plan ~~(for each review)~~ (per system)	$ 75.00	$ 400.00
Hazardous materials operations service fees.		
The current replacement cost shall be charged for the use of consumable haz-mat supplies and firefighting agents	ACTUAL	ACTUAL
If any protective equipment or firefighting equipment is damaged or contaminated, the current replacement cost shall be charged.	ACTUAL	ACTUAL
Fire Watch ~~Fee, cost based on weighted salary of disptached employee (per hour) - minimum 2 hours~~	ACTUAL	$ 75.00
Fire Watch with Pumper Apparatus (per hour) - MInimum 2 hours	N/A	$ 150.00

City of Schertz
Schedule of Fees

EMS	2022-23	2023-2024
Response Services		
Aid Call	$ 200.00	$ 200.00
Air Medical Assist Call	$ 700.00	$ 700.00
BLS Non- Emergency	$ 1,090.00	$ 1,090.00
BLS Emergency	$ 1,210.00	$ 1,210.00
ALS Non Emergency	$ 1,230.00	$ 1,230.00
ALS Emergency No Specialty Care	$ 1,440.00	$ 1,440.00
ALS Emergency W \ Specialty Care	$ 1,600.00	$ 1,600.00
Mileage, per mile	$ 22.00	$ 25.00
Other Services		
Ambulance Standby, per hour	$ 125.00	$ 150.00
Gator Standby, per hour	$ 95.00	$ 100.00
AED Supplies	Actual	Actual
CPR Class and Supplies	Actual	Actual
System Continuing Education	Actual	Actual
Vaccinations	Actual	Actual
EMT Class	$ 1,100.00	$ 1,200.00
Passport to Care - Single (insured)	$ 50.00	$ 50.00
Passport to Care - Family (insured)	$ 60.00	$ 60.00
Passport to Care - Single (Not insured)	$ 65.00	$ 65.00
Passport to Care - Family (Not insured)	$ 75.00	$ 75.00
Per Capita	$ 16.10	$ 17.07

City of Schertz
Schedule of Fees

Planning and Zoning	2022-23	2023-24
Plat recording service:		
Fees assessed are due prior to recording:		
Plat recording fee is equal to the fee charged by the County Clerks Office		
Annexation Petition by Property Owner - Plus all related fees	$ 750.00	$ 750.00
Zone Change		
Zone change for 0 to 2 acres	$ 650.00	$ 650.00
Zone change for 2+ to 5 acres	$1,000.00	$1,000.00
Zone change for 5+ to 20 acres	$2,000.00	$2,000.00
Zone change for 20+ to 50 acres	$3,500.00	$3,500.00
Zone change for 50+ to 100 acres	$4,000.00	$4,000.00
Zone change for 100+ acres	$6,000.00	$6,000.00
Specific Use Permit (SUP) - plus other applicable items (i.e. Site Plan)		
Specific Use Permit (SUP) for 0 to 2 acres	$ 650.00	$ 650.00
Specific Use Permit (SUP) for 2+ to 5 acres	$ 1,000.00	$1,000.00
Specific Use Permit (SUP) for 5+ to 20 acres	$ 2,000.00	$2,000.00
Specific Use Permit (SUP) for 20+ to 50 acres	$ 3,500.00	$3,500.00
Specific Use Permit (SUP) for 50+ to 100 acres	$ 4,000.00	$4,000.00
Specific Use Permit (SUP) for 100+ acres	$ 6,000.00	$6,000.00
Building addition of a current/legal SUP	$ 500.00	$ 500.00
Master Development Plan		
All phased developments and PDD's	$ 1,500.00	$1,500.00
Master Development Plan Amendment (minor revision)	$ 500.00	$ 500.00
Preliminary Plat		
0 to 50 acres	$ 2,000.00	$2,000.00
greater than 50 acres	$ 3,000.00	$3,000.00
Final Record Plat or Re-plat		
0 to 50 acres	$ 1,500.00	$1,500.00
greater than 50 acres	$ 2,000.00	$2,000.00
Revised Final Plat (minor)	$ 500.00	$ 500.00
Amended Plat	$ 1,500.00	$1,500.00
Minor Plat	$ 1,500.00	$1,500.00
Vacate Plat	$ 1,500.00	$1,500.00
Plat Time Extension - plus all related fees	$ 250.00	$ 250.00
Street and Subdivision Name Changes	$ 1,500.00	$1,500.00

City of Schertz
Schedule of Fees

Planning and Zoning	2022-23	2023-24
Site Plan	$ 1,500.00	$1,500.00
Amended Site Plan (minor)	$ 500.00	$ 500.00
Park Fees - Residential		
Land Dedication: one (1) acre per 100 dwelling unit		
Fee in Lieu of Land Dedication: per dwelling unit	$ 350.00	$ 350.00
Park Development Fee: Per Dwelling unit	$ 650.00	$ 650.00
Park Fees - Multi-Family		
Land Dedication: one (1) acre per 100 dwelling unit		
Fee in Lieu of Land Dedication; per dwelling unit:	$ 350.00	$ 350.00
Park Development Fee: Per Dwelling unit	$ 650.00	$ 650.00
Miscellaneous		
Tree Mitigation, inch of DBH - Plus all related fees	$ 100.00	$ 100.00
Legal Review (i.e. Improvement Agreements)	Actual	Actual
Zoning Verification Letter - Single tract of land per Tract	$ 150.00	$ 150.00
Certificate of Determination - Single Tract of Land per Tract	$ 150.00	$ 150.00
Postponement of any Public Hearing by the Applicant	$ 350.00	$ 350.00
Appeals and requests for amendments Considered by City Council, the Planning & Zoning Commission, the Building and Standards Commission, or the Board of Adjustment as allowed by the Unified Development Code, to include requested amendments to the Comprehensive Land Use Plan	$ 500.00	$ 500.00
Variance and/or Waivers		
Unified Development Code, ea.	$ 500.00	$ 500.00
Building Code, ea.	$ 500.00	$ 500.00
Driveway width waiver requests will not be assessed with the waiver fee		
Copies, Plans, and Maps:		
Unified Development Code	$ 50.00	$ 50.00
Public Works Specification Manual	$ 50.00	$ 50.00
Staff Review - Application completeness review, internal SDR (staff) review & meeting with applicant to review application package. Fee included in all applications.		

City of Schertz
Schedule of Fees

Inspections		2022-23	2023-24
Residential Building Permit Fees			
Minimum permit fee		$ 50.00	$ 50.00
New Single Family Residential (one & two family dwellings)	per square foot	$ 0.50	$ 0.50
New Assessory structures	per square foot	$ 0.50	$ 0.50
Flatwork/Deck		$ 100.00	$ 100.00
Patio/Patio Cover		$ 225.00	$ 225.00
Roof Replacement		$ 200.00	$ 200.00
Window Replacement		$ 150.00	$ 150.00
Foundation Repair		$ 225.00	$ 225.00
No plan check fee applies to residential flatwork/deck permits			
A building permit is required for swimming pools greater than 24 inches (24") in depth.			
Swimming Pools - In ground		$ 500.00	$ 500.00
Swimming Pools - Above Ground (where a permit is required)		$ 25.00	$ 25.00
No permit required for prefabricated pools less than 24"			
A residential plan review fee of 50% of the building permit fee is assessed to all permits for the review of construction documents and plans associated with a permit.		50%	50%
See trade permit and technology fees associated with residential permits below.			
Commercial Building Permit Fees			
Building Permit Fees			
New Construction - Commercial (see Cost table below)		Cost	Cost
Plan review fees for projects with a cost of $5,000 or greater, are assessed review fees based on a percentage (%) of Permit Fee		50%	50%
Permit Fees:			
Cost of Construction (Cost)			
$0.00 to $1,000.00		$ 50.00	$ 50.00
$1,001.00 to $15,000.00, for each additional $1,000 and fraction thereof		$ 8.00	$ 8.00
$15,001.00 to $50,000.00, for each additional $1,000 and fraction thereof		$ 7.00	$ 7.00
$50,001 and up, for each additional $1,000 and fraction thereof		$ 6.00	$ 6.00
Following Use The Cost of Construction (Cost) Table above:			
Non - residential Flatwork/Deck		Cost	Cost
Non - residential Accessory Buildings		Cost	Cost
Non - residential Patio/Patio Cover		Cost	Cost
Non - residential Roof Replacement		Cost	Cost
Non - residential Window Replacement		Cost	Cost
Non - residential Swimming Pools in Ground		Cost	Cost
Non - residential Foundation Repair		Cost	Cost
Sign		Cost	Cost
All other permit fees (Residential & Commercial):			
Fence (New and Replacement)		$ 50.00	$ 50.00
Siding/Fascia		$ 75.00	$ 75.00
Temporary Building or Structure		$ 50.00	$ 50.00

City of Schertz
Schedule of Fees

Inspections	2022-23	2023-24
Moving Permit Fee	$ 100.00	$ 100.00
Demolition Permit Fee	$ 60.00	$ 60.00
Mobile Home Permit Fee (plus sub-trades as necessary)	$ 25.00	$ 25.00
Certificate of Occupancy	$ 50.00	$ 50.00
Pre Certificate of Occupancy Inspection	$ 200.00	$ 200.00
Failure to Obtain Certificate of Occupancy	$ 200.00	$ 200.00
Compliance Inspection, each trade	$ 50.00	$ 50.00
Temporary Sign	$ 30.00	$ 30.00
Development Sign	$ 100.00	$ 100.00
Banner	$ 25.00	$ 25.00
Street Span Banner	$ 25.00	$ 25.00
Home Occupation Permit (annually)	$ 35.00	$ 35.00
Construction beginning without permit, pay additional:	$ 200.00	$ 200.00
Failure to Request Inspection, per trade	$ 100.00	$ 100.00
Failure to Obtain Contractors License/Provide Insurance	$ 100.00	$ 100.00
Electrical Permit Fees		
Electrical Repair/Replacement	$ 60.00	$ 60.00
New Construction per building/unit	$ 100.00	$ 100.00
Solar	$100.00	$100.00
Mechanical Permit Fees		
Mechanical Repair/Replacement	$ 60.00	$ 60.00
New Construction per building/unit	$ 100.00	$ 100.00
Plumbing Permit Fees		
Plumbing Repair/Replacement	$ 60.00	$ 60.00
New Construction per building/unit	$ 100.00	$ 100.00
Irrigation Permit Fees		
Permit Fee	$ 60.00	$ 60.00
plus per sprinkler head	$ 1.00	$ 1.00
plus per backflow or RPZ	$ 3.00	$ 3.00
subsequent to the installation of the piping or equipment served, each		
Re-Inspection Fees		
Each re-inspection, per trade	$ 75.00	$ 75.00
Re-inspections after first, per trade	$150.00	$150.00
Re-inspections after second and all subsequent, per trade	$500.00	$500.00
No permit fees will be charged for sites located on Main St. (All departments)		
No permit fees will be charged to the Schertz Housing Authority (All departments)		
Technology Fees		
Commercial Construction (new, additions, remodels)		$25.00
New Residential Construction		$25.00
All other permits		$10.00
Licenses/Registrations:		
General Contractor (Initial and Renewal)	$ 100.00	$0
Master Electrician (Initial) State of Texas Issued	N/C	N/C

City of Schertz
Schedule of Fees

Inspections	2022-23	2023-24
Apprentice/Wireman Electrician (Annually) State of Texas Issued	N/C	N/C
Electrical Contractor (Annually) State of Texas Issued	N/C	N/C
Mechanical Contractor (Annually) State of Texas Issued	N/C	N/C
Plumbing Contractor (Annually)* State of Texas Issued	N/C	N/C
Irrigation (Annually) State of Texas Issued	N/C	N/C
Backflow Tester - State of Texas Issued	N/C	N/C
Sign Contractor (Initial)	N/C	N/C
Sign Contractor (Renewal)	$ 50.00	$0
Electrical Sign Contractor (Initial) State of Texas Issued	$ 40.00	$0
Electric Sign Journeyman Electrician (Annually) State of Texas Issued	N/C	N/C
Electric Sign Apprentice/Wireman Electrician (Annually) State of Texas Issued	N/C	N/C
Utility Contractor (Annually)	N/C	N/C
Mobile Home Park (Annually)	$ 50.00	$0
	$ 40.00	

*N/C - No Charge for license per state law

City of Schertz
Schedule of Fees

Engineering	2022-23	2023-24
Grading and Clearing Permit - Acreage		
For non-agricultural purposes		
Below 5 acres	$ 100.00	$ 100.00
5 to 20 acres	$ 250.00	$ 250.00
Per acre over 20, plus base charge for 20 acres	$ 3.00	$ 3.00
Over 100 acres	$ 490.00	$ 490.00
Grading and Clearing Permit Fees are waived for applicants representing Home Owner's Associations proposing maintenance activities in drainage easements.		
Public Improvement Permit Fees		
Development Permit		
% of total valuation of public infrastructure improvements	$ 0.01	N/A
Construction Plan Review		
Base Fee	N/A	$ 1,065.00
Water, per 100 linear foot of main	N/A	$ 8.52
Wastewater, per 100 linear foot of main	N/A	$ 12.78
Street and Drainage, per 100 linear foot of street	N/A	$ 8.52
Drainage, per 100 linear feet of street + 100 linear feet of off-street facility	N/A	$ 12.78
OR		
Actual Cost of third party plan review	N/A	Actual
Construction Inspection		
Base Fee	N/A	$ 3,386.40
Water, per 100 linear foot of main	N/A	$ 8.52
Wastewater, per 100 linear foot of main	N/A	$ 10.65
Street and Drainage, per 100 linear foot of street	N/A	$ 8.52
Drainage, per 100 linear feet of street + 100 linear feet of off-street facility	N/A	$ 10.65
OR		
Actual Cost of third party plan review	N/A	Actual

City of Schertz
Schedule of Fees

Drainage Fees	2022-23	2023-24
Charge Per Residence	$ 5.20	$ 5.20
Commercial, per LUE	$ 5.20	$ 5.20
Floodplain Permit, Residential	$ 50.00	$ 50.00
Floodplain Permit, Commercial	$ 150.00	$ 150.00

City of Schertz
Schedule of Fees

Public Works - Streets	2022-23	2023-2024
Chipping charges, per half hour	$ 40.00	$ 40.00

Garbage Collection Fees	2022-23	2023-24
Residential:		
Zone I: Once a week pick up		
One 96 gallon cart provided by franchisee, per month	$ 12.41	$ 12.41
Residents requesets 2 carts total:	$ 18.59	$ 18.59
Resident requests 3 carts total:	$ 24.80	$ 24.80
Resident requests 4 carts total:	$ 30.99	$ 30.99
Recycling Fee, per month/container	$ 2.05	$ 2.05
Zone 2: Single Family, twice per week pick up, per month, no cart provided	$ 12.41	$ 12.41
Recycling Fee, per month/container	$ 2.05	$ 2.05
Front Porch Pick Up	$ 18.11	$ 18.11
Recycling Fee, per month/container	$ 2.05	$ 2.05
Special Pickup:		
Move Ins, Special Tree Trimmings, oversize materials, & similar circumstances; minimum	$ 17.29	$ 17.29
Class II: Mobile Home Parks	$ 9.90	$ 9.90
Mobile Home Parks (2 or more mobile homes) (based on number in park on the 15th day of the month), per unit/monthly		
Class III: Apartments	$ 9.90	$ 9.90
per unit/monthly		
Class IV: Motels	$ 4.37	$ 4.37
per unit/monthly		
2. Commercial		
Class V:	$ 15.70	$ 15.70
Offices, barber shops and Professional services, per month		
Class VI:	$ 27.08	$ 27.08
Light retail, wholesale, commercial or industrial, 2000 to 4000 square feet and excluding large grocery stores, etc., per month		
Class VII:	$ 39.34	$ 39.34
Medium retail, wholesale commercial or industrial (2000 to 4000 square feet and exclude large grocery store, etc.), per month		
2 Cart, 1 pickup per week	$ 40.61	$ 40.61

City of Schertz
Schedule of Fees

Garbage Collection Fees	2022-23	2023-24
Class VIII: Heavy Volume retail wholesale, commercial, or industrial (placement determined by a time and cost study of refuse generation and collection. The categories in this class usually require hand loading from rooms or pens and would not apply when commercial containers are used.)		
A. Two weekly pickups of 1.5 cubic yard containers, excluding large grocery, furniture or department stores, per month	$ 69.89	$ 69.89
B. Two weekly pickups of 3 cu. Yard containers, excluding large grocery, furniture or department stores, etc., per month	$ 139.77	$ 139.77
C. Three weekly pickups of 3 cu. Yard containers, excluding large grocery, furniture or department stores, etc., per month	$ 218.41	$ 218.41
D. Four weekly pickups of 4 cu. Yard containers, including large grocery, furniture or department stores, etc., per month	$ 262.05	$ 262.05
E. Five weekly pickups of 4 cu. Yard containers, including large grocery, furniture or department stores, etc., per month	$ 349.42	$ 349.42
F. Six weekly pickups of 4 cu. Yard containers, including large grocery, furniture or department stores, etc., per month	$ 436.84	$ 436.84
G. Customer requiring more than four (4) cu. Yds each pickup would be charged per cu. Yds. Collected., per yard	$ 4.84	$ 4.84

City of Schertz
Schedule of Fees

Garbage Collection Fees	2022-23	2023-24

3. Commercial Containers.

CONTRACTOR will provide commercial containers to those customers who desire to use them in lieu of garbage cans. The use of such CONTRACTOR provided containers is required by this contract. Rates for containers and pickup will be based on the following table:

Container Size:	**Frequency of Pickup**					
2017-18 through 2021-22	**1**	**2**	**3**	**4**	**5**	**6**
2 cu. Yard	$ 59.45	$ 101.23	$ 122.28	$ 139.79	$ 157.26	$ 174.72
3 cu. Yard	$ 71.65	$ 129.26	$ 178.23	$ 204.38	$ 230.63	$ 256.82
4 cu. Yard	$ 89.06	$ 153.79	$ 209.65	$ 253.32	$ 297.04	$ 340.71
6 cu. Yard	$ 125.84	$ 209.65	$ 288.30	$ 366.95	$ 445.49	$ 524.14
8 cu. Yard	$ 148.53	$ 270.81	$ 375.60	$ 480.46	$ 586.04	$ 690.14
10 cu. Yard	$ 171.19	$ 314.45	$ 445.49	$ 559.12	$ 672.64	$ 786.19

Commercial Recycle Hauling Permit	$2,500.00	$2,500.00

City of Schertz
Schedule of Fees

Garbage Collection Fees	2022-23	2023-24
4. Roll-Off Rates Per Pull Open Top Containers - Dry Material		
20 cu. Yard	$ 323.20	$ 323.20
30 cu. Yard	$ 384.34	$ 384.34
40 cu. Yard	$ 445.49	$ 445.49
Roll-off Rental (no pulls within billing cycle) per container per month	$ 133.65	$ 133.65
Collection and Disposal of Municipal Wastes		
5. Wet Material Rates on Compactor containers or open top containers with wet material must be negotiated with customers at the time they are needed. This type of waste must be hauled to a Type I landfill which generally has a higher disposal rate attached to it.		
Roll-off Container Delivery Charge per container	$ 38.95	$ 38.95
Roll-off Relocation or Trip Charge per container	$ 38.95	$ 38.95
2 cu. Yard compactor, per month (2 services per week)	$ 230.27	$ 230.27
Extra pick ups (2 yard compactor), each	$ 87.31	$ 87.31
4 cu. Yard compactor, per month (2 services per week)	$ 474.39	$ 474.39
30 cu yard Compactor, per pull	$ 585.30	$ 585.30
40 cu yard Compactor, per pull	$ 695.37	$ 695.37
30 cu yard Open-top (Recycle), per pull	$ 218.27	$ 218.27
Front-Load container extra pick-up charges		
2 cu yard	$ 29.70	$ 29.70
3 cu yard	$ 37.12	$ 37.12
4 cu yard	$ 44.56	$ 44.56
6 cu yard	$ 51.98	$ 51.98
8 cu yard	$ 59.41	$ 59.41
10 cu yard	$ 66.82	$ 66.82
OVER WEIGHT CHARGE	$ 29.79	$ 29.79

To address non standard requests, the solid waste contractor can negotiate a fee with the customer requesting the service. The City will collect 15% of the negotiated fee per the franchise agreement.

City of Schertz
Schedule of Fees

Business Office	2022-23	2023-24
Water Deposit		
In City	$ 125.00	$ 125.00
Out of City	$ 150.00	$ 150.00
Commercial	$ 100.00	$ 100.00
or 2.5 times estimated monthly billing	2.5x	2.5x
Disconnect Fee	$ 20.00	$ 20.00
Extension Fee	$ 5.00	$ 5.00
2 free extensions		
Transfer Fee	$ 10.00	$ 10.00
Garbage Deposit		
Residential	$ 25.00	$ 25.00
Commercial	$ 100.00	$ 100.00
or 2 1/2 times estimated monthly billing	2.5x	2.5x
Meter Flow Test		
After Hours Disconnect/Reconnect	$ 50.00	$ 50.00
City Field Test	$ 10.00	$ 10.00
City Meter Bench Flow Test	$ 25.00	$ 25.00
Schertz Seguin Water Customers	$ 4.00	$ 4.00
Non-Schertz Seguin Customer	$ 15.00	$ 15.00
Extended Absence Charge	$ 10.00	$ 10.00
Re-Installation Fee, per hour	$ 50.00	$ 50.00
Fire Hydrant Fee		
Deposit	$ 200.00	$ 200.00
Service Fee	$ 50.00	$ 50.00

City of Schertz
Schedule of Fees

Public Works	2022-23	2023-24
Permit Fees - If tie into manhole, public utility or street cut	$ 25.00	$ 25.00
Fire Line Type Nos. 1 and 2 - (non-metered), in City		
4-inch service line connection or smaller	$ 175.00	$ 175.00
6 inch	$ 235.00	$ 235.00
8 inch	$ 290.00	$ 290.00
10 inch	$ 340.00	$ 340.00
12 inch	$ 405.00	$ 405.00
Fire Line - Outside City		
4-inch service line connection or smaller	$ 225.00	$ 225.00
6 inch	$ 305.00	$ 305.00
8 inch	$ 375.00	$ 375.00
10 inch	$ 440.00	$ 440.00
12 inch	$ 525.00	$ 525.00
Meter Installation Fees - Inside the City		
Meter Size		
5/8" X 3/4"	$ 330.00	$ 330.00
3/4" X 3/4"	$ 345.00	$ 345.00
1" X 1"	$ 450.00	$ 450.00
2" X 2"	$ 1,940.00	$1,940.00
*2" turbine	Cost + Labor	ost + Labor
*3" Comp	Cost + Labor	ost + Labor
*3" turbine	Cost + Labor	ost + Labor
*4" Comp	Cost + Labor	ost + Labor
*4" turbine	Cost + Labor	ost + Labor

City of Schertz
Schedule of Fees

Public Works	2022-23	2023-24
Meter Installation Fees - Outside the City		
Meter Size		
5/8" X 3/4"	$ 340.00	$ 340.00
3/4" X 3/4"	$ 355.00	$ 355.00
1" X 1"	$ 460.00	$ 460.00
2" X 2"	$ 1,950.00	$1,950.00
*2" turbine	Cost + Labor	ost + Labor
*3" Comp	Cost + Labor	ost + Labor
*3" turbine	Cost + Labor	ost + Labor
*4" Comp	Cost + Labor	ost + Labor
*4" turbine	Cost + Labor	ost + Labor
Fire Hydrant Meter for Construction		
Deposit (refundable)	$ 200.00	$ 200.00
Service Charge	$ 50.00	$ 50.00
Wholesale Water Distribution Rate		
Base Rate, per month		
3 Inch Compound Meter	$ 315.28	$ 315.28
3 Inch Turbine Meter	$ 472.92	$ 472.92
4 Inch Compound Meter	$ 492.63	$ 492.63
4 Inch Turbine Meter	$ 827.62	$ 827.62
6 Inch Compound Meter	$ 985.26	$ 985.26
6 Inch Turbine Meter	$ 1,812.88	$1,812.88
8 Inch Compound Meter	$ 1,576.80	$1,576.80
8 Inch Turbine Meter	$ 3,153.60	$3,153.60
10 Inch Compound Meter	$ 2,266.65	$2,266.65
10 Inch Turbine Meter	$ 4,927.50	$4,927.50
12 Inch Turbine Meter	$ 6,504.30	$6,504.30
Available by agreement to distributors with a self-maintained water distribution service, Military Bases, and for temporary use until reuse water is made available in a particular area.		
Network Nodes		
Application	$ 500.00	$ 500.00
Additional for each node over 5 on the application (up to 30)	$ 100.00	$ 100.00
Annual Public Right of Way	$ 250.00	$ 250.00
Node Support Pole Application Fee	$ 1,000.00	$1,000.00
Collaction Fee for Network Nodes on City Service Poles, per pole, per month	$ 20.00	$ 20.00
Transport Facilities		
Application	$ 500.00	$ 500.00
Additional for each node over 5 on the application (up to 30)	$ 100.00	$ 100.00
Rental Fee for Transport Facilities, per device per month	$ 28.00	$ 28.00
Annual Public Right of Way Fee	$ 250.00	$ 250.00
Permit Fees will be due at the time of the permit submission. Permit will not be accepted if the permit fee is not attached. Other fees will be assessed at the time of permit approval		

City of Schertz
Schedule of Fees

Capital Recovery Impact Fees			2022-23	2023-24
		LUEs		
Meter Size	Meter Type	Water		
5/8"	SIMPLE	1.0	$ 2,934	$ 2,934
3/4"	SIMPLE	1.5	$ 4,401	$ 4,401
1"	SIMPLE	2.5	$ 7,335	$ 7,335
1.5"	SIMPLE	5.0	$ 14,670	$ 14,670
2"	SIMPLE	8.0	$ 23,472	$ 23,472
2"	COMPOUND	8.0	$ 23,472	$ 23,472
2"	TURBINE	10.0	$ 29,340	$ 29,340
3"	COMPOUND	16.0	$ 46,944	$ 46,944
3"	TURBINE	24.0	$ 70,416	$ 70,416
4"	COMPOUND	25.0	$ 73,350	$ 73,350
4"	TURBINE	42.0	$ 123,228	$ 123,228
6"	COMPOUND	50.0	$ 146,700	$ 146,700
6"	TURBINE	92.0	$ 269,928	$ 269,928
8"	COMPOUND	80.0	$ 234,720	$ 234,720
9"	TURBINE	160.0	$ 469,440	$ 469,440
10"	COMPOUND	115.0	$ 337,410	$ 337,410
10"	TURBINE	250.0	$ 733,500	$ 733,500
12"	TURBINE	330.0	$ 968,220	$ 968,220

SEWER COLLECTION IMPACT FEE

*Collection Impact Fee Per Living Unit Equivalent (LUE)	$ 1,668	$ 1,668

*Sewer based on LUE: LUE = 245 gallons per day
These are only City of Schertz impact fees.

Other Utility Impact Fees

Treatment Impact Fee Per LUE:	$ 1,800.00	$ 2,200.00
South		

Schertz Seguin Local Government Corporation (SSLGC)

Meter Size	Meter Type			
5/8"	SIMPLE	1.0	$ 1,607.24	$ 1,607.24
3/4"	SIMPLE	1.5	$ 2,410.86	$ 2,410.86
1"	SIMPLE	2.5	$ 4,018.10	$ 4,018.10
1.5"	SIMPLE	5.0	$ 8,036.20	$ 8,036.20
2"	SIMPLE	8.0	$ 12,857.92	$ 12,857.92
2"	COMPOUND	8.0	$ 12,857.92	$ 12,857.92
2"	TURBINE	10.0	$ 16,072.40	$ 16,072.40
3"	COMPOUND	16.0	$ 25,715.84	$ 25,715.84
3"	TURBINE	24.0	$ 38,573.76	$ 38,573.76
4"	COMPOUND	25.0	$ 40,181.00	$ 40,181.00
4"	TURBINE	42.0	$ 67,504.08	$ 67,504.08
6"	COMPOUND	50.0	$ 80,362.00	$ 80,362.00
6"	TURBINE	92.0	$147,866.08	$ 147,866.08
8"	COMPOUND	80.0	$128,579.20	$ 128,579.20
9"	TURBINE	160.0	$257,158.40	$ 257,158.40
10"	COMPOUND	115.0	$184,832.60	$ 184,832.60
10"	TURBINE	250.0	$401,810.00	$ 401,810.00
12"	TURBINE	330.0	$530,389.20	$ 530,389.20

ROADWAY IMAPACT FEE

City of Schertz
Schedule of Fees

Capital Recovery Impact Fees	2022-23	2023-24
Residential Home through 3/26/2021	$ 2,696.00	$ 2,696.00
Residential Home between 3/27/2021 and 3/26/2022	$ 3,033.00	$ 3,033.00
Residential Home after 3/26/2022	$ 3,370.00	$ 3,370.00
Nonresidential through 3/26/2021, per service unit*	$ 100.00	$ 100.00
Nonresidential after 3/26/2021, per service unit*	$ 175.00	$ 175.00

*The number of service units are based on the use of the property. A fee calculator is available on the City Website under the Engineering page

City of Schertz
Schedule of Fees

Sewer Rates	2022-23	2023-24
Residential Rates (Single Family)		
Base Rate-per month	15.01	15.46
Per 1,000 gal Charge, Per Month		
City line Maintenance fee plus Franchise fee	0.81	0.88
User Charge based on 100% of avg consumption mo.	4.13	4.21
User avg. based on Nov, Dec, and Jan, min. 500 gals.		
Per 1,000 gal charge Total- 12,000 gallons or less	4.94	5.09
greater than 12,000 gallons	11.33	11.67
Business and Multi-family Dwelling Units:		
Base Rate per month	18.88	19.45
The base rate shall be assessed in terms of connection equivalents which shall be as follows: the customer's previous 12 month water consumption as determined at the annual re-rating in February divided by 365, with the results of such division then divided by 245 gallons. The figure arrived at by the second division shall be the customer's "connection equivalent". Each business shall be assessed a base rate.		
Per 1,000 gal Charge, Per Month		
Line Maintenance-Commercial/Industrial users plus Franchise fee		
User Charge-based on 100% of water consumed		
Per 1,000 gal charge Total- 12,000 gallons or less	5.06	5.21
greater than 12,000 gallons	11.33	11.67
YMCA		
Per 1,000 gal Charge, Per Month	3.33	3.43

City of Schertz
Schedule of Fees

Public Works - Water Rates Residential	2022-23	2023-24
GALLONS SOLD BY METER SIZE (RESIDENTIAL & SMALL COMMERCIAL)		
Base Monthly Fee, based on meter size		
5/8 IN	$ 25.84	$ 26.36
3/4 IN	$ 38.73	$ 39.50
1.0 IN	$ 64.56	$ 65.85
1 1/2 IN	$ 129.14	$ 131.72
2 IN COMPOUND	$ 206.62	$ 210.75
2IN TURBINE	$ 258.26	$ 263.43
3 IN COMPOUND	$ 413.23	$ 421.49
3 IN TURBINE	$ 619.85	$ 632.25
4 IN COMPOUND	$ 645.68	$ 658.59
4 IN TURBINE	$ 1,084.73	$ 1,106.42
6 IN COMPOUND	$ 1,291.35	$ 1,317.18
6 IN TURBINE	$ 2,376.08	$ 2,423.60
8 IN COMPOUND	$ 2,087.13	$ 2,128.87
8 IN TURBINE	$ 4,174.25	$ 4,257.74
10 IN COMPOUND	$ 3,000.24	$ 3,060.24
10 IN TURBINE	$ 6,522.25	$ 6,652.70
12 IN TURBINE	$ 8,609.39	$ 8,781.58
Usage Fee, rate per 1,000 gallons		
- 6,000	$ 3.19	$ 3.25
6,001 12,000	$ 3.57	$ 3.64
12,001 18,000	$ 4.18	$ 4.26
18,001 30,000	$ 5.10	$ 5.20
30,001 Above	$ 6.48	$ 6.61

City of Schertz
Schedule of Fees

Public Works - Water Rates Residential	2022-23	2023-24
GALLONS SOLD BY METER SIZE (LARGE COMMERCIAL)		
Base Monthly Fee, based on meter size		
5/8 IN	$ 25.84	$ 26.36
3/4 IN	$ 38.73	$ 39.50
1.0 IN	$ 64.56	$ 65.85
1 1/2 IN	$ 129.14	$ 131.72
2 IN COMPOUND	$ 206.62	$ 210.75
2IN TURBINE	$ 258.26	$ 263.43
3 IN COMPOUND	$ 413.23	$ 421.49
3 IN TURBINE	$ 619.85	$ 632.25
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6 IN COMPOUND	$ 1,291.35	$ 1,317.18
6 IN TURBINE	$ 2,376.08	$ 2,423.60
8 IN COMPOUND	$ 2,087.13	$ 2,128.87
8 IN TURBINE	$ 4,174.25	$ 4,257.74
10 IN COMPOUND	$ 3,000.24	$ 3,060.24
10 IN TURBINE	$ 6,522.25	$ 6,652.70
12 IN TURBINE	$ 8,609.39	$ 8,781.58
Usage Fee, rate per 1,000 gallons		
- 18,000	$ 3.19	$ 3.25
18,001 36,000	$ 3.57	$ 3.64
36,001 54,000	$ 4.18	$ 4.26
54,001 90,000	$ 5.10	$ 5.20
90,001 Above	$ 6.48	$ 6.61
Fire Hydrant Meter		
Base Monthly Fee	$ 122.72	$ 125.17
Usage Fee, per 1,000 galls	$ 9.43	$ 9.62
Cibolo Wholesale Water Rate	$ 3.27	$ 3.34

City of Schertz
Schedule of Fees

Drought Contingency Surcharges	2022-23	2023-24
For the first 1,000 gallons over allocation*	$ 2.00	$ 2.00
For the second 1,000 gallons over allocation*	$ 3.00	$ 3.00
For the third 1,000 gallons over allocation*	$ 4.00	$ 4.00
For each additional 1,000 gallons over allocation*	$ 5.00	$ 5.00
Drought Contingency Violation Fines, up to	$ 200.00	$ 200.00

*Refer to the Conservation Ordinance for all allocations

CITY OF SCHERTZ
WATER/WASTEWATER COST OF SERVICE MODEL

Water Summary
***Scen:* 2023 08 15 -- Scenario 1 -- Status Quo**

1 Water Monthly Rates and Charges

CITY Water Rate and Charges

W1 Res. and Small Comm. INSIDE

Monthly Minimum Charge

		Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
-	5/8"	$ 25.84	$ 26.36	$ 26.88	$ 27.42	$ 27.97	$ 28.53
-	3/4"	38.73	39.50	40.29	41.10	41.92	42.76
-	1"	64.56	65.85	67.17	68.51	69.88	71.28
-	1 1/2"	129.14	131.72	134.36	137.04	139.79	142.58
compound	2"	206.62	210.75	214.97	219.27	223.65	228.13
turbine	2"	258.26	263.43	268.69	274.07	279.55	285.14
compound	3"	413.23	421.49	429.92	438.52	447.29	456.24
turbine	3"	619.85	632.25	644.89	657.79	670.95	684.36
compound	4"	645.68	658.59	671.77	685.20	698.90	712.88
turbine	4"	1,084.73	1,106.42	1,128.55	1,151.12	1,174.15	1,197.63
compound	6"	1,291.35	1,317.18	1,343.52	1,370.39	1,397.80	1,425.75
turbine	6"	2,376.08	2,423.60	2,472.07	2,521.52	2,571.95	2,623.38
compound	8"	2,087.13	2,128.87	2,171.45	2,214.88	2,259.18	2,304.36
turbine	8"	4,174.25	4,257.74	4,342.89	4,429.75	4,518.34	4,608.71
compound	10"	3,000.24	3,060.24	3,121.45	3,183.88	3,247.56	3,312.51
turbine	10"	6,522.25	6,652.70	6,785.75	6,921.46	7,059.89	7,201.09
turbine	12"	8,609.39	8,781.58	8,957.21	9,136.35	9,319.08	9,505.46

Volume Rate/1,000 Gal

-	6,000	3.19	3.25	3.32	3.39	3.45	3.52
6,001	12,000	3.57	3.64	3.71	3.79	3.86	3.94
12,001	18,000	4.18	4.26	4.35	4.44	4.52	4.62
18,001	30,000	5.10	5.20	5.31	5.41	5.52	5.63
30,001	Above	6.48	6.61	6.74	6.88	7.01	7.15

W2 Res. and Small Comm. OUTSIDE

Monthly Minimum Charge

-	5/8"	$ 25.84	$ 26.36	$ 26.88	$ 27.42	$ 27.97	$ 28.53
-	3/4"	38.73	39.50	40.29	41.10	41.92	42.76
-	1"	64.56	65.85	67.17	68.51	69.88	71.28
-	1 1/2"	129.14	131.72	134.36	137.04	139.79	142.58
compound	2"	206.62	210.75	214.97	219.27	223.65	228.13
turbine	2"	258.26	263.43	268.69	274.07	279.55	285.14
compound	3"	413.23	421.49	429.92	438.52	447.29	456.24
turbine	3"	619.85	632.25	644.89	657.79	670.95	684.36
compound	4"	645.68	658.59	671.77	685.20	698.90	712.88
turbine	4"	1,084.73	1,106.42	1,128.55	1,151.12	1,174.15	1,197.63
compound	6"	1,291.35	1,317.18	1,343.52	1,370.39	1,397.80	1,425.75
turbine	6"	2,376.08	2,423.60	2,472.07	2,521.52	2,571.95	2,623.38
compound	8"	2,087.13	2,128.87	2,171.45	2,214.88	2,259.18	2,304.36
turbine	8"	4,174.25	4,257.74	4,342.89	4,429.75	4,518.34	4,608.71
compound	10"	3,000.24	3,060.24	3,121.45	3,183.88	3,247.56	3,312.51
turbine	10"	6,522.25	6,652.70	6,785.75	6,921.46	7,059.89	7,201.09
turbine	12"	8,609.39	8,781.58	8,957.21	9,136.35	9,319.08	9,505.46

Volume Rate/1,000 Gal

-	6,000	3.19	3.25	3.32	3.39	3.45	3.52
6,001	12,000	3.57	3.64	3.71	3.79	3.86	3.94
12,001	18,000	4.18	4.26	4.35	4.44	4.52	4.62
18,001	30,000	5.10	5.20	5.31	5.41	5.52	5.63
30,001	Above	6.48	6.61	6.74	6.88	7.01	7.15

CITY OF SCHERTZ
WATER/WASTEWATER COST OF SERVICE MODEL

Water Summary
***Scen:* 2023 08 15 -- Scenario 1 -- Status Quo**

W3 Large Commercial INSIDE

Monthly Minimum Charge

			Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
-	5/8"	$	25.84	$ 26.36	$ 26.88	$ 27.42	$ 27.97	$ 28.53
-	3/4"		38.73	39.50	40.29	41.10	41.92	42.76
-	1"		64.56	65.85	67.17	68.51	69.88	71.28
-	1 1/2"		129.14	131.72	134.36	137.04	139.79	142.58
compound	2"		206.62	210.75	214.97	219.27	223.65	228.13
turbine	2"		258.26	263.43	268.69	274.07	279.55	285.14
compound	3"		413.23	421.49	429.92	438.52	447.29	456.24
turbine	3"		619.85	632.25	644.89	657.79	670.95	684.36
compound	4"		645.68	658.59	671.77	685.20	698.90	712.88
turbine	4"		1,084.73	1,106.42	1,128.55	1,151.12	1,174.15	1,197.63
compound	6"		1,291.35	1,317.18	1,343.52	1,370.39	1,397.80	1,425.75
turbine	6"		2,376.08	2,423.60	2,472.07	2,521.52	2,571.95	2,623.38
compound	8"		2,087.13	2,128.87	2,171.45	2,214.88	2,259.18	2,304.36
turbine	8"		4,174.25	4,257.74	4,342.89	4,429.75	4,518.34	4,608.71
compound	10"		3,000.24	3,060.24	3,121.45	3,183.88	3,247.56	3,312.51
turbine	10"		6,522.25	6,652.70	6,785.75	6,921.46	7,059.89	7,201.09
turbine	12"		8,609.39	8,781.58	8,957.21	9,136.35	9,319.08	9,505.46

Volume Rate/1,000 Gal

		Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
-	18,000	3.19	3.25	3.32	3.39	3.45	3.52
18,001	36,000	3.57	3.64	3.71	3.79	3.86	3.94
36,001	54,000	4.18	4.26	4.35	4.44	4.52	4.62
54,001	90,000	5.10	5.20	5.31	5.41	5.52	5.63
90,001	Above	6.48	6.61	6.74	6.88	7.01	7.15

W4 Large Commercial OUTSIDE

Monthly Minimum Charge

			Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
-	5/8"	$	25.84	$ 26.36	$ 26.88	$ 27.42	$ 27.97	$ 28.53
-	3/4"		38.73	39.50	40.29	41.10	41.92	42.76
-	1"		64.56	65.85	67.17	68.51	69.88	71.28
-	1 1/2"		129.14	131.72	134.36	137.04	139.79	142.58
compound	2"		206.62	210.75	214.97	219.27	223.65	228.13
turbine	2"		258.26	263.43	268.69	274.07	279.55	285.14
compound	3"		413.23	421.49	429.92	438.52	447.29	456.24
turbine	3"		619.85	632.25	644.89	657.79	670.95	684.36
compound	4"		645.68	658.59	671.77	685.20	698.90	712.88
turbine	4"		1,084.73	1,106.42	1,128.55	1,151.12	1,174.15	1,197.63
compound	6"		1,291.35	1,317.18	1,343.52	1,370.39	1,397.80	1,425.75
turbine	6"		2,376.08	2,423.60	2,472.07	2,521.52	2,571.95	2,623.38
compound	8"		2,087.13	2,128.87	2,171.45	2,214.88	2,259.18	2,304.36
turbine	8"		4,174.25	4,257.74	4,342.89	4,429.75	4,518.34	4,608.71
compound	10"		3,000.24	3,060.24	3,121.45	3,183.88	3,247.56	3,312.51
turbine	10"		6,522.25	6,652.70	6,785.75	6,921.46	7,059.89	7,201.09
turbine	12"		8,609.39	8,781.58	8,957.21	9,136.35	9,319.08	9,505.46

Volume Rate/1,000 Gal

		Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
-	18,000	3.19	3.25	3.32	3.39	3.45	3.52
18,001	36,000	3.57	3.64	3.71	3.79	3.86	3.94
36,001	54,000	4.18	4.26	4.35	4.44	4.52	4.62
54,001	90,000	5.10	5.20	5.31	5.41	5.52	5.63
90,001	Above	6.48	6.61	6.74	6.88	7.01	7.15

CITY OF SCHERTZ
WATER/WASTEWATER COST OF SERVICE MODEL

Water Summary
***Scen:* 2023 08 15 -- Scenario 1 -- Status Quo**

		Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
W5 FH Meter Volume Rate INSIDE							
Monthly Minimum Charge		$ 122.72	$ 125.17	$ 127.68	$ 130.23	$ 132.84	$ 135.49
Volume Rate/1,000 Gal							
-	Above	9.43	9.62	9.81	10.01	10.21	10.41
W6 FH Meter Volume rate OUTSIDE							
Monthly Minimum Charge		$ 122.72	$ 125.17	$ 127.68	$ 130.23	$ 132.84	$ 135.49
Volume Rate/1,000 Gal							
-	Above	9.43	9.62	9.81	10.01	10.21	10.41
W7 Cibolo Wholesale							
Volume Rate/1,000 Gal							
-	Above	3.27	3.34	3.40	3.47	3.54	3.61

CITY OF SCHERTZ
WATER/WASTEWATER COST OF SERVICE MODEL

Water Summary
***Scen:* 2023 08 15 -- Scenario 1 -- Status Quo**

			Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
2	**Wastewater Monthly Rates and Charges**							
	Residential							
	Monthly Minimum Charge							
	All meter sizes		$ 15.01	$ 15.46	$ 15.92	$ 16.40	$ 17.06	$ 17.74
	Volume Rate/1,000 Gal							
	-	12,000	4.94	5.09	5.24	5.40	5.61	5.84
	12,001	Above	11.33	11.67	12.02	12.38	12.88	13.39
	Business/MF							
	Monthly Minimum Charge							
	All meter sizes		18.88	19.45	20.03	20.63	21.46	22.31
	Volume Rate/1,000 Gal							
	-	12,000	5.06	5.21	5.37	5.53	5.75	5.98
	12,001	Above	11.33	11.67	12.02	12.38	12.88	13.39
	YMCA							
	Monthly Minimum Charge							
	All meter sizes		-	-	-	-	-	-
	Volume Rate/1,000 Gal							
	-	Above	3.33	3.43	3.53	3.64	3.78	3.94

City of Schertz

2023 Water & Wastewater Rate Study

City Council Presentation



August 15 2023

SCHERTZ
COMMUNITY. SERVICE. OPPORTUNITY.

WILLDAN

Agenda

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

- Background on Rates
- Customers and Volumes
- Current and Forecast Cost of Service
- Proposed Rate Plan
- Summary



BACKGROUND ON RATES

21st Century Water & Wastewater Rate Facts

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- Average utility has been increasing rates **5-6% per year**, a trend that is expected to continue and may accelerate
- American Water Works Association (AWWA) forecasts that water and wastewater rates across the U.S. will **triple** in the next 15 years
- Rate adjustments are primarily due to reasons beyond a utility's direct control – inflation, necessary Capital Improvement Plans, wholesale costs, and other indirect expenses
- 30-40% of utilities charge rates that **do not cover their costs**



Current Water and Wastewater Rate Structure

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

Water Rates

Residential and Small/Large Commercial

Minimum Charge by Meter Size	5/8"	-	$	25.84
	3/4"	-		38.73
	1"	-		64.56
	1 1/2"	-		129.14
	2"	compound		206.62
	2"	turbine		258.26
	3"	compound		413.23
	3"	turbine		619.85
	4"	compound		645.68
	4"	turbine		1,084.73
	6"	compound		1,291.35
	6"	turbine		2,376.08
	8"	compound		2,087.13
	8"	turbine		4,174.25
	10"	compound		3,000.24
	10"	turbine		6,522.25
	12"	turbine		8,609.39

Volume Rate (per 1,000 Gallons)		
0 - 6,000	$	3.19
6,001 - 12,000		3.57
12,001 - 18,000		4.18
18,001 - 30,000		5.10
30,001 - Above		6.48

FH Meter Volume Rate

Minimum Charge All Meter Sizes	$	122.72
Volume Rate (per 1,000 Gallons)		9.43

Cibolo Wholesale

Minimum Charge All Meter Sizes	$	-
Volume Rate (per 1,000 Gallons)		3.27

Wastewater Rates

Residential Rates

Monthly Charge	$	15.01
Volume Rate (per 1,000 Gallons)		
0 - 12,000	$	4.94
12,000 - Above		11.33

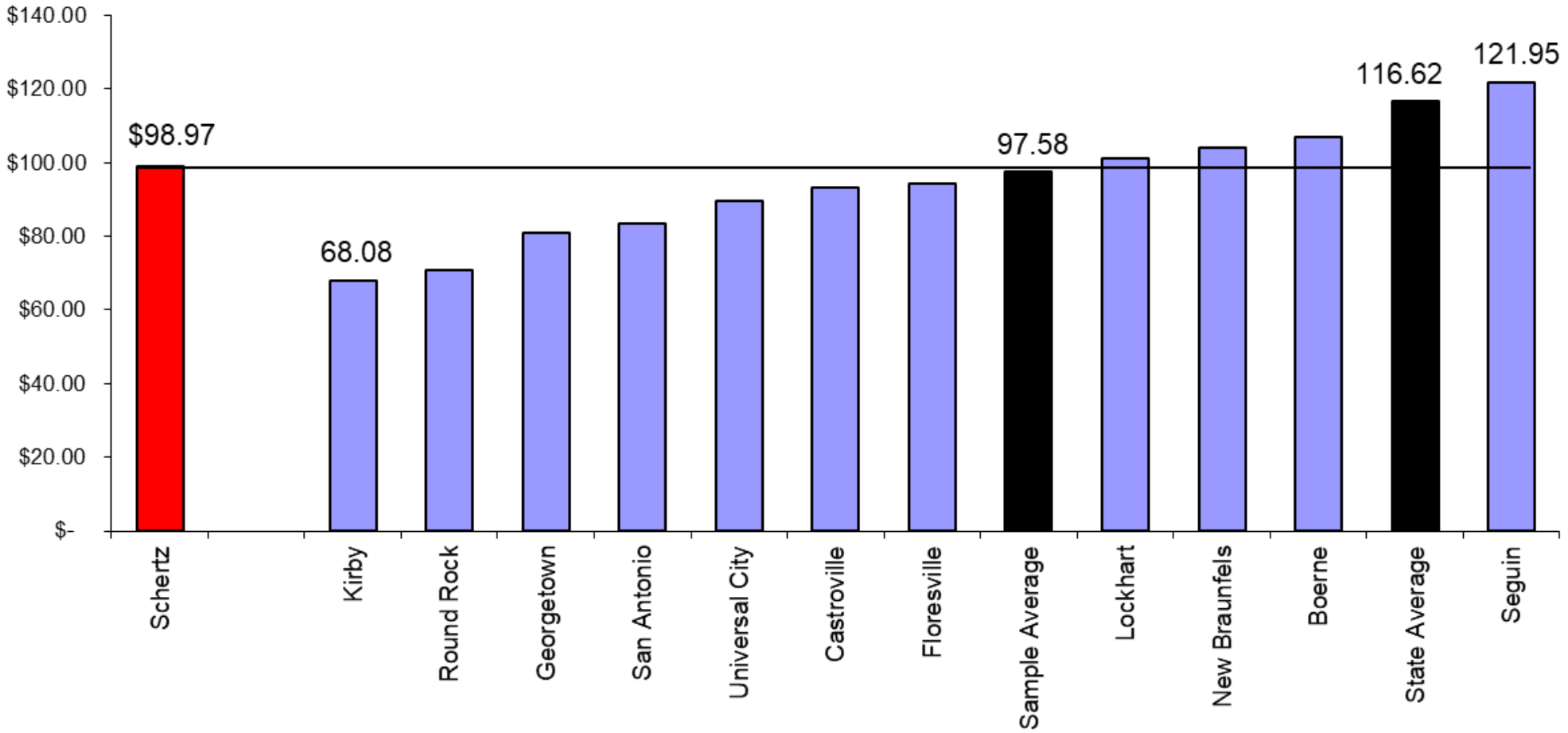
Business and Multi-family Rates

Monthly Charge	$	18.88
Volume Rate (per 1,000 Gallons)		
0 - 12,000		5.06
12,000 - Above		11.33

YMCA Rates

Monthly Charge	$	-
Volume Rate (per 1,000 Gallons)	$	3.33

Monthly Residential Charges | 10,000 Gal Water and 5,000 Gal WW

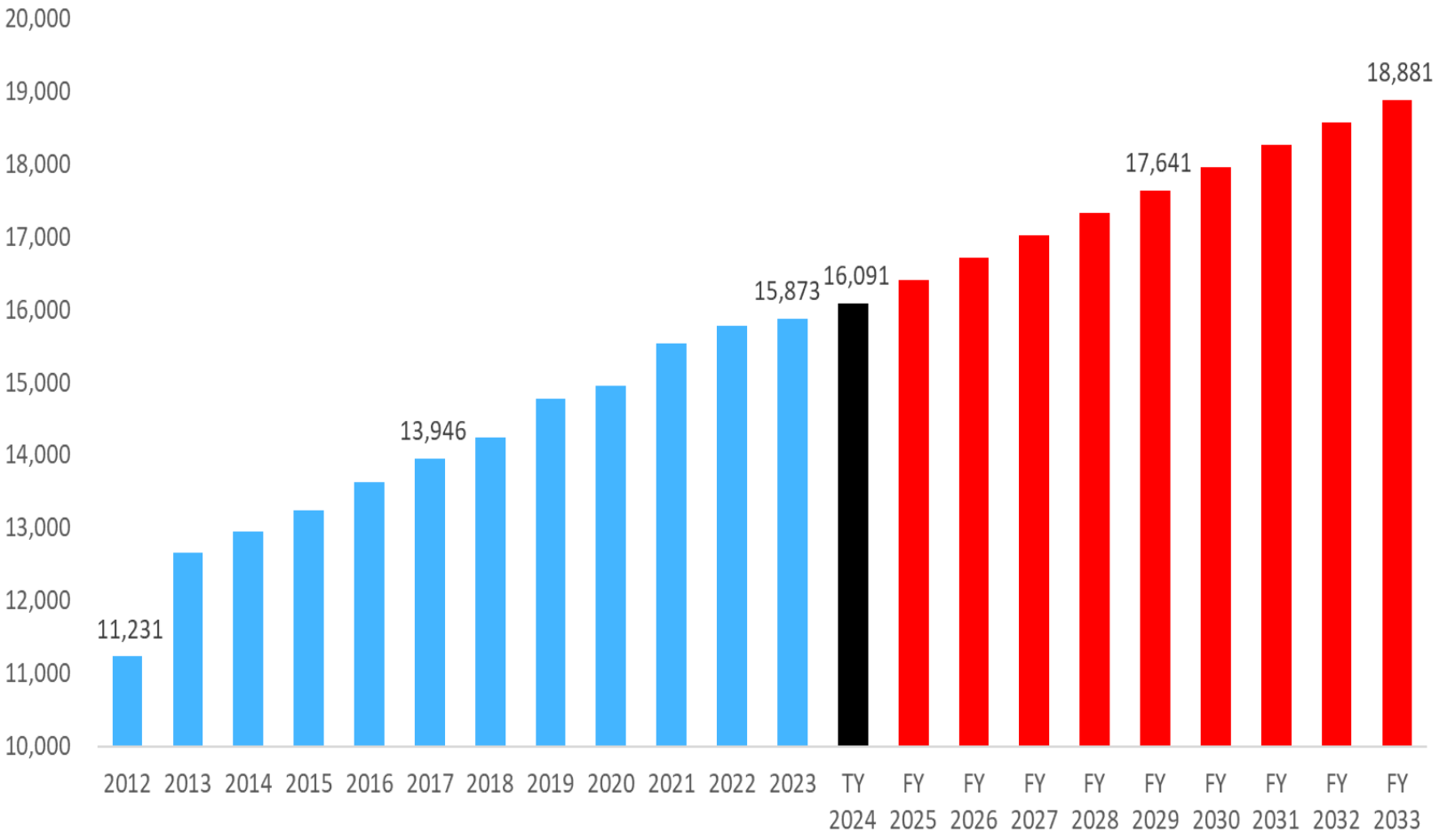


*Rates as of June 2023

NOTE: San Antonio charges a separate water supply fee of $32 for 10,000 gallons

CUSTOMERS & VOLUMES

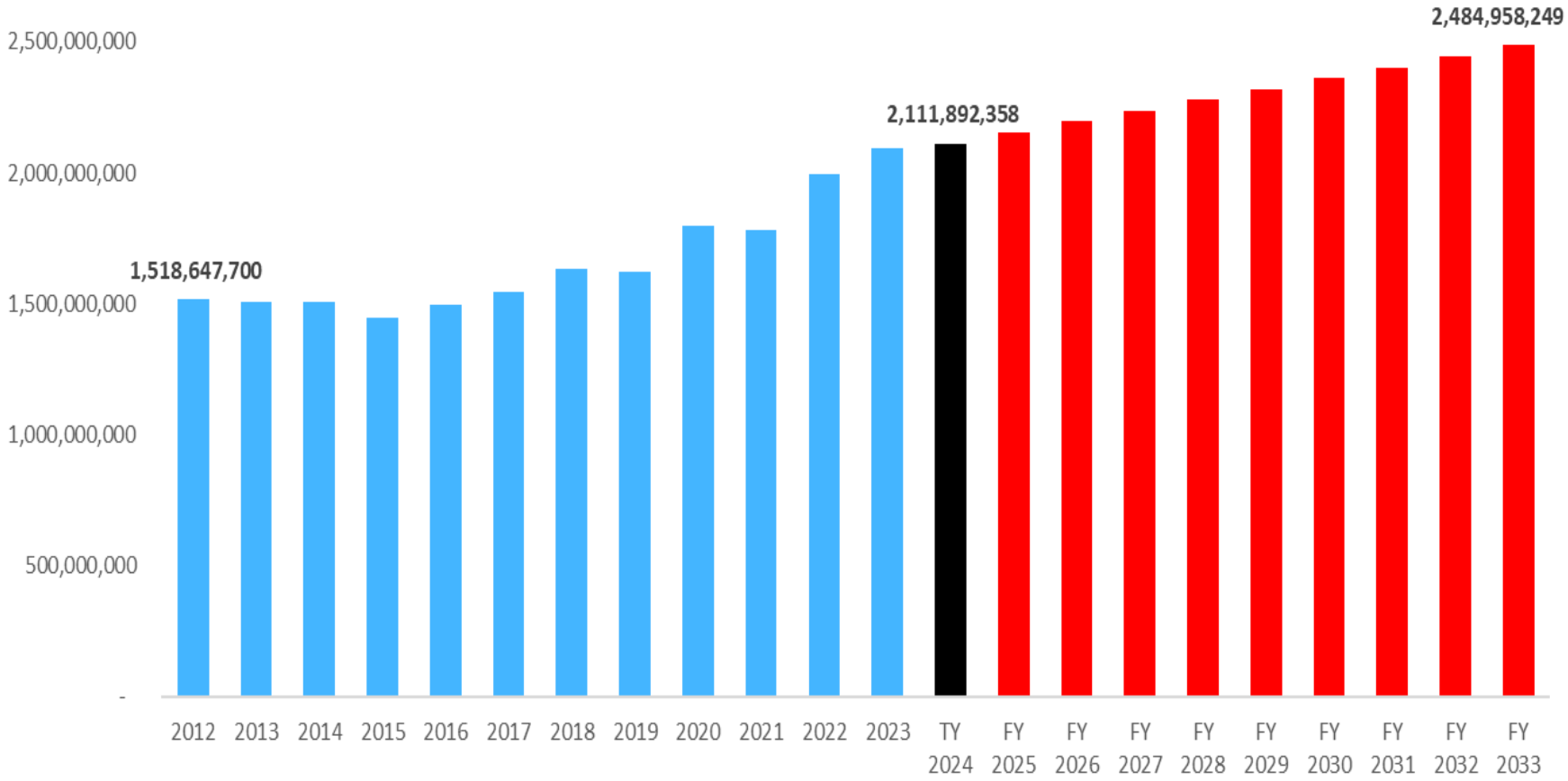
Historical and Forecast Water Accounts



Account growth over period 2024-2033 forecast to be on average 310 new accounts per year (1.8%).

Historical and Forecast Water Consumption (gallons)

Residential/Commercial Avg. Monthly Usage per Account = 9,514 Gallons



Billed consumption average annual growth rate of 1.8%.

Water usage varies considerably with weather patterns, the model is based on the overall trend. Annual results may vary significantly.



WATER & WASTEWATER
CURRENT AND FORECAST COST OF SERVICE

Key Assumptions for Forecast Financial and Rate Plan

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

- SSLGC costs are expected to increase by 4.3% each year
- CCMA costs are expected to increase by 5.5% each year
- Most operating expenses increase 3% per year; certain expenses increase at a higher rate
- Salaries are expected to increase by 10% per year in FY2024-2025 and by 5% afterwards
- Water and WW CIP totals **$77,351,021**
  - City is assumed to fund majority of CIP through combination of impact fees and reserves
  - City anticipates issuing the following debt:
    - **$7.0M** in water debt—2024
    - **$7.5M** in WW debt – 2029

Forecast Water and Wastewater CIP

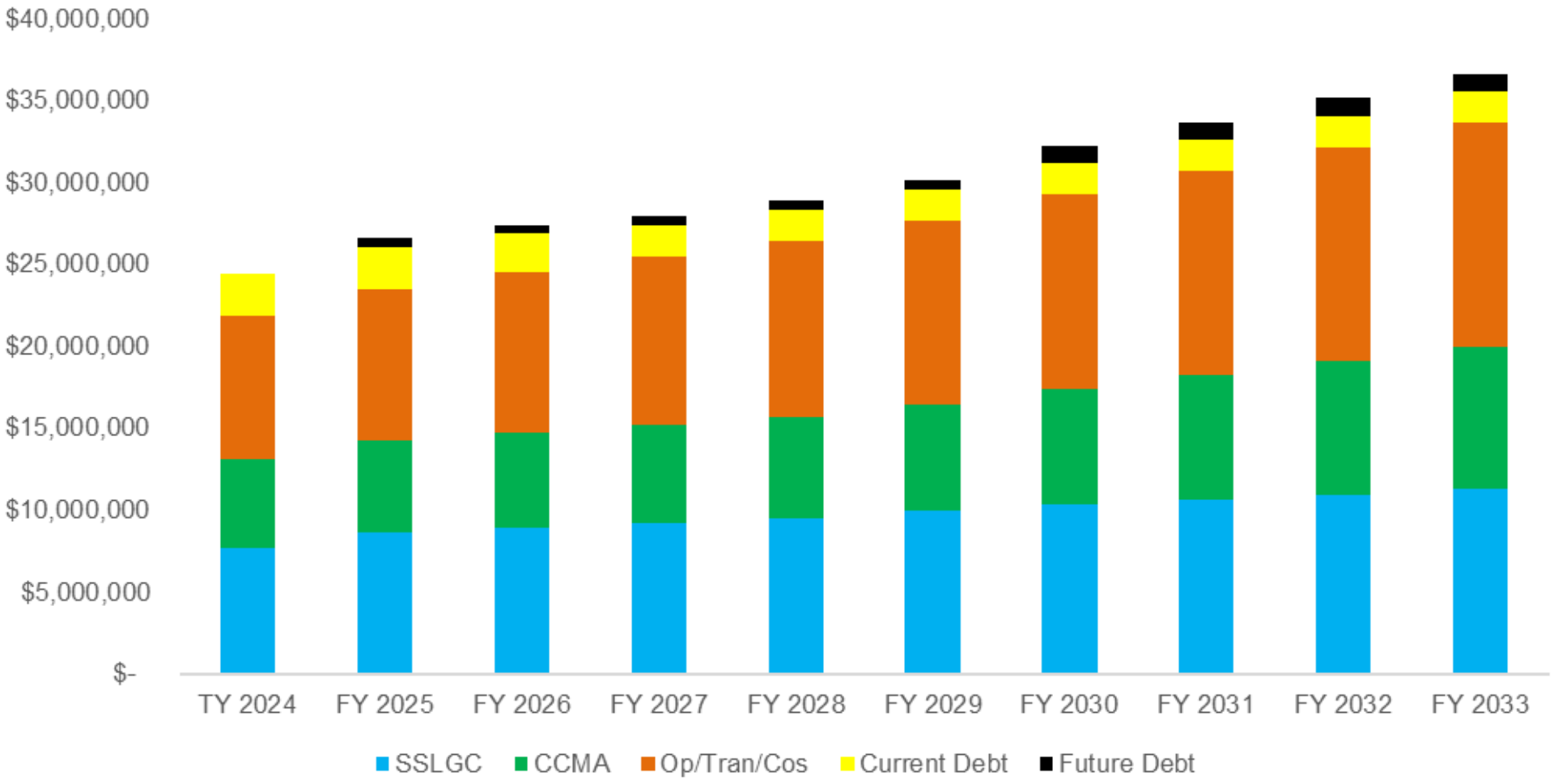
SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

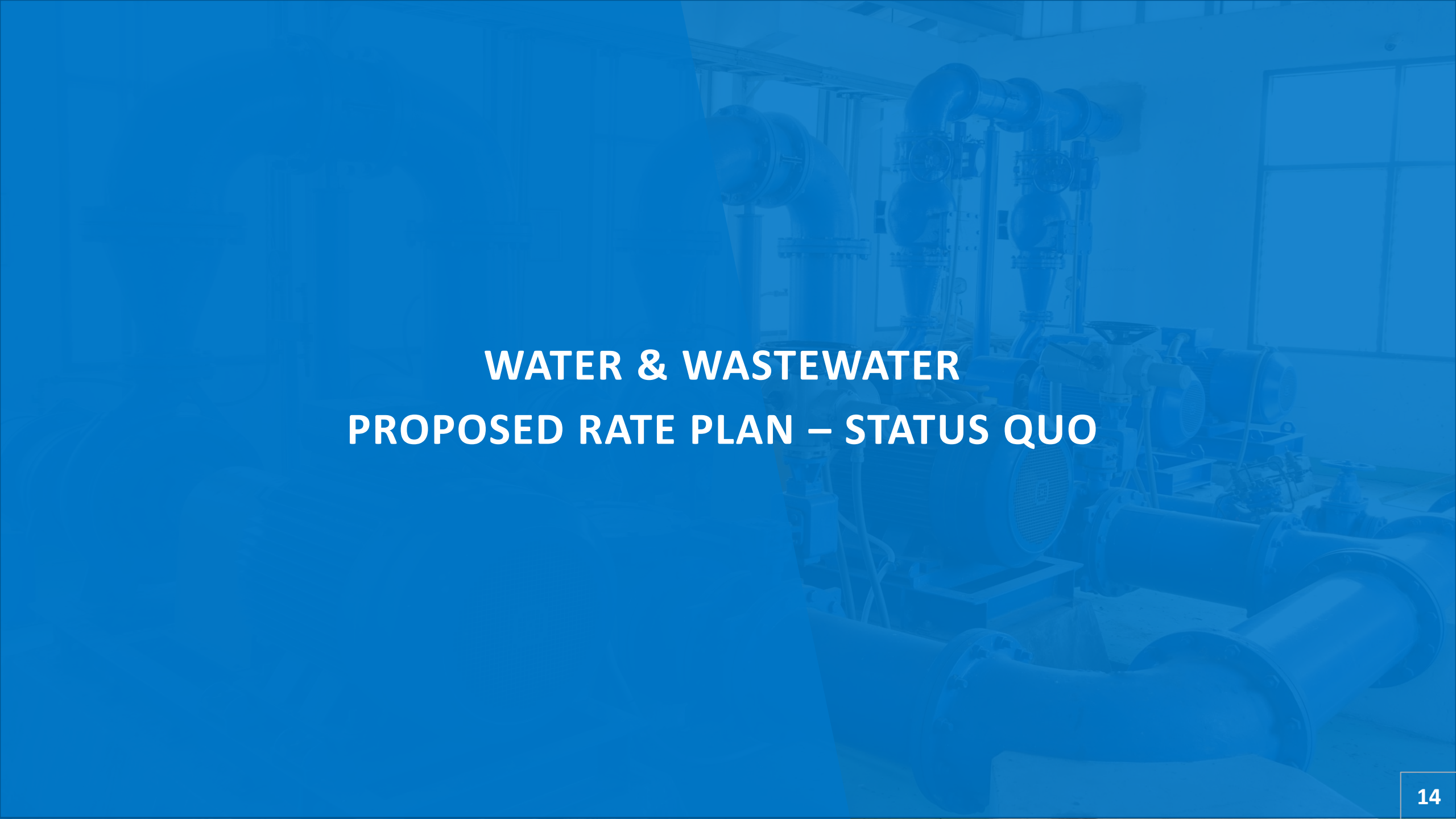
WATER PROJECT		
Corbett Ground Storage Tank	$	631,590
Corbett GST and Generator Switch		466,265
Ware Seguin Lower Seguin/Gtown-Pfeil Loop Lines		464,166
Greenshire Drive		2,700,000
Replace EST Piping: Northcliffe Tank		100,000
I35 NEX Utility Relocations - North Section		1,400,000
Tank Painting-Deer Haven		350,000
Tank Painting-Ware Seguin		350,000
Walmart Line/Cibolo Crossing Upsize		800,000
3009 18" Transmission line		4,545,000
Scenic Hills Subdivision Replacement Pipes		150,000
Water Lines for Buffalo Valley		4,000,000
Expand Capacity : Northcliffe Tank		1,500,000
Total Water CIP	**$**	**17,457,021**

WASTEWATER PROJECTS		
CCMA South Plant Expansion	$	20,000,000
WW Town Creek Phase IV Trunk Main		800,000
WW Cibolo West WW trunk main		1,000,000
WW Cibolo West WW trunk main		12,000,000
WW Town Creek Phase IV Trunk Main		8,000,000
Greenshire Drive		600,000
Replace EST Piping: Northcliffe Tank		100,000
I35 NEX Utility Relocations - North Section		1,400,000
WW Bell North Sewer		1,000,000
Wastewater Lines for Buffalo Valley		3,000,000
Wastewater for Aviation Heights Phases 1-4		3,000,000
Wastewater for Aviation Heights Phases 5-9		3,000,000
Northcliffe Sewer Replacement		6,000,000
Total Wastewater CIP	**$**	**59,900,000**

Total Water and Wastewater CIP	**$**	**77,357,021**

Forecast Cost of Service | Water and Wastewater





WATER & WASTEWATER
PROPOSED RATE PLAN – STATUS QUO

Recommended Rate Plan Water

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

The rate plan fully funds all aspects of the water and wastewater utility based on the existing market conditions and assumptions.

			Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
Water Rates - Residential/Commercial								
Minimum Chg	5/8"	-	$ 25.84	**$ 26.36**	$ 26.88	$ 27.42	$ 27.97	$ 28.53
	3/4"	-	38.73	**39.50**	40.29	41.10	41.92	42.76
	1"	-	64.56	**65.85**	67.17	68.51	69.88	71.28
	1 1/2"	-	129.14	**131.72**	134.36	137.04	139.79	142.58
	2"	compound	206.62	**210.75**	214.97	219.27	223.65	228.13
	2"	turbine	258.26	**263.43**	268.69	274.07	279.55	285.14
	3"	compound	413.23	**421.49**	429.92	438.52	447.29	456.24
	3"	turbine	619.85	**632.25**	644.89	657.79	670.95	684.36
	4"	compound	645.68	**658.59**	671.77	685.20	698.90	712.88
	4"	turbine	1,084.73	**1,106.42**	1,128.55	1,151.12	1,174.15	1,197.63
	6"	compound	1,291.35	**1,317.18**	1,343.52	1,370.39	1,397.80	1,425.75
	6"	turbine	2,376.08	**2,423.60**	2,472.07	2,521.52	2,571.95	2,623.38
	8"	compound	2,087.13	**2,128.87**	2,171.45	2,214.88	2,259.18	2,304.36
	8"	turbine	4,174.25	**4,257.74**	4,342.89	4,429.75	4,518.34	4,608.71
	10"	compound	3,000.24	**3,060.24**	3,121.45	3,183.88	3,247.56	3,312.51
	10"	turbine	6,522.25	**6,652.70**	6,785.75	6,921.46	7,059.89	7,201.09
	12"	turbine	8,609.39	**8,781.58**	8,957.21	9,136.35	9,319.08	9,505.46
Volume Rate Per 1,000 Gal								
-	6,000		3.19	**3.25**	3.32	3.39	3.45	3.52
6,001	12,000		3.57	**3.64**	3.71	3.79	3.86	3.94
12,001	18,000		4.18	**4.26**	4.35	4.44	4.52	4.62
18,001	30,000		5.10	**5.20**	5.31	5.41	5.52	5.63
30,001	Above		6.48	**6.61**	6.74	6.88	7.01	7.15
Water Rates - Fire Hydrant								
Minimum Chg (all meter sizes)			122.72	**125.17**	127.68	130.23	132.84	135.49
Volume Rate Per 1,000 Gal			9.43	**9.62**	9.81	10.01	10.21	10.41
Water Rates - Cibolo Wholesale								
Volume Rate Per 1,000 Gal			3.27	**3.34**	3.40	3.47	3.54	3.61

Recommended Rate Plan WW

Wastewater Rates -- Residential		Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
Monthly Charge		$ 15.01	**$ 15.46**	$ 15.92	$ 16.40	$ 17.06	$ 17.74
Volume Rate Per 1,000 Gal							
-	12,000	4.94	**5.09**	5.24	5.40	5.61	5.84
12,001	Above	11.33	**11.67**	12.02	12.38	12.88	13.39
Wastewater Rates -- Business and MF							
Monthly Charge		18.88	**19.45**	20.03	20.63	21.46	22.31
Volume Rate Per 1,000 Gal							
-	12,000	5.06	**5.21**	5.37	5.53	5.75	5.98
12,001	Above	11.33	**11.67**	12.02	12.38	12.88	13.39
Wastewater Rates -- YMCA							
Monthly Charge		-	**-**	-	-	-	-
Volume Rate Per 1,000 Gal		3.33	**3.43**	3.53	3.64	3.78	3.94

Impact on Monthly Bills

		Current	Effective Oct-23	Effective Oct-24	Effective Oct-25	Effective Oct-26	Effective Oct-27
Residential Average Monthly Water Bill							
5,000 Gal W	Total	$ 81.50	**$ 83.53**	$ 85.61	$ 87.74	$ 90.36	$ 93.07
5,000 Gal WW	Increase -- $		**2.03**	2.08	2.13	2.62	2.71
	Increase -- %		**2.5%**	2.5%	2.5%	3.0%	3.0%
10,000 Gal W	Total	$ 123.67	**$ 126.79**	$ 129.99	$ 133.27	$ 137.34	$ 141.55
10,000 Gal WW	Increase -- $		**3.12**	3.20	3.28	4.07	4.21
	Increase -- %		**2.5%**	2.5%	2.5%	3.1%	3.1%
20,000 Gal W	Total	$ 266.61	**$ 273.59**	$ 280.76	$ 288.13	$ 297.49	$ 307.19
20,000 Gal WW	Increase -- $		**6.98**	7.17	7.36	9.37	9.70
	Increase -- %		**2.6%**	2.6%	2.6%	3.3%	3.3%

Forecast Additional Revenue

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

	2024	2025	2026	2027	2028
WATER Revenues -- Total					
Res. and Small Comm. INSIDE	$ 11,948,069	$ 12,420,498	$ 12,907,045	$ 13,408,086	$ 13,924,006
Res. and Small Comm. OUTSIDE	173,831	181,470	189,345	197,462	205,828
Large Commercial INSIDE	1,871,419	1,960,718	2,052,840	2,147,864	2,245,867
FH Meter Volume Rate INSIDE	394,216	402,100	410,142	418,345	426,712
Cibolo Wholesale	62,939	64,197	65,481	66,791	68,127
Total Rate Revenue	**14,450,473**	**15,028,983**	**15,624,854**	**16,238,548**	**16,870,540**
Water Revenues -- Additional					
Res. and Small Comm. INSIDE		472,429	486,547	501,041	515,920
Res. and Small Comm. OUTSIDE		7,639	7,875	8,117	8,366
Large Commercial INSIDE		89,299	92,123	95,023	98,003
FH Meter Volume Rate INSIDE		7,884	8,042	8,203	8,367
Cibolo Wholesale		1,259	1,284	1,310	1,336
Additional Rate Revenue		**578,510**	**595,871**	**613,694**	**631,992**
WASTEWATER Revenues -- Total					
Residential	$ 6,646,054	$ 6,998,978	$ 7,367,096	$ 7,820,151	$ 8,303,878
Business/MF	3,158,202	3,266,107	3,377,645	3,524,096	3,679,708
YMCA	11,997	12,357	12,727	13,226	13,755
Total Rate Revenue	**9,816,253**	**10,277,442**	**10,757,468**	**11,357,473**	**11,997,341**
WASTEWATER Revenues -- Additional					
Residential		352,924	368,118	453,055	483,726
Business/MF		107,905	111,537	146,452	155,612
YMCA		360	371	499	529
Additional Rate Revenue		**461,189**	**480,026**	**600,006**	**639,868**

How Does Rate Plan Benefit Ratepayers & City?

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

- Prudent management by City staff has enabled magnitude of rate adjustments to be minimized
- Proposed rate plan enables the utility to fully fund all water and wastewater maintenance, operating and construction costs
- Will provide for the Utility Fund to operate self-sufficient with no need for General Fund subsidies
- Enables the City to continually provide safe drinking water and effectively treat wastewater



WILLDAN

QUESTIONS & DISCUSSION

Agenda No. 15.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 15, 2023**
Department:	**Engineering**
Subject:	**Ordinance 23-D-20 - Amending Code Section 86-118 to Modify the School Zone Limits on Hubertus Road.** ***Approved as an emergency on first and final reading*****. (B.James/K.Woodlee)**

BACKGROUND

Comal Independent School District (Comal ISD) is set to open Comal Creek Elementary School on Hubertus Road in Schertz, Texas, in August 2023. It is proposed that the current school zone on Hubertus Road established for the Danville Middle School be extended to include an appropriate length for the entrance to the Elementary School. The resulting school zone on Hubertus Road will extend from the intersection at FM 482 south to approximately 500 feet from the intersection at the IH 35 frontage road (See Exhibit A). Normal speed limit on Hubertus Road is 30 miles per hour and the school zone speed limit is proposed to be 20 miles per hour during times posted. Staff will regularly coordinate with Comal ISD to ensure that the appropriate times are posted based on bell schedules.

A special called meeting of the Transportation Safety Advisory Commission (TSAC) was held on August 10, 2023, and a vote to recommend approval of the modified school zone to City Council was unanimous. Because of the life safety issues involved with school zones, particularly around elementary schools, staff is recommending this be considered and emergency and approved on one reading.

GOAL

The goal of this ordinance is to establish an appropriately located school zone to provide safe travel during peak times for buses and other vehicles entering and leaving the Comal ISD schools on Hubertus Road.

COMMUNITY BENEFIT

By working cooperatively with the Comal ISD, the City can promote and work to enforce safety regulations for the traveling public in the vicinity of schools.

SUMMARY OF RECOMMENDED ACTION

It is recommended that Council approve Ordinance 23-D-20 amending Section 86-118 of the Code of Ordinances to establish a modified school zone on Hubertus Road.

RECOMMENDATION

Staff recommends approval of Ordinance 23-D-20.

Attachments

Ord 23 D 20 hubertus school zone

Exhibit A

ORDINANCE NO. 23-D-20

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS, PROVIDING THAT THE CITY CODE OF ORDINANCES OF THE CITY OF SCHERTZ, TEXAS, BE AMENDED BY REVISING SECTION 86-118, MAXIMUM LIMITS IN SCHOOL ZONES, AND PROVIDNG AND EFFECTIVE DATE AND DECLARING AN EMERGENCY

WHEREAS, §542.202 of the Texas Transportation Code provides that local authorities with respect to a highway under its jurisdiction and in the reasonable exercise of the police power can designate school crossing zones; and

WHEREAS, §541.302 of the Texas Transportation Code defines a "school crossing zone" as a reduced speed zone designated on a street by a local authority to facilitate safe crossing of the street by children going to or leaving a public or private elementary school or secondary school during the time the reduced speed limit applies; and

WHEREAS, the City has received a request from the Comal Independent School District to designate a school crossing zone on Hubertus Road; and

WHEREAS, the City has investigated and determined that it would be advantageous and beneficial to the citizens of the City to amend Section 86-118 of the Schertz Code of Ordinances as set forth below.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS THAT:

Section 1. That Section 86-118 Maximum Limits in School Zones of the Code of Ordinances, on roadways maintained by the City of Schertz, Texas be amended to add the following:

Street	**Extent**	**Speed Limit (mph)**
Hubertus Road	From intersection at FM 482 to 500' north of intersection at IH 35 Frontage Road	20

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

Section 3. All ordinances and codes, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

Section 4. This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 7. This Ordinance shall be effective upon the date of final adoption hereof and any publication required by law.

PASSED, APPROVED and ADOPTED ON FIRST and FINAL READING, the __th day of _____, 2023.

CITY OF SCHERTZ, TEXAS

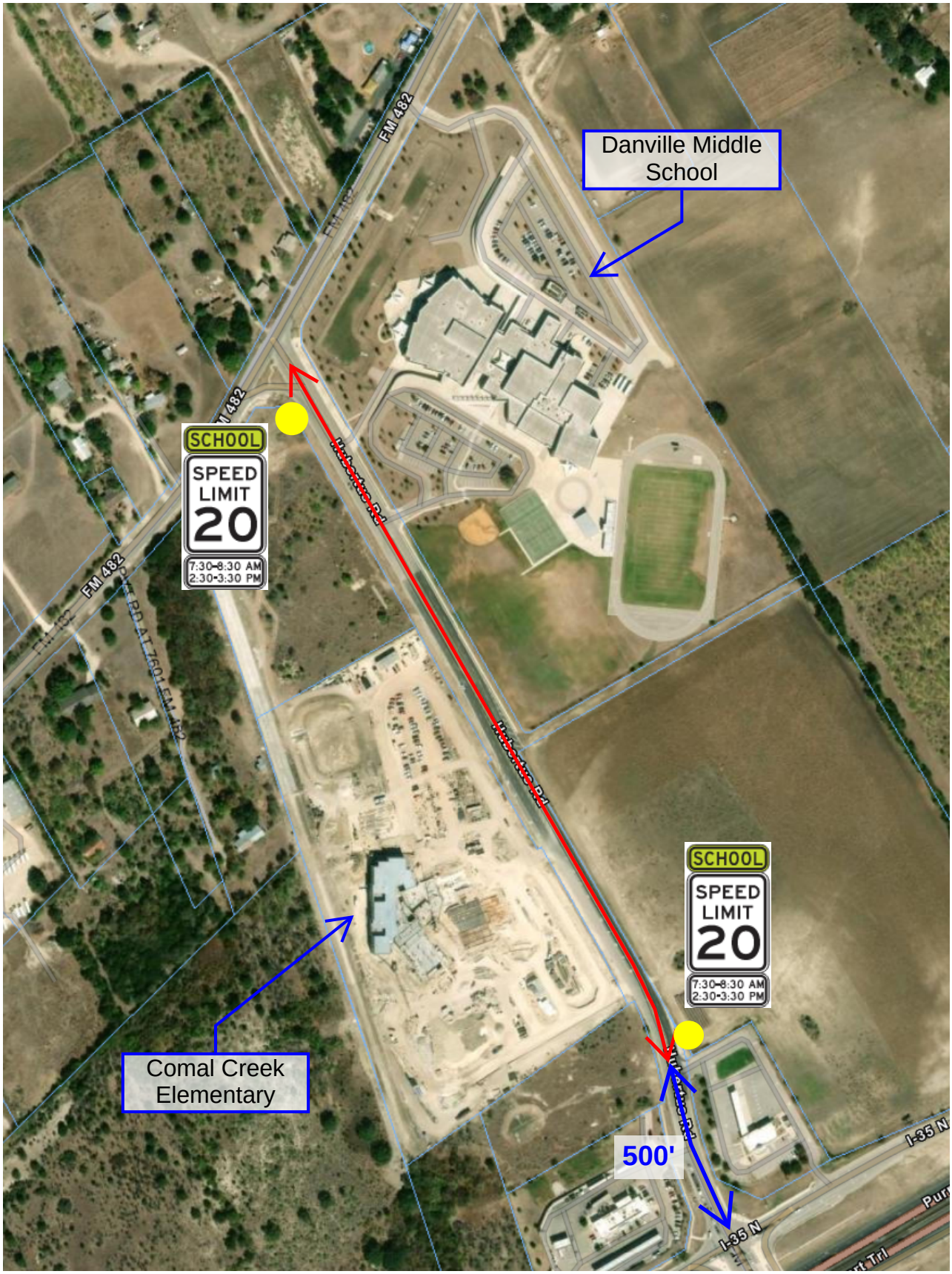
_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

(city seal)

Ordinance 23-D-20 Exhibit A
School Zone for Comal Creek Elementary
Hubertus Road



Agenda No. 16.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 15, 2023**
Department:	**Planning & Community Development**
Subject:	**Ordinance 23-S-15 - Conduct a public hearing and/or action on amendments to Part III of the Schertz Code of Ordinances, Unified Development Code (UDC) to Article 8, Section 21.8.4 Home Occupation. *First Reading* (B.James/L.Wood/S.Haas).**

BACKGROUND

As stated in the Unified Development Code (UDC), City Council from time to time, on its own motion, or at the recommendation of City staff amend, change, or modify text in any portion of the UDC to establish and maintain stable and desirable development. It is generally considered good practice to periodically review and update the development regulations due to changing conditions, community goals, and/or State and Federal regulations.

Home Occupations occur frequently in the City of Schertz. Often, these businesses have little to no adverse impact on the surrounding community, yet are not compliant with the current version and regulations of the UDC. In an effort to better serve the citizens of Schertz, and to match the changing nature of work (and by extension at-home work), staff has drafted amendments to Article 8, Section 21.8.4: Home Occupation of the UDC. The amendments were drafted with consideration to the Development Subcommittee's discussions on the subject, and after extensive research was done on other municipalities similar regulations concerning Home Occupations.

On May 24th, 2023, the Planning and Zoning Commission first met to hear these proposed UDC amendments. The Commission decided to table the proposed UDC amendments to make modifications and additions. On June 28th, 2023, the Planning & Zoning Commission made a recommendation of approval with more minor language modifications. All requested modifications were included in the proposed amendments.

Proposed Amendments:

Staff is proposing the following amendments in relation to UDC Article 8, Section 21.8.4: Home Occupations

UDC 21.8.4 Existing vs Proposed Regulations	
Existing	**Proposed**
	Added language permitting home occupations as an accessory use in all residential zoning districts provided they comply with all other restrictions
The area set aside for home occupations shall not exceed twenty percent (20%) of the total floor area of such residence.	Proposing home occupation not exceed 30% of combined floor area of main and accessory structures and cannot exceed 600 square feet.
Retail sales prohibited.	Retail sales permitted if item is produced on premise in conformance with Code.

	Added language clarifying home occupation business must have permanent resident of home involved.
	Added language stating only one home occupation business-related vehicle permitted.
Home occupation must be within principle structure.	Allowing for additional accessory structure use.
	Added language clarifying that no exterior storage or display may occur.
	Added language clarifying that home occupation is accessory use only.
No permitted use list currently exist.	List of permitted home occupation uses.
No prohibited use list currently exist.	List of prohibited home occupation uses.

GOAL

To amend the UDC to review and update the development regulations due to changing conditions and community goals in order to establish and maintain sound, stable and desirable development.

COMMUNITY BENEFIT

It is the City's desire to promote safe, orderly, efficient development and ensure compliance with the City's vision of future growth.

SUMMARY OF RECOMMENDED ACTION

Staff conducted research on eight (8) other municipalities in the region and compared and contrasted each municipalities' regulations concerning Home Occupations with the City of Schertz's current regulations. The amendments that are proposed take into consideration areas in which Schertz is more restrictive, not restrictive enough, or when further nuance/explanation is needed for sections of the code. Also, these amendments were drafted with discussions from the Development Subcommittee in-mind.

The proposed amendments will add clarity on the land uses that are permitted and not permitted as a home occupation which is beneficial for the residents of Schertz who desire doing a home business. Additionally, the increased flexibility in percentage of home area, the use of an accessory structure, and being able to have customers come to the home will be a benefit to residents who are interested in doing a home occupation that previously would not have been permitted.

Following the May 24th, 2023, Planning and Zoning Commission meeting items were added to the permitted use section, other items had language added-in to further clarify uses or restrictions. Specifically, the Commission wanted counseling, pet grooming, and massage therapist added to the permitted uses. Staff, researched terms and uses, and decided that for counseling the term "mental health professional" to be used, and instead of massage therapist the term "health spa" was to be used. These terms are specific to the intent of the Commission's adjustments while being sufficiently broad enough to encompass related activities under the same occupational field. Also, the garage sale subsection should have further clarity regarding the number of sales allowed.
Finally, language was incorporated to highlight the appeal process in the event an applicant does not agree with staff's decision, or if an applicant feels that the proposed use is indeed permitted. Following the June 28th, 2023, Planning and Zoning Commission meeting, some minor language adjustments were made.

The Planning and Zoning Commission met on June 28, 2023, and recommended approval with a couple minor language modifications, to City Council with a 7-0 vote.

Staff recommends approval of Ordinance 23-S-15, amendments to the Unified Development Code (UDC) as proposed and discussed.

RECOMMENDATION

Approval of Ordinance 23-S-15.

Attachments

Ord. 23-S-15

Proposed UDC - Sec. 21.8.4 Redlines

City Council Presentation Slides

ORDINANCE NO. 23-S-15

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS TO AMEND PART III, SCHERTZ CODE OF ORDINANCES, THE UNIFIED DEVELOPMENT CODE (UDC) ARTICLE 8 SUBSECTION 21.8.4 HOME OCCUPATIONS.

WHEREAS, pursuant to Ordinance No. 10-S-06, the City of Schertz (the "City") adopted and Amended and Restated Unified Development Code on April 13, 2010, as further amended (the "Current UDC"); and

WHEREAS, City Staff has reviewed the Current UDC and have recommended certain revision and updates to, and reorganization of, the Current UDC;

WHEREAS, on June 28, 2023, the Planning and Zoning Commission conducted public hearings and, thereafter recommended approval; and

WHEREAS, on August 15, 2023, the City Council conducted a public hearing and after considering the Criteria and recommendation by the Planning and Zoning Commission, determined that the proposed amendments are appropriate and in the interest of the public safety, health, and welfare.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS: THAT:

Section 1. The current UDC is hereby amended as set forth on Exhibit A hereto.

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

Section 3. All ordinances and codes, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

Section 4. This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 7. This Ordinance shall be effective upon the date of final adoption hereof and any publication required by law.

PASSED ON FIRST READING, the ____ day of _____ 2023.

PASSED, APPROVED and ADOPTED ON SECOND READING, the ____ day of _____, 2023.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

(city seal)

Exhibit “A”

Proposed Unified Development Code (UDC) Amendments

Article 8 Section 21.8.4 – Home Occupancy

Sec. 21.8.4. Home Occupations.

A. *Purpose and Intent.*

1. Protect residential areas from adverse impact of activities associated with home occupations.
2. Permit residents of the community a reasonable choice in the use of their homes as a place of livelihood and the production or supplementing of personal and family income.
3. Establish criteria and development standards for home occupations conducted in dwelling units.

B. *Home Occupations—Required Conditions* - home occupations shall be permitted as an accessory use in all residential zoning districts provided that they comply with all restrictions herein.

1. Such use shall be incidental and secondary to the use of the premises for residential purposes, and shall not utilize floor area exceeding 30 percent of the combined enclosed gross floor area of dwelling unit and any accessory building(s). In no case shall the combined enclosed floor area utilized for a home occupation exceed 600 square feet.
2. No interior or exterior business sign shall be permitted.
3. Retail sales shall be prohibited on the premises except for items that are produced entirely on the premises in conformance with this Code
4. No more than one person other than the immediate family permanently residing on the premises shall be employed in the home occupation and at least one person permanently residing in the home must be involved in the business and shall obtain the Home Occupation Permit.
5. No more than one home occupation shall be permitted within any single dwelling unit.
6. The home occupation shall not result in the off-street or on-street parking of more than two (2) vehicles at any one (1) time not owned by members of the occupant family, and no more than one business-related commercial vehicle shall be present at one time.
7. A home occupation shall be carried on wholly within the principal building or accessory building.
8. Performance of the occupation activity shall not be visible from the street
9. There shall be no exterior storage of materials, equipment, or display to be used in conjunction with a home occupation.
10. A home occupation shall produce no offensive noise, vibration, smoke, electrical interferences, dust, odors, or heat detectable beyond the property limits or beyond the walls of the dwelling unit. The judgment of the City's Code Enforcement Officer pertaining to a violation under this section shall be considered decisive and final unless formally appealed to the Planning and Zoning Commission within thirty (30) days after the Code Enforcement Officer's written determination.
11. All home occupations are subject to periodic inspections by the City.
12. Said incidental use shall never be permitted as a principal use but only as an accessory use.

C. *Uses allowed as home occupations.* Subject to the provisions of this Section, home occupations may include the following uses:

1. Office facility of an accountant, architect, landscape architect, attorney, engineer, consultant, insurance agent, mental health professional, realtor, broker, or similar profession.
2. Author, artist, artisan, or sculptor.
3. Dressmaker, seamstress or tailor.

4. Music or dance teacher, or similar types of instruction, provided that instruction shall be limited to no more than five pupils at a time.

5. Individual tutoring.

6. Office facility of a minister, rabbi, priest or other cleric.

7. Home crafts, such as rug weaving, model making, etc.

8. Office facility of a salesman, sales or manufacturer's representative, provided that no retail or wholesale transactions or provision of services are personally and physically made on the premises except for items that are produced entirely on the premises in conformance with this Code.

9. Repair shop for small electrical appliances, cameras, watches and clocks, and other small items, provided that the items can be carried by one person without using special equipment, and provided that the items are not equipped with an internal combustion engine.

10. Food preparation establishments such as cake making, decorating or catering, provided that there is no on-premises consumption by customers, and provided that all aspects of the business comply with all state and local health regulations.

11. Family homes, in compliance with applicable state laws, which are incorporated herein by reference, with no more than six children or adults.

12. Barber shop or beauty salon or health spa, provided that no more than one customer is served on the premises at any one time.

13. Swimming lessons and water safety instruction, provided that such instruction involves no more than two pupils at any one time.

14. Activity involving primarily a computer.

15. Contractor, provided that there shall be no outside storage of materials related to the operation of the business and any interior storage shall count toward the maximum area allowed in Subsection B.

16. Pet grooming, provided that no overnight kenneling activity is taking place.

D. *Uses prohibited as home occupations.* Home occupations shall not, in any event, be deemed to include the following uses:

1. Animal hospitals or clinics, commercial stables having more than two horses per acre or kennels.

2. Restaurants or on-premises food or beverage, including private clubs, consumption of any kind, except for limited food or meal consumption associated with the operation of a licensed registered family home or a bed and breakfast facility.

3. Automobile, boat or trailer paint or repair shop; small engine or motorcycle repair shop; welding shop; large household appliance repair shop; or other similar type of business.

4. On-premises retail or wholesale sales of any kind where multiple customers patronize the sales business on-site, except for items that are produced entirely on the premises in conformance with this Code, and except for occasional garage sales in conformance with Chapter 50, Article VII of the City of Schertz Code of Ordinances.

5. Commercial clothing laundering or cleaning.

6. Mortuaries or funeral homes.

7. Trailer, vehicle, tool or equipment rentals.

8. Repair shops for any items having internal combustion engines.

9. Any use that would be defined by the building code as an assembly, factory or industrial, hazardous, institutional or mercantile occupancy.

E. *Home occupation uses not classified herein.* Any use that is not either expressly allowed nor expressly prohibited by this division is considered prohibited, unless and until such use is classified by amendment to this chapter by the city council, subsequent to an affirmative recommendation by the planning commission. Any person or persons who has been aggrieved by an interpretation from the City Manager or his/her designee of the permitted and prohibited Home Occupation uses, may appeal the decision in accordance with Section 21.4.14 and will have the Planning and Zoning Commission make the final determination.

F. *Home Occupation Permit.*

1. *Purpose.* To establish a method to allow the City to regulate and control nonresidential activities and maintain a record of the types and numbers of home occupations in the City.

2. *Permit Required.* Each resident within the City who has, or desires to establish an authorized home occupation, is required to have a home occupation permit.

3. *Application for Home Occupation Permit.*

a. Applicant shall apply to the City Manager or his/her designee for a home occupation permit.

b. The City Manager or his/her designee may issue the permit if the home occupation meets all the requirements established in Subsection B.

c. The decision of the City Manager or his/her designee may be appealed to the Planning and Zoning Commission in accordance with section 21.4.14.

d. The Planning and Zoning Commission will be the final judgment on appeals which must be submitted to the Planning and Zoning Commission within thirty (30) days after disapproval by the City Manager or his/her designee.

e. Supporting Documents.

i. *Signed statement*. One type of supporting evidence that may be submitted to the Planning and Zoning Commission for their consideration of an appeal is a signed statement by each property owner up to 200 feet of the property on which the home occupation is to occur, stating that the property owner has no objection to the existence of the proposed home occupation. An example of such a statement is as follows:

"I (name) the property owner at (address) have been advised by (name of home occupation applicant) of the request to the City for a Home Occupation Permit for the purpose of conducting (type of home occupation) and I have no objection to the home occupation permit being granted for the purpose reflected in this statement.

Signature of neighboring property owner and date"

ii. *Statement from property owner.* An applicant who is renting the property on which a home occupation permit is requested shall obtain a written statement from the owner of the property. The owner will state that he/she has no objection to the home occupation on the property.

iii. *Persons with demonstrated physical handicaps.* Persons with physical handicaps may be permitted special consideration. The applicant may request a waiver of a portion or all of one or more of the requirements for a home occupation.

iv. *Granting of exception.* It shall be the responsibility of the applicant to submit sufficient evidence to justify the granting of an exception to any of the requirements in Subsection B.

f. *Conditions Applicable to Home Occupation Permits.*

i. *Validation.* A home occupation permit expires every December 31.

ii. *Renewal.* Permits shall be renewed annually.

iii. *Inspection*. The City Manager or his/her designee is authorized to periodically enter the premises to ensure full compliance with these requirements.

iv. *Termination.* When a home occupation is found in noncompliance with the requirements outlined in Subsection B, the permit will be terminated immediately.

v. *Renewal of terminated permits.* The procedure for renewal of a terminated permit shall be the same as required for the issuance of a new permit under this section.

(Ord. No. 17-S-40 , § 1(Exh. A), 10-24-2017; Ord. No. 18-S-04 , § 1(Exh. A), 1-23-2018)

Sec. 21.8.4. Home Occupations.

A. *Purpose and Intent.*

1. Protect residential areas from adverse impact of activities associated with home occupations.
2. Permit residents of the community a reasonable choice in the use of their homes as a place of livelihood and the production or supplementing of personal and family income.
3. Establish criteria and development standards for home occupations conducted in dwelling units.

B. *Home Occupations—Required Conditions* - home occupations shall be permitted as an accessory use in all residential zoning districts provided that they comply with all restrictions herein.

1. ~~The area set aside for home occupations shall not exceed twenty percent (20%) of the total floor area of such residence.~~ Such use shall be incidental and secondary to the use of the premises for residential purposes, and shall not utilize floor area exceeding 30 percent of the combined enclosed gross floor area of dwelling unit and any accessory building(s). In no case shall the combined enclosed floor area utilized for a home occupation exceed 600 square feet.
2. No interior or exterior business sign shall be permitted.
3. ~~No mechanical equipment shall be used except of a type that is similar in character to that normally used for purely domestic or household mechanical equipment as for hobby purposes in conjunction with the home occupation.~~
4. Retail sales shall be prohibited on the premises except for items that are produced entirely on the premises in conformance with this Code ~~.~~
5. No more than one person other than the immediate family permanently residing on the premises shall be employed in the home occupation and at least one person permanently residing in the home must be involved in the business and shall obtain the Home Occupation Permit.~~.~~
6. No more than one home occupation shall be permitted within any single dwelling unit.
7. ~~-~~The home occupation shall not result in the off-street or on-street parking of more than two (2) vehicles at any one (1) time not owned by members of the occupant family, and n~~N~~o~~t~~ more than one business-related commercial vehicle~~-~~ shall be present at one time.
8. A home occupation shall be carried on wholly within the principal ~~buildin~~building or accessory building ~~g.~~ ~~No home occupation or any storage of goods, materials, or products connected with a home occupation shall be allowed in accessory buildings or garages, attached or detached, excluding paints and chemicals that may be used in the home occupation.~~
9. ~~There shall be no exterior indication of the home occupation or variation from the residential character of the principal building.~~ Performance of the occupation activity shall not be visible from the street
10. There shall be no exterior storage of materials, equipment, or display to be used in conjunction with a home occupation.
11. A home occupation shall produce no offensive noise, vibration, smoke, electrical interferences, dust, odors, or heat detectable beyond the property limits or beyond the walls of the dwelling unit. The judgment of the City's Code Enforcement Officer pertaining to a violation under this section shall be considered decisive and final unless formally appealed to the Planning and Zoning Commission within thirty (30) days after the Code Enforcement Officer's written determination.
12. All home occupations ~~may be~~ are~~-~~ subject to periodic inspections by the City.

~~13. Such uses must be located in the dwelling used by the person who has the home occupation as his or her private residence.~~

12~~14.~~ Said incidental use shall never be permitted as a principal use but only as an accessory use.

C. *Uses allowed as home occupations.* Subject to the provisions of this Section, home occupations may include the following uses:

1. Office facility of an accountant, architect, landscape architect, attorney, engineer, consultant, insurance agent, mental health professional, realtor, broker, or similar profession.

2. Author, artist, artisan, or sculptor.

3. Dressmaker, seamstress or tailor.

4. Music or dance teacher, or similar types of instruction, provided that instruction shall be limited to no more than five pupils at a time.

5. Individual tutoring.

6. Office facility of a minister, rabbi, priest or other cleric.

7. Home crafts, such as rug weaving, model making, etc.

8. Office facility of a salesman, sales or manufacturer's representative, provided that no retail or wholesale transactions or provision of services are personally and physically made on the premises except for items that are produced entirely on the premises in conformance with this Code.

9. Repair shop for small electrical appliances, cameras, watches and clocks, and other small items, provided that the items can be carried by one person without using special equipment, and provided that the items are not equipped with an internal combustion engine.

10. Food preparation establishments such as cake making, decorating or catering, provided that there is no on-premises consumption by customers, and provided that all aspects of the business comply with all state and local health regulations.

11. Family homes, in compliance with applicable state laws, which are incorporated herein by reference, with no more than six children or adults.

12. Barber shop or beauty salon ~~or manicure studio,~~, or health spa, provided that no more than one customer is served on the premises at any one time.

13. Swimming lessons and water safety instruction, provided that such instruction involves no more than two pupils at any one time.

14. Activity involving primarily a computer.

15. Contractor, provided that there shall be no outside storage of materials related to the operation of the business and any interior storage shall count toward the maximum area allowed in subsection B. 1.

16. Pet grooming, provided that no overnight kenneling activity is taking place.

D. *Uses prohibited as home occupations.* Home occupations shall not, in any event, be deemed to include the following uses:

1. Animal hospitals or clinics, commercial stables having more than two horses per acre or kennels.

2. Restaurants or on-premises food or beverage, including private clubs, consumption of any kind, except for limited food or meal consumption associated with the operation of a licensed registered family home or a bed and breakfast facility.

3. Automobile, boat or trailer paint or repair shop; small engine or motorcycle repair shop; welding shop; large household appliance repair shop; or other similar type of business.

4. On-premises retail or wholesale sales of any kind where multiple customers patronize the sales business on-site, except for items that are produced entirely on the premises in conformance with this Code, and except for garage sales in conformance with Chapter 50, Article VII of the City of Schertz Code of Ordinances ~~(no more than two per calendar year and shall not be held within six months of each other).~~

5. Commercial clothing laundering or cleaning.

6. Mortuaries or funeral homes.

7. Trailer, vehicle, tool or equipment rentals.

8. Repair shops for any items having internal combustion engines.

9. Any use that would be defined by the building code as an assembly, factory or industrial, hazardous, institutional or mercantile occupancy.

E. *Home occupation uses not classified herein.* Any use that is not either expressly allowed nor expressly prohibited by this division is considered prohibited, unless and until such use is classified by amendment to this chapter by the city council, subsequent to an affirmative recommendation by the planning commission. Any person or persons who has been aggrieved by an interpretation from the City Manager or his/her designee of the permitted and prohibited Home Occupation uses, may appeal the decision in accordance with Section 21.4.14 and will have the Planning and Zoning Commission make the final determination.

F. *Home Occupation Permit.*

1. *Purpose.* To establish a method to allow the City to regulate and control nonresidential activities and maintain a record of the types and numbers of home occupations in the City.

2. *Permit Required.* Each resident within the City who has, or desires to establish an authorized home occupation, is required to have a home occupation permit.

3. *Application for Home Occupation Permit.*

   a. Applicant shall apply to the City Manager or his/her designee for a home occupation permit.

   b. The City Manager or his/her designee may issue the permit if the home occupation meets all the requirements established in Subsection ~~Paragraph~~ B.

   c. The decision of the City Manager or his/her designee may be appealed to the Planning and Zoning Commission in accordance with section 21.4.14.

   d. The Planning and Zoning Commission will be the final judgment on appeals which must be submitted to the Planning and Zoning Commission within thirty (30) days after disapproval by the City Manager or his/her designee.

   e. Supporting Documents.

      i. *Signed statement*. One type of supporting evidence that may be submitted to the Planning and Zoning Commission for their consideration of an appeal is a signed statement by each property owner up to 200 feet of the property on which the home occupation is to occur, stating that the property owner has no objection to the existence of the proposed home occupation. An example of such a statement is as follows:

"I (name) the property owner at (address) have been advised by (name of home occupation applicant) of the request to the City for a Home Occupation Permit for the purpose of conducting (type of home occupation) and I have no objection to the home occupation permit being granted for the purpose reflected in this statement.

Signature of neighboring property owner and date"

ii. *Statement from property owner.* An applicant who is renting the property on which a home occupation permit is requested shall obtain a written statement from the owner of the property. The owner will state that he/she has no objection to the home occupation on the property.

iii. *Persons with demonstrated physical handicaps.* Persons with physical handicaps may be permitted special consideration. The applicant may request a waiver of a portion or all of one or more of the requirements for a home occupation.

iv. *Granting of exception.* It shall be the responsibility of the applicant to submit sufficient evidence to justify the granting of an exception to any of the requirements in Subsection ~~Paragraph~~ B.

f. *Conditions Applicable to Home Occupation Permits.*

i. *Validation.* A home occupation permit expires every December 31.

ii. *Renewal.* Permits shall be renewed annually.

iii. *Inspection*. The City Manager or his/her designee is authorized to periodically enter the premises to ensure full compliance with these requirements.

iv. *Termination.* When a home occupation is found in noncompliance with the requirements outlined in Subsection ~~Paragraph~~ B, the permit will be terminated immediately.

v. *Renewal of terminated permits.* The procedure for renewal of a terminated permit shall be the same as required for the issuance of a new permit under this section.

(Ord. No. 17-S-40 , § 1(Exh. A), 10-24-2017; Ord. No. 18-S-04 , § 1(Exh. A), 1-23-2018)

Ord. 23-S-15

Amendments to Article 8 of the UDC, Section 21.8.4 - Home Occupations

Samuel Haas| SENIOR PLANNER

SCHERTZ
COMMUNITY. SERVICE. OPPORTUNITY.

Background

- **Home Occupations occur frequently in Schertz**
- **Development Subcommittee discussions**
- **8 other municipalities Home Occupation regulations were researched**
- **At the May 24th & June 28th Planning & Zoning Commission meeting the commission directed staff to make adjustments.**

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UDC 21.8.4 Existing vs Proposed Regulations

Existing	Proposed
	Added language permitting home occupations as an accessory use in all residential zoning districts provided they comply with all other restrictions
The area set aside for home occupations shall not exceed twenty percent (20%) of the total floor area of such residence.	Proposing home occupation not exceed 30% of combined floor area of main and accessory structures and cannot exceed 600 square feet
Retail sales prohibited	Retail sales permitted if item is produced on premise in conformance with Code.
	Added language clarifying home occupation business must have permanent resident of home involved.
	Added language stating only one home occupation business-related vehicle permitted
Home occupation must be within principle structure	Allowing for additional accessory structure use.
	Added language clarifying that no exterior storage or display may occur.
	Added language clarifying that home occupation is accessory use only.
No permitted use list currently exist	List of permitted home occupation uses.
No prohibited use list currently exist	List of prohibited home occupation uses.
	Added language clarifying unlisted uses considered prohibited until further amendments. Also, outlined appeal process.

Proposed Permitted Uses

- Office facility of an accountant, architect, landscape architect, attorney, engineer, consultant, insurance agent, mental health professional, realtor, broker, or similar profession.
- Author, artist, artisan, or sculptor.
- Dressmaker, seamstress or tailor.
- Music or dance teacher, or similar types of instruction
- Individual tutoring.
- Office facility of a minister, rabbi, priest or other cleric.
- Home crafts, such as rug weaving, model making, etc.
- Office facility of a salesman, sales or manufacturer's representative
- Repair shop for small electrical appliances, cameras, watches and clocks, and other small items
- Food preparation establishments such as cake making, decorating or catering
- Family homes
- Barber shop or beauty salon or health spa
- Swimming lessons and water safety instruction
- Contractor
- Pet grooming

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Proposed Prohibited Uses

- Animal hospitals or clinics, commercial stables having more than two horses per acre or kennels.
- Restaurants or on-premises food or beverage, including private clubs, consumption of any kind
- Automobile, boat or trailer paint or repair shop; small engine or motorcycle repair shop; welding shop; large household appliance repair shop; or other similar type of business.
- On-premises retail or wholesale sales of any kind where multiple customers patronize the sales business onsite
- Commercial clothing laundering or cleaning.
- Mortuaries or funeral homes.
- Trailer, vehicle, tool or equipment rentals.
- Repair shops for any items having internal combustion engines.
- Any use that would be defined by the building code as an assembly, factory or industrial, hazardous, institutional or mercantile occupancy.

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Staff Recommendation

- **The amendments would provide added clarity and flexibility to Home Occupations.**
- **Adjustments have been made with following two Planning & Zoning Commission meetings, with the commission recommending approval with a 7-0 vote at the June 28th, 2023, meeting.**
- **Therefore, staff recommends approval of the amendments to the Unified Development Code (UDC) as proposed and discussed.**

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COMMENTS & QUESTIONS

SCHERTZ
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Agenda No. 17.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 15, 2023**
Department:	**Finance**
Subject:	**Ordinance 23-T-18 - Conduct a Public Hearing and Adopt a budget for the fiscal year beginning October 1, 2023, and ending September 30, 2024, in accordance with the Charter of the City of Schertz, Texas; providing for the filing of the Budget; providing that this Ordinance shall be cumulative of all Ordinances; providing a Severability Clause; and providing an Effective Date.** ***First Reading*** **(S.Gonzalez/J.Walters)**

BACKGROUND

In accordance with applicable statutes and the City Charter, the City Manager submitted a budget proposal to the City Council for consideration on August 11, 2023. The City Council will hold public hearings for the Proposed Budget on August 15, 2023 and, September 5, 2023.

The Budget Priorities for FY 2023-24 are as follows:
Goal 1: Staff Compensation - turnover is high and hiring is difficult due to non-competitive wages. Staff hopes to correct this by making compensation a budget priority.
Goal 2: Infrastructure - the City's roadways, parks, facilities, and drainage channels need additional maintenance and reconstruction. Staff is also looking at adding and expanding streets, parks, drainage channels, water transportation pipes and storage, and wastewater transportation pipes to meet the growing needs of the community as outlined in the master thoroughfare plan, the master parks plan, and the master water and sewer plan.
Goal 3: Consolidated CIP Document - this document will lay out a consolidated plan for the City's large infrastructure projects and outline funding sources allowing the City Manager and City Council to see the impact of infrastructure projects within a 5 to 10 year window and plan accordingly.
Goal 4: Increase staffing levels - adding key staff in services areas that will have the largest impact on operations and the community.
Goal 5: New/Remodeled Facilities - with additional staff coming on board, the City will need to look at office spaces and new service locations as the community continues to expand.

Staff proposes to raise salaries for all departments by 4.7% across the board for inflation. This number is based on the last 2 quarterly reports by the Bureau of Labor Statistics on the Employment Cost Index (ECI). This metric measures wages and benefits costs across the country based on private corporation jobs, civilian jobs, and state and local government jobs. The past 2 quarterly reports showed wages for state and local governments grow by 4.7% and is the basis for the adjustment recommendation. This ECI adjustment is proposed to take effect in October 2023 with the new budget.

Based on staff's review of target cities' wages in the area, there was strong indication Schertz was below market in the wages offered to employees. Working with City Council, the City has contracted with Public Sector Personnel Consultants (PSPC) to conduct a Classification & Compensation Study to determine wages and compensation compared to the market and how to adjust wages to get Schertz' positions to market. Based on the original review by Staff, an estimated $2.6 million of adjustments could be required, with $1.9 million showing in FY 2023-24 with the anticipated January 2024 wage

adjustment. The final number will be based on the results of the survey.

The City also saw an increase in health insurance costs of 7.5% for FY 2023-24.

To continue the infrastructure improvements, staff recommends withdrawing $1 million from General Fund Reserves. This is in addition to the $650,000 that is part of the base Streets Budget, and $4.5 million in funding from the Schertz Economic Development Corporation Reserves for roadway improvements. Staff also plans to issue $37.25 million in debt in the General Fund for other infrastructure projects, like Main Street Improvements and $7.5 million in Water & Sewer to continue the transmission line from East Live Oak to IH 35.

In the General Fund, Staff proposes to add 5 new positions based on the recommendations of Staff and Council. The positions include:
- 3 Firefighters in preparation of Station 4
- Engineering Administrative Assistant
- Part Time Records Clerk to assist with the increased open records requests in the City Secretary's office
- 5 additional police officers have been added to the approved position table, but not funded, to allow the City to more quickly hire School Resource Officers

The Water & Sewer Fund proposes to add a new Lead Clerk position for Utility Billing.

The Emergency Medical Services Fund proposes to add 4 Emergency Medical Technicians (EMTs) to field additional ambulance hours to meet service call volumes.

Other items in the General Fund that are being proposed are the following programs, projects, and equipment:
-Replace all in-car cameras, body worn cameras, and TASERs for police officers
-Add additional Library materials budget
-Add an ArcGIS IndoorMaps Extension for building mapping capabilities
-Add new servers for Public Safety
-Reassign court security funding from operations to fund larger projects
-Add new Hydrolic Hose Crimper and Hose Reels for Fleet
-Add new Tablets and Trailer for Facilitiy Services
-Add new Opticom system to control intersection lights for Public Safety
-Add new Hurst Strong Arm Multi-purpose Tool to add in rescue operations in Fire
-Add new Pothole Truck and Asphalt Laydown Machine in Streets

The Water & Sewer Fund will add:
-Automated Phone Payment System
-Combination Vaccume Truck
-Funding for Fire Hydrant and Valve replacements across the city

Drainage will replace a zero turn mower.

The Special Revenue Funds Budgets will remain constant with no significant changes in operations.

A copy of the proposed budget is available for view on the City’s webpage www.schertz.com. This copy will include all changes included in the change memo.

GOAL

Per state statutes and the City Charter, the city must adopt a budget prior to the beginning of the fiscal year beginning on October 1st.

COMMUNITY BENEFIT

This budget will provide for additional resources to areas identify by citizens, city council, and staff.

SUMMARY OF RECOMMENDED ACTION

Staff recommends that the City Council approve the first reading of Ordinance No. 23-T-18, adopting the budget for the fiscal year beginning October 1, 2023, and ending September 30, 2024.

FISCAL IMPACT

Fund	Proposed Budget	Fund Balance Change
General Fund	$49,954,992	($2,564,504)
Tax I&S Fund	8,602,745	732,255
Water & Sewer Fund	31,241,901	262,899
Capital Recovery - Water	55,748	1,166,252
Capital Recovery - Sewer	67,248	632,752
Drainage Fund	1,594,207	(217,584)
EMS Fund	13,640,835	(780,612)
SEDC	12,985,053	(4,578,053)
Special Events Fund	45,000	0
PEG Fund	67,000	0
Hotel Occupancy Fund	260,865	640,635
Park Fund	100,000	0
Tree Mitigation	75,000	10,750
Roadway Impact Fee Area1	5,000	320,175
Roadway Impact Fee Area2	85,000	160,650
Roadway Impact Fee Area3	5,000	345,250
Roadway Impact Fee Area4	3,000	360
Library Fund	29,200	0
Historical Committee	11,750	2,500
Total:	**$118,829,544**	($3,866,275)

RECOMMENDATION

Staff recommends that the City Council approve the first reading of Ordinance No. 23-T-18, adopting the budget for the fiscal year beginning October 1, 2023 and ending September 30, 2024.

Attachments

Ordinance 23-T-18 Adoption FY 2023-24 Budget

ORDINANCE NO. 23-T-18

AN ORDINANCE ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024, IN ACCORDANCE WITH THE CHARTER OF THE CITY OF SCHERTZ, TEXAS; PROVIDING FOR THE FILING OF THE BUDGET; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Schertz is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the City Manager of the City of Schertz submitted a budget proposal to the City Council prior to the beginning of the fiscal year, and in said budget proposal set forth the estimated revenues and expenditures and made the detailed classification as required by the City Charter of the City of Schertz, Texas; and

WHEREAS, the City Council finds that all provisions pertaining to the adoption of a budget contained in the City Charter have been in all things complied with; and

WHEREAS, a Public Hearing is held by the City Council of the City of Schertz, Texas on the 15th day of August 2023 and the 5th day of September 2023; and

WHEREAS, after a full and final consideration, the City Council is of the opinion that the budget should be approved and adopted; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS, THAT:

Section 1. The budget of the expenditures of the City of Schertz for the ensuing fiscal year beginning October 1, 2023, and ending September 30, 2024, be, and the same is, in all things, adopted and approved as the said City of Schertz budget for the Fiscal Year beginning the first day of October 2023, and ending the thirtieth day of September 2024.

Section 2. The sums below are hereby appropriated from the respective funds for the payment of expenditures on behalf of the City government as established in the approved budget document:

2023-2024 Budget

General Fund	$49,954,992
Tax I&S Fund	8,602,745
Water & Sewer Fund	31,241,901
Capital Recovery - Water	55,748
Capital Recovery - Sewer	67,248
Drainage Fund	1,594,207
EMS Fund	13,640,835
SEDC	12,985,053
Special Events Fund	45,000
PEG Fund	67,000
Hotel Occupancy Fund	260,865
Park Fund	100,000
Tree Mitigation	75,000
Roadway Impact Fee Area 1	5,000
Roadway Impact Fee Area 2	85,000
Roadway Impact Fee Area 3	5,000
Roadway Impact Fee Area 4	3,000
Library Fund	29,200
Historical Committee	11,750
Total:	$118,829,544

Section 3. A true and correct copy of this ordinance along with the approved budget attached hereto, and any amendments thereto, shall be filed with the City Secretary. In addition, the City Manager is hereby directed to file or cause to be filed a true and correct copy of this ordinance along with the approved budget attached hereto, and any amendments thereto, in the office of the County Clerk of Guadalupe, Comal, and Bexar Counties, Texas, as required by law.

Section 4. This ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Schertz, Texas (2006), as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

Section 5. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section.

Section 6. This ordinance shall be in full force and effect from and after its final passage, and it is so ordained.

PASSED ON FIRST READING, the _____ day of _____, 2023.

PASSED, APPROVED and ADOPTED ON SECOND READING, the _____ day of _____, 2023.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

CITY OF SCHERTZ

FY 2023-24
PROPOSED BUDGET

City of Schertz
Fiscal Year 2023-24
Budget Cover Page

This budget will raise more total property taxes than last year's budget by $2,398,167 or 9.9% increase, and of that amount, $554,255 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: Councilmembers Mark Davis, Michelle Watson Jill Whittaker, Michael Dahle, Allison Heyward, Tim Brown

AGAINST: N/A

PRESENT and not voting: N/A

ABSENT: Councilmember David Scagliola

Property Tax Rate Comparison

	2023-24	**2022-23**
Property Tax Rate:		$0.4950/100
No-new-revenue	$.04553/100	$.04526/100
No-new-revenue Maintenance & Operations Tax Rate:	$0.3212/100	$0.3046/100
Voter-approval Rate:	$0.4872/100	$0.4968/100
Debt Rate:	$0.1548/100	$0.1480/100

Total debt obligation for the City of Schertz secured by property taxes: $ 96,572,010

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CITY OF SCHERTZ, TEXAS
PROPOSED ANNUAL BUDGET

FISCAL YEAR 2023-24
OCTOBER 1, 2023 – SEPTEMBER 30, 2024

CITY COUNCIL

RALPH GUTIERREZ
Mayor

MARK DAVIS
Council Member, Place 1

MICHELLE WATSON
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

STEVE WILLIAMS, CITY MANAGER
BRIAN C. JAMES, DEPUTY CITY MANAGER
SARAH GONZALEZ, ASSISTANT 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 tea

SCHERTZ | COMMUNITY SERVICE OPPORTUNITY

August 11, 2023

TO: The Honorable Mayor and Councilmembers

FROM: Steve Williams, City Manager

SUBJECT: Adopted Budget for Fiscal Year 2023-24

The proposed budget for fiscal year 2023-24 was filed with the City Secretary on August 11, 2023 in accordance with the requirements of the City Charter. The proposed revenues in each of the funds meet or exceed our proposed expenditures when utilizing excess reserves. There will be two public hearings for citizen input on August 15, 2023 and September 5, 2023.

The proposed budget for the coming year lowers the overall City property tax rate from $0.4950 to $0.4872 per $100 of property valuation. Due to a decrease in the Maintenance & Operations (M&O) portion of the tax rate which is dedicated for city operations from $0.3470 to $0.3324 per $100 of valuation, the City was able to increase the Interest & Sinking (I&S) portion that pays the City's debt, raising it from $0.1480 to $0.1548 per $100 of valuation.

This M&O tax rate will help meet the City's Budget Priority Goals for staff compensation adjustments and additional infrastructure projects, while adding a few key positions along with other new expenditures.

Staff proposes to raise salaries for all departments by 4.7% across the board for inflation. This number is based on the last 2 quarterly reports by the Bureau of Labor Statistics on the Employment Cost Index (ECI). This metric measures wages and benefits costs across the county based on private corporation jobs, civilian jobs, and state and local government jobs. The past 2 quarterly reports showed wages for state and local governments grow by 4.7% each and is the basis for the adjustment recommendation. This ECI adjustment is proposed to take effect in October 2023 with the new budget.

In addition to the proposed adjustments from the ECI, the primary goal for FY 2023-24 is to address compensation for employees. Turnover in the City is high and hiring is difficult due to non-competitive wages. Based on staff's review of target cities' wages in the area, there is strong indication Schertz is below market in the wages offered to employees. Working with City Council, the City has contracted with Public Sector Personnel Consultants (PSPC) to conduct a Classification & Compensation Study to adjust wages to get Schertz' positions to at least the market pay. Based on the original review by Staff, an estimated $2.6 million of adjustments could be needed, with $1.9 million showing in FY 2023-24 with the anticipated January 2024 wage adjustment. The final number will be based on the results of the survey.

In FY 2023-24 the City is proposing authorizing the following additional positions: three Fire Fighters in preparation of the opening of proposed Fire Station #4, an Administrative Assistant for Engineering, a Part Time Records Clerk for the City Secretary, 4 Emergency Medical Technicians for EMS, and a Lead Clerk for Utility Billing.

The City has an adopted goal of keeping a fund balance level of 26% of operating expenditures, and if over that target, must reduce the fund balance to 26% within 5 years. At this time it is estimated the General Fund will have a fund balance reserve equal to 29% of operating expenditures by the end of September 2024 and 26.4% at the end of September 2025. Key

expenditures to achieve this goal include the wage adjustments, the replacement cameras and TASERs equipment for police, and the one time withdraw from fund balance of $1 million for street improvements.

The Guadalupe County Tax Assessor valued the City's total taxable value at $5,440,641,228. This is a 11.3% increase or $551,629,839 over last fiscal year. Commercial development has been strong with new permit revenue exceeding the budget for FY 2021-22 and FY 2022-23, but staff has been seeing a slowdown in new residential permits with revenue dropping from $588,000 in FY 2019-20 to an estimated $225,000 for FY 2022-23. Staff will be keeping an eye on new developments in FY 2023-24 to react appropriately based on economic changes.

Sales taxes in the City of Schertz has experienced strong growth in the past few years averaging over 10% annual growth the past 3 years. Staff has been keeping an eye on the economy and the Federal Reserve. The Federal Reserve has stated their desire to curb inflation and have taken frequent action to slow down the economy. As a result, the target Federal Funds Rate is 5.25%-5.5%. This directly affects mortgage lending rates and is believed to be affecting the slowdown of new residential construction. As such, while in FY 2022-23 the City is expected to see 10% growth in sales tax revenue, staff will forecast sales tax revenue for FY 2023-24 to be in line with the long-term average growth in Schertz of 7%.

Regarding past bonds, in 2010, voters in the City of Schertz approved a bond package for the construction additional baseball fields, a soccer complex, an animal adoption center, the relocation of the playscape, an indoor aquatic center, and infrastructure improvements to downtown Schertz. The only remaining project is the downtown/Main Street improvements which is proposed to start construction in FY 2023-24.

In 2015, voters approved a bond package for the construction of Fire Station #3, FM 1103 road improvements and FM 1518 road improvements. Fire Station #3 has been completed and the funds for FM 1103 and FM 1518 have been sent to the Texas Department of Transportation to begin construction.

In 2021, voters approved a bond package for the construction of Fire Station #4. These funds have been issued, the land has been purchased, and the project is currently in the design phase. It is currently projected to open in calendar year 2025.

I would like to thank all Department Heads for their assistance in the development of this document. Special thanks are due to the following people for their critical roles in the completion of this budget: Deputy City Manager Brian James, Assistant City Manager Sarah Gonzalez, Finance Department staff Babett Martin, Mike Walkden, and Finance Director James Walters.

Lastly, I wish to thank the Mayor and City Council for your continued support and leadership. Together, we are providing vision and quality operations to the City while being good stewards of the resources our residents and businesses have provided us.

Sincerely,

Steve Williams
City Manager

BUDGET STRUCTURE

GENERAL FUND

The City's primary governmental operating fund. Allocates property taxes, sales taxes, fees, fines and other revenue sources to provide basic City services, such as Police, Fire, Street Maintenance, Park Maintenance, Building Inspections, Support Services, and others. It is used to account for all financial resources that cannot otherwise be accounted for in other funds that have specific purposes.

INTEREST & SINKING FUND

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.

ENTERPRISE FUNDS

Enterprise funds are used to account for governmental activities that are similar to those found in private businesses. The major revenue source for these enterprise funds is the rate revenue generated from the customers who receive the services provided. Expenses for these services are paid for through revenue generated from services provided.

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.

CAPITAL RECOVERY WATER

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 SEWER

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.

EMERGENCY MEDICAL SERVICES(EMS)

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.

DRAINAGE

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.

SCHERTZ ECONOMIC DEVELOPMENT FUND

The mission of the City of Schertz Economic Development Corporation (SEDC) is to grow the Schertz economy through Projects.

SPECIAL REVENUE FUNDS

Special revenue funds are used to account for the proceeds of certain specific revenue sources that are legally restricted to expenditures for specified purposes.

SPECIAL EVENTS

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.

PUBLIC, EDUCATIONAL, and GOVERNMENT (PEG) ACCESS FUND

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.

HOTEL/MOTEL TAX

Revenues for the Hotel/Motel Fund are derived from a 7% tax on rooms rented in the City. These revenues are used to support Schertz as a destination location.

PARK FUND

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.

TREE MITIGATION

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.

ROADWAY AREA 1-4

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.

LIBRARY FUND

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.

HISTORICAL COMMITTEE

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 PROCESS

STRATEGIC PLANNING
At the beginning of the budget process, the City Council, City Management and Department heads gather at a pre-budget retreat to discuss priorities and goals for the upcoming fiscal year budget.

REVENUE PROJECTION
The Finance Department staff develops revenue projections based upon trend analysis, anticipated changes in the local, state and national economies, and discussions with other departments. The revenue projection is used to determine the financial limitations for the development of the budget.

BUDGET DEVELOPMENT
The budget was developed based on zero base budgeting. Supplemental requests for capital items, new personnel, expanded services, or other items that do not fit within normal operating budgets are requested and justified separately. Upon completion of the proposed budget, department heads submit their budget request to the Finance Department for review, after which the budget is submitted to the City Manager for review and approval. The City Manager meets with his direct reports to discuss and adjust where needed.

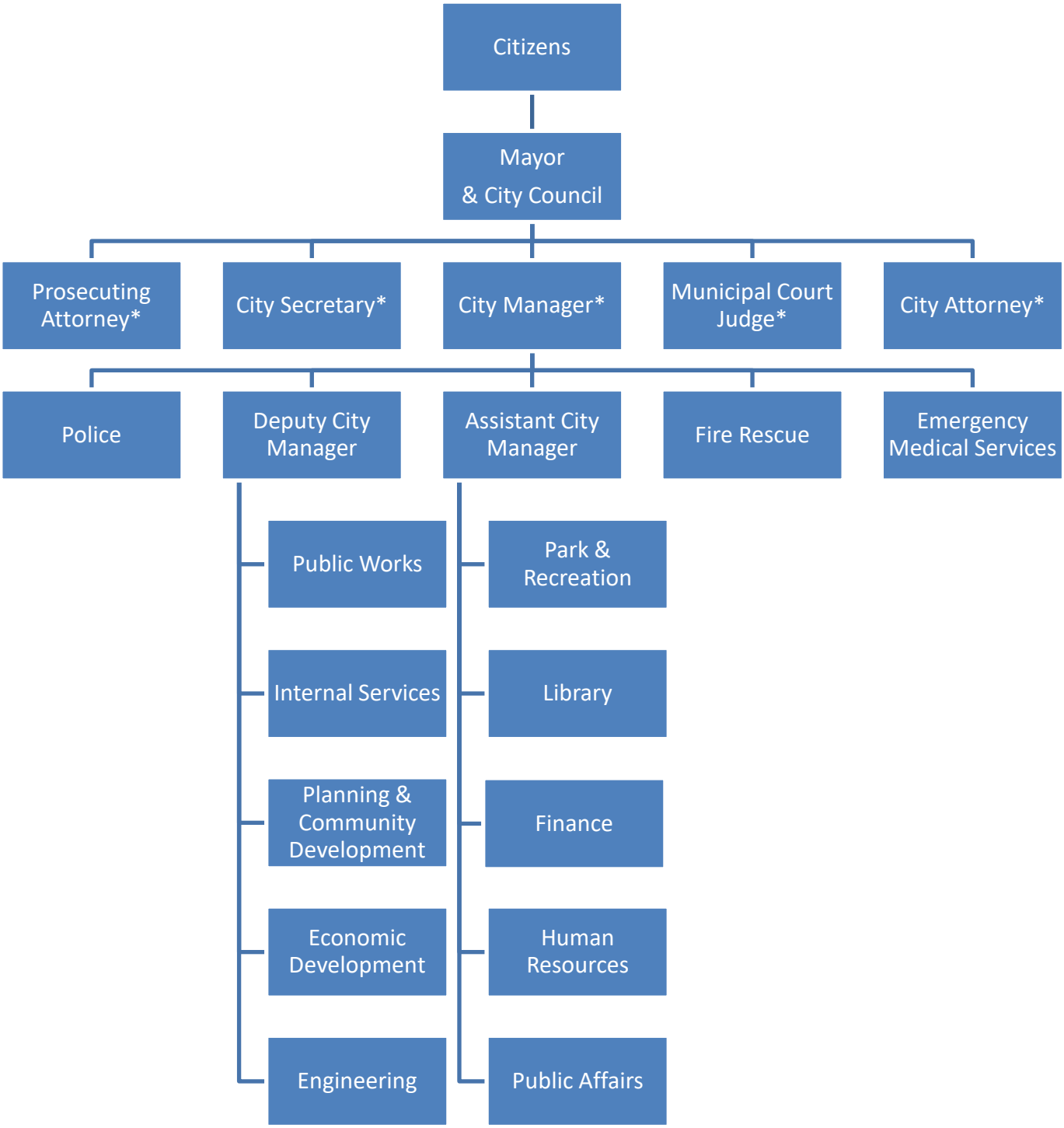
BUDGET
The City Manager submits to the City Council a proposed operating budget City Councill meets for budget workshops to review the proposed budget and ensure it meets the priorities and goals set at the beginning of the budget process.

PUBLIC HEARINGS/BUDGET ADOPTION
Public hearings are held to inform the public about the proposed budget and tax rate and give citizens the opportunity to comment. The budget and tax rate take effect on October 1st.

FY 23-24 BUDGET CALENDAR

DATE	ACTION
March	Pre-Budget Retreat
April	Budget Kickoff-go over instructions for preparing budget, calendar and process. Departments submit Year end projections to Finance for review and approval.
May	Departments submit base budget and fee schedules to Finance for review and approval
June	City Management reviews budgets and supplemental requests
July	Fee Schedule is presented to Council. Tax rate is reviewed by Finance and City Manager.
August	Budget Retreat, Budget workshop, and first public hearing on Budget & Tax Rate. The preliminary Tax rate is set.
September	Second public hearing and vote on budget & tax rate.
October	New budget in effect

CITY OF SCHERTZ
ORGANIZATIONAL CHART
FY 2023-24



*Appointed by City Council

CITY OF SCHERTZ 2023-24 BUDGET

Table of Contents

Executive Summary 1

General Fund
- Summary 8
- Revenues 10
- City Council 16
- City Manager 19
- Municipal Court 23
- 311/Customer Relations 28
- Planning & Zoning 31
- Legal Services 37
- Economic Development 40
- City Secretary 43
- Non-Departmental 48
- Public Affairs 51
- Engineering 56
- Police 62
- Fire Rescue 69
- Inspections 75
- Neighborhood Services 82
- Streets 88
- Parks, Recreation, & Community Services 93
- Pools 99
- Event Facilities 103
- Library 108
- Information Technology 116
- Human Resources 121
- Finance 126
- Purchasing & Asset Management 130
- Fleet Services 136
- Facility Services 142
- City Assistance 150
- Court Restricted 152

Interest & Sinking Fund 154

Water & Sewer
- Summary 159
- Business Office 163
- Water & Sewer Administration 168
- Capital Recovery - Water 175
- Capital Recovery – Sewer 183

Drainage
- Summary 189
- Revenues 193
- Expenditures 195

Emergency Medical Services (EMS)
- Summary 199
- Revenues 203
- Expenditures 205

Schertz Economic Development Corporation
- Summary 208
- Revenues 211
- Expenditures 213

Special Revenue Funds
- Special Events 218
- Public, Educational, and Government (PEG) Access Fund 224
- Hotel/Motel Tax 228
- Park Fund 233
- Tree Mitigation 238
- Roadway Area 1 242
- Roadway Area 2 247
- Roadway Area 3 252
- Roadway Area 4 257
- Library Fund 262
- Historical Committee 266

Glossary 270

Executive Summary

General Fund

Revenue: Revenues for FY 2023-24 Budget are expected to increase 3.9% from the FY 2022-23 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 5.8% and sales taxes are estimated to increase 7.0%.

These increases are offset by a projected decrease in building permits and fees expected in FY 2023-24 as new development starts to slow down with the Federal Reserve tightening lending.

Expenses: The overall FY 2023-24 Budget increased 13.0% from the FY 2022-23 year-end estimates. This includes wage increases based on the Classification & Compensation Study be implemented in January 2024, 4 new personnel and a 4.7% ECI increase.

This budget also includes an additional $1 million in one-time funding for street preservation and maintenance.

Another notable increase is related to the replacement of all in-car cameras, body worn cameras, and TASERs for the police department. The existing camera systems are being discontinued by the manufacturer and need to be replaced. Due to the lack of support for the existing system, all the devices need to be replaced at once. Due to this, staff is proposing a lease and service plan that will pay $550,000 annually for 5 years to cover the new system.

City Council

The Proposed FY 2023-24 Budget increases 23.8% from the FY 2022-23 year-end estimates for in anticipated CPI increases and expenditures related to a City Charter review process.

City Manager

The FY 2023-24 Budget decreases 14.8% from the FY 2022-23 year-end estimates. The decrease is due to transferring the personnel related to Economic Development services to their own department in the General Fund and the removal of the Assistant to the City Manager position.

Municipal Court

The FY 2023-24 Budget increased 8.9% from FY 2023-24 year-end estimates for the proposed wage adjustments.

311 Customer Service

The FY 2023-24 Budget increases 6.2% from the FY 2022-23 year end estimates for the anticipated wage increases with no other changes to operation.

Planning & Zoning
The FY 2023-24 Budget increases by 41.0% from the FY 2022-23 year end estimate due to filling vacancies in the planner positions seen in FY 2022-23 and the anticipated wage increases for FY 2023-24.

Legal Services
The FY 2023-24 Budget increases 28.6% from the FY 2022-23 year end estimate. Staff has not needed to utilize legal services as much as past years and will continue to budget a downward trend if expenditures continue to fall.

Economic Development
The FY 2022-23 Budget transfers expenditures previously located in the City Manager and Non-Departmental budgets. The personnel did increase with the proposed wage adjustments and the amount paid into the TIRZ increased based on development located in the designated area of the Crossvine development.

City Secretary
The FY 2023-24 Budget increases 14.6% from the FY 2022-23 year-end estimate from the anticipated wage adjustments and the addition of part time Records Clerk position to aid with the increasing open records requests.

Non-Departmental
The FY 2023-24 Budget decreases 17.0% from the FY 2022-23 year-end estimate by transferring the Tax Abatement/TIRZ line and the local flavor grant to the new Economic Development department and is offset by setting the contingency accounts to $480,000 total.

Public Affairs
The FY 2023-24 Budget increases 6.0% from the FY 2022-23 year-end estimates. The increase is caused by the anticipated wage adjustments.

Engineering
The FY 2023-24 Engineering Budget increased 31.7% from the FY 2022-23 year-end estimate for two new positions, inspector and engineer, and vehicle replacements.

Police
The FY 2023-24 Budget increases 14.8% from the FY 2022-23 year-end estimates. 5 school resource officers are added to the position, but due to the difficulty in hiring police officers they are added without funding in the budget. If hired, the contract with Schertz-Cibolo-Universal City ISD will be updated and funds will be added to the budget. The increase in the budget is due to the anticipated wage adjustments, the new lease/maintenance program to replace the body cameras, in-car cameras, and the TASERs that is estimated at $550,000 per year for 5 years, and an increase in vehicle replacement due to price increases for vehicles.

Fire Rescue
The FY 2023-24 Budget will increase 13.2% from the FY 2022-23 year-end estimate. This increase comes from adding 3 new captain positions, promoting 3 Firefighters to Fire Apparatus Operators (FAO) and from anticipated wage adjustments.

Inspections
The FY 2023-24 Budget increases 16.2% from the FY 2022-23 year-end estimate with the anticipated wage adjustments.

Neighborhood Services
The FY 2023-24 Budget increases 0.4% from the FY 2022-23 year-end estimate. Fewer capital purchases almost offset the anticipated wage adjustments.

Streets
The FY 2023-24 Budget will increase 25.2% from the FY 2022-23 year-end estimate. Personnel increases with anticipated wage adjustments while staff has engaged contractors to resurface streets for the next year. Also being purchased is a asphalt lay down machine and a new truck.

Parks
The FY 2023-24 Budget will increase 0.7% from the FY 2022-23 year-end estimate. Personnel increases from the anticipated wage adjustment is mostly offset by fewer park improvements with the completion of existing projects.

Pools
The FY 2023-24 Budget will remain at the same level with no change in operations.

Event Facilities
The FY 2023-24 Budget will increase 14.5% from the FY 2022-23 year-end estimate for the anticipated wage adjustments.

Library
The Library FY 2023-24 Budget increases 7.6% from the FY 2022-23 year-end estimate with the anticipated wage increase. Library materials budget increases $15,000 and is offset in FY 2023-24 by fewer furniture replacements.

Animal Services
This budget was combined into the Police Department Budget.

Information Technology
The Information Technology FY 2023-24 Budget increases 9.6% from the FY 2022-23 year-end estimate. The increase is due to the anticipated wage adjustments, contractual software increases, and new server purchases for police officers' virtual terminals.

Human Resources
The FY 2023-24 Budget will increase 13.7% from the FY 2022-23 year-end estimate from the anticipated wage increases and adding $20,000 in unused employee wellness program funds from FY 2022-23 for future use.

Finance
The FY 2023-24 Budget will increase 2.1% from the FY 2022-23 year-end estimate. The anticipated wage increases are partially offset by reclassifying the vacant Senior Accountant position as an Accountant.

Purchasing & Asset Management
The FY 2023-24 Budget reflects an increase of 6.5% from the FY 2022-23 year-end estimate to account for training related to new staff certifications and anticipated wage increases.

Fleet Services
The FY 2023-24 Budget will decrease 12.9% from the FY 2022-23 year-end estimate due to anticipated wage increases and full year funding for the new Internal Services Director position that was created mid-FY 2022-23.

Facility Services
The FY 2023-24 Budget increases 5.1% from the FY 2022-23 year-end estimates due to anticipated wage adjustments. The building maintenance funds were moved from Maintenance Services to Capital Outlay to better track emergency repairs and routine maintenance versus building renovations and large repair projects.

City Assistance
The FY 2023-24 Budget will increase $10,000 from the FY 2022-23 year-end estimate for the Senior Citizens meal program with increased attendance.

Court Restricted Funds
The FY 2023-24 Budget will increase $9,000 from the FY 2022-23 estimate to match the projected revenue for 2023-24.

Interest & Sinking Fund
Revenues: Revenues for FY 2023-24 increase 15.4% from the FY 2022-23 estimate with higher property values and an increase in the I&S tax rate.

Expenses: The FY 2023-24 Budget will decrease 1.7% from the FY 2022-23 year-end estimate following the existing debt payment schedule.

Water & Sewer Fund
Revenue: Revenues for FY 2023-24 Budget are expected to increase 1.8% from the FY 2022-23 year-end estimate due to account growth and fee increases.

Expenses: The FY 2023-24 Budget increases 7.1% from the FY 2022-23 year-end estimates for anticipated wage adjustments and costs of water purchases and wastewater treatment increasing.

Utility Billing
The FY 2023-24 Budget increases 11.1% from the FY 2022-23 year-end estimate due to anticipated wage adjustments and the addition of a Lead Clerk position and higher credit card fees as more customers pay by phone or online.

Administration
The FY 2023-24 Budget will increase 8.2% from the FY 2022-23 year-end estimate due to anticipated wage adjustments and the purchase of a replacement Combo Vac Truck, system monitoring upgrades and easement acquisition for future infrastructure.

Capital Recovery Fund – Water
The FY 2023-24 Budget will be set at $55,748 for any professional services or studies that need to be completed.

Capital Recovery Fund - Sewer
The FY 2023-24 Budget will be set at $67,248 for any professional services or studies that need to be completed.

Drainage Fund
Revenue: The FY 2023-24 Budget increase 4.7% from the FY 2022-23 year-end estimate from anticipated service additions.

Expenses: The FY 2023-24 Budget will increase 6.9% from the FY 2022-23 year-end estimate for anticipated wage adjustments and equipment replacements and additional drainage channel maintenance projects.

EMS Fund
Revenue: Revenues for FY 2023-24 Budget are expected to increase 6.9% from FY 2022-23 year-end estimates from an increase in transports and new service contracts with customer cities.

Expenses: The FY 2023-24 Budget will increase 13.9% from the FY 2022-23 year-end estimate due to anticipated wage adjustments and the addition of 4 EMT positions.

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 2023-24 is projected to increase by 9.3% from the FY 2023-24 year-end estimate. The increase is reflective of an increase in sales tax revenue of 7% and additional investment income makes up the remainder.

Expenses: The SEDC funds are restricted to those expenses authorized by the Texas Local Government Code sections 501 and 505. The expenses for FY 2023-24 are projected to increase 7.2% to utilize the maximum allowed Marketing and Promotion dollars. 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 2023-24.

Special Events Fund
Revenue: Revenue budget has increased due to a trend increase to sponsorships and event participation. It is now set at $45,000 each year and any additional covers event expenses.

Expenses: The Special Events Fund FY 2023-24 Budget is set at $45,000 with no change in operations.

Public, Educational, and Governmental Access (PEG) Fund

Revenue: Revenues for FY 2023-24 Budget are expected to decrease by $10,000 from the FY 2022-23 year-end estimates as the community moves away from cable.

Expenses: The PEG Fund FY 2023-24 Budget decreased to $67,000 from the FY 2022-23 year-end estimates with the continued implementation of the communication master plan.

Hotel Motel Tax Fund

Revenue: Revenue for FY 2023-24 Budget is expected to decrease 16.1% from the FY 2022-23 year end estimates. FY 2022-23 received a lump sum of back taxes owed resulting in a higher revenue amount than is normal.

Expenses: The Hotel Motel Tax Fund FY 2023-24 Budget increases 2.2% from FY 2022-23 year-end estimate. Fewer building maintenance and projects offset increases in the City Support Services grant program.

Park Fund

Revenue: The revenue for FY 2023-24 Budget is expected to be $100,000 in anticipation of new development which will pay into the fund.

Expenses: The FY 2023-24 Budget is set at $100,000 to utilize incoming funds for park improvements.

Tree Mitigation

Revenue: The revenue for the FY 2023-24 Budget is expected to decrease 14.8% from 2022-23 year-end estimate following the previous years' trends.

Expenses: The FY 2023-24 Budget increases 7.1% from FY 2022-23 year-end estimate for additional tree planting.

Roadway Impact Fee Area 1

The FY 2023-24 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 2023-24 Budget will be set at $58,000 for any professional services or studies that need to be completed and to reimburse developers for road construction.

Roadway Impact Fee Area 3

The FY 2023-24 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 2023-24 Budget will be set at $3,000 for any professional services or studies that need to be completed.

Library Fund

Revenues: Revenue for FY 2023-24 is expected to increase $7,290 from the FY 2022-23 estimate with a withdraw from their fund balance.

Expenses: The Library Fund's FY 2023-24 Budget will increase $7,000 from the FY 2022-23 year-end estimate for additional funding for library projects.

Historical Committee

Revenues: Revenue for FY 2023-24 will remain at the same funding allocation as FY 2022-23.

Expenses: The Historical Committee's FY 2023-24 Budget will remain the same as the FY 2022-23 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, interest income and any other fees 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, like Police, Fire, Parks, Community Development, Library, and internal support services.

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Revenues				
Taxes	$27,294,411	$28,794,951	$32,687,232	$35,018,000
Franchises	2,226,361	2,494,637	2,751,000	2,795,000
Permits	1,547,780	2,167,429	1,718,310	1,419,300
Licenses	45,600	45,620	9,120	9,120
Fees	1,975,216	2,255,861	2,210,643	1,896,140
Fines & Forfeitures	8,477	10,590	11,000	11,000
Inter-Jurisdictional	899,348	961,604	1,180,682	1,196,684
Fund Transfers	2,893,814	3,123,769	3,112,873	3,204,837
Miscellaneous	720,561	1,053,268	1,912,672	1,840,407
Total	*$37,611,600*	*$40,898,652*	*$45,593,532*	*$47,390,488*
Expenses				
General Government	$6,315,829	$6,573,414	$6,890,426	$8,281,168
Public Safety	17,489,515	18,633,808	20,671,256	23,553,629
Public Environment	1,413,809	1,926,603	2,561,705	2,720,161
Parks & Recreation	2,506,318	2,577,796	3,465,317	3,555,854
Cultural	1,040,278	1,144,684	1,288,728	1,386,318
Internal Service	6,808,023	7,169,922	8,176,287	8,880,296
Misc & Projects	2,616,394	2,218,615	1,158,870	1,577,666
Total	*$38,190,165*	*$40,244,842*	*$44,212,589*	*$49,954,992*
Change in Fund Balance	*-$578,566*	*$653,811*	*$1,380,943*	*-$2,564,504*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenues for FY 2023-24 Budget are expected to increase 3.9% from the FY 2022-23 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 5.8% and sales taxes are estimated to increase 7.0%.

These increases are offset by a projected decrease in building permits and fees expected in FY 2023-24 as new development starts to slow down with the Federal Reserve tightening lending.

Expenses: The overall FY 2023-24 Budget increased 13.0% from the FY 2022-23 year-end estimates. This includes wage increases based on the Classification & Compensation Study be implemented in January 2024, 4 new personnel and a 4.7% ECI increase.

This budget also includes an additional $1 million in one-time funding for street preservation and maintenance.

Another notable increase is related to the replacement of all in-car cameras, body worn cameras, and TASERs for the police department. The existing camera systems are being discontinued by the manufacturer and need to be replaced. Due to the lack of support for the existing system, all the devices need to be replaced at once. Due to this, staff is proposing a lease and service plan that will pay $550,000 annually for 5 years to cover the new system.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Taxes	27,294,441	28,794,951	32,305,000	29,228,015	32,687,232	35,018,000	
Franchises	2,226,361	2,494,637	2,550,000	1,639,738	2,751,000	2,795,000	
Permits	1,547,780	2,167,429	1,717,800	1,353,931	1,718,310	1,419,300	
Licenses	45,600	36,543	45,620	4,850	9,120	9,120	
Fees	1,975,216	2,255,861	2,189,200	1,775,248	2,210,643	1,896,140	
Fines & Forfeitures	8,477	10,590	9,000	10,662	11,000	11,000	
Inter-Jurisdictional	899,348	961,604	1,151,352	928,840	1,180,682	1,196,684	
Fund Transfers	2,893,814	3,123,769	4,208,028	2,720,903	3,112,873	3,204,837	
Miscellaneous	720,561	1,053,268	940,225	1,515,316	1,912,672	1,840,407	
TOTAL REVENUES	37,611,600	40,898,652	45,116,225	39,177,502	45,593,532	47,390,488	
EXPENDITURE SUMMARY							
NON PROGRAM							
GENERAL GOVERNMENT							
CITY COUNCIL	105,989	100,695	133,870	95,398	122,431	151,565	
CITY MANAGER	1,249,953	1,341,557	1,379,657	980,233	1,147,527	977,360	
MUNICIPAL COURT	343,557	372,394	416,702	329,503	410,937	447,441	
CUSTOMER RELATIONS-311	115,148	118,399	121,062	103,859	130,227	138,257	
PLANNING & ZONING	220,517	630,653	376,095	245,714	319,646	450,686	
LEGAL SERVICES	158,366	110,717	137,200	42,089	70,000	90,000	
ECONOMIC DEVELOPMENT	0	0	0	0	0	1,548,032	
CITY SECRETARY	204,993	221,126	233,574	154,401	209,992	240,733	
NONDEPARTMENTAL	2,443,351	2,140,783	2,554,198	2,407,864	2,637,774	2,190,286	
PUBLIC AFFAIRS	603,792	632,793	662,484	502,196	636,840	674,912	
ENGINEERING	870,162	904,296	1,263,846	857,420	1,205,052	1,371,896	
TOTAL GENERAL GOVERNMENT	6,315,829	6,573,414	7,278,687	5,718,677	6,890,426	8,281,168	
PUBLIC SAFETY							
POLICE	9,955,402	10,233,034	11,754,146	8,586,608	11,556,943	13,269,814	
FIRE RESCUE	6,559,780	7,029,410	7,653,804	5,514,188	7,408,602	8,385,016	
INSPECTIONS	974,332	1,011,446	1,271,297	849,316	1,179,514	1,370,411	
NEIGHBORHOOD SERVICES	0	359,918	525,496	351,347	526,197	528,388	
TOTAL PUBLIC SAFETY	17,489,515	18,633,808	21,204,743	15,301,459	20,671,256	23,553,629	
PUBLIC ENVIRONMENT							
STREETS	1,413,809	1,926,603	2,587,507	1,397,826	2,561,705	2,720,161	
TOTAL PUBLIC ENVIRONMENT	1,413,809	1,926,603	2,587,507	1,397,826	2,561,705	2,720,161	

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PARKS & RECREATION							
PARKS	1,661,869	1,593,522	2,312,157	1,487,503	2,367,606	2,384,461	
SWIM POOL	536,674	589,274	580,824	317,257	594,102	594,552	
EVENT FACILITIES	307,775	395,000	466,985	406,118	503,609	576,841	
TOTAL PARKS & RECREATION	2,506,318	2,577,796	3,359,966	2,210,878	3,465,317	3,555,854	
CULTURAL							
LIBRARY	1,040,278	1,144,684	1,292,795	982,676	1,288,728	1,386,218	
TOTAL CULTURAL	1,040,278	1,144,684	1,292,795	982,676	1,288,728	1,386,218	
HEALTH							
INTERNAL SERVICE							
INFORMATION TECHNOLOGY	2,517,577	2,653,434	3,063,098	2,169,850	3,060,791	3,355,379	
HUMAN RESOURCES	666,392	654,569	768,340	607,936	751,611	854,880	
FINANCE	687,033	728,341	755,468	608,373	776,977	792,929	
PURCHASING & ASSET MGT	247,913	277,858	295,370	241,176	308,373	328,466	
FLEET SERVICE	1,025,476	1,217,320	1,351,130	972,147	1,316,348	1,486,000	
BUILDING MAINTENANCE	1,663,632	1,638,399	1,956,575	1,447,517	1,962,187	2,062,642	
TOTAL INTERNAL SERVICE	6,808,023	7,169,922	8,189,981	6,046,999	8,176,287	8,880,296	
MISC & PROJECTS							
PROJECTS	2,314,007	1,645,112	850,000	204	850,204	1,250,000	
CITY'S ASSISTANCE	290,617	282,518	339,806	173,809	307,666	317,666	
SEWER PROJECTS	0	285,000	0	0	0	0	
COURT-RESTRICTED FUNDS	11,770	5,985	12,740	521	1,000	10,000	
TOTAL MISC & PROJECTS	2,616,394	2,218,615	1,202,546	174,534	1,158,870	1,577,666	
TOTAL EXPENDITURES	38,190,165	40,244,842	45,116,225	31,833,048	44,212,589	49,954,992	
REVENUE OVER/(UNDER) EXPENDITURES	(578,566)	653,811	0	7,344,455	1,380,943	(2,564,504)	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Taxes							
000-411100 Advalorem Tax-Current	14,762,219	15,626,509	17,965,000	17,959,236	17,965,000	19,100,000	
000-411110 Disabled Veterans Assist Pmt	1,064,592	897,969	1,100,000	1,179,232	1,179,232	1,500,000	
000-411200 Advalorem Tax-Delinquent	68,737	22,661	50,000	92,593	100,000	50,000	
000-411300 Advalorem Tax-P&I	107,361	114,391	80,000	98,153	100,000	100,000	
000-411500 Sales Tax Revenue-Gen Fund	11,222,803	12,050,030	13,040,000	9,826,033	13,255,000	14,180,000	
000-411600 Bingo Tax	0	0	0	11	0	0	
000-411700 Mixed Beverage Tax	68,730	83,391	70,000	72,755	88,000	88,000	
TOTAL Taxes	27,294,441	28,794,951	32,305,000	29,228,015	32,687,232	35,018,000	
Franchises							
000-421200 Center Point/Entex Energy	103,058	126,358	120,000	104,321	135,000	145,000	
000-421220 City Public Service	1,039,100	1,233,886	1,200,000	779,475	1,300,000	1,400,000	
000-421240 Guadalupe Valley Elec Co-op	457,842	524,779	475,000	304,880	535,000	550,000	
000-421250 New Braunfels Utilities	71,296	77,047	80,000	48,595	80,000	85,000	
000-421300 Spectrum-State Franchise	317,385	307,341	325,000	213,233	300,000	290,000	
000-421460 DIRECT TV Franchise Fee	27,032	22,858	75,000	28,192	40,000	30,000	
000-421480 Other Telecom Franchise - ROW	44,206	26,551	100,000	45,986	177,000	100,000	
000-421500 Solid Waste Franchise Fee	166,443	175,817	175,000	115,058	184,000	195,000	
TOTAL Franchises	2,226,361	2,494,637	2,550,000	1,639,738	2,751,000	2,795,000	
Permits							
000-431100 Home Occupation Permit	665	350	550	140	210	550	
000-431205 Bldg Permit-Residential	475,336	337,018	513,000	211,465	225,000	320,000	
000-431210 Bldg Permit-Commercial	210,053	890,051	347,000	494,654	650,000	350,000	
000-431215 Bldg Permit-General	356,641	281,150	328,000	187,129	300,000	300,000	
000-431300 Mobile Home Permit	400	100	0	250	100	400	
000-431400 Signs Permit	6,668	6,047	5,500	4,678	5,500	5,500	
000-431500 Food Establishmnt Permit	73,410	69,075	71,000	53,000	71,000	70,000	
000-431700 Plumbing Permit	121,196	93,030	123,000	79,563	100,000	90,000	
000-431750 Electrical Permit	75,500	62,500	70,000	47,640	65,000	65,000	
000-431800 Mechanical Permit	53,800	47,480	60,000	36,580	50,000	50,000	
000-431900 Solicitor/Peddler Permit	2,890	2,800	2,000	2,440	2,000	2,800	
000-431950 Animal/Pet Permit	100	400	250	100	0	250	
000-432000 Cert of Occupancy Prmt	11,350	7,550	9,500	7,050	9,500	9,000	
000-432100 Security Alarm Permit	31,662	40,027	43,000	26,657	35,000	35,800	
000-432300 Grading/Clearing Permit	12,943	27,220	15,000	25,297	25,000	15,000	
000-432400 Development Permit	87,450	273,966	100,000	154,438	150,000	75,000	
000-435000 Fire Permit	27,718	28,666	30,000	22,850	30,000	30,000	
TOTAL Permits	1,547,780	2,167,429	1,717,800	1,353,931	1,718,310	1,419,300	
Licenses							
000-441000 Alcohol Beverage License	9,620	8,243	8,500	4,770	9,000	9,000	
000-441300 Mobile Home License	80	120	120	80	120	120	
000-442000 Contractors License	35,900	28,180	37,000	0	0	0	
TOTAL Licenses	45,600	36,543	45,620	4,850	9,120	9,120	
Fees							

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
000-451000 Municipal Court Fines	481,067	475,979	525,000	298,408	380,000	300,000	
000-451010 Texas Motor Carrier Fines	0	21,954	30,000	200	0	0	
000-451015 CVE Out of Service	250	1,950	3,000	50	0	0	
000-451100 Arrest Fee	14,040	15,354	12,000	8,671	11,545	9,600	
000-451110 Expunction Fee	0	0	0	0	0	340	
000-451200 Warrant Fees	56,474	54,749	53,000	36,661	44,000	36,000	
000-451220 Officer Jury Fee	0	0	0	131	150	200	
000-451310 Restitution Fee-Local	103	0	0	0	0	0	
000-451340 Judicial Fee-City	544	344	300	206	219	240	
000-451400 Traffic Fine Costs TTL	5,839	6,588	6,000	3,413	4,719	3,600	
000-451510 Juvenile Case Mgmt Fee	4,543	2,877	3,000	1,715	1,851	1,800	
000-451520 Truancy Fees	12,459	15,115	14,000	8,720	11,884	9,600	
000-451530 Local Municipal Jury Fund	238	295	150	170	230	200	
000-451600 Technology Fund Fee	13,233	14,171	13,000	8,241	10,898	8,400	
000-451700 Security Fee	14,437	16,232	15,000	9,409	12,590	9,000	
000-451800 Time Payment Fee-City	2,617	4,847	4,000	3,406	4,360	3,000	
000-451850 State Fines 10% Service Fee	27,691	24,548	15,000	20,055	22,000	18,000	
000-451900 DPS Payment-Local	4,353	4,427	4,000	2,698	3,288	3,000	
000-452000 Child Safety Fee	4,800	4,842	5,000	2,777	3,949	3,000	
000-452100 Platting Fees	44,500	55,250	54,000	48,500	54,000	54,000	
000-452200 Site Plan Fee	19,000	23,000	23,000	21,000	23,000	23,000	
000-452300 Plan Check Fee	462,928	592,969	570,000	389,386	570,000	550,000	
000-452320 Tree Mitigation Admin Fee	38,738	11,550	15,000	0	15,000	15,000	
000-452400 BOA/Variance Fees	1,500	3,500	2,500	2,500	2,500	2,500	
000-452600 Specific Use/Zone Chng Fee	34,300	37,250	26,450	30,800	26,450	26,450	
000-452710 Zoning Ltr & Dev Rights	2,700	4,800	2,550	3,450	2,550	2,550	
000-453100 Reinspection Fees	179,625	185,725	190,000	204,425	190,000	190,000	
000-453110 Swim Pool Inspection Fee	3,410	990	2,900	2,530	2,900	2,900	
000-453200 Lot Abatement	6,525	7,265	6,700	7,369	9,000	6,500	
000-453211 Admin Fee-Inspections	3,000	10,400	10,000	3,700	10,000	5,000	
000-453710 Foster Care	300	50	500	0	500	500	
000-454200 Pool Gate Admission Fee	21,545	25,595	22,000	17,023	22,000	22,000	
000-454300 Seasonal Pool Pass Fee	6,730	6,885	4,000	6,390	6,000	6,000	
000-456110 Senior Center Memberships	0	23,718	16,000	22,812	23,000	23,000	
000-456120 Senior Center Meal Fee	28,205	23,797	20,000	32,116	34,000	25,000	
000-456500 HAZ MAT Fees	0	0	5,000	0	0	0	
000-456600 Fire Re-inspection Fee	300	100	700	395	0	0	
000-458000 Sale of General Fixed Assets	0	37,572	0	0	30,000	0	
000-458100 Sale of Merchandise	90	0	0	0	0	0	
000-458110 Sale of Mdse - GovDeals	126,933	19,910	100,000	116,077	130,000	60,000	
000-458350 Gain on Sale of Fixed Assets	3,800	0	0	0	0	0	
000-458400 Civic Center Rental Fees	42,904	315,026	225,000	235,880	295,000	250,000	
000-458401 Capital Recovery Fee-Civic C	7,775	4,375	0	(900)	0	0	
000-458402 Civic Center Ancillary Fees	210	2,115	0	(450)	0	0	
000-458450 North Center Rental Fees	26,094	40,588	28,000	32,900	37,000	30,000	
000-458460 Senior Center Rental	0	4,200	7,000	6,300	8,400	8,400	
000-458500 Community Center Rental Fees	32,505	53,370	40,000	46,527	50,000	43,000	
000-458501 Community Center Service Fees	500	900	0	0	0	0	
000-458510 Grand Ballroom Rental Fees	51,501	(30,694)	0	0	0	0	
000-458520 Cut-Off Hall Rental Fees	8,016	600	0	0	0	0	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
000-458530 Conference Hall Rental Fees	506	0	0	0	0	0	
000-458540 Bluebonnet Hall Rental Fees	19,974	(3,138)	0	0	0	0	
000-458550 Pavilion Rental Fees	24,308	26,775	25,000	22,640	25,000	25,000	
000-458551 Equipment Rentals-Parks	0	40	0	125	100	100	
000-458560 Chamber of Comm Rent	7,800	5,850	7,800	7,800	7,800	7,800	
000-458570 Non-Resident SYSA League	9,160	7,500	10,000	10,420	10,000	10,000	
000-458580 HOA Meeting Rental Fees	825	0	0	0	0	0	
000-458581 Funeral Reception Rental Fees	675	0	0	0	0	0	
000-458582 Quality of Life Rental Fees	6,150	0	0	0	0	0	
000-458590 Cancellation Fees-Event Renta	1,600	2,150	1,500	5,300	3,500	3,500	
000-458650 NonResident User Fee-BVYA	12,600	8,240	0	7,510	7,600	7,000	
000-458660 BVYA Utility Reimbursement	18,338	10,134	15,000	13,466	15,000	15,000	
000-458670 SYSA Utility Reimbursement	5,863	8,486	7,500	5,908	7,500	7,500	
000-458675 Lions Futbol Utility Reimbrsm	22,580	15,548	15,000	17,540	18,000	15,000	
000-458685 Recreation Programs	2,431	(25)	1,000	14,349	15,000	10,000	
000-458685.Rec Prgrm-Kickball Leagues	7,105	7,305	2,600	1,625	4,000	3,000	
000-458700 Vehicle Impoundment	11,580	13,070	0	9,291	12,000	12,300	
000-459200 NSF Check Fee	0	0	0	75	100	0	
000-459300 Notary Fee	84	60	50	36	60	60	
000-459600 Animal Adoption Fee	10,955	11,305	12,000	11,285	14,000	11,100	
000-459700 Pet Impoundment Fee	9,436	11,870	13,000	9,685	13,000	12,000	
000-459800 Police Reports Fee	6,924	5,613	5,000	4,534	5,000	5,000	
TOTAL Fees	1,975,216	2,255,861	2,189,200	1,775,248	2,210,643	1,896,140	
Fines & Forfeitures							
000-463000 Library Fines	8,477	10,590	9,000	10,662	11,000	11,000	
TOTAL Fines & Forfeitures	8,477	10,590	9,000	10,662	11,000	11,000	
Inter-Jurisdictional							
000-473100 Bexar Co - Fire	35,130	7,026	21,077	0	21,077	21,077	
000-473200 City of Seguin-Fire Contract	33,453	30,665	30,107	34,380	34,380	30,107	
000-473300 Guadalupe Co-Library	203,191	217,152	220,000	180,960	217,152	220,000	
000-474200 Library Services-Cibolo	40,000	40,000	40,000	40,000	40,000	40,000	
000-474210 Library Services-Selma	25,020	24,825	25,000	25,275	25,275	23,000	
000-474400 Dispatch Service-Cibolo	83,000	243,000	160,000	120,000	160,000	160,000	
000-474600 School Crossing Guard-Bexar C	41,212	41,882	36,000	37,252	40,000	40,000	
000-474610 School Cross Guard-Guadalupe	47,822	48,098	41,000	40,016	48,000	48,000	
000-474620 School Crossing Guards - Coma	1,813	14,571	1,900	15,405	15,405	10,000	
000-474700 School Officer Funding	363,708	275,634	551,268	407,426	551,268	567,000	
000-474750 Crime Victim Liaison Agreemen	25,000	18,750	25,000	28,125	28,125	37,500	
TOTAL Inter-Jurisdictional	899,348	961,604	1,151,352	928,840	1,180,682	1,196,684	
Fund Transfers							
000-480000 Indirect Costs-EMS	182,682	212,740	216,994	180,828	216,994	221,334	
000-480100 Indirect Costs-Hotel/Motel	72,464	74,443	69,915	58,263	69,915	80,265	
000-481000 Transfer In - Reserves	0	0	1,086,155	0	0	0	
000-485000 Interfund Charges-Drainage-5%	285,506	308,010	320,073	266,728	320,073	265,625	
000-486000 Interfund Chrges-Admin W&S	1,450,827	1,478,230	1,493,620	1,244,683	1,493,620	1,540,372	
000-486100 Transfer In	0	37,853	0	0	0	0	
000-486202 Transfer In-Water&Sewer Fund	0	0	4,000	0	0	4,000	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
000-486203 Transfer In-EMS	0	0	4,000	0	0	4,000	
000-486204 Transfer In-Drainage	0	0	1,000	0	0	1,000	
000-487000 Interfund Charges-Fleet	397,666	505,509	470,050	428,180	470,050	541,358	
000-488000 Interfund Charges-4B	504,669	506,984	542,221	542,221	542,221	546,883	
TOTAL Fund Transfers	2,893,814	3,123,769	4,208,028	2,720,903	3,112,873	3,204,837	
Miscellaneous							
000-491000 Interest Earned	7,536	16,674	25,000	110,433	160,000	200,000	
000-491200 Investment Income	52,592	157,926	250,000	622,061	815,000	1,000,000	
000-491900 Unrealized Gain/Loss-CapOne	(30,999)	(83,864)	0	3,242	0	0	
000-493000 Donations-Others	500	0	375	375	0	0	
000-493120 Donations-Public Library	1,798	1,563	10,000	1,837	2,000	5,000	
000-493400 Donations-Animal Control	2,905	4,787	5,000	1,795	5,000	5,000	
000-493401 Donations-A/C Microchip	1,045	85	0	0	0	0	
000-493402 Donations-Spay&Neuter	0	70	0	0	0	0	
000-493460 Donations- Parks	0	0	0	0	0	0	
000-493465 Donations-Senior Center	1,711	4,874	10,000	2,140	2,500	1,000	
000-493502 Donations-PD	450	0	0	0	0	0	
000-493503 Donation-Fire Rescue	800	625	1,000	150	150	0	
000-493618 Donation - Veteran's Memorial	2,100	2,930	1,250	1,500	2,025	3,000	
000-493700 July 4th Activities	27,721	28,417	26,000	33,000	33,300	28,000	
000-493701 Proceeds-Holidazzle	3,290	21,640	12,500	16,070	16,070	14,000	
000-493704 Moving on Main	9,950	8,700	4,000	12,000	12,000	8,500	
000-493706 Music, Movies in the Park	0	8,000	8,000	8,000	8,000	8,000	
000-493707 Cornhole League	2,260	1,230	2,000	1,380	2,200	2,000	
000-494481 LawEnforcemtOfficersStnd&Educ	4,489	4,152	5,000	4,107	4,107	4,107	
000-494482 Grants-Police, Fire, Gen Fund	541	0	0	0	0	0	
000-495100 Mobile Stage Rental Fees	0	3,600	0	1,550	1,550	1,500	
000-497000 Misc Income-Gen Fund	176,674	74,078	60,000	29,127	60,000	60,000	
000-497005 Schertz Magazine Advertising	155,537	142,893	145,000	102,719	122,000	125,000	
000-497100 Misc Income-Police	15,738	9,553	9,000	5,244	9,000	9,000	
000-497150 Misc Income-Fire Department	0	0	0	0	0	0	
000-497200 Misc Income-Library	4,785	4,060	3,000	4,338	5,900	6,000	
000-497210 Misc Income-Library Copier	9,021	14,310	14,000	14,777	16,000	16,000	
000-497300 Misc Income-Animal Control	721	420	500	1,080	870	800	
000-497400 Misc Income-Streets Dept	13,207	33,954	50,000	34,101	35,000	40,000	
000-497460 Misc Income-Parks	288	75	0	191	100	0	
000-497500 Misc Income-TML Ins. Claims	62,834	23,065	25,000	39,349	45,000	30,000	
000-497550 Misc Income-TML WC Reimbursmn	45,649	58,164	10,000	7,829	10,000	10,000	
000-497600 Misc Income-Vending Mach	800	2,407	1,600	1,927	2,500	2,500	
000-497610 Misc Income-Muni Court	0	4	0	400	400	0	
000-498000 Reimbursmnt-Gen Fund	0	0	20,000	0	20,000	20,000	
000-498105 Reimbursmt Police OT-DEA	38,501	27,539	35,000	13,938	35,000	33,000	
000-498110 Reimburmnt Fire-Emg Acti-OT	88,294	473,242	200,000	440,658	480,000	200,000	
000-498150 Reimbursement - Library	19,824	8,094	7,000	0	7,000	8,000	
TOTAL Miscellaneous	720,561	1,053,268	940,225	1,515,316	1,912,672	1,840,407	
TOTAL REVENUES	37,611,600	40,898,652	45,116,225	39,177,502	45,593,532	47,390,488	

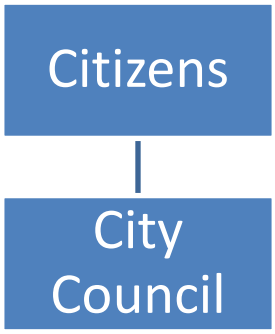
DEPARTMENT: 150 CITY COUNCIL
FUND: 101 GENERAL FUND

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 Actual	2022-23 Estimate	2023-24 Budget
Number of ordinances passed	61	41	41	43
Number of resolutions passed	131	140	140	140
Requests for Information	14	11	11	11

Number of Council Meetings	40	40	40	41
Requests for Agenda Items	7	7	7	10
Council on the Go Meetings	1	1	1	1
Council HOA Presidents Meeting	2	1	1	0

Efficiency	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Meeting Attendance rate	95	95	95	98

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$37,823	$36,444	$41,241	$47,665
Supplies	259	303	500	500
City Support Services	45,985	39,764	49,304	61,000
Operations Support	86	289	250	250
Staff Support	19,838	21,744	29,136	32,150
Professional Services	2,000	2,150	2,000	10,000
Total	*$105,989*	*$100,695*	*$122,431*	*$151,565*

PROGRAM JUSTIFICATION AND ANALYSIS

The Proposed FY 2023-24 Budget increases 23.8% from the FY 2022-23 year-end estimates for in anticipated CPI increases and expenditures related to a City Charter review process.

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
CITY COUNCIL							
Personnel Services							
150-511110 Regular	25,189	23,867	28,054	21,554	27,132	32,189	
150-511240 Allowances	9,940	9,983	10,729	8,511	10,705	12,089	
150-511310 FICA-Employer	2,694	2,594	2,967	2,300	3,404	3,387	
TOTAL Personnel Services	37,823	36,444	41,750	32,366	41,241	47,665	
Supplies							
150-521000 Operating Supplies	54	137	735	0	250	250	
150-521100 Office Supplies	205	166	343	243	250	250	
TOTAL Supplies	259	303	1,078	243	500	500	
City Support Services							
150-532600 City Elections	39,127	32,209	44,100	44,254	44,304	50,000	
150-532800 Special Events	6,857	7,555	10,780	450	5,000	11,000	
TOTAL City Support Services	45,985	39,764	54,880	44,704	49,304	61,000	
Utility Services							
Operations Support							
150-534200 Printing & Binding	86	289	343	43	250	250	
TOTAL Operations Support	86	289	343	43	250	250	
Staff Support							
150-535100 Uniforms	308	162	392	232	392	400	
150-535200 Awards	1,874	0	1,470	0	800	1,500	
150-535300 Memberships	12,413	8,118	12,740	12,944	12,944	13,000	
150-535400 Publications	0	139	147	0	0	0	
150-535500 Training/Travel	5,243	13,325	17,150	4,867	15,000	17,250	
TOTAL Staff Support	19,838	21,744	31,899	18,042	29,136	32,150	
Professional Services							
150-541300 Other Consl/Prof Services	2,000	2,150	3,920	0	2,000	10,000	
TOTAL Professional Services	2,000	2,150	3,920	0	2,000	10,000	
Rental/Leasing							
Operating Equipment							
TOTAL CITY COUNCIL	105,989	100,695	133,870	95,398	122,431	151,565	

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 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
City Manager	1	1	1	1
Deputy City Manager	0	0	1	1
Assistant City Manager	2	2	1	1
Assistant to the City Manager	1	1	0	0
Administrative Assistant	1	1	1	1
TOTAL POSITIONS	5	5	4	4

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$1,232,491	$1,259,295	$1,125,677	$946,925
Supplies	1,064	1,192	1,470	1,470
City Support Services	3,697	1,333	695	1,960
Staff Support	11,502	22,559	19,685	27,005
Professional Services	0	13,641	0	0
Operating Equipment	1,200	0	0	0
Capital Outlay	0	43,537	0	0
Total	*$1,249,953*	*$1,341,557*	*$1,147,527*	*$977,360*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget decreases 14.8% from the FY 2022-23 year-end estimates. The decrease is due to transferring the personnel related to Economic Development services to their own department in the General Fund and the removal of the Assistant to the City Manager position.

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
CITY MANAGER							
Personnel Services							
151-511110 Regular	909,335	934,844	990,123	709,144	814,711	676,480	
151-511120 Overtime	499	1,711	239	1,154	1,000	283	
151-511210 Longevity	6,696	4,183	5,354	5,170	5,170	4,524	
151-511230 Certification Allowance	2,205	1,935	1,820	1,055	830	650	
151-511240 Allowances	7,200	7,477	6,894	5,539	6,923	14,554	
151-511310 FICA - Employer	64,896	65,864	76,288	49,152	63,391	52,151	
151-511350 TMRS-Employer	151,271	150,699	164,576	112,098	132,706	116,329	
151-511410 Health-Employer	89,103	91,231	104,808	74,507	98,686	80,834	
151-511500 Workers' Compensation	1,286	1,351	1,776	2,260	2,260	1,120	
TOTAL Personnel Services	1,232,491	1,259,295	1,351,878	960,079	1,125,677	946,925	
Supplies							
151-521100 Office Supplies	1,064	1,192	1,470	1,346	1,470	1,470	
TOTAL Supplies	1,064	1,192	1,470	1,346	1,470	1,470	
City Support Services							
151-532800 Special Events	3,697	1,333	1,960	1,547	695	1,960	
TOTAL City Support Services	3,697	1,333	1,960	1,547	695	1,960	
Utility Services							
Operations Support							
Staff Support							
151-535100 Uniforms	35	384	1,723	1,836	1,900	1,000	
151-535200 Employee Recognition	755	1,898	3,937	1,635	1,600	4,900	
151-535300 Memberships	3,182	4,322	3,920	3,695	4,225	4,200	
151-535400 Publications	295	305	490	437	460	695	
151-535500 Training/Travel	6,143	14,188	11,270	7,925	10,000	13,270	
151-535510 Meeting Expenses	1,091	1,391	2,940	1,733	1,500	2,940	
151-535600 Professional Certification	0	71	70	0	0	0	
TOTAL Staff Support	11,502	22,559	24,349	17,262	19,685	27,005	
Professional Services							
151-541300 Other Consl/Prof Services	0	13,641	0	0	0	0	
TOTAL Professional Services	0	13,641	0	0	0	0	
Rental/Leasing							

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Operating Equipment							
151-571000 Furniture & Fixtures	1,200	0	0	0	0	0	
TOTAL Operating Equipment	1,200	0	0	0	0	0	
Capital Outlay							
151-581200 Vehicles & Access. Over $5,00	0	43,537	0	0	0	0	
TOTAL Capital Outlay	0	43,537	0	0	0	0	
TOTAL CITY MANAGER	1,249,953	1,341,557	1,379,657	980,233	1,147,527	977,360	

DEPARTMENT: 152 MUNICIPAL COURT
FUND: 101 GENERAL FUND

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 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, driver's safety course and alcohol violations to the Texas Department of Public Safety. They also assist the Warrant Department 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

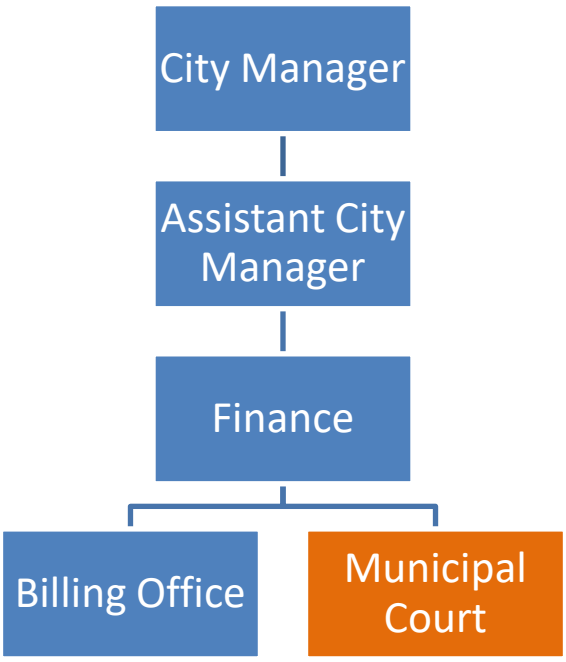
- Promote respect for the administration of justice through improvements in the Court's customer service and the physical attributes of the Municipal Court building.

- 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.

- Relocate court session from city hall to council chambers.

ORGANIZATIONAL CHART



MUNICIPAL COURT	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Court Administrator	1	1	1	1
Senior Deputy Court Clerk	1	1	1	1
Deputy Court Clerk	2	2	2	2
TOTAL POSITIONS	4	4	4	4

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Traffic Citations Filed	2,239	3,290	2,056	1,235
State Law Citations Filed	1,098	996	640	285
Municipal Ordinances Filed	232	270	325	270

Efficiency	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Cases Disposed	2,454	4,362	6,000	3,000
Charges Processed per Clerk	818	1,454	2,000	1,000

Effectiveness	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Cases Disposed per Clerk	33%	33%	33%	33%

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel Services	$293,161	$319,683	$343,227	$364,881
Supplies	1,403	1,261	1,200	1,500
City Support Services	472	234	740	1,000
Operations Support	302	1,565	1,900	2,000
Staff Support	2,777	3,378	3,870	6,900
Court Support	0	264	90	2,160
Professional Services	43,379	41,404	56,100	66,500
Maintenance Services	2,065	2,714	3,000	2,500
Operating Equipment	0	1,891	0	0
Total	*$343,557*	*$372,394*	*$410,937*	*$447,441*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget increased 8.9% from FY 2023-24 year-end estimates for the proposed wage adjustments.

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
MUNICIPAL COURT							
Personnel Services							
152-511110 Regular	192,215	207,658	210,621	179,557	221,512	237,588	
152-511120 Overtime	210	218	958	1,160	2,264	958	
152-511210 Longevity	7,978	8,739	9,635	9,635	9,635	10,247	
152-511230 Certification Allowance	1,186	2,553	2,471	2,276	2,580	2,471	
152-511310 FICA - Employer	14,584	15,876	17,007	14,159	18,053	19,115	
152-511350 TMRS-Employer	32,909	35,972	36,595	29,911	37,794	41,907	
152-511410 Health-Employer	43,808	48,365	51,789	37,875	50,883	52,184	
152-511500 Workers' Compensation	270	303	396	565	506	411	
TOTAL Personnel Services	293,161	319,683	329,472	275,139	343,227	364,881	
Supplies							
152-521000.Operating Supplies - CVE	0	0	98	0	0	0	
152-521100 Office Supplies	1,403	1,261	1,470	1,189	1,200	1,500	
TOTAL Supplies	1,403	1,261	1,568	1,189	1,200	1,500	
City Support Services							
152-532800 Special Events	472	234	980	237	740	1,000	
TOTAL City Support Services	472	234	980	237	740	1,000	
Utility Services							
Operations Support							
152-534200 Printing & Binding	302	1,565	1,960	0	1,900	2,000	
TOTAL Operations Support	302	1,565	1,960	0	1,900	2,000	
Staff Support							
152-535100 Uniforms	489	452	588	270	300	600	
152-535300 Memberships	655	655	794	220	570	800	
152-535400 Publications	15	353	490	0	0	0	
152-535500 Training/Travel	978	1,453	3,920	1,795	2,000	4,000	
152-535510 Meeting Expenses	639	465	1,470	532	1,000	1,500	
TOTAL Staff Support	2,777	3,378	7,262	2,817	3,870	6,900	
Court Support							
152-536500 Court/Jury Cost	0	264	980	756	900	2,160	
TOTAL Court Support	0	264	980	756	900	2,160	
Professional Services							
152-541310 Judges Services	27,000	25,575	36,260	27,350	30,000	36,000	
152-541320 Prosecutor Services	16,298	15,829	29,204	20,865	26,000	30,000	
152-541330 Interpreter Services	81	0	490	0	100	500	
TOTAL Professional Services	43,379	41,404	65,954	48,215	56,100	66,500	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Maintenance Services							
152-551800 Other Maintenance Agreements	2,065	2,714	8,526	1,150	3,000	2,500	
TOTAL Maintenance Services	2,065	2,714	8,526	1,150	3,000	2,500	
Rental/Leasing							
Operating Equipment							
152-571000 Furniture & Fixtures	0	1,891	0	0	0	0	
TOTAL Operating Equipment	0	1,891	0	0	0	0	
Capital Outlay							
TOTAL MUNICIPAL COURT	343,557	372,394	416,702	329,503	410,937	447,441	

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

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

ORGANIZATIONAL CHART



CUSTOMER RELATIONS/311	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Customer Relations/311 Rep	2	2	2	2
Customer Relations/311 Rep (PT)	1	1	1	1
TOTAL POSITIONS	3	3	3	3

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Work Orders (initiated for other depts.)	519	554	750	800
Customer Care Inquiries (online)	1,762	1,762	2,250	2,500
Calls Received	22,963	16,395	20,000	22,000
Calls Not Answered	3,070	1,182	800	750
Average Calls Per Day Received	81	68	82	91

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$114,658	$118,164	$129,687	$137,232
Supplies	149	73	70	125
Staff Support	342	162	470	550
Operating Equipment	0	0	0	350
Total	*$115,148*	*$118,399*	*$130,227*	*$138,257*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget increases 6.2% from the FY 2022-23 year end estimates for the anticipated wage increases with no other changes to operation.

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
CUSTOMER RELATIONS-311							
Personnel Services							
153-511110 Regular	84,225	85,568	86,669	75,266	93,643	98,812	
153-511120 Overtime	379	249	246	329	498	263	
153-511210 Longevity	2,038	2,302	2,627	2,627	2,627	2,903	
153-511230 Certification Allowance	0	0	0	150	0	0	
153-511310 FICA - Employer	6,545	6,624	6,841	5,913	7,403	7,792	
153-511350 TMRS-Employer	14,151	14,469	14,658	12,148	15,497	17,017	
153-511410 Health-Employer	7,203	8,826	9,318	7,125	9,807	10,278	
153-511500 Workers' Compensation	117	127	159	238	212	167	
TOTAL Personnel Services	114,658	118,164	120,518	103,795	129,687	137,232	
Supplies							
153-521100 Office Supplies	149	73	123	64	70	125	
TOTAL Supplies	149	73	123	64	70	125	
Staff Support							
153-535100 Uniforms	70	162	176	0	155	200	
153-535300 Memberships	97	0	0	0	0	0	
153-535500 Training/Travel	175	0	245	0	315	350	
TOTAL Staff Support	342	162	421	0	470	550	
Operating Equipment							
153-571000 Furniture & Fixtures	0	0	0	0	0	350	
TOTAL Operating Equipment	0	0	0	0	0	350	
TOTAL CUSTOMER RELATIONS-311	115,148	118,399	121,062	103,859	130,227	138,257	

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

DEPARTMENT DESCRIPTION

The Planning & Zoning Division ensures quality development within the City limits and the Extraterritorial Jurisdiction through an efficient, consistent, unbiased, and effective development review process. Division responsibilities include the review and processing of development projects, such as commercial site plans, plats, zone changes, specific use permits, and annexations. The Division also researches and develops long-range plans and goals to help guide the future of our city; and creates development codes to tailor our regulations around citizen, businesses, and developer 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 provide 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

- Received the 2022 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 ninth 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 2023/2024.

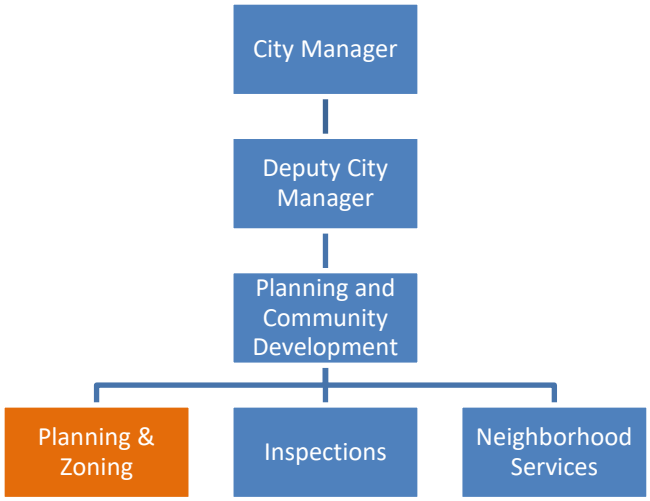
- Completed UDC amendments in relation to Article 5 Section 21.5.2 *Zoning Districts Established,* Article 5 Section 21.5.5 *Statement of Purpose and Intent for Residential Developments,* Article 5 Section 21.5.*11 Specific Use Permits,* Article 9 Section 21.9.7 *Landscaping*, Article 10 *Parking Standards,* specifically in relation to parking space size, parking ratios for Multifamily, Condominium, or other similar use, and stacking requirements for financial institutions, Article 14 Section 21.14.3 *Additional Design Standards.*

- Attended various continuing education classes including American Planning Association- National Conference, American Planning Association- Texas Chapter Conference, CityView Annual Users Conference, Certified Floodplain Manager Training, 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.

- Completed updates to the development manual and application checklists based on the utilization of the CityView software.

ORGANIZATIONAL CHART



PLANNING AND ZONING	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Planning Manager	0	1	1	1
Senior Planner	2	1	1	1
Planner	2	2	2	2
TOTAL POSITIONS	4	4	4	4

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Plats	29	32	32	32
Site Plans and Master Plan	15	18	18	18
Variances/Waivers	6	5	5	5
Zone Changes and Specific Use Permits	19	15	15	15
UDC/ Comp. Plan Revisions	3	5	5	5
Annexation	2	4	4	4
All Plats	$44,500	$54,000	$54,000	$54,000
Site Plan and Master Plan	$19,000	$23,000	$23,000	$23,000
Variance	$1,500	$2,500	$2,500	$2,500
Zone Change and Specific Use Permit	$34,300	$26,450	$26,450	$26,450
Other (Zoning Letters and Additional Admin fees)	$2,700	$2,550	$2,550	$2,550
Total Revenue	$102,000	$108,500	$108,500	$108,500

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$210,013	$208,949	$278,124	$411,736
Supplies	807	1,390	1,980	2,050
Operations Support	129	0	243	250
Staff Support	3,174	11,514	34,584	36,100
Professional Services	20	75	196	100
Fund Charges/Transfers	0	400,000	0	0
Operating Equipment	6,375	1,225	319	450
Total	*$220,517*	*$630,653*	*319,646*	*$450,686*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget increases by 41.0% from the FY 2022-23 year end estimate due to filling vacancies in the planner positions seen in FY 2022-23 and the anticipated wage increases for FY 2023-24.

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PLANNING & ZONING							
Personnel Services							
154-511110 Regular	140,148	136,966	220,308	159,958	192,954	283,543	
154-511120 Overtime	3,748	4,769	5,562	2,662	5,562	6,377	
154-511210 Longevity	1,055	926	1,198	1,165	1,165	1,290	
154-511230 Certification Allowance	0	0	0	830	0	2,241	
154-511310 FICA - Employer	10,641	10,140	17,688	12,329	15,276	22,445	
154-511350 TMRS-Employer	23,698	22,424	37,896	26,048	31,979	49,019	
154-511410 Health-Employer	30,471	33,441	51,520	23,146	30,714	46,349	
154-511500 Workers' Compensation	252	283	402	529	474	472	
TOTAL Personnel Services	210,013	208,949	334,574	226,666	278,124	411,736	
Supplies							
154-521000 Operating Supplies	89	301	608	373	608	650	
154-521100 Office Supplies	718	1,089	1,176	934	1,176	1,200	
154-521600 Equip Maint Supplies	0	0	196	41	196	200	
TOTAL Supplies	807	1,390	1,980	1,349	1,980	2,050	
City Support Services							
154-532400 Computer Fees & Licenses	0	7,500	4,200	4,200	4,200	0	
TOTAL City Support Services	0	7,500	4,200	4,200	4,200	0	
Utility Services							
Operations Support							
154-534200 Printing & Binding	129	0	243	31	243	250	
TOTAL Operations Support	129	0	243	31	243	250	
Staff Support							
154-535100 Uniforms	306	626	833	413	833	850	
154-535300 Memberships	1,128	1,320	2,411	1,335	2,411	2,550	
154-535400 Publications	0	89	490	0	490	500	
154-535500 Training/Travel Staff	790	7,470	23,118	11,074	23,118	24,000	
154-535500.Training/Travel Commission	950	1,553	7,242	58	7,242	7,500	
154-535510 Meeting Expenses	0	456	490	299	490	700	
TOTAL Staff Support	3,174	11,514	34,584	13,179	34,584	36,100	
Professional Services							
154-541500 State/County Admin Fees	20	75	196	(10)	196	100	
TOTAL Professional Services	20	75	196	(10)	196	100	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Fund Charges/Transfers							
154-548404 Transfer Out - Capital Projec	0	400,000	0	0	0	0	
TOTAL Fund Charges/Transfers	0	400,000	0	0	0	0	
Rental/Leasing							
Operating Equipment							
154-571000 Furniture & Fixtures	6,375	1,225	319	300	319	450	
TOTAL Operating Equipment	6,375	1,225	319	300	319	450	
Capital Outlay							
TOTAL PLANNING & ZONING	220,517	630,653	376,095	245,714	319,646	450,686	

DEPARTMENT: 155 LEGAL SERVICES
FUND: 101 GENERAL FUND

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 Actual	2022-23 Estimate	2023-24 Budget
Operations Support	$8,120	$11,341	$10,000	$10,000
Professional Services	150,246	99,376	60,000	80,000
Total	*$158,366*	*$110,717*	*$70,000*	*$90,000*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget increases 28.6% from the FY 2022-23 year end estimate. Staff has not needed to utilize legal services as much as past years and will continue to budget a downward trend if expenditures continue to fall.

GENERAL GOVERNMENT
EXPENDITURES

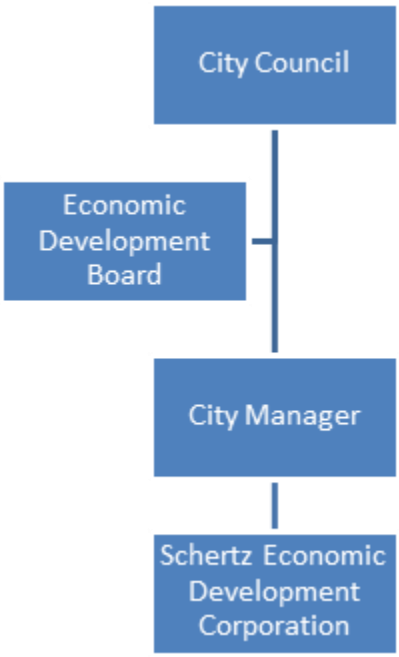
	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
LEGAL SERVICES							
Operations Support							
155-534100 Advertising/Legal Notices	8,120	11,341	9,800	3,251	10,000	10,000	
TOTAL Operations Support	8,120	11,341	9,800	3,251	10,000	10,000	
Professional Services							
155-541200 Legal Svcs	150,246	99,376	127,400	38,839	60,000	80,000	
TOTAL Professional Services	150,246	99,376	127,400	38,839	60,000	80,000	
TOTAL LEGAL SERVICES	158,366	110,717	137,200	42,089	70,000	90,000	

DEPARTMENT: 156 ECONOMIC DEVELOPMENT
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

This department represents the services related to soliciting and promoting economic development in the City of Schertz. Staff here is contracted by the Schertz Economic Development Corportation (SEDC) in line with this goal. This department will also have other economic development programs not funded by the SEDC, like the Main Street Local Flavor Grant program and any tax abatement agreements. Currently there are no active tax abatements but there is a Tax Increment Refinancing Zone (TIRZ) in the Crossvine Development that the City pays into along with the other taxing jurisdictions, Bexar County and the San Antonio River Authority.

ORGANIZATIONAL CHART



ECONOMIC DEVELOPMENT	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2022-24 Budget
Executive Director	1	1	1	1
Deputy Director	0	0	1	1
Business Retention Manager	1	1	1	1
Economic Development Analyst	1	1	0	0
Administrative Assistant	1	1	1	1
TOTAL POSITIONS	4	4	4	4

Budget	2020-21 Actual	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	$0	$0	$0	$498,032
City Assistance	0	0	0	1,050,000
Total	*$0*	*$0*	*$0*	*$1,548,032*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 Budget transfers expenditures previously located in the City Manager and Non-Departmental budgets. The personnel did increase with the proposed wage adjustments and the amount paid into the TIRZ increased based on development located in the designated area of the Crossvine development.

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
ECONOMIC DEVELOPMENT							
Personnel Services							
156-511110 Regular	0	0	0	0	0	367,466	
156-511210 Longetivy	0	0	0	0	0	370	
156-511230 Certification Allowance	0	0	0	0	0	15,607	
156-511310 FICA - Employer	0	0	0	0	0	29,333	
156-511350 TMRS-Employer	0	0	0	0	0	64,064	
156-511410 Health-Employer	0	0	0	0	0	20,588	
156-511500 Workers' Compensation	0	0	0	0	0	604	
TOTAL Personnel Services	0	0	0	0	0	498,032	
City Assistance							
156-537200 Main Street Local Program	0	0	0	0	0	50,000	
156-537450 Tax Reimbursements/Abatements	0	0	0	0	0	1,000,000	
TOTAL City Assistance	0	0	0	0	0	1,050,000	
TOTAL ECONOMIC DEVELOPMENT	0	0	0	0	0	1,548,032	

DEPARTMENT: 164 CITY SECRETARY
FUND: 101 GENERAL FUND

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 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
City Secretary	1	1	1	1
Deputy City Secretary	1	1	1	1
PT Records Clerk	0	0	0	1
TOTAL POSITIONS	2	2	2	3

PERFORMANCE INDICATORS

Workload	2020-21 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Budget
Ordinances Passed and Processed	61	61	41	40
Resolutions Passed and Processed	131	131	140	140
Council Meetings Attended	39	39	40	40
Open Records	571	571	600	750

Efficiency	2020-21 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Budget
Ordinances & Resolutions Executed within 72 hours of Council Meeting	98%	98%	98%	98%
Documents completed, signed, scanned within 48 hours of council approval	98%	98%	98%	98%

Council meeting minutes transcribed within 48 hours following Council meeting	98%	98%	98%	98%
Agendas available to citizens within legally required timeframe - Posted on website	100%	100%	100%	100%
Alcohol permits processed within the month of expiration	96%	96%	97%	98%

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

Budget	2020-21 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Budget
Personnel	$194,552	$211,496	$196,240	$225,983
Supplies	1,082	1,347	1,100	1,700
City Support Services	5,921	5,109	5,800	8,000
Operations Support	43	139	3,647	150
Staff Support	3,144	3,035	2,825	4,900
Operating Equipment	250	0	380	0
Total	*$204,993*	*$221,126*	*$209,992*	*$240,733*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget increases 14.6% from the FY 2022-23 year-end estimate from the anticipated wage adjustments and the addition of part time Records Clerk position to aid with the increasing open records requests.

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
CITY SECRETARY							
Personnel Services							
164-511110 Regular	142,073	153,532	154,730	114,421	146,573	171,386	
164-511120 Overtime	0	0	0	85	120	0	
164-511210 Longevity	2,125	2,072	2,336	2,158	2,158	600	
164-511230 Certification Allowance	0	600	0	485	600	575	
164-511310 FICA - Employer	10,810	11,698	12,008	8,435	11,424	13,199	
164-511350 TMRS-Employer	23,546	25,653	25,727	15,208	23,915	28,826	
164-511410 Health-Employer	15,806	17,731	18,868	8,122	11,097	11,113	
164-511500 Workers' Compensation	193	211	280	395	353	284	
TOTAL Personnel Services	194,552	211,496	213,949	149,309	196,240	225,983	
Supplies							
164-521100 Office Supplies	1,082	1,347	1,727	884	1,100	1,700	
TOTAL Supplies	1,082	1,347	1,727	884	1,100	1,700	
City Support Services							
164-532700 Records Management	5,921	5,109	11,760	154	5,800	8,000	
TOTAL City Support Services	5,921	5,109	11,760	154	5,800	8,000	
Utility Services							
Operations Support							
164-534100 Advertising	0	0	100	100	100	0	
164-534200 Printing & Binding	43	139	147	129	147	150	
164-534800 Temporary Empl. Services	0	0	0	1,749	3,400	0	
TOTAL Operations Support	43	139	247	1,978	3,647	150	
Staff Support							
164-535100 Uniforms	0	0	498	0	0	500	
164-535300 Memberships	722	713	1,005	310	750	1,400	
164-535400 Publications	476	464	588	280	475	500	
164-535500 Training/Travel	1,945	1,858	2,800	1,105	1,600	2,500	
TOTAL Staff Support	3,144	3,035	4,891	1,695	2,825	4,900	
Professional Services							
Maintenance Services							
Operating Equipment							
164-571000 Furniture & Fixtures	250	0	0	0	0	0	
164-571300 Computer & Periphe. LESS $500	0	0	1,000	380	380	0	
TOTAL Operating Equipment	250	0	1,000	380	380	0	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Capital Outlay							
TOTAL CITY SECRETARY	204,993	221,126	233,574	154,401	209,992	240,733	

DEPARTMENT: 167 NON-DEPARTMENTAL
FUND: 101 GENERAL FUND

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 Actual	2022-23 Estimated	2023-24 Budget
City Support Services	$779,549	$576,464	$660,000	$1,150,000
Utility Services	7,123	3,065	0	0
Operations Support	141,919	129,079	133,500	133,500
City Assistance	1,406,900	1,317,828	1,367,604	770,949
Professional Services	100,288	83,402	100,600	108,080
Fund Charges/Transfers	122	30,945	37,700	27,757
Land Purchase	7,450	0	26,283	0
Total	*$2,443,351*	*$2,140,783*	*$2,637,774*	*$2,190,286*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget decreases 17.0% from the FY 2022-23 year-end estimate by transferring the Tax Abatement/TIRZ line and the local flavor grant to the new Economic Development department and is offset by setting the contingency accounts to $480,000 total.

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NONDEPARTMENTAL							
Supplies							
City Support Services							
167-532200 County Appraisal District	228,143	236,110	240,100	211,451	280,000	280,000	
167-532500 City Insurance-Commercial	260,108	312,797	337,120	341,283	350,000	390,000	
167-532900 Contingencies	291,297	27,556	155,195	16,624	30,000	180,000	
167-532901 Contingencies-Personnel	0	0	186,200	0	0	300,000	
TOTAL City Support Services	779,549	576,464	918,615	569,359	660,000	1,150,000	
Utility Services							
167-533200 Electric Utility Services	7,123	3,065	0	0	0	0	
TOTAL Utility Services	7,123	3,065	0	0	0	0	
Operations Support							
167-534000 Postage	6,841	9,148	8,820	5,687	9,000	9,000	
167-534300 Equipment Maint - Copiers	113,791	118,034	112,700	93,053	120,000	120,000	
167-534810 Electronic Filing Services	21,286	1,897	4,900	3,447	4,500	4,500	
167-534999 Misc. Expense	0	0	0	0	0	0	
TOTAL Operations Support	141,919	129,079	126,420	102,186	133,500	133,500	
Staff Support							
City Assistance							
167-537100 Medical Services-EMS Contract	667,049	695,644	711,004	725,514	725,514	770,949	
167-537200 Main Street Local Program	118,115	43,596	49,000	12,913	49,000	0	
167-537450 Tax Reimbursements/Abatements	621,736	578,588	607,600	905,177	905,177	0	
TOTAL City Assistance	1,406,900	1,317,828	1,367,604	1,643,605	1,679,691	770,949	
Professional Services							
167-541500 State/County Admin Fees	126	35	123	35	100	100	
167-541600 Misc Bank Charges	971	823	980	649	800	980	
167-541800 Credit Card Service Fee	94,440	65,762	98,000	51,762	90,700	95,000	
167-541810 Credit Cards Fees - AMEX	4,751	16,781	14,700	4,043	9,000	12,000	
TOTAL Professional Services	100,288	83,402	113,803	56,489	100,600	108,080	
Fund Charges/Transfers							
167-548000 Transfer Out	(1,516)	0	0	9,796	9,796	0	
167-548106 Transfer Out- Special Events	(1,472)	(147)	0	147	147	0	
167-548204 Transfer Out - Drainage	0	17,229	17,222	0	17,222	17,222	
167-548615 Transfer Out - Hist. Committe	3,109	13,863	10,535	0	10,535	10,535	
TOTAL Fund Charges/Transfers	122	30,945	27,757	9,943	37,700	27,757	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Maintenance Services							
Operating Equipment							
Capital Outlay							
167-581010 Land Purchase	7,450	0	0	26,283	26,283	0	
TOTAL Capital Outlay	7,450	0	0	26,283	26,283	0	
TOTAL NONDEPARTMENTAL	2,443,351	2,140,783	2,554,198	2,407,864	2,637,774	2,190,286	

DEPARTMENT: 170 PUBLIC AFFAIRS
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Public Affairs Department is responsible for establishing and maintaining internal and external communications with Schertz residents and city employees. Emphasis is placed on engaging with residents about city services, programs, and policies in a manner designed to build trust and understanding in local government. Public Affairs accomplishes this through Schertz Magazine, use of social media, advertising, production of city videos, media relations, City Headlines, and Schertz.com website. The department also captures photos/video of City events and activities, designs City marketing materials, social media/print graphics, logos, etc., and maintains the Schertz brand to ensure consistency and promote a positive public perception of the city.

Public Affairs publishes *Schertz Magazine* monthly with 16,000 copies printed; including 15,000+ direct mailed to households in Schertz and over 500 distributed to local businesses. The magazine is the number one source of information for Schertz residents according to the past three citizen surveys.

The department serves an internal audience of over 400 employees, elected and appointed officials, as well as an estimated city population of 44,000+.

Operations of 311/Customer Care are maintained under the umbrella of Public Affairs.

GOALS FOR FY 2023-24

Strategic Plan Emphasis

- Policy Value: Essential Services
    - Engage with residents about city services, programs, and policies in a manner designed to build trust and understanding in local government to achieve and maintain status as the primary source of information for City government activities. Disseminate accurate and timely information to residents and the media during times of crisis incidents/emergency.
- Policy Value: Attractive Community
    - Develop effective marketing and communication plans featuring approved branding that highlight our high quality of life and the numerous opportunities that ensure the joy and enrichment of our citizens' lives and reflects a positive image for the City of Schertz.

Project focus for FY 2023-24

- Evaluate where and how the city's communications and engagement resources, processes, strategies and materials may need to be improved or enhanced for better community stakeholder awareness and engagement.
- Review the Schertz.com website to prepare for, develop, and launch a redesigned website that will enhance resident awareness and understanding of city government activities.
- Perform the 2023 Citizen Satisfaction Survey.
- Coordinate, develop, and implement a comprehensive recruitment campaign in conjunction with HR and Public Safety to attract top quality talent to fill vacant positions.
-

ORGANIZATIONAL CHART



PUBLIC AFFAIRS	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Public Affairs Director	1	1	1	1
Communications Manager	1	1	1	1
Marketing and Communications Specialist	1	1	1	1
Administrative Assistant	1	1	1	0
TOTAL POSITIONS	4	4	4	3

PERFORMANCE INDICATORS

Workload/Output Measures	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
News Items Created	158	158	107	125
Marketing Materials Produced	82	134	500	500
Number of publications/e-newsletters produced	67	67	68	69
Social Media Posts (City account)	1,080	1,080	1,497	1,550
Social Media Posts (Parks account)	386	386	724	900

Effectiveness	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Schertz Magazine Ad revenue	155,537	142,893	122,500	125,000
City social media fans (Instagram/FB)	14,854	14,854	17,800	19,500
Facebook Reach (city account)	155,842	155,842	168,235	170,000
Instagram Reach (city account)	95,147	95,147	30,305	35,000
Schertz.com sessions	568,000	568,000	500,000	525,000
Percentage open rate for e-newsletter	30%	43%	45%	47%
Percentage click rate for e-newsletter	3%	5%	5%	7%

Budget	2020-21 Actual	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	$313,029	$329,938	$352,179	$377,337
Supplies	1,663	1,063	955	700
City Support Services	0	528	544	750
Operations Support	39,119	37,125	45.415	58,075
Staff Support	3,163	3,524	9,695	10,250
Professional Services	246,818	259,815	222,760	227,800
Operating Equipment	0	80	5,292	0
Total	*$603,792*	*$632,793*	*$636.840*	*$674,912*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget increases 6.0% from the FY 2022-23 year-end estimates. The increase is caused by the anticipated wage adjustments.

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PUBLIC AFFAIRS							
Personnel Services							
170-511110 Regular	222,760	231,922	241,050	194,398	250,138	266,952	
170-511120 Overtime	206	554	975	665	700	1,035	
170-511210 Longevity	4,336	5,237	5,597	5,237	5,237	5,789	
170-511310 FICA - Employer	16,938	17,523	18,929	14,786	19,582	20,925	
170-511350 TMRS-Employer	37,119	39,060	40,556	31,533	40,994	45,700	
170-511410 Health-Employer	31,365	35,302	40,538	24,448	34,610	36,488	
170-511500 Workers' Compensation	305	340	439	918	918	448	
TOTAL Personnel Services	313,029	329,938	348,084	271,984	352,179	377,337	
Supplies							
170-521000 Operating Supplies	973	364	392	243	275	0	
170-521100 Office Supplies	689	699	686	508	680	700	
TOTAL Supplies	1,663	1,063	1,078	751	955	700	
City Support Services							
170-532800 Other Events	0	528	550	0	544	750	
TOTAL City Support Services	0	528	550	0	544	750	
Operations Support							
170-534000 Postage	17,219	9,211	13,200	11,734	12,500	17,000	
170-534100 Advertising	7,604	6,552	8,228	7,429	8,225	10,200	
170-534200 Printing & Binding	13,801	20,823	24,350	16,582	24,000	30,000	
170-534500 Memberships - Organizations	255	340	270	210	270	375	
170-534550 Business Meetings/Networking	240	200	474	383	420	500	
TOTAL Operations Support	39,119	37,125	46,522	36,338	45,415	58,075	
Staff Support							
170-535100 Uniforms	197	208	196	161	196	200	
170-535400 Publications	0	60	49	0	49	50	
170-535500 Training/Travel	2,734	2,970	10,350	8,422	9,000	9,500	
170-535510 Meeting Expenses	232	285	495	409	450	500	
TOTAL Staff Support	3,163	3,524	11,090	8,993	9,695	10,250	
Professional Services							
170-541300 Other/Consl/Prof Services	24,076	28,087	29,160	13,584	26,960	30,000	
170-541305 Prof Services-Writers/Photogr	11,714	9,361	9,800	8,326	9,800	9,800	
170-541350 Magazine-Printing Services	94,369	114,042	104,400	78,474	88,000	90,000	
170-541355 Design Services	62,208	62,208	62,000	40,096	50,000	50,000	
170-541360 Magazine-Postage	54,451	46,118	49,000	42,946	48,000	48,000	
TOTAL Professional Services	246,818	259,815	254,360	183,427	222,760	227,800	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Operating Equipment							
170-571000 Furniture & Fixtures	0	100	600	511	600	0	
170-571300 Computer & Perriph under $500	0	0	0	0	4,500	0	
170-571500 Operating Equipment	0	700	200	192	192	0	
TOTAL Operating Equipment	0	800	800	703	5,292	0	
TOTAL PUBLIC AFFAIRS	603,792	632,793	662,484	502,196	636,840	674,912	

DEPARTMENT: 173 ENGINEERING
FUND: 101 GENERAL FUND

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 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
City Engineer	1	1	1	1
Engineer	3	3	4	4
Senior Graduate Engineer	1	1	1	1
Graduate Engineer	1	1	1	1
Engineering Inspector	2	2	3	3
TOTAL POSITIONS	8	8	10	10

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Capital Improvement Projects (number active)	17	17	20	20
Capital Improvement Projects dollar value	$4.8 million	$4.8 million	$11.5 million	$12.0 million
Nonresidential and Subdivision-Wide Grading and Clearing Permits Issued*	51	51	35	15
Single Family Nonresidential Grading and Clearing Permits Issued*	-	-	120	300
Grading and Clearing Permits Active (Average Monthly Concurrent Maximum)*	53	53	120	140

Grading and Clearing Permits Active (Concurrent Maximum)*	64	64	125	150
Grading and Clearing Permits Issued – acreage	505	505	510	500
Number of Non-Construction Plan Reviews (includes master plans, plats, site plans, etc.)	39	39	65	60
Residential Subdivision Construction – number of projects (completed projects)	4	4	6	8
Residential Subdivision Construction – dollar value of public improvements (completed projects)	$6.0 million	$6.0 million	$13.0 million	$13.5 million
Commercial Subdivision Construction – number of projects (completed projects)	2	2	6	2
Commercial Subdivision Construction – dollar value of public improvements (completed projects)	$4.1 million	$4.1 million	$2.0 million	$2.0 million

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$824,117	$849,599	$1,024,905	$1,289,576
Supplies	979	1,277	1,715	2,200
City Support Services	0	1,265	0	0
Utility Services	5,212	6,286	7,900	8,000
Operation Support	93	62	12,147	150
Staff Support	6,084	8,804	12,916	20,970
Professional Services	34,465	36,885	49,000	50,000
Operating Equipment	-788	119	10,990	1,000
Capital Outlay	0	0	85,479	0
Total	*$870,162*	*$904,296*	*$1,205,052*	*$1,371,896*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2022-23 Engineering Budget increased 31.7% from the FY 2021-22 year end estimate for two new positions, inspector and engineer, and vehicle replacements.

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
ENGINEERING							
Personnel Services							
173-511110 Regular	578,498	603,450	760,547	559,479	717,074	886,627	
173-511120 Overtime	349	725	750	1,501	2,000	750	
173-511210 Longevity	7,483	6,114	7,421	8,827	7,141	11,941	
173-511230 Certification Allowance	2,066	3,116	2,873	2,446	3,243	14,169	
173-511310 FICA - Employer	43,131	45,230	59,000	42,071	55,804	69,841	
173-511350 TMRS-Employer	98,700	100,985	126,407	91,067	116,823	152,531	
173-511410 Health-Employer	90,849	86,644	118,229	83,938	117,239	150,534	
173-511500 Workers' Compensation	3,041	3,336	3,046	6,247	5,581	3,183	
TOTAL Personnel Services	824,117	849,599	1,078,273	795,576	1,024,905	1,289,576	
Supplies							
173-521000 Operating Supplies	315	154	490	383	490	1,000	
173-521100 Office Supplies	575	1,083	980	234	980	1,000	
173-521300 Motor Vehicle Supplies	89	40	245	80	245	200	
TOTAL Supplies	979	1,277	1,715	698	1,715	2,200	
City Support Services							
173-532400 Computer Fees & Licenses	0	1,265	0	0	0	0	
TOTAL City Support Services	0	1,265	0	0	0	0	
Utility Services							
173-533500 Vehicle Fuel	5,212	6,286	7,938	5,617	7,900	8,000	
TOTAL Utility Services	5,212	6,286	7,938	5,617	7,900	8,000	
Operations Support							
173-534000 Postage	0	31	49	36	49	50	
173-534200 Printing & Binding	93	31	98	62	98	100	
173-534800 Temp Employee Services	0	0	0	5,526	12,000	0	
TOTAL Operations Support	93	62	147	5,624	12,147	150	
Staff Support							
173-535100 Uniforms	1,339	2,605	4,047	530	3,800	4,220	
173-535300 Memberships	1,880	2,103	2,499	2,409	2,499	2,500	
173-535400 Publications	109	500	490	0	490	3,300	
173-535500 Training/Travel	2,230	2,822	7,350	3,096	5,000	9,600	
173-535510 Meeting Expenses	294	167	627	421	627	700	
173-535600 Professional Certification	231	606	637	362	500	650	
TOTAL Staff Support	6,084	8,804	15,651	6,817	12,916	20,970	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Professional Services							
173-541100 Engineering Services	19,075	13,123	0	4,245	4,245	0	
173-541300 Other Professional Services	15,390	23,762	49,000	38,623	44,755	50,000	
TOTAL Professional Services	34,465	36,885	49,000	42,868	49,000	50,000	
Maintenance Services							
Rental/Leasing							
Operating Equipment							
173-571000 Furniture & Fixtures	387	119	5,632	0	5,500	500	
173-571300 Computer & Periphe. < $5000	(1,175)	0	5,490	220	5,490	500	
TOTAL Operating Equipment	(788)	119	11,122	220	10,990	1,000	
Capital Outlay							
173-581200 Vehicles & Access. Over $5,00	0	0	100,000	0	85,479	0	
TOTAL Capital Outlay	0	0	100,000	0	85,479	0	
TOTAL ENGINEERING	870,162	904,296	1,263,846	857,420	1,205,052	1,371,896	

DEPARTMENT: 256 POLICE
FUND: 101 GENERAL FUND

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

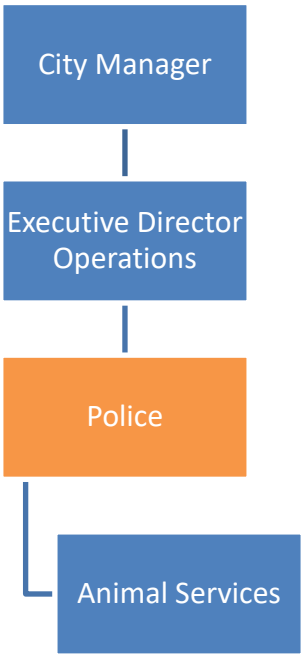
- Promoting a safe community through public education, community involvement, criminal investigations, enforcement action and other essential services.

- 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



POLICE	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Chief of Police	1	1	1	1
Assistant Chief of Police	1	1	1	1
Captain	1	1	1	1
Lieutenants	4	4	4	4
Sergeants	7	7	7	15
Corporals	14	14	14	0
Officers	36	37	40	51
Administrative Assistant	2	2	2	2
Records Manager	1	1	1	1
Records Clerk	2	2	3	3
Civilian Evidence Technician	1	2	2	2
Crime Victim Liaison	1	1	1	1
Animal Services Manager	1	1	1	1
Animal Services Officer	4	4	4	4
Animal Services Kennel Tech	3	3	4	4
Communications Manager	1	1	1	1
Communications Shift Supervisor	4	4	4	4
Communications Officer	12	12	12	12
P/T Communications Officer (Irregular)	3	3	3	3
Crossing Guards (Part Time)	16	16	16	16
TOTAL POSITIONS	**115**	**118**	**122**	**127**

LAW ENFORCEMENT COMMISSIONS	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Fire Dept. Law Enforcement Commission	1	1	1	1
TOTAL COMMISSIONS	**1**	**1**	**1**	**1**

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Dispatch-911 Calls	26,492	29,072	31,929	31,929
Patrol-Citations/Warnings Issued	6,575	10,768	11,845	11,845
Inv-Criminal Cases Filed w/ Prosecutor	106	75	110	110
Inv-Cases Investigated per Investigator	155	160	175	175
Inv-Total Cases Cleared	110	155	170	170
Records-Total Active Alarm Permits	133	166	200	200
Records-Open Records Requests	1,667	1,571	1,780	1,780
Crime Victim Liaison-Assigned Cases	40	200	225	225
Marshals				
Warrants Issued	2095	1650	2100	2100
Warrants Cleared	1448	1625	1800	1800
Animal Services	1070	925	1025	1025
Animals Taken In	329	325	325	325
Adoptions	284	300	300	300
Return to Owner	152	110	215	215
Transferred Out	91	75	80	80
Wildlife Release	93	55	85	85
Euthanized				

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$8,793,001	$8,980,659	$9,730,589	$10,485,486
Supplies	81,817	78,178	110,330	126,526
City Support Services	32,422	33,970	36,437	34,500
Utility Services	142,160	210,811	182,282	237,600
Operations Support	11,714	15,906	15,539	17,605
Staff Support	185,170	154,914	293,312	299,692
City Assistance	49,923	73,671	73,429	66,500
Professional Services	58,082	58,241	78,632	72,808
Maintenance Services	63,918	58,968	78,230	80,005
Rental/Leasing	0	0	0	550,000
Operating Equipment	292,746	269,074	381,268	426,641
Capital Outlay	244,451	298,643	576,893	872,450
Total	*$9,955,402*	*$10,233,034*	*$11,556,943*	*$13,269,814*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget increases 14.8% from the FY 2022-23 year-end estimates. 5 school resource officers are added to the position, but due to the difficulty in hiring police officers they are added without funding in the budget. If hired, the contract with Schertz-Cibolo-Universal City ISD will be updated and funds will be added to the budget. The increase in the budget is due to the anticipated wage adjustments, the new lease/maintenance program to replace the body cameras, in-car cameras, and the TASERs that is estimated at $550,000 per year for 5 years, and an increase in vehicle replacement due to price increases for vehicles.

PUBLIC SAFETY
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
POLICE							
Personnel Services							
256-511110 Regular	5,797,035	5,741,342	6,141,427	4,895,758	6,183,048	6,747,673	
256-511120 Overtime	253,306	469,617	308,986	297,324	410,000	337,045	
256-511210 Longevity	108,667	117,790	109,633	110,690	109,633	105,612	
256-511220 Clothing Allowance	71,870	67,800	63,333	56,504	72,592	61,142	
256-511230 Certification Allowance	46,778	46,488	108,791	36,125	45,000	99,187	
256-511310 FICA - Employer	475,446	467,179	501,874	396,330	504,330	548,365	
256-511350 TMRS-Employer	1,043,504	1,036,236	1,085,487	824,150	1,176,466	1,209,376	
256-511410 Health-Employer	940,831	975,476	1,161,243	840,705	1,099,520	1,260,576	
256-511500 Workers' Compensation	55,564	58,733	118,511	110,411	130,000	116,510	
TOTAL Personnel Services	8,793,001	8,980,659	9,599,285	7,567,996	9,730,589	10,485,486	
Supplies							
256-521000 Operating Supplies	44,995	29,137	52,796	14,986	52,585	64,001	
256-521100 Office Supplies	7,009	5,545	7,350	5,878	6,787	7,500	
256-521150 Child Safety Supplies	2,497	3,583	3,112	0	3,075	5,275	
256-521200 Medical/Chem Supplies	18,258	22,761	27,636	25,879	28,296	28,350	
256-521300 Motor Veh. Supplies	9,058	17,152	19,657	19,587	19,587	21,400	
TOTAL Supplies	81,817	78,178	110,550	66,330	110,330	126,526	
City Support Services							
256-532500 City Insurance-Commercial	32,422	33,970	33,810	36,437	36,437	34,500	
TOTAL City Support Services	32,422	33,970	33,810	36,437	36,437	34,500	
Utility Services							
256-533200 Electric Utility Service	24,460	34,186	28,812	25,909	27,922	29,400	
256-533410 Water Utility Service	6,026	6,026	14,700	5,490	13,631	15,000	
256-533500 Vehicle Fuel	111,674	170,599	258,720	115,721	140,730	193,200	
TOTAL Utility Services	142,160	210,811	302,232	147,120	182,282	237,600	
Operations Support							
256-534100 Advertising	400	31	4,410	1,695	3,695	4,500	
256-534200 Printing & Binding	5,109	3,043	7,526	1,276	7,344	8,605	
256-534800 Temp Staff Services	6,205	12,832	4,500	1,800	4,500	4,500	
TOTAL Operations Support	11,714	15,906	16,436	4,771	15,539	17,605	
Staff Support							
256-535100 Uniforms	63,056	52,890	94,465	47,478	87,687	64,439	
256-535200 Awards	14	5,349	0	0	0	0	
256-535210 Employee Recognition-Morale	4,023	3,020	9,114	7,418	9,224	10,000	
256-535300 Memberships	2,824	2,115	3,528	2,369	3,773	3,815	
256-535400 Publications	264	390	260	126	126	265	
256-535500 Training/Travel	110,132	89,450	163,667	67,241	165,873	217,174	
256-535500.T-Class Training	0	0	33,440	18,401	23,000	0	
256-535510 Meeting Expenses	4,857	1,700	3,920	1,359	3,629	4,000	
TOTAL Staff Support	185,170	154,914	308,394	144,393	293,312	299,692	

PUBLIC SAFETY
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
City Assistance							
256-537100 Medical Services	42,247	66,205	55,272	50,341	64,000	56,400	
256-537800 Community Outreach	7,676	7,466	9,898	5,850	9,429	10,100	
TOTAL City Assistance	49,923	73,671	65,170	56,191	73,429	66,500	
Professional Services							
256-541300 Prof Services/Consulting	54,244	53,863	70,700	41,635	70,707	65,918	
256-541310 Contract Service - Crematory	513	1,053	980	702	869	1,000	
256-541700 Microchip Service	3,325	3,325	7,629	6,391	7,056	5,890	
TOTAL Professional Services	58,082	58,241	79,309	48,728	78,632	72,808	
Fund Charges/Transfers							
Maintenance Services							
256-551400 Minor & Other Equip Maint	1,315	4,246	4,900	3,483	5,371	5,000	
256-551700 Abatement/Lot Cleaning	10,828	872	4,900	0	4,500	5,000	
256-551800 Other Maintenance Agreements	0	775	809	0	809	825	
256-551810 Maintenance Agr. - Radios	51,775	53,075	67,796	28,965	67,550	69,180	
TOTAL Maintenance Services	63,918	58,968	78,405	32,448	78,230	80,005	
Debt Service							
Rental/Leasing							
256-561200 Lease/Purchase Payments	0	0	0	0	0	550,000	
TOTAL Rental/Leasing	0	0	0	0	0	550,000	
Operating Equipment							
256-571000 Furniture & Fixtures	5,728	13,586	13,693	4,959	9,188	10,920	
256-571200 Vehicles & Access. LESS $5,00	137,761	116,229	248,200	163,278	247,475	289,060	
256-571300 Computer & Periphe. < $5000	29,327	31,153	19,541	12,941	12,941	17,440	
256-571600 Donation-Expense	552	0	0	0	0	0	
256-571800 Equipment under $5,000	118,568	107,646	121,782	39,322	108,663	104,221	
256-571800.Operating Equipment CVE	810	460	4,900	32	3,000	5,000	
TOTAL Operating Equipment	292,746	269,074	408,115	220,532	381,268	426,641	
Capital Outlay							
256-581200 Vehicles & Access. Over $5,00	158,300	293,253	498,139	107,006	403,979	693,000	
256-581300 Computer & Periphe. > $5,000	0	0	12,900	2,700	11,957	5,600	
256-581800 Equipment Over $5,000	86,151	5,390	241,400	151,957	160,957	173,850	
TOTAL Capital Outlay	244,451	298,643	752,439	261,662	576,893	872,450	
TOTAL POLICE	9,955,402	10,233,034	11,754,146	8,586,608	11,556,943	13,269,814	

DEPARTMENT: 257 FIRE RESCUE
FUND: 101 GENERAL FUND

DEPARTMENTAL DESCRIPTION

Schertz Fire Rescue is a full service fully paid life safety department that responds to all Fire, EMS, Technical Rescue, Hazardous Materials, any additional emergency service calls in the City of Schertz. In addition, these services are also provided to our Automatic and Mutual Aid partners of Cibolo along with the contracted areas of Guadalupe and Bexar Counties. 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 building construction plans review, code enforcement, and fire inspections within the city. Fire and arson investigation services are maintained within the department as well as support any needs in Guadalupe County.

GOALS AND OBJECTIVES

- Perform comprehensive and excellent customer service
- 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.
    - Build and promote wellness and fitness initiatives
- 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.
- Keep up with growth needs: Facilities, Apparatus, Equipment, Personnel

ORGANIZATIONAL CHART



FIRE RESCUE	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Fire Chief	1	1	1	1

Assistant Chief	1	1	1	1
Emergency Management Coordinator	1	1	1	1
Division Chief of Prevention (Fire Marshal)	1	1	1	1
Deputy Fire Marshal	1	1	1	1
Inspector	0	0	1	1
Division Chief of Training	0	0	1	1
Battalion Chief	4	4	3	3
Lieutenant	9	9	9	12
Fire Apparatus Operator	9	9	9	12
Firefighter	18	18	21	18
Administrative Assistant	1	1	1	1
TOTAL POSITIONS	46	46	50	53

PERFORMANCE INDICATORS

Input	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Number of Commercial Occupancies	1030	1050	1065	1100
Total staffing	46	46	50	54
Suppression staffing	39	39	42	45
Prevention staffing	2	2	3	3
Support staffing (command/training/admin)	5	5	5	5
Number of fire stations	3	3	3	3
Number of full-time engine companies	3	3	3	3

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Number of incidents	4516	4516	4848	5187

Unit Responses (# calls for all units responding to all emergencies)	5700	5700	6178	6720
Buildings preplan contacts				
Community Contact (citizen contact)	10000	10000	10656	11500
Fire Inspections Conducted	450	450	350	700
Plan Reviews Completed	260	260	340	400
Training Hours Provided	6144	6144	5320	6750

Efficiency	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Average Drive Time (Minutes)	5.70	5.70	5.70	5.65
% Drive Time < 5 Minutes	30%	30%	31%	31%
% of Buildings Preplanned	100%	100%	100%	100%
% Prevention Contacts	29%	29%	29%	29%
Inspections per Inspector	262/233	262/233	100/250	150/300
Training Hours/Employee	205	205	220	235

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$5,703,001	$6,338,804	$6,164,965	$7,203,711
Supplies	11,647	21,950	21,312	24,412
Utility Services	86,881	121,405	116,500	132,240
Operations Support	375	2,352	4,436	4,436
Staff Support	174,585	161,975	221,490	245,174
City Assistance	21,575	9,198	40,227	30,000
Professional Services	73,052	43,634	70,000	70,000
Maintenance Services	53,861	56,863	82,950	119,743
Other Costs	6,895	66,977	50,000	10,000
Rental/Leasing	0	38,745	28,055	26,720
Operating Equipment	341,500	75,261	121,222	109,080
Capital Outlay	86,409	92,247	487,445	409,500
Total	*$6,559,780*	*$7,029,410*	*$7,408,602*	*$8,385,016*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will increase 13.2% from the FY 2022-23 year-end estimate. This increase comes from adding 3 new captain positions, promoting 3 Firefighters to Fire Apparatus Operators (FAO) and from anticipated wage adjustments.

PUBLIC SAFETY
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
FIRE RESCUE							
Personnel Services							
257-511110 Regular	3,739,439	4,018,193	3,996,365	3,115,113	3,750,563	4,558,806	
257-511120 Overtime	341,523	526,827	420,793	524,390	575,000	448,925	
257-511210 Longevity	74,217	79,490	79,121	64,288	67,725	71,631	
257-511220 Clothing Allowance	13,356	13,968	14,340	10,998	13,902	13,443	
257-511230 Certification Allowance	19,705	20,595	59,298	20,100	23,525	55,439	
257-511310 FICA - Employer	308,626	337,665	347,780	268,759	338,950	391,955	
257-511350 TMRS-Employer	678,380	759,114	745,114	571,742	709,579	856,025	
257-511410 Health-Employer	496,330	549,182	651,601	450,338	629,229	706,575	
257-511500 Workers' Compensation	31,424	33,769	95,695	63,367	56,492	100,912	
TOTAL Personnel Services	5,703,001	6,338,804	6,410,107	5,089,095	6,164,965	7,203,711	
Supplies							
257-521000 Operating Supplies	6,943	9,121	6,860	4,223	6,500	7,000	
257-521100 Office Supplies	1,739	1,948	3,332	2,419	3,332	4,000	
257-521200 Medical/Chem Supplies	2,447	9,484	10,736	1,161	9,500	10,736	
257-521300 Motor Veh. Supplies	349	276	980	920	980	1,500	
257-521600 Equip Maint Supplies	168	1,121	1,176	281	1,000	1,176	
TOTAL Supplies	11,647	21,950	23,084	9,003	21,312	24,412	
City Support Services							
Utility Services							
257-533100 Gas Utility Service	5,553	5,243	6,860	3,228	4,000	6,860	
257-533200 Electric Utility Service	24,659	29,946	24,500	19,352	24,500	28,000	
257-533320 Telephone/Air Cards	2,778	494	5,880	1,012	5,500	5,880	
257-533330 Telephone/Internet	556	5,486	0	3,543	5,000	0	
257-533410 Water Utility Service	8,943	9,408	9,800	8,539	12,500	11,500	
257-533500 Vehicle Fuel	44,393	70,828	98,000	47,535	65,000	80,000	
TOTAL Utility Services	86,881	121,405	145,040	83,209	116,500	132,240	
Operations Support							
257-534200 Printing & Binding	375	2,352	4,436	131	4,436	4,436	
TOTAL Operations Support	375	2,352	4,436	131	4,436	4,436	
Staff Support							
257-535100 Uniforms	88,976	72,326	127,913	65,919	127,000	125,000	
257-535210 Employee Recognition-Morale	4,035	5,658	4,606	4,600	6,000	7,500	
257-535300 Memberships	1,750	1,396	3,724	1,931	2,750	3,724	
257-535400 Publications	1,969	2,966	2,450	54	2,400	2,450	
257-535500 Training/Travel	66,845	72,761	73,500	44,261	72,000	91,500	
257-535510 Meeting Expenses	3,475	2,854	2,940	2,935	3,500	5,000	
257-535600 Professional Certification	7,535	4,013	7,840	6,972	7,840	10,000	
TOTAL Staff Support	174,585	161,975	222,973	126,672	221,490	245,174	

PUBLIC SAFETY
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
City Assistance							
257-537800 Community Outreach	21,575	9,198	40,227	22,979	40,227	30,000	
TOTAL City Assistance	21,575	9,198	40,227	22,979	40,227	30,000	
Professional Services							
257-541300 Other Professional Services	73,052	43,634	72,328	27,954	70,000	70,000	
TOTAL Professional Services	73,052	43,634	72,328	27,954	70,000	70,000	
Fund Charges/Transfers							
Maintenance Services							
257-551400 Minor & Other Equip Maint	(457)	0	1,470	214	1,250	750	
257-551800 Other maintenance agreement	27,234	43,472	39,200	27,587	39,200	75,795	
257-551810 Maintenance Agr. - Radios	12,320	13,020	18,698	10,180	18,000	18,698	
257-551900 Construction	14,764	371	24,500	0	24,500	24,500	
TOTAL Maintenance Services	53,861	56,863	83,868	37,981	82,950	119,743	
Other Costs							
257-554200 Deployment-Reimb-TIFMAS	6,895	66,977	9,800	48,439	50,000	10,000	
TOTAL Other Costs	6,895	66,977	9,800	48,439	50,000	10,000	
Debt Service							
Rental/Leasing							
257-561200 Lease/Purchase Payments	0	38,745	26,460	28,055	28,055	26,720	
TOTAL Rental/Leasing	0	38,745	26,460	28,055	28,055	26,720	
Operating Equipment							
257-571000 Furniture & Fixtures	15,861	6,903	7,840	167	7,840	15,000	
257-571200 Vehicles & Access. LESS $5,00	76,281	10,645	16,990	7,548	16,500	9,800	
257-571300 Computer & Periphe. < $5000	15,961	4,059	10,182	609	10,182	7,840	
257-571310 Computer Software	11,894	4,420	7,840	1,836	3,000	7,840	
257-571400 Communication Equip LESS $500	158,950	8,561	9,800	3,678	9,800	9,800	
257-571600 Police/Fire/Medical Equipment	49,371	28,855	69,480	9,009	69,000	53,900	
257-571800 Equipment under $5,000	13,182	11,818	4,900	3,066	4,900	4,900	
TOTAL Operating Equipment	341,500	75,261	127,032	25,914	121,222	109,080	
Capital Outlay							
257-581200 Vehicles & Access. Over $5,00	35,924	94,384	293,045	0	293,045	324,500	
257-581400 Communication Equip Over $500	163	0	95,904	5,065	95,900	55,000	
257-581600 Donation-Expense	457	(2,137)	1,000	0	0	0	
257-581800 Equipment Over $5,000	49,865	0	98,500	9,690	98,500	30,000	
TOTAL Capital Outlay	86,409	92,247	488,449	14,755	487,445	409,500	
TOTAL FIRE RESCUE	6,559,780	7,029,410	7,653,804	5,514,188	7,408,602	8,385,016	

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

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 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.
- Raise awareness of Building Safety Month through education and activities.

- Implement CityView Virtual Inspections which will improve the timeliness of some inspections and provide for better records.

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.

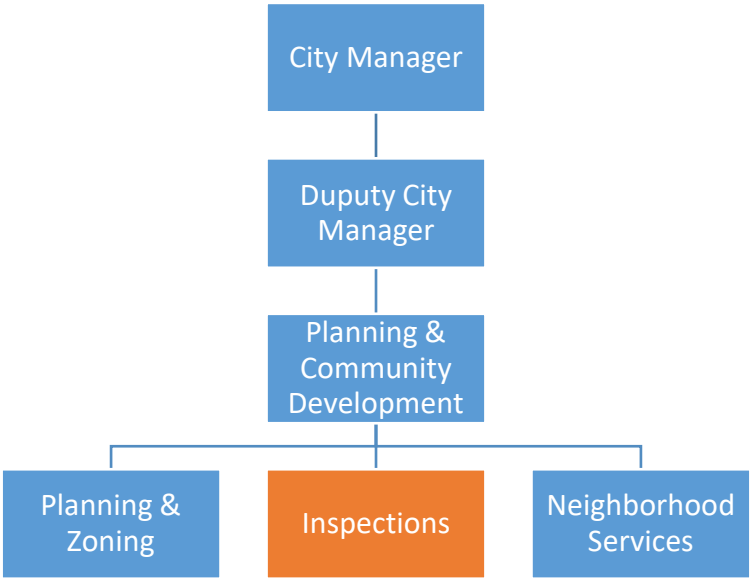
- Promoted the yearly program to raise awareness for Building Safety Month which included safety tips on the city social media site and an article in the Schertz Magazine as well as meet and greets at Lowe's.

- Implemented the new CityView customer portal which is a one stop shop for contractor and citizen communications for submitting permits, make payments, request online inspections.

- 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 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Dir. of Planning & Comm. Dev.	1	1	1	1
Administrative Assistant	1	1	1	1
Chief Building Official	1	1	1	1
Plans Examiner	1	1	2	2
Building Inspector	5	5	5	5
Permit Technician	2	2	3	3
Development Specialists	1	1	1	1
TOTAL POSITIONS	12	12	14	14

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
New Residential Construction	286	186	150	150
New Commercial Construction	15	23	16	16
Reroof Permits	302	533	400	400
Accessory/Temporary Building Permits	39	38	100	100
Deck/Patio Permits	105	96	190	190
Sign Permits	96	50	50	50
Other Permits	1,701	1,202	3,090	3,090
Mechanical Permits	688	566	500	500
Electric Permits	700	378	225	225
Plumbing Permits	1,122	437	750	750
Total Permit/License/Fee Revenue	$1,960,572	$1,943,766	$2,571,494	$2,571,494

Effectiveness	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Standard Inspections (i.e. framing) and Re-Inspections	12,538	10,809	13,302	12,000

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$884,169	$923,679	$1,012,201	$1,237,876
Supplies	2,548	2,116	3,228	4,560
Utility Services	5,659	6,385	6,000	7,200
Operations Support	176	31	833	850
Staff Support	20,210	20,765	45,497	49,025
Professional Services	32,988	57,900	58,000	70,000
Operating Equipment	1,202	571	10,005	900
Capital Outlay	27,381	0	43,750	0
Total	*$974,333*	*$1,011,446*	*$1,179,514*	*$1,370,411*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget increases 16.2% from the FY 2022-23 year-end estimate with the anticipated wage adjustments.

PUBLIC SAFETY
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
INSPECTIONS							
Personnel Services							
258-511110 Regular	609,349	629,928	735,923	562,207	691,390	847,516	
258-511120 Overtime	6,418	12,111	12,179	8,001	12,179	13,312	
258-511210 Longevity	11,506	11,692	11,710	11,888	11,888	13,075	
258-511230 Certification Allowance	1,781	2,700	2,116	2,685	2,210	2,738	
258-511310 FICA - Employer	46,519	48,098	58,249	43,155	54,902	67,021	
258-511350 TMRS-Employer	101,286	105,600	124,798	91,154	114,934	146,372	
258-511410 Health-Employer	105,488	111,534	144,722	89,454	121,327	145,728	
258-511500 Workers' Compensation	1,822	2,015	2,053	3,770	3,371	2,114	
TOTAL Personnel Services	884,169	923,679	1,091,750	812,314	1,012,201	1,237,876	
Supplies							
258-521000 Operating Supplies	569	813	1,274	874	1,274	1,000	
258-521100 Office Supplies	1,034	820	582	343	582	2,400	
258-521300 Motor Vehicle Supplies	322	241	882	99	882	660	
258-521600 Equip Maint Supplies	623	242	490	475	490	500	
TOTAL Supplies	2,548	2,116	3,228	1,791	3,228	4,560	
City Support Services							
Utility Services							
258-533500 Vehicle Fuel	5,659	6,385	8,232	5,830	6,000	7,200	
TOTAL Utility Services	5,659	6,385	8,232	5,830	6,000	7,200	
Operations Support							
258-534200 Printing & Binding	176	31	833	217	833	850	
TOTAL Operations Support	176	31	833	217	833	850	
Staff Support							
258-535100 Uniforms	5,279	4,675	8,722	3,142	8,722	11,000	
258-535300 Memberships	285	280	750	50	750	725	
258-535400 Publications	2,225	2,128	2,352	599	2,352	2,400	
258-535500 Training/Travel Staff	7,965	9,718	26,935	10,662	26,935	33,000	
258-535510 Meeting Expenses	799	1,868	1,862	859	1,862	1,900	
258-535600 Professional Certification	3,657	2,096	4,876	1,598	4,876	0	
TOTAL Staff Support	20,210	20,764	45,497	16,910	45,497	49,025	
City Assistance							

PUBLIC SAFETY
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Professional Services							
258-541300 Other Consl/Prof Services	32,988	57,900	68,600	4,950	58,000	70,000	
TOTAL Professional Services	32,988	57,900	68,600	4,950	58,000	70,000	
Maintenance Services							
Rental/Leasing							
Operating Equipment							
258-571000 Furniture & Fixtures	1,202	571	6,407	7,005	7,005	900	
258-571300 Computer & Periphe. < $5,000	0	0	3,000	300	3,000	0	
TOTAL Operating Equipment	1,202	571	9,407	7,305	10,005	900	
Capital Outlay							
258-581200 Vehicles & Access. Over $5,00	27,381	0	43,750	0	43,750	0	
TOTAL Capital Outlay	27,381	0	43,750	0	43,750	0	
TOTAL INSPECTIONS	974,332	1,011,446	1,271,297	849,316	1,179,514	1,370,411	

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

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.

The Neighborhood Services Division – 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

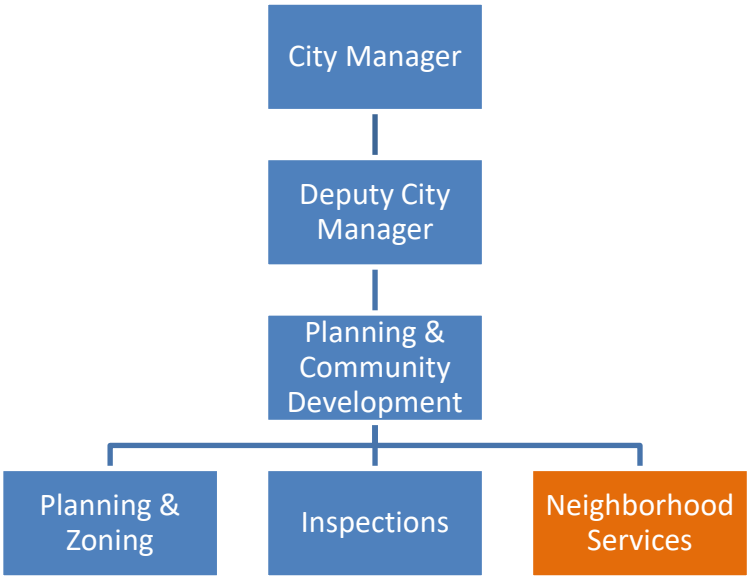
- Build a sense of community by closing gaps between needs and resources.
- Help increase a feeling of safety through proactive property maintenance inspections.
- Fostering collaborative partnerships between neighbors through our Good Neighbor Program and practices.
- Encourage and improve property maintenance in residential and commercial areas through proactive engagement.
- Build additional service programs to support the community.
- Work hand-in-hand with community stakeholders to increase and maintain a high quality of life by increasing our property maintenance program.
- Provide and seek interdepartmental assistance to support the community needs working alongside Planning, Building Inspections, Public Works, Parks, Police and Library.
- Seek grants to support community programs.

- Continue to work on promoting division programs through social media, community events and attending HOA meetings.

ACCOMPLISHMENTS

- Successfully worked with the Love Where You Live volunteers to help over 160 residents to remediate code violations.
- Worked with Public Affairs to brand the Division and post programs on social media including reels and testimonial videos.
- Attended public events such as Healthy Home event and Moving on Main to help build relationships with the community.
- Connected residents with community resources for a major home repair.
- Increased division presence in the community earning trust and improving our accessibility to support residents in property maintenance projects.
- Created a community tool shed with the assistance of SACADA grant which added to the tool shed inventory.
- Coordinated the Cibolo Creek Clean up event with other jurisdictions on removing over 20 tons of trash and debris from the watershed within our community.
- Created the Graffiti Abatement Program (GAP) to address the increase of graffiti in our city.
- Continue to collaborate with city departments on events to ensure the health and safety of food vendors and promote the Neighborhood Services Department.

ORGANIZATIONAL CHART



NEIGHBORHOOD SERVICES	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Neighborhood Services Manager	1	1	1	1
Neighborhood Services Specialists	0	0	1	1
Code Enforcement Officer	3	3	3	3
Sanitarian	1	1	1	1
TOTAL POSITIONS	5	5	6	6

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Code Enforcement Cases	NA	3,002	3,400	3,800
Other Permit (food/foster/pool)	NA	215	215	230
Health Inspections	NA	265	280	290

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	NA	$326,231	$371,966	$444,238
Supplies	NA	4,568	9,289	9,950
Utility Services	NA	4,853	6,000	6,500
Operations Support	NA	31	1,500	1,700
Staff Support	NA	14,051	29,061	33,100
Professional Services	NA	0	1,225	2,450
Maintenance Services	NA	9,025	24,700	30,000
Operating Equipment	NA	1,159	6,456	450
Capital Outlay	NA	0	76,000	0
Total	*NA*	*$359,918*	*$526,197*	*$528,388*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget increases 0.4% from the FY 2022-23 year-end estimate. Fewer capital purchases almost offset the anticipated wage adjustments.

PUBLIC SAFETY
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NEIGHBORHOOD SERVICES							
Personnel Services							
259-511110 Regular	0	229,018	249,371	219,716	258,228	305,443	
259-511120 Overtime	0	2,535	6,910	4,399	6,910	7,778	
259-511210 Longevity	0	1,480	1,886	2,145	2,145	1,896	
259-511220 Clothing Allowance	0	1,469	0	0	0	0	
259-511230 Certification Allowance	0	2,025	1,445	1,775	1,950	1,445	
259-511310 FICA - Employer	0	17,387	20,280	16,807	20,596	24,173	
259-511350 TMRS-Employer	0	41,502	43,450	34,888	43,118	52,794	
259-511410 Health-Employer	0	29,506	43,891	28,626	36,827	49,677	
259-511500 Worker' Compensation	0	1,310	970	2,192	2,192	1,032	
TOTAL Personnel Services	0	326,231	368,203	310,546	371,966	444,238	
Supplies							
259-521000 Operating Supplies	0	1,027	873	589	1,023	1,300	
259-521040 Operating Supplies-Creek Clea	0	0	5,375	4,746	5,375	5,500	
259-521100 Office Supplies	0	976	930	152	980	1,200	
259-521300 Motor Vehicle Supplies	0	447	1,176	57	1,176	850	
259-521600 Equip Maint Supplies	0	2,118	735	385	735	1,100	
TOTAL Supplies	0	4,568	9,089	5,929	9,289	9,950	
Utility Services							
259-533500 Vehicle Fuel	0	4,853	8,624	3,801	6,000	6,500	
TOTAL Utility Services	0	4,853	8,624	3,801	6,000	6,500	
Operations Support							
259-534200 Printing & Binding	0	31	3,351	93	1,500	1,700	
TOTAL Operations Support	0	31	3,351	93	1,500	1,700	
Staff Support							
259-535100 Uniforms	0	5,053	6,076	3,310	6,076	7,300	
259-535300 Memberships	0	275	441	400	441	1,100	
259-535400 Publications	0	0	980	248	980	1,200	
259-535500 Training/Travel	0	6,818	16,319	10,008	18,719	22,500	
259-535510 Meeting Expenses	0	947	980	421	980	1,000	
259-535600 Professional Certification	0	958	1,865	553	1,865	0	
TOTAL Staff Support	0	14,051	26,661	14,940	29,061	33,100	
City Assistance							

PUBLIC SAFETY
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Professional Services							
259-541300 Other Consl/Prof Services	0	0	2,450	0	1,225	2,450	
TOTAL Professional Services	0	0	2,450	0	1,225	2,450	
Maintenance Services							
259-551700 Abatement/Lot Cleaning	0	9,025	14,700	2,214	14,700	15,000	
259-551750 Abatement-Graffiti	0	0	10,000	7,367	10,000	15,000	
TOTAL Maintenance Services	0	9,025	24,700	9,581	24,700	30,000	
Operating Equipment							
259-571000 Furniture & Fixtures < $5,000	0	285	2,869	2,922	2,922	450	
259-571300 Computer & Periphe. < $5,000	0	0	3,550	3,534	3,534	0	
259-571800 Equipment Less $5,000	0	874	0	0	0	0	
TOTAL Operating Equipment	0	1,159	6,419	6,456	6,456	450	
Capital Outlay							
259-581200 Vehicles & Access. Over $5,00	0	0	76,000	0	76,000	0	
TOTAL Capital Outlay	0	0	76,000	0	76,000	0	
TOTAL NEIGHBORHOOD SERVICES	0	359,918	525,496	351,347	526,197	528,388	
TOTAL PUBLIC SAFETY	17,489,515	18,633,808	21,204,743	15,301,459	20,671,256	23,553,629	

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

DEPARTMENT DESCRIPTION

The Street Division provides high quality essential services in design, construction, inspection, and renovation of streets to provide safe and sustainable transportation infrastructure. The Streets division's service-oriented focus is to offer innovative customer service while being fiscally sustainable, the division evaluates affordable and efficient options for providing street maintenance service, including support for community service opportunities.

GOALS AND OBJECTIVES

- Apply preventative maintenance strategies to extend the life of City streets and reduce unscheduled maintenance.

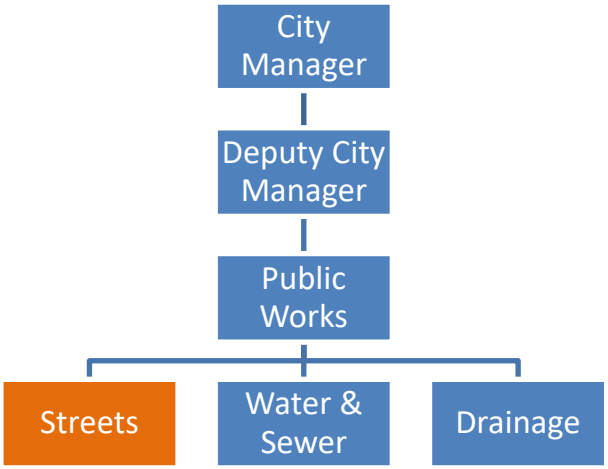
- Plan, design, construct, inspect, operate, and maintain traffic functions including traffic control devices, crosswalk signals, street resurfacing and rehabilitation, streetlights, street signs, street sweeping and street pavement markings.

- Emphasize safety to reduce preventable accidents.

- Provide proactive services such as traffic counts and speed information on specific streets as requested to improve community traffic conditions and safety.

- Develop and execute a systems management approach to street maintenance plans, pothole patching, crack sealing, and sidewalk repair/construction.

ORGANIZATIONAL CHART



STREETS	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Director	1	1	1	1
Assistant Director	1	1	1	0
Streets/Drainage Manager	1	1	1	1
Street Superintendent	1	1	1	1
Street Supervisor	1	1	1	1
Street Worker II	5	5	5	5
Street Worker I	7	7	7	7
Traffic Signal & Sign Technician	2	2	2	2
TOTAL POSITIONS	17	17	17	16

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Street Sweeping hours	2173	1624	1900	1900
Number of signs produced	1207	1100	1100	1250
Quantity of asphalt purchased (tons)	482	1565	500	1600
Special projects (Hours)	1433	692	700	750

Street centerline miles	165	172	180	185

Efficiency	2020-21 Actual	2020-21 Actual	2021-22 Estimate	2023-24 Budget
Annual cost to operate street sweepers (operators and fuel)	120,500	120,500	125,000	135,000
Cost per ton of asphalt	45	45	65	75
Approved daily budget expenditures for operation	5,583	5,583	8,165	9,630

Effectiveness	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Hours spent on roadway maintenance	3788	4757	2400	5000

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$815,232	$815,232	$1,012,792	$1,107,287
Supplies	100,222	100,222	157,950	178,850
City Support	133	133	6,000	5,880
Utility Services	188,189	188,189	195,000	196,000
Staff Support	18,944	18,944	22,200	22,050
Professional Services	12,495	12,495	16,000	30,380
Maintenance Services	213,778	213,778	485,500	725,790
Rental/Leasing	2,612	2,612	5,000	4,900
Operating Equipment	30,581	30,581	6,000	6,370
Capital Outlay	31,623	31,623	160,975	310,000
Total	*$1,413,809*	*$1,413,809*	*$2,067,417*	*$2,587,507*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will increase 25.2% from the FY 2022-23 year-end estimate. Personnel increases with anticipated wage adjustments while staff has engaged contractors to resurface streets for the next year. Also being purchased is a asphalt lay down machine and a new truck.

PUBLIC ENVIRONMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
STREETS							
Personnel Services							
359-511110 Regular	513,176	619,433	712,687	505,044	615,450	757,045	
359-511120 Overtime	15,870	16,292	18,192	13,694	18,192	18,717	
359-511210 Longevity	12,628	18,070	18,628	19,979	18,341	14,068	
359-511230 Certification Allowance	1,985	3,116	2,873	2,416	2,835	1,724	
359-511310 FICA - Employer	40,486	48,988	56,290	40,770	50,094	59,273	
359-511350 TMRS-Employer	90,140	107,865	123,059	83,625	104,869	132,016	
359-511410 Health-Employer	119,622	130,197	152,310	101,643	137,108	167,787	
359-511500 Workers' Compensation	21,325	23,541	23,248	44,047	39,381	22,596	
TOTAL Personnel Services	815,232	967,503	1,107,287	811,218	986,270	1,173,226	
Supplies							
359-521000 Operating Supplies	3,791	3,650	3,675	1,673	3,675	3,900	
359-521050 Operating Supplies-Sign	27,714	47,361	58,800	22,665	58,800	85,000	
359-521052 Operating Supplies-Dept Sign	0	4,991	9,800	1,310	9,800	10,780	
359-521055 Operating Supplies-StreetMain	65,470	66,131	88,200	62,478	88,200	105,750	
359-521100 Office Supplies	179	818	3,675	1,843	3,675	3,675	
359-521200 Medical/Chem Supplies	1,980	1,725	4,900	2,964	4,900	6,900	
359-521300 Motor Veh. Supplies	1,087	2,557	9,800	4,689	9,800	10,000	
TOTAL Supplies	100,222	127,233	178,850	97,621	178,850	226,005	
City Support Services							
359-532800 EMPLOYEE APPRECIATION EVENTS	133	3,772	5,880	2,305	5,880	6,500	
TOTAL City Support Services	133	3,772	5,880	2,305	5,880	6,500	
Utility Services							
359-533200 Electric Utility Service	149,738	174,545	137,200	126,263	175,000	192,500	
359-533410 Water Utility Service	144	0	0	0	0	0	
359-533500 Vehicle Fuel	38,307	56,267	58,800	34,637	58,800	60,000	
TOTAL Utility Services	188,189	230,811	196,000	160,900	233,800	252,500	
Operations Support							
Staff Support							
359-535100 Uniforms	12,447	12,841	14,210	7,349	14,210	11,400	
359-535500 Training/Travel	5,279	10,736	7,840	5,550	7,840	10,500	
359-535510 Meeting Expenses	1,141	414	0	0	0	500	
359-535600 Professional Certification	77	0	0	0	0	0	
TOTAL Staff Support	18,944	23,991	22,050	12,898	22,050	22,400	

PUBLIC ENVIRONMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
City Assistance							
Professional Services							
359-541310 Contractual Services	12,495	49,232	30,380	2,535	30,380	30,380	
TOTAL Professional Services	12,495	49,232	30,380	2,535	30,380	30,380	
Maintenance Services							
359-551400 Minor & Other Equip Maint	316	0	490	47	490	1,250	
359-551600 Outsourced Street Maintenance	213,462	238,256	642,000	502	642,000	650,000	
359-551650 Sidewalk Maintenance	0	85,928	83,300	19,680	83,300	90,000	
TOTAL Maintenance Services	213,778	324,184	725,790	20,229	725,790	741,250	
Debt Service							
Rental/Leasing							
359-561100 Rental-Equipment	2,612	4,285	4,900	848	4,900	6,000	
TOTAL Rental/Leasing	2,612	4,285	4,900	848	4,900	6,000	
Operating Equipment							
359-571000 Furniture & Fixtures	236	112	1,470	0	1,470	2,000	
359-571200 Vehicles & Access under $5,00	1,190	0	0	0	0	0	
359-571750 Street Crossing Minor Imprvmn	22,517	28,337	0	12,415	12,415	0	
359-571800 Equipment under $5,000	6,638	7,098	4,900	1,611	4,900	4,900	
TOTAL Operating Equipment	30,581	35,547	6,370	14,026	18,785	6,900	
Capital Outlay							
359-581200 Vehicles & Access. Over $5,00	31,623	0	51,250	0	75,000	0	
359-581800 Equipment Over $5,000	0	160,045	258,750	275,245	280,000	255,000	
TOTAL Capital Outlay	31,623	160,045	310,000	275,245	355,000	255,000	
TOTAL STREETS	1,413,809	1,926,603	2,587,507	1,397,826	2,561,705	2,720,161	
TOTAL PUBLIC ENVIRONMENT	1,413,809	1,926,603	2,587,507	1,397,826	2,561,705	2,720,161	

DEPARTMENT: 460 PARKS, RECREATION AND COMMUNITY SERVICES

FUND: 101 GENERAL FUND

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 pool at Pickrell 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 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Director of Parks, Recreation & Community Services	1	1	1	1
Administrative Assistant	1	1	1	1
Recreation Coordinator	0	0	1	1
Parks Manager	1	1	1	1
Park Maintenance Crew Supervisor	1	1	1	1
Park Maintenance Technician I	5	5	8	8
Park Worker I, Part Time	1	1	1	1
Seasonal Park Workers	1	1	1	1
Recreation Manager	1	1	1	1
Recreation Specialist	1	1	1	1
TOTAL POSITIONS	13	13	17	17

PERFORMANCE INDICATORS

Workload/Outputs	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Total Acres of Park Land Managed	425.31	425.31	438.97	438.97
Total Acres of City Campuses Managed	36.03	36.03	36.03	36.03
Total Acres of Land Managed Per FTE	76.89	76.89	79.17	79.17
Total Miles of Trails Managed	25	25	25	25.6
Special Events, Programs & Parades	50	49	81	100

Efficiency	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Acres of Contractual Mowing	119.40	123.09	123.09	123.09
Acres of Athletic Association Maintenance	70.02	70.02	70.02	70.02
Hours of Volunteer Service	800	500	543	500
Hours of Athletic Association Service	1,200	1,200	1,200	1,200

Effectiveness	2020-21 Actual	2021-22 actual	2022-23 Estimate	2023-24 Budget
Cost Benefit for Athletic Association Field Maintenance	$550,000	$550,000	$550,000	$550,000
Cost Benefit for Volunteer Hours	$12,000	$12,000	$12,000	$12,000
Special Event Attendance	15,000	23,000	25,847	26,000
Program Participants	370	370	859	1,000
League Participants	320	320	461	500
Youth Sports Registrations (BVYA & SYSA)	3,800	3,800	3,800	3,800

Budget	2020-21 Actual	2020-21 Actual	2021-22 Estimate	2022-23 Budget
Personnel	$669,997	$729,138	$986,615	$1,112,260
Supplies	122,154	98,309	122,268	94,680
City Support Services	153,879	167,763	194,664	194,300
Utility Services	260,988	246,900	250,880	276,000
Operations Support	1,049	1,044	980	1,000

Staff Support	15,958	18,938	23,638	25,819
Professional Services	146,145	149,267	214,107	194,987
Maintenance Services	76,649	12,985	13,785	17,400
Rental/Leasing	10,038	7,007	9,800	10,000
Operating Equipment	52,345	33,792	72,715	73,015
Capital Outlay	152,667	128,377	478,154	385,000
Total	*$1,661,869*	*$1,593,522*	*$2,367,606*	*$2,384,461*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will increase 0.7% from the FY 2022-23 year-end estimate. Personnel increases from the anticipated wage adjustment is mostly offset by fewer park improvements with the completion of existing projects.

PARKS & RECREATION
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PARKS							
Personnel Services							
460-511110 Regular	440,047	478,242	632,489	520,795	645,083	718,635	
460-511120 Overtime	19,562	22,929	26,866	21,200	26,000	28,495	
460-511210 Longevity	3,208	5,140	2,318	3,560	3,560	3,662	
460-511230 Certification Allowance	4,337	6,243	4,740	4,039	4,133	6,291	
460-511310 FICA - Employer	34,462	37,932	50,973	40,771	51,926	57,905	
460-511350 TMRS-Employer	74,854	83,669	106,803	83,826	108,706	123,776	
460-511410 Health-Employer	88,767	89,582	143,450	100,199	138,173	165,332	
460-511500 Workers' Compensation	4,760	5,400	8,173	10,076	9,034	8,164	
TOTAL Personnel Services	669,997	729,138	975,812	784,466	986,615	1,112,260	
Supplies							
460-521000 Operating Supplies	34,029	33,037	32,095	29,612	41,000	34,000	
460-521100 Office Supplies	2,038	2,078	1,470	2,241	2,500	3,000	
460-521200 Medical/Chem Supplies	3,254	6,194	4,018	3,638	4,018	6,500	
460-521300 Motor Vehicle Supplies	532	1,381	490	1,061	1,380	1,500	
460-521310 Landscaping Supplies-Parks	38,610	21,887	18,130	18,311	18,130	26,180	
460-521315 Landscaping Supplies-Campus	32,273	28,328	22,050	14,855	22,050	14,000	
460-521400 Plumbing Supplies	11,208	5,007	32,700	4,845	32,700	9,000	
460-521610 Building Maintenance Supplies	211	397	490	302	490	500	
TOTAL Supplies	122,154	98,309	111,443	74,865	122,268	94,680	
City Support Services							
460-532601 Holidazzle	54,351	34,137	34,300	35,435	35,435	36,000	
460-532604 4th of July Jubilee	47,254	42,445	34,300	33,694	45,000	45,000	
460-532619 Schertz Young Leaders	2,142	7,411	9,800	6,832	6,699	10,000	
460-532620 Sweetheart Scholarships	4,000	4,500	4,410	2,094	8,500	3,000	
460-532626 Other Events	25,370	65,872	76,578	70,490	78,000	78,000	
460-532629 MOVING ON MAIN	13,964	10,519	11,760	11,920	12,030	12,300	
460-532800 Music, Movies in the Park	6,798	2,880	9,800	5,102	9,000	10,000	
TOTAL City Support Services	153,879	167,763	180,948	165,567	194,664	194,300	
Utility Services							
460-533200 Electric Utility Service	74,419	86,562	74,480	62,354	74,480	76,000	
460-533410 Water Utility Service	174,257	137,702	156,800	135,889	156,800	175,000	
460-533500 Vehicle Fuel	12,312	22,637	19,600	15,689	19,600	25,000	
TOTAL Utility Services	260,988	246,900	250,880	213,932	250,880	276,000	
Operations Support							
460-534100 Advertising	927	831	980	705	980	1,000	
460-534800 Temporary Empl. Services	123	213	980	0	0	0	
TOTAL Operations Support	1,049	1,044	1,960	705	980	1,000	

PARKS & RECREATION
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Staff Support							
460-535100 Uniforms	7,519	6,983	7,051	7,304	7,304	9,565	
460-535300 Memberships	1,864	1,913	1,593	2,023	2,023	1,632	
460-535500 Training/Travel	5,401	9,003	9,800	12,811	12,811	13,122	
460-535510 Meeting Expenses	1,175	1,039	833	1,422	1,500	1,500	
TOTAL Staff Support	15,958	18,938	19,277	23,561	23,638	25,819	
City Assistance							
Professional Services							
460-541300 Other Consl/Prof Services	26,913	11,606	5,880	22,694	25,000	5,880	
460-541310 Contract Services	119,233	137,661	189,107	37,683	189,107	189,107	
TOTAL Professional Services	146,145	149,267	194,987	60,377	214,107	194,987	
Maintenance Services							
460-551100 Building Maintenance	14,443	2,366	2,450	2,330	2,450	2,500	
460-551400 Minor & Other Equip Maint	7,373	4,674	4,900	4,965	4,965	5,000	
460-551600 Street Maintenance Materials	51,183	0	0	0	0	0	
460-551618 Veteran's Memorial Maint.	3,650	3,199	3,920	2,904	3,920	7,400	
460-551710 Landscaping	0	2,746	2,450	2,071	2,450	2,500	
TOTAL Maintenance Services	76,649	12,985	13,720	12,270	13,785	17,400	
Rental/Leasing							
460-561100 Rental-Equipment	10,038	7,007	9,800	7,236	9,800	10,000	
TOTAL Rental/Leasing	10,038	7,007	9,800	7,236	9,800	10,000	
Operating Equipment							
460-571700 Improvements under $5,000	39,194	24,368	58,015	44,696	58,015	58,015	
460-571800 Equipment under $5,000	13,151	9,425	14,700	6,228	14,700	15,000	
TOTAL Operating Equipment	52,345	33,792	72,715	50,924	72,715	73,015	
Capital Outlay							
460-581200 Vehicles & Access. Over $5,00	0	0	87,500	29,990	87,500	120,000	
460-581700 Improvements Over $5,000	141,028	118,347	376,115	48,071	375,115	250,000	
460-581800 Equipment Over $5,000	11,639	10,030	17,000	15,539	15,539	15,000	
TOTAL Capital Outlay	152,667	128,377	480,615	93,600	478,154	385,000	
TOTAL PARKS	1,661,869	1,593,522	2,312,157	1,487,503	2,367,606	2,384,461	

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

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 Actual	2022-23 Estimate	2023-24 Budget
Revenue per year Outdoor Pools	$28,275	$25,000	$25,000	$28,500
Days open per year Outdoor Pools	72	72	72	72
Daily Admissions Pickrell Pool	$21,545	$22,024	$22,024	$22,000
Total Attendance Pickrell Pool	9,736	11,651	11,651	11,000
Season Pool Pass Sales	$6,730	$6,495	$6,495	$4,000
Total Attendance Schertz Aquatics Ctr	78,000	78,000	78,000	78,000

Efficiency	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Cost per resident for Pool Operations (Includes Schertz Aquatics Center	$14.25	$14.25	$14.25	$13.16

Budget	2020-21 Actual	2021-22 Actual	2021-22 Estimate	2022-23 Budget
Supplies	$23,107	$27,389	$27,350	$27,000
Utility Services	22,616	24,788	24,700	25,500
Maintenance Services	490,950	537,096	542,052	542,052
Total	*$536,674*	*$589,274*	*$594,102*	*$594,552*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will remain at the same level with no change in operations.

PARKS & RECREATION
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
SWIM POOL							
Personnel Services							
Supplies							
463-521000 Operating Supplies	3,806	5,491	4,410	4,198	4,410	5,000	
463-521200 Chem/Med/Lab Supplies	17,459	20,092	17,640	6,629	20,000	19,000	
463-521600 Equip Maint Supplies	1,842	1,805	2,940	649	2,940	3,000	
TOTAL Supplies	23,107	27,389	24,990	11,476	27,350	27,000	
City Support Services							
Utility Services							
463-533200 Electric Utility Service	14,916	17,093	9,800	9,777	17,000	18,000	
463-533410 Water Utility Service	7,701	7,695	6,370	5,636	7,700	7,500	
TOTAL Utility Services	22,616	24,788	16,170	15,413	24,700	25,500	
Operations Support							
Staff Support							
Professional Services							
Maintenance Services							
463-551100 Building Maintenance	(2)	0	0	0	0	0	
463-551400 Minor & Other Equip Maint	9,418	7,289	9,800	5,385	9,800	9,800	
463-551700 Contract Maintenance	481,534	529,807	529,864	284,983	532,252	532,252	
TOTAL Maintenance Services	490,950	537,096	539,664	290,368	542,052	542,052	
Rental/Leasing							
Operating Equipment							
Capital Outlay							
TOTAL SWIM POOL	536,674	589,274	580,824	317,257	594,102	594,552	

DEPARTMENT: PARKS AND RECREATION
DIVISION: 464 EVENT FACILITIES
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

Under the umbrella of Parks and Recreation, 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).

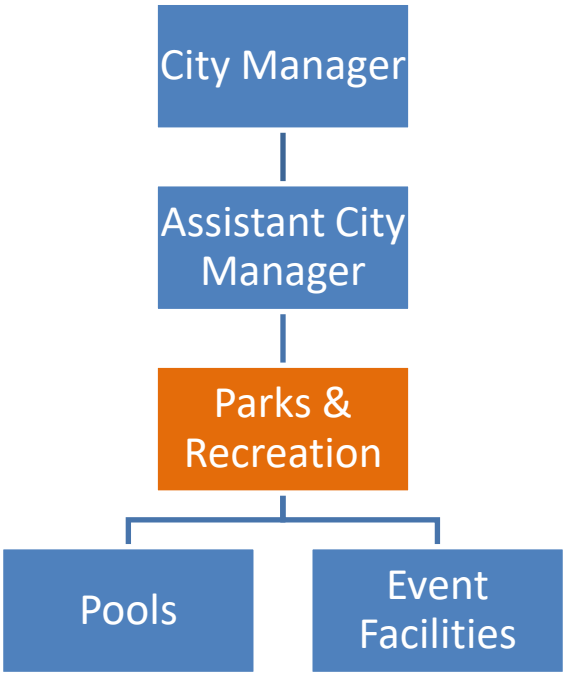
GOALS AND OBJECTIVES

- Promotes community involvement by attracting public events such as fundraisers, tradeshows/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 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Civic Center Manager	1	1	1	1
Civic and Community Centers Coordinator	1	1	1	1
Event Attendant	2	2	4	4
P/T Event Attendant	2	2	1	1
TOTAL POSITIONS	6	6	7	7

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Number of events booked	837	808	1020	1100
Number of events cancelled	128	137	200	150
Number of facility tours	250	300	300	300
Number of web inquiries answered	126	209	300	150

Efficiency	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Revenue	198.771	422,262	390.000	300,000
Comp'd Value	55,000	123,000	38,000	30,000

Effectiveness	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Tradeshows/conventions	9	11	15	17
Customer satisfaction Rating	95%	95%	90%	100%

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel Services	$216,037	$320,975	$397,610	$421,581
Supplies	5,606	4,361	4,236	4,410
Utility Services	40,363	47,276	63,394	65,779
Operations Support	30,114	2,789	20,000	6,650
Staff Support	2,362	2,894	5,139	5,191
Professional Services	907	0	0	0
Maintenance Services	5,641	4,173	2,450	2,450
Operating Equipment	6,745	12,532	10,780	10,780
Total	*$307,775*	*$395,000*	*$503,609*	*$576,841*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will increase 14.5% from the FY 2022-23 year-end estimate for the anticipated wage adjustments.

PARKS & RECREATION
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
EVENT FACILITIES							
Personnel Services							
464-511110 Regular	155,721	222,924	261,922	225,592	277,239	291,357	
464-511120 Overtime	790	5,585	5,558	4,375	5,558	5,884	
464-511210 Longevity	3,467	3,979	6,301	7,033	6,571	6,472	
464-511230 Certification Allowance	0	0	0	50	0	0	
464-511310 FICA - Employer	12,178	17,430	20,926	17,909	22,137	23,215	
464-511350 TMRS-Employer	24,664	37,836	44,834	44,056	46,342	50,701	
464-511410 Health-Employer	18,940	32,929	37,030	28,578	39,275	39,882	
464-511500 Workers' Compensation	277	291	4,012	548	488	4,070	
TOTAL Personnel Services	216,037	320,975	380,583	328,142	397,610	421,581	
Supplies							
464-521000 Operating Supplies	4,814	3,419	3,136	1,313	3,136	3,136	
464-521050 Ancillary Products	166	375	490	435	450	490	
464-521100 Office Supplies	626	567	784	550	650	784	
TOTAL Supplies	5,606	4,361	4,410	2,298	4,236	4,410	
Utility Services							
464-533100 Gas Utility Service	696	1,209	1,058	999	1,394	1,058	
464-533200 Electric Utility Service	32,673	40,169	39,200	44,620	50,000	55,000	
464-533410 Water Utility Service	6,429	4,800	6,860	7,552	11,000	8,721	
464-533500 Vehicle Fuel	565	1,099	1,470	763	1,000	1,000	
TOTAL Utility Services	40,363	47,276	48,588	53,935	63,394	65,779	
Operations Support							
464-534100 Advertising	989	1,409	3,920	0	1,000	1,000	
464-534200 Printing & Binding	1,527	182	1,470	31	500	500	
464-534550 Business Meetings/Networking	0	0	108	0	500	150	
464-534800 Temporary Empl. Services	27,599	1,199	9,800	14,953	18,000	5,000	
TOTAL Operations Support	30,114	2,789	15,298	14,984	20,000	6,650	
Staff Support							
464-535100 Uniforms	462	1,039	1,470	1,782	1,800	1,500	
464-535300 Memberships	243	249	270	294	294	500	
464-535500 Training/Travel	1,478	1,450	2,891	391	2,800	2,891	
464-535510 Meeting Expenses	179	156	245	168	245	300	
TOTAL Staff Support	2,362	2,894	4,876	2,635	5,139	5,191	
Professional Services							
464-541300 Professional Services	907	0	0	0	0	0	
TOTAL Professional Services	907	0	0	0	0	0	

PARKS & RECREATION
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Maintenance Services							
464-551800 Other Maintenance Agreements	5,641	4,173	2,450	0	2,450	2,450	
TOTAL Maintenance Services	5,641	4,173	2,450	0	2,450	2,450	
Rental/Leasing							
Operating Equipment							
464-571000 Furniture and Fixtures < $500	1,014	1,682	980	281	980	980	
464-571401 Audio/Visual Equipment	264	0	0	0	0	0	
464-571500 Operating Equipment <$5,000	5,467	10,849	9,800	3,843	9,800	9,800	
TOTAL Operating Equipment	6,745	12,532	10,780	4,124	10,780	10,780	
Capital Outlay							
464-581200 Vehicles & Access. Over $5,00	0	0	0	0	0	60,000	
TOTAL Capital Outlay	0	0	0	0	0	60,000	
TOTAL EVENT FACILITIES	307,775	395,000	466,985	406,118	503,609	576,841	

DEPARTMENT: 665 LIBRARY
FUND: 101 GENERAL FUND

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 PLAN (Partners Library Action Network), 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.

2023-24 GOALS

- Every year the library pursues the following goals:
    - Improve 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 in FY24 on providing new types of circulating items, e.g., games, activity kits, and read-along audiobooks.

  - Weed the collection according to schedule in order to enhance and update collections.
  - Review and update policies and procedures with an eye toward providing excellent customer-focused service, inclusion, and efficiency in service delivery.

- Specific goals for FY23-24:
  - Complete full implementation of in-house laptop circulation program.
  - Upgrade catalog search station hardware.
  - Purchase additional mobile hot spots to expand hot spot circulation program.
  - Replace classroom all-in-one computers with new laptops.
  - Add additional fitness and wellness classes to the adult programming schedule.
  - Add additional literacy-based and/or STEAM programs for youth and teens to the youth programming schedule.
  - Add additional ESL courses throughout the year.
  - Continue working on the home-bound initiative with Neighborhood Services.
  - Establish a core collection of circulating Experience Kits for adults and youth.
  - Work with IT to research and install a public address system to ensure a smoother deployment of emergency preparedness procedures.
  - Purchase an interactive computer table to engage youth in educational, multi-player games.
  - Improve web site navigation and organization for increased engagement and a better user experience.

2022-23 HIGHLIGHTS AND ACCOMPLISHMENTS

Received Texas Municipal Library Directors 2022 Achievement in Excellence Award for demonstrating consistent excellence and outstanding contributions to public library services within our community. Out of 518 Texas public libraries, only 73 received this award.

Operations and Collections

- Added approximately 9,000 new and replacement items to library's physical collections and withdrew more than 3,000 dated, worn, lost and damaged items from library's physical collections.
- Became an Affiliate Library with Family Search for genealogy research.
- Established new core collection of 200 Read-Along audiobooks for children.
- Transitioned in-house use board game collection to a circulating collection.

- Completed upgrade of PC reservation system to CloudNine for more streamlined patron and guest access to public computers.
- Re-established circulating mobile hot spot program.
- Added Weiss Financial to our electronic resources.

Programming

Programming in FY23 saw a complete return to in-person programming.

- More than 7,600 people attended 334 programs in the first half of FY2023, a 34% increase in attendance over the same timeframe in FY22. Programs included weekly story times, outreach events, health programs, STEM and game programs, genealogy presentations, retirement planning presentations, book clubs, craft sessions, poetry programs, seasonal reading programs, tech help, and tech demonstration programs.
- Tech Help by Appointment program implemented June 2023.
- Began offering weekly math and reading tutoring with the support of certified teacher volunteers.
- Created a revised/simpler summer reading program for Schertz Area Sr. Center and Forest Ridge Assisted Living Community
- Offered 2 8-week sessions of ESL classes.
- Added strength training and Mindfulness Meditation programs to adult wellness programming.
- Implemented passive programming called *Spice Up Your Life* kits that contain a small amount of the monthly spice, three recipes, and information about the spice.

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, a program for ALE students, SCUC's Special Education Resource Fair, the district's Bilingual/ESL/LOTE program to provide a family event at the library with over 250 people in attendance. The library also hosts on-the-job training students weekly from Clemens HS.
- Continued partnerships and event participation with other City departments, including Movin' on Main and the Library's Discovery Garden with Parks & Rec; a Hygiene Kit Drive with Neighborhood Services; participation in PD's homeless intervention committee; tech and reading programs and a Large Print collection at the Schertz Sr. Center; and HR's Health & Wellness Fair to promote library resources and services to city employees.

- 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, workshops and support groups; AACOG; Texas Medicare Solutions for Medicare programs; Texas Dispute Resolution Center (TDRC) for free legal advice clinics; South Texas Blood and Tissue for a blood drive; Native Plant Society for gardening program; and YMCA for Story & Swim, Story & Song, and holiday programs.
- Offered 2 8-week parenting workshops in partnership with Boysville and offered monthly Baby & Me story time at Boysville for teen moms in foster care.
- Offered a 6-week afterschool coding program in partnership with iCode Cibolo.
- Offered a Zoom presentation for a Classical Conversations Homeschool Class on internet searching and library databases.
- Partnered with a local dialysis dietician to offer educational programming on self-care management for prevention of chronic kidney disease.
- Partnered with the Legacy at Forest Ridge on our 1st Adopt a Grandparent for the Holidays program.

ORGANIZATION CHART



LIBRARY	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Library Director	1	1	1	1
Librarian	3	3	3	3
Library Technician	2	2	2	2
Library Assistant	3	3	3	3
Library Assistant (20 hours)	7	7	9	9
Library Assistant (10 hours)	2	4	2	2

Programming Specialist (20 hours)	1	1	2	2
Library Page (10 hours)	2	0	0	0
Temp Part-time Library Clerk (Unfunded)	0	0	1	1
TOTAL POSITIONS	21	21	23	23

PERFORMANCE INDICATORS

Input	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Service population (determined by TSLAC)	116,207	121,698	121,698	125,000
Total Staffing FTE	14.0	14.0	15.0	15.0
Circulation Staffing FTE	9.0	9.0	9.5	9.5
Total Operating Budget	$1,040,278	$1,144,684	$1,288,728	$1,386,218
Total Materials Collection	149,956	155,715	160,000	166,000
Registered Borrowers	30,291	29,612	30,000	30,000
Materials Budget	$125,472	$129,952	$157,000	$166,000

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Circulation per Capita	2.42	2.95	2.96	2.90
Library Visits per Capita	0.79	1.29	1.58	1.56
Program Attendance per Capita	0.02	0.03	0.12	0.12
Collection Turnover Rate	1.88	2.31	2.25	2.19
Total Circulation	281,659	359,425	360,000	363,000
Total Library Visits	91,291	157,428	192,000	195,000
Total Program Attendance				

Efficiency	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Cost per Person Served	$8.95	$9.41	$10.59	$
Cost per Circulation	$3.63	$3.18	$3.58	$
Circulation per Circulation FTE	31,295	39,936	37,895	38,211

Effectiveness	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Percentage of Service Population With Library Cards	26.07%	24.33%	24.65%	24.00%
Materials Expenditures per Capita	$1.08	$1.07	$1.29	$1.16

Materials Expenditures as a Percentage of Operating Budget (striving for 15% min.)	12.06%	11.35%	12.18%	12.0%
Items per Capita (striving to meet 1.53 items per capita standard)	1.29	1.28	1.31	1.33

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel Services	$847,827	$911,988	$991,044	$1,101,378
Supplies	11,347	11,205	18,500	22,500
Utility Services	48,117	63,622	61,600	64,000
Operations Support	2,168	4,808	3,700	5,700
Staff Support	3.655	6,249	7,150	15,740
Professional Services	1,656	2,129	2,194	2,300
Operating Equipment	125,508	144,682	189,540	174,600
Capital Outlay	0	0	15,000	0
Total	*$1,040,278*	*$1,144,684*	*$1,288,728*	*$1,386,218*

PROGRAM JUSTIFICATION AND ANALYSIS

The Library FY 2023-24 Budget increases 7.6% from the FY 2022-23 year-end estimate with the anticipated wage increase. Library materials budget increases $15,000 and is offset in FY 2023-24 by fewer furniture replacements.

CULTURAL
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
LIBRARY							
Personnel Services							
665-511110 Regular	590,588	643,373	702,528	563,504	691,863	786,060	
665-511120 Overtime	288	293	1,053	528	800	1,053	
665-511210 Longevity	14,401	16,817	17,404	18,067	17,664	18,180	
665-511230 Certification Allowance	1,463	2,310	2,471	2,161	2,580	2,471	
665-511310 FICA - Employer	44,426	48,770	55,288	43,542	54,537	61,735	
665-511350 TMRS-Employer	94,463	100,723	109,556	85,524	114,172	125,385	
665-511410 Health-Employer	101,393	98,795	103,786	79,443	107,910	104,801	
665-511500 Workers' Compensation	805	908	1,633	1,694	1,518	1,693	
TOTAL Personnel Services	847,827	911,988	993,719	794,463	991,044	1,101,378	
Supplies							
665-521000 Operating Supplies	8,930	9,587	15,190	8,987	15,500	19,500	
665-521100 Office Supplies	2,417	1,617	2,940	1,710	3,000	3,000	
TOTAL Supplies	11,347	11,205	18,130	10,697	18,500	22,500	
City Support Services							
Utility Services							
665-533100 Gas Utility Service	2,942	2,552	2,940	2,688	2,600	3,000	
665-533200 Electric Utility Service	33,309	45,398	37,240	32,696	38,000	40,000	
665-533410 Water Utility Service	11,866	15,672	20,580	14,912	21,000	21,000	
TOTAL Utility Services	48,117	63,622	60,760	50,296	61,600	64,000	
Operations Support							
665-534000 Postage	1,916	2,542	2,940	1,984	2,600	3,000	
665-534200 Printing & Binding	252	2,267	1,078	740	1,100	2,700	
TOTAL Operations Support	2,168	4,808	4,018	2,724	3,700	5,700	
Staff Support							
665-535100 Uniforms	429	21	392	0	100	440	
665-535200 Awards	0	172	294	159	200	300	
665-535300 Memberships	1,557	1,336	1,357	1,393	1,550	2,000	
665-535500 Training/Travel	1,567	4,700	5,537	4,308	5,000	12,700	
665-535510 Meeting Expenses	103	20	294	249	300	300	
TOTAL Staff Support	3,655	6,249	7,874	6,109	7,150	15,740	
Professional Services							
665-541365 Courier/Delivery Services	1,656	2,129	2,254	0	2,194	2,300	
TOTAL Professional Services	1,656	2,129	2,254	0	2,194	2,300	

CULTURAL
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Maintenance Services							
Operating Equipment							
665-571000 Furniture & Fixtures < $5,000	0	14,730	26,460	1,783	27,000	3,600	
665-571400 Library Materials	125,472	129,952	154,780	115,348	157,540	166,000	
665-571600 Donation-Expense	36	0	9,800	1,257	5,000	5,000	
TOTAL Operating Equipment	125,508	144,682	191,040	118,388	189,540	174,600	
Capital Outlay							
665-581400 Library Materials Over $5,000	0	0	15,000	0	15,000	0	
TOTAL Capital Outlay	0	0	15,000	0	15,000	0	
TOTAL LIBRARY	1,040,278	1,144,684	1,292,795	982,676	1,288,728	1,386,218	
TOTAL CULTURAL	1,040,278	1,144,684	1,292,795	982,676	1,288,728	1,386,218	

DEPARTMENT: 853 INFORMATION TECHNOLOGIES (IT)
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

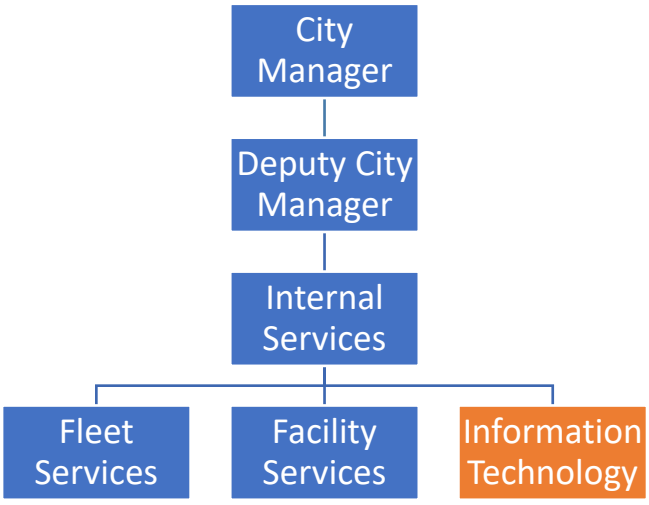
The Information Technologies Dept. is charged with maintaining, operating and securing the City's information assets. These assets form the foundation upon which many of the City's core operations depend. Therefore, this foundation must be reliable, resilient and responsive. To meet these expectations, 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 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Internal Service Director	0	0	0	1
Director	1	1	1	1
Administrative Assistant	1	1	1	1
Senior Systems Administrator	1	1	1	1
Senior Computer Support Engineer	1	1	1	1
Customer Services Technician I	3	3	3	3
Public Safety Administrator	1	1	1	1
Public Safety Technician	0	0	2	2
GIS Administrator	1	1	1	1
GIS Specialist	1	1	2	2
TOTAL POSITIONS	10	10	13	13

Workload	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Average Annual Work Orders Completed	2,550	3,084	3,200	3,200
Average Monthly Hours to Complete Work Orders	1.25	1.5	1.25	1.25
Total Projects	45	62	67	67
Average Monthly Project Hours	620	620	750	750
Total Emails Received	1,122,550	1,116,600	1,239,530	1,239,530
Total Sent Good Email	452,550	454,875	475,000	475,000
Total Teams Meetings	1,675	1,452	1,575	1,575
Total Teams Interoffice Chats	14,500	23,450	25,000	25,000

Efficiency	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
% Work Orders Completed 0-1 Day	46%	46%	45%	55%
% Work Orders Completed 2-3 Days	8%	8%	12%	15%
% Work Orders Completed 4-6 Days	11%	11%	11%	10%
% Work Orders Completed 7-10 Days	7%	7%	9%	5%
%Work Orders Completed >11 Days	28%	28%	23%	15%
Average Number of Days to Work Orders				

% Time on GIS Specific Projects	52%	52%	53%	55%
% Time on GIS Customer Assistance	8%	8%	9%	17%
% Time on Training/Conferences	0%	0%	8%	8%
% Time on Non-Department Projects	20%	20%	16%	8%
% Time on Administrative Overhead	20%	20%	14%	12%

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$847,553	$952,715	$1,056,238	$1,165,654
Supplies	4,351	7,620	8,624	8,800
City Support Services	863,873	998,888	1,133,254	1,218,525
Utility Services	318,226	367,727	399,699	422,000
Staff Support	22,059	43,207	87,941	66,100
Professional Services	118,813	1,406	14,900	15,000
Maintenance Services	9,948	9,639	14,700	3,800
Rental/Leasing	3,477	3,346	3,577	0
Operating Equipment	302,387	268,886	273,808	293,500
Capital Outlay	26,889	0	68,050	162,000
Total	*$2,517,577*	*$2,653,434*	*$3,060,791*	*$3,355,379*

PROGRAM JUSTIFICATION AND ANALYSIS

The Information Technology FY 2023-24 Budget increases 9.6% from the FY 2022-23 year-end estimate. The increase is due to the anticipated wage adjustments, contractual software increases, and new server purchases for police officers' virtual terminals.

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
INFORMATION TECHNOLOGY							
Personnel Services							
853-511110 Regular	571,869	631,166	740,579	592,019	716,745	787,825	
853-511120 Overtime	42,071	44,901	38,173	38,874	39,000	40,004	
853-511210 Longevity	9,389	8,414	9,889	10,347	9,639	9,243	
853-511230 Certificate Allowance	0	600	747	150	0	0	
853-511310 FICA - Employer	46,173	50,263	60,356	47,737	58,552	64,006	
853-511350 TMRS-Employer	101,812	122,700	129,312	89,118	122,576	139,788	
853-511410 Health-Employer	75,140	93,460	129,422	79,386	107,700	123,430	
853-511500 Workers' Compensation	1,100	1,211	1,387	2,267	2,026	1,358	
TOTAL Personnel Services	847,553	952,715	1,109,865	859,898	1,056,238	1,165,654	
Supplies							
853-521100 Office Supplies	2,174	4,136	5,891	3,474	3,430	3,700	
853-521300 Motor Vehicle Supplies	365	13	539	11	539	400	
853-521600 Equip Maint Supplies	1,812	3,471	4,655	2,277	4,655	4,700	
TOTAL Supplies	4,351	7,620	11,085	5,762	8,624	8,800	
City Support Services							
853-532300 Computer Consulting	8,780	0	9,800	4,130	4,000	5,000	
853-532350 Software Maintenance	0	0	50,000	15,257	50,000	0	
853-532355 Software Maint-City Wide	483,520	513,111	550,298	432,717	550,298	662,000	
853-532360 Software Maint-Dept Specific	337,022	475,277	509,219	333,424	520,000	546,525	
853-532400 Computer Fees & Licenses	34,552	10,500	8,956	7,494	8,956	5,000	
TOTAL City Support Services	863,873	998,888	1,128,274	793,022	1,133,254	1,218,525	
Utility Services							
853-533300 Telephone/Land Line	40,258	59,095	54,194	56,888	65,000	70,000	
853-533310 Telephone/Cell Phones	93,249	106,965	92,153	91,373	120,000	125,000	
853-533320 Telephone/Air Cards	92,388	100,306	82,670	75,143	101,000	101,000	
853-533330 Telephone/Internet	91,671	100,563	112,899	72,828	112,899	125,000	
853-533500 Vehicle Fuel	660	798	980	701	800	1,000	
TOTAL Utility Services	318,226	367,727	342,896	296,933	399,699	422,000	
Operations Support							
Staff Support							
853-535100 Uniforms	541	1,351	1,470	1,173	2,100	2,700	
853-535300 Memberships	340	165	490	467	467	1,400	
853-535500 Training/Travel	21,178	41,691	85,374	40,234	85,374	62,000	
TOTAL Staff Support	22,059	43,207	87,334	41,874	87,941	66,100	

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Professional Services							
853-541300 Other Consl/Prof Services	118,813	1,406	4,900	3,664	4,900	15,000	
853-541800 IT Services-Web Design/Maint	0	0	21,070	7,938	10,000	0	
TOTAL Professional Services	118,813	1,406	25,970	11,602	14,900	15,000	
Fund Charges/Transfers							
Maintenance Services							
853-551300 Computer Maintenance	9,948	9,639	14,700	12,083	14,700	0	
853-551800 Other Maintenance Agreements	0	0	0	0	0	3,800	
TOTAL Maintenance Services	9,948	9,639	14,700	12,083	14,700	3,800	
Rental/Leasing							
853-561200 Lease/Purchase Payments	3,477	3,346	3,577	1,295	3,577	0	
TOTAL Rental/Leasing	3,477	3,346	3,577	1,295	3,577	0	
Operating Equipment							
853-571000 Furniture & Fixtures	0	1,163	3,637	1,832	1,176	1,500	
853-571300 Computer & Periphe. < $5000	282,527	229,095	222,533	84,359	222,533	237,000	
853-571401 Communication Equip LESS $500	19,860	38,628	36,799	4,565	36,799	40,000	
853-571800 Equipment under $5,000	0	0	13,300	14,041	13,300	15,000	
TOTAL Operating Equipment	302,387	268,886	276,269	104,798	273,808	293,500	
Capital Outlay							
853-581200 Vehicles & Access. > $5000	26,889	0	0	0	0	0	
853-581300 Computer & Periphe. > $5000	0	0	42,550	22,007	42,550	162,000	
853-581800 Equipment Over $5,000	0	0	20,578	20,578	25,500	0	
TOTAL Capital Outlay	26,889	0	63,128	42,584	68,050	162,000	
TOTAL INFORMATION TECHNOLOGY	2,517,577	2,653,434	3,063,098	2,169,850	3,060,791	3,355,379	

DEPARTMENT: 866 HUMAN RESOURCES

FUND: 101 GENERAL FUND

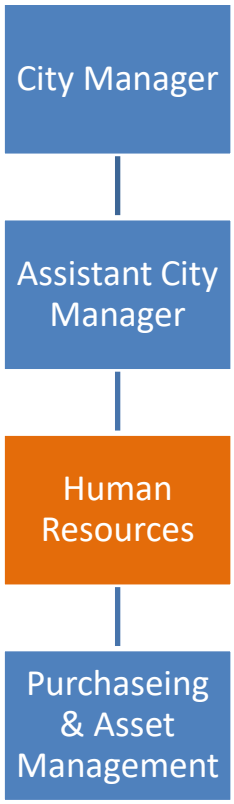
DEPARTMENT DESCRIPTION

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



HUMAN RESOURCES	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Director	1	1	1	1
HR Manger	1	1	1	1
Senior Generalist	1	1	1	1
Generalist	1	1	1	1
Human Resources Assistant	1	1	1	1
TOTAL POSITIONS	5	5	5	5

PERFORMANCE INDICATORS

Workload/Output Measures	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Total No. of Employees (Avg.)	430	430	430	460
# Full Time Employees (Avg.)	395	395	380	410
Job Announcements Posted	84	84	110	110
# Applications received	5,288	5,288	5,000	1000 - 3,216 ADP `19
# Full Time Positions Filled	77	77	80	80
# Part Time Positions Filled	11	11	10	10
# Total Turnover	88	88	85	80
# Full Time Turnover	81	81	75	80
# Part Time Turnover	7	7	10	10
# Retirements	6	6	10	12
# FMLA Claims	37	37	40	17 (or request - 30)
# General Training Courses	15	15	15	15
# of tuition reimbursements	24	24	20	20

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$451,403	$443,644	$521,222	$576,770
Supplies	1,055	1,197	828	3,860
Human Services	159,426	156,973	156,129	179,850
Operations Support	4,018	3,298	6,209	22,450
Staff Support	33,547	26,374	48,712	51,950
City Assistance	16,430	18,958	17,500	15,000
Professional Services	0	4,126	520	4,500
Operating Equipment	513	0	490	500
Total	*$666,392*	*$654,569*	*$751,611*	*$854,880*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will increase 13.7% from the FY 2022-23 year-end estimate from the anticipated wage increases and adding $20,000 in unused employee wellness program funds from FY 2022-23 for future use.

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
HUMAN RESOURCES							
Personnel Services							
866-511110 Regular	317,331	297,549	341,027	293,123	363,212	386,498	
866-511120 Overtime	139	481	299	459	299	337	
866-511210 Longevity	4,851	4,872	5,482	5,482	5,482	6,142	
866-511230 Certificate Allowance	1,820	3,015	1,743	2,565	2,990	2,863	
866-511310 FICA - Employer	24,118	22,630	26,646	22,398	28,457	30,262	
866-511350 TMRS-Employer	53,000	50,480	57,089	46,749	59,573	66,091	
866-511410 Health-Employer	41,257	49,289	57,183	44,265	60,418	63,927	
866-511500 Workers' Compensation	430	473	620	885	791	650	
866-511600 Unemployment Compensation	8,457	14,855	20,000	0	0	20,000	
TOTAL Personnel Services	451,403	443,644	510,089	415,926	521,222	576,770	
Supplies							
866-521000 Operating Supplies	517	500	3,160	129	142	3,160	
866-521100 Office Supplies	537	697	686	530	686	700	
TOTAL Supplies	1,055	1,197	3,846	659	828	3,860	
Human Services							
866-531100 Pre-employment Check	2,843	2,598	2,450	3,993	4,000	3,000	
866-531150 Interview Expenses	0	1,831	2,450	49	1,500	2,450	
866-531160 COBRA FSA/HSA Adm Services	6,019	6,090	5,880	7,252	8,438	8,400	
866-531170 Broker Services	81,250	75,000	73,500	62,500	75,000	75,000	
866-531200 Medical Co-pay	1,646	2,330	2,940	540	411	3,000	
866-531300 Employee Assistance	9,320	9,421	9,408	7,608	10,030	10,000	
866-531400 Tuition Reimbursement	24,197	15,264	17,640	18,955	17,640	18,000	
866-531500 Employee Wellness Program	20,993	8,116	40,180	15,633	20,000	40,000	
866-531600 Training Classes	13,159	36,323	19,110	13,990	19,110	20,000	
TOTAL Human Services	159,426	156,973	173,558	130,519	156,129	179,850	
City Support Services							
Utility Services							
Operations Support							
866-534100 Advertising	2,631	1,938	19,450	3,158	3,878	19,450	
866-534200 Printing & Binding	1,386	1,360	2,940	1,360	2,331	3,000	
TOTAL Operations Support	4,018	3,298	22,390	4,518	6,209	22,450	
Staff Support							
866-535100 Uniforms	373	360	490	270	490	500	
866-535210 Employee Recognition-Morale	28,417	24,363	27,587	32,329	39,772	40,000	
866-535300 Memberships	2,498	1,217	2,450	1,130	2,450	2,450	
866-535500 Training/Travel	2,258	433	7,840	5,301	6,000	8,000	
866-535510 Meeting Expenses	0	0	0	0	0	1,000	
TOTAL Staff Support	33,547	26,374	38,367	39,029	48,712	51,950	

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
City Assistance							
866-537100 Medical Services	16,430	18,958	14,700	16,684	17,500	15,000	
TOTAL City Assistance	16,430	18,958	14,700	16,684	17,500	15,000	
Professional Services							
866-541300 Other Consl/Prof Services	0	4,126	4,900	520	520	4,500	
TOTAL Professional Services	0	4,126	4,900	520	520	4,500	
Maintenance Services							
Operating Equipment							
866-571000 Furniture & Fixtures	513	0	490	81	490	500	
TOTAL Operating Equipment	513	0	490	81	490	500	
TOTAL HUMAN RESOURCES	666,392	654,569	768,340	607,936	751,611	854,880	

DEPARTMENT: 868 FINANCE
FUND: 101 GENERAL FUND

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. Maintain and process payroll for all city employees. Finance handles unclaimed property and their subsequent disbursements to the individuals or the State. Adopt and update an Investment Policy and strategy annually that follows the Public Funds Investment Act that outlines oversight of investment funds and states the types of investments the city can use. Manage debt service and fixed assets annually. Complete the annual budget and facilitate annual audit and Comprehensive Annual Financial Report. Perform financial forecasting to make better, more informed operational decisions. The Finance Director also oversees the Utility Billing and Municipal Court Divisions.

GOALS AND OBJECTIVES

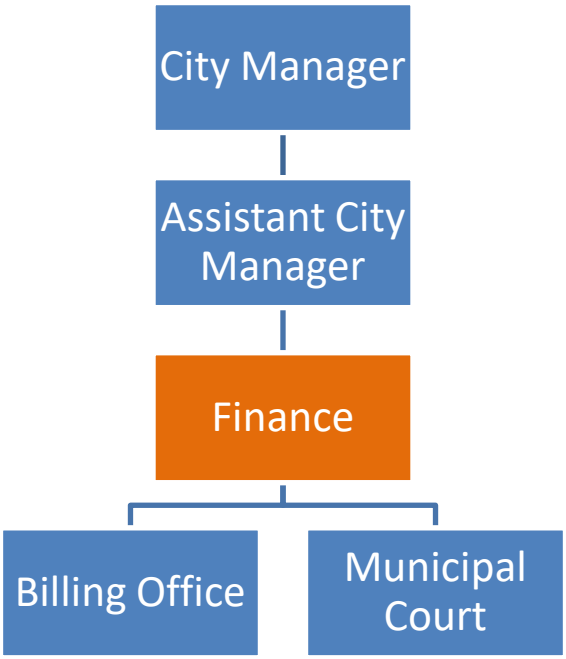
- Provide timely and accurate financial information and reports to the City Manager, City Council, other City departments, citizens, and other agencies so they have the information they need to make operational decisions to keep the city financially sustainable. Reports should be delivered within 30 days of the prior month end.

- Work with departments and key stakeholders to adapt and refine policies and procedures to best utilize new financial software coming in FY 2023-24. The goal will be to increase the effectiveness and efficiency of all financial related operations in the city as a systemwide approach.

- 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 for operations and debt management. These tools help maintain the fiscal sustainability of the City.

ORGANIZATIONAL CHART



ACCOUNTING	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Finance Director	1	1	1	1
Assistant Director	1	1	1	1
Senior Accountant	1	1	1	0
Financial Analyst	1	1	1	1
Accountant	1	1	1	2
Senior AP Specialist	1	1	1	1
Administrative Assistant	1	1	1	1
TOTAL POSITIONS	7	7	7	7

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Accounts payable checks	6,039	6,039	6,200	6,500
Number of Purchase Orders Processed	7,322	7,322	10,000	10,500

Effectiveness	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Certificate of Achievement for Excellence in Financial Reporting, Accumulative	36	36	38	39
Quarterly Financials completed within 30 days	0	0	1	0

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$641,054	$668,782	$719,010	$733,269
Supplies	3,125	2,621	2,646	2,700
Staff Support	3,384	4,347	3,583	4,160
Professional Services	38,884	52,312	50,550	52,500
Operating Equipment	586	280	1,188	300
Total	*$687,033*	*$728,341*	*$776,977*	*$792,929*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will increase 2.1% from the FY 2022-23 year-end estimate. The anticipated wage increases are partially offset by reclassifying the vacant Senior Accountant position as an Accountant.

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
FINANCE							
Personnel Services							
868-511110 Regular	441,045	456,877	472,828	392,852	486,336	498,174	
868-511120 Overtime	2,965	1,596	924	1,731	1,800	936	
868-511210 Longevity	10,770	12,117	12,746	14,070	12,776	11,207	
868-511230 Certification Allowance	1,701	2,430	2,528	2,090	2,340	2,528	
868-511310 FICA - Employer	33,586	34,558	37,369	30,182	38,499	39,196	
868-511350 TMRS-Employer	74,547	77,749	80,063	64,680	80,596	85,604	
868-511410 Health-Employer	75,842	82,785	92,037	68,835	95,542	94,783	
868-511500 Workers' Compensation	600	670	868	1,252	1,121	841	
TOTAL Personnel Services	641,054	668,782	699,363	575,692	719,010	733,269	
Supplies							
868-521000 Operating Supplies	2,142	1,961	1,960	1,322	1,960	2,000	
868-521100 Office Supplies	984	660	686	627	686	700	
TOTAL Supplies	3,125	2,621	2,646	1,949	2,646	2,700	
City Support Services							
Utility Services							
Operations Support							
Staff Support							
868-535100 Uniforms	465	354	401	401	401	0	
868-535300 Memberships	1,240	1,010	1,035	240	1,010	1,160	
868-535500 Training/Travel	1,679	2,983	2,619	2,172	2,172	3,000	
TOTAL Staff Support	3,384	4,347	4,055	2,813	3,583	4,160	
Professional Services							
868-541300 Other Consl/Prof Services	16,349	26,727	17,640	13,729	20,000	22,000	
868-541400 Auditor/Accounting Service	19,500	22,000	26,950	10,000	26,950	26,500	
868-541650 Investment Management Fee	3,035	3,586	3,626	3,003	3,600	4,000	
TOTAL Professional Services	38,884	52,312	48,216	26,732	50,550	52,500	
Maintenance Services							
Rental/Leasing							
Operating Equipment							
868-571000 Furniture & Fixtures	250	280	1,188	1,188	1,188	300	
868-571200 Office Equipment	336	0	0	0	0	0	
TOTAL Operating Equipment	586	280	1,188	1,188	1,188	300	
TOTAL FINANCE	687,033	728,341	755,468	608,373	776,977	792,929	

DEPARTMENT: HUMAN RESOURCES
DIVISION: 872 PURCHASING
FUND: 101 GENERAL FUND

DEPARTMENT DESCRIPTION

The Purchasing Department is responsible for managing the Purchasing, Inventory, Property Disposal, Contracts, Grants, Real Property Acquisitions, Risk Management, Worker's Compensation, Property Insurance, and Safety functions for the City.

Purchasing manages all bids, quotes, contracts and agreements, City purchases, warehouse inventory, City property disposal, auctions, grants, fleet vehicle registration and titles, and Real Property acquisitions.

The department is also responsible for the City's Risk Management and Safety program. It 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 the real property acquisition process to include routing of offers for property purchases, and overseeing the offer to closing processes.
- 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	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Purchasing Manager	1	1	1	1
Purchasing Specialist	1	1	1	1
Risk & Safety Specialist	1	1	1	1
TOTAL POSITIONS	3	3	3	3

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Bids and Proposals Drafted	44	24	20	30
Bids and Proposals Responses	127	57	38	100
Contracts Reviewed	211	97	75	100
Meetings with Vendors	42	22	20	30
Research Requests	135	71	45	100
Workers Comp Claims Processed	84	144	39	100
Accident and Incident Investigated	309	217	150	200
Training Classes Held	6	16	20	20
Vehicles Processed (Titles, Gas Cards, Plates)	422	247	150	300
Fixed Asset Modifications	350	163	150	175
GovDeals Items Processed	148	98	65	75
GovDeals Total Sales	$333,459.74	$25,186.52	$100,000.00	$10,000.00

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$235,535	$260,776	$283,081	$297,911
Supplies	559	1,615	3,720	4,140
City Support Services	378	498	0	0
Utility Services	0	0	800	0
Operating Support	3,757	5,535	6,990	7,600
Staff Support	4,885	6,826	9,436	14,825
City Assistance	1,342	2,108	646	1,490
Operating Equipment	1,457	500	3,700	2,500
Total	*$247,913*	*$277,858*	*$308,373*	*$328,466*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget reflects an increase of 6.5% from the FY 2022-23 year-end estimate to account for training related to new staff certifications and anticipated wage increases.

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PURCHASING & ASSET MGT							
Personnel Services							
872-511110 Regular	171,990	185,530	188,467	154,594	193,595	202,403	
872-511120 Overtime	238	173	0	48	75	72	
872-511210 Longevity	4,010	4,418	4,826	5,451	5,034	3,285	
872-511230 Certification Allowance	1,160	1,215	1,120	955	1,170	1,120	
872-511310 FICA - Employer	13,557	14,552	14,857	11,994	15,290	15,816	
872-511350 TMRS-Employer	28,970	30,884	31,831	25,323	32,010	34,541	
872-511410 Health-Employer	15,376	23,748	27,365	24,940	35,478	40,334	
872-511500 Workers' Compensation	233	256	346	480	429	340	
TOTAL Personnel Services	235,535	260,776	268,812	223,785	283,081	297,911	
Supplies							
872-521000 Operating Supplies	334	249	392	277	390	450	
872-521005 Supplies-Inspections	0	2,027	2,940	2,294	2,940	3,000	
872-521100 Office Supplies	225	(661)	392	284	390	450	
872-521300 Motor Veh. Supplies	0	0	0	0	0	240	
TOTAL Supplies	559	1,615	3,724	2,855	3,720	4,140	
City Support Services							
872-532350 Software Maintenance	378	498	0	0	0	0	
TOTAL City Support Services	378	498	0	0	0	0	
Utility Services							
872-533320 Telephone/Air Card	0	0	800	793	800	0	
TOTAL Utility Services	0	0	800	793	800	0	
Operations Support							
872-534100 Advertising	2,273	4,236	5,280	3,207	4,959	5,500	
872-534200 Printing & Binding	0	0	49	31	31	100	
872-534710 Service Fees - GovDeals	0	0	0	500	500	0	
872-534740 Business Memberships	1,484	1,299	1,568	1,404	1,500	2,000	
TOTAL Operations Support	3,757	5,535	6,897	5,142	6,990	7,600	
Staff Support							
872-535100 Uniforms	232	161	294	208	294	325	
872-535300 Memberships	1,236	1,069	1,421	1,469	1,400	2,000	
872-535500 Training/Travel	3,417	5,556	7,840	2,216	7,350	12,000	
872-535510 Meeting Expenses	0	40	392	167	392	500	
TOTAL Staff Support	4,885	6,826	9,947	4,060	9,436	14,825	

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
City Assistance							
872-537100 Medical Services	1,342	2,108	1,490	840	646	1,490	
TOTAL City Assistance	1,342	2,108	1,490	840	646	1,490	
Professional Services							
Rental/Leasing							
Operating Equipment							
872-571000 Furniture & Fixtures	478	500	2,610	2,610	2,610	2,000	
872-571300 Computer & Periphe. < $5,000	0	0	1,090	1,090	1,090	0	
872-571500 Operating Equipment	979	0	0	0	0	500	
TOTAL Operating Equipment	1,457	500	3,700	3,700	3,700	2,500	
Capital Outlay							
TOTAL PURCHASING & ASSET MGT	247,913	277,858	295,370	241,176	308,373	328,466	

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

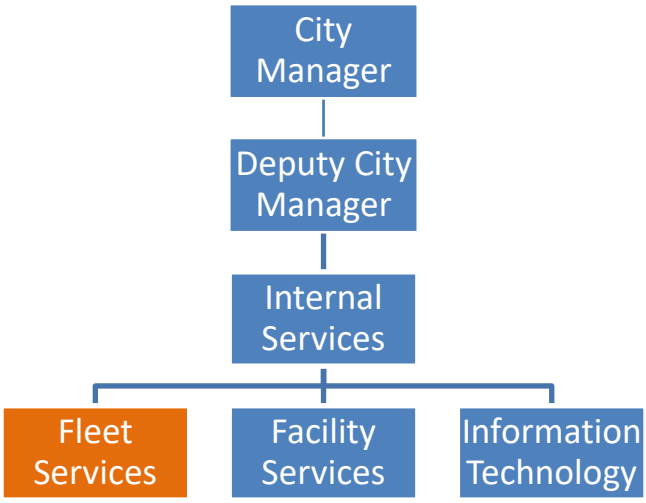
DEPARTMENT DESCRIPTION

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 Actual	2021-22 Actual	2022-23 Estimate	2022-23 Budget
Internal Services Director	0	0	1	1
Assistant Director	1	1	0	0
Administrative Assistant	1	1	1	1
Fleet Manager	1	1	1	1
Fleet Crew Supervisor	1	1	1	1
Mechanic	4	4	4	4
Parts/Lube Tech	0	0	1	1
TOTAL POSITIONS	8	8	9	9

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Work Orders:				
-Police Department vehicles and equipment	471	450	460	460
-EMS vehicles and equipment	449	425	430	434
-Streets vehicles and equipment	213	200	210	208
-Administration vehicles	5	8	0	4
-Animal Control vehicles	46	35	40	41
-Facilities Services vehicles	67	80	75	74
-Fire vehicles and equipment	247	215	230	231
-Fleet Service vehicles	19	25	25	23
-I.T	8	15	10	11
-Inspection vehicles	0	0	0	30
-Marshal Service vehicles	0	0	0	0
-Parks vehicles and equipment	164	120	135	140
-Water & Sewer vehicles and equipment	237	185	190	204
-Utility Billing vehicles	28	40	20	30
-Drainage vehicles and equipment	183	205	195	195
-Economic Development vehicles	4	7	10	7
Engineering vehicles	28	25	25	26
-Purchasing vehicles	2	2	2	2
-Operations (non-asset specific)	16	15	10	14
-Motor Pool vehicles	75	80	65	74
Work Orders(in-house)				
Work Orders(outside vendors)				

Total Work Orders Issued

Efficiency	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Hours Worked				
Public Safety	2369.8	2300	2500	3010
Public Works	1458.3	2000	2200	2600
Administration Vehicles	4.25	5	5	5
Facilities Services Vehicles	64	70	65	70
Fleet Service Vehicles	30.5	35	30	35
I.T	12.1	10	10	10
Inspections vehicles	0	0	0	30
Parks vehicles and equipment	153	165	170	180
Economic Development vehicles	4	5	5	5
Engineering vehicles	44.95	50	55	55
Purchasing vehicles	9	7	7	7
Motor Pool vehicles	54.3	70	65	65
Fleet Operations	220	220	220	220
Total Hours Worked	4424.2	4937	5332	6292

Effectiveness	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
% of all vehicles and equipment issues resolved without recall	97%	97%	98%	98%

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$532,884	$512,536	$641,908	$829,076
Supplies	166,116	235,083	252,904	242,350
City Support Services	2,497	4,689	14,500	7,000
Utility Services	8,518	9,420	11,760	12,000
Operations Support	0	30,300	0	0
Staff Support	16,358	28,714	36,540	36,800
Maintenance Services	232,179	230,124	250,760	308,000
Operating Equipment	39,249	20,909	13,720	21,000
Capital Outlay	27,675	145,545	94,256	29,774

Total	*$1,025,476*	*$1,217,320*	*$1,316,348*	*$1,486,000*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will decrease 12.9% from the FY 2022-23 year-end estimate due to anticipated wage increases and full year funding for the new Internal Services Director position that was created mid-FY 2022-23.

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
FLEET SERVICE							
Personnel Services							
877-511110 Regular	364,668	341,686	440,662	352,487	440,445	554,675	
877-511120 Overtime	10,638	10,234	17,545	8,435	11,000	21,121	
877-511210 Longevity	3,134	2,812	3,597	3,317	3,317	4,328	
877-511230 Certificate Allowance	1,110	1,928	622	2,470	2,470	2,365	
877-511310 FICA - Employer	28,246	25,879	35,364	27,160	34,978	44,546	
877-511350 TMRS-Employer	59,568	57,194	75,767	52,953	73,226	97,289	
877-511410 Health-Employer	61,064	67,831	100,907	53,310	68,154	95,998	
877-511500 Workers' Compensation	4,458	4,972	7,455	9,293	8,318	8,754	
TOTAL Personnel Services	532,884	512,536	681,919	509,424	641,908	829,076	
Supplies							
877-521000 Operating Supplies	3,480	9,539	11,760	8,203	11,760	12,000	
877-521005 Supplies - Inspection Sticker	2,409	0	0	0	0	850	
877-521100 Office Supplies	556	690	490	447	490	500	
877-521200 Oil Lube Suppl, Chem Supplies	14,304	18,501	17,640	10,486	18,000	19,000	
877-521300 Motor Veh. Supplies	144,427	204,211	229,340	186,620	218,000	205,000	
877-521600 Equip Maint Supplies	939	2,142	2,450	(634)	4,654	5,000	
TOTAL Supplies	166,116	235,083	261,680	205,121	252,904	242,350	
City Support Services							
877-532400 Computer Fees & Licenses	2,497	4,689	10,720	8,419	14,500	7,000	
TOTAL City Support Services	2,497	4,689	10,720	8,419	14,500	7,000	
Utility Services							
877-533500 Vehicle Fuel	8,518	9,420	11,760	8,158	11,760	12,000	
TOTAL Utility Services	8,518	9,420	11,760	8,158	11,760	12,000	
Operations Support							
877-534800 Temporary Empl. Services	0	30,300	0	0	0	0	
TOTAL Operations Support	0	30,300	0	0	0	0	
Staff Support							
877-535100 Uniforms	3,572	4,494	6,140	4,215	7,840	8,000	
877-535200 Awards	0	482	1,350	888	300	300	
877-535500 Training/Travel	12,069	23,722	24,650	14,361	27,900	28,000	
877-535510 Meeting Expenses	717	16	600	399	500	500	
TOTAL Staff Support	16,358	28,714	32,740	19,863	36,540	36,800	

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
City Assistance							
Professional Services							
Maintenance Services							
877-551000 Outside Fleet Repair	189,071	187,236	223,100	179,980	190,000	250,000	
877-551050 Outside Collision Repair	30,972	30,144	33,320	28,092	33,320	33,000	
877-551100 Building Maintenance	0	0	0	54	0	0	
877-551800 Other Maintenance Agreements	12,136	12,744	27,440	7,054	27,440	25,000	
TOTAL Maintenance Services	232,179	230,124	283,860	215,179	250,760	308,000	
Rental/Leasing							
Operating Equipment							
877-571200 Vehicles & Access. < $5,000	11,221	10,222	13,276	3,592	3,920	10,000	
877-571500 Operating Equipment	28,028	10,687	8,300	2,390	9,800	11,000	
TOTAL Operating Equipment	39,249	20,909	21,576	5,982	13,720	21,000	
Capital Outlay							
877-581200 Vehicles & Access. Over $5,00	21,325	57,428	46,875	0	94,256	0	
877-581500 Equipment Over $5,000	6,350	88,117	0	0	0	29,774	
TOTAL Capital Outlay	27,675	145,545	46,875	0	94,256	29,774	
TOTAL FLEET SERVICE	1,025,476	1,217,320	1,351,130	972,147	1,316,348	1,486,000	

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

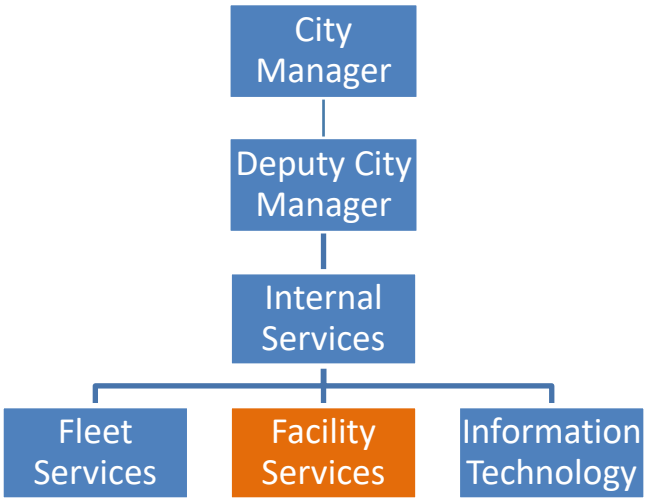
DEPARTMENT DESCRIPTION

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 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Internal Services Director	0	0	1	1
Assistant Director	0	0	0	0
Facility Services Manager	1	1	1	1
Assistant Facility Services Manager	1	1	1	1
Facilities Leader	1	1	1	1
Facilities Technician	4	2	1	1
Grounds Maintenance Technician	1	1	1	1
HVAC Technician	1	1	1	1
HVAC Apprentice	1	1	1	1
Master Electrician	1	1	1	1
Electric Apprentice	0	1	1	1
Plumber	0	1	1	1
Plumber Apprentice	0	1	1	1
TOTAL POSITIONS	11	11	12	12

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Square footage maintained	301,656	301,656	301,656	301,656
City Buildings Maintained	27	27	27	27
Completed work orders	238	1560	1800	1800
Internal Pest Control Services	22	35	41	41

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Electrical Repairs	22	154	178	166
Plumbing Repairs	31	165	190	177
HVAC Repairs	27	93	107	100
Carpentry	17	161	188	175
Misc. / other	119	952	1095	1024

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel	$767,106	$754,037	$864,312	$990,787
Supplies	57,240	119,148	157,185	168,235
City Support Services	355	0	0	0
Utility Services	185,012	193,501	210,306	213,000
Staff Support	11,542	17,451	20,620	23,200
Professional Services	94,954	148,080	193,904	225,000
Maintenance Services	517,295	367,921	419,440	150,000
Rental Equipment	0	0	490	490
Operating Equipment	2,861	1,704	3,430	3,430
Capital Outlay	27,266	36,557	92,500	288,500
Total	*$1,663,632*	*$1,638,399*	*$1,962,187*	*$2,062,642*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget increases 5.1% from the FY 2022-23 year-end estimates due to anticipated wage adjustments. The building maintenance funds were moved from Maintenance Services to Capital Outlay to better track emergency repairs and routine maintenance versus building renovations and large repair projects.

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
BUILDING MAINTENANCE							
Personnel Services							
878-511110 Regular	493,589	474,535	532,758	439,750	536,275	600,888	
878-511120 Overtime	12,605	10,763	26,996	8,120	11,000	29,320	
878-511210 Lonegevity	14,169	14,425	12,025	12,512	12,512	13,113	
878-511230 Certification Allowance	854	2,538	3,753	1,945	2,310	2,633	
878-511310 FICA-Employer	36,489	35,002	44,028	32,905	43,000	49,416	
878-511350 TMRS-Employer	84,631	82,909	94,330	74,405	90,020	107,923	
878-511410 Health-Employer	117,259	125,934	153,397	114,046	155,926	174,522	
878-511500 Workman's Compensation	7,510	7,932	12,489	14,912	13,269	12,972	
TOTAL Personnel Services	767,106	754,037	879,776	698,596	864,312	990,787	
Supplies							
878-521000 Operating Supplies	53,044	101,374	125,424	78,744	122,240	130,000	
878-521100 Office Supplies	212	743	735	615	735	735	
878-521200 Medical/Chem Supplies	3,466	3,175	4,556	6,756	12,740	14,000	
878-521315 Landscaping Supplies-Campus	0	13,856	19,600	13,573	20,000	22,000	
878-521600 Equip Maint Supplies	519	0	1,470	75	1,470	1,500	
TOTAL Supplies	57,240	119,148	151,785	99,763	157,185	168,235	
City Support Services							
878-532400 Computer Fees & Licenses	355	0	0	0	0	0	
TOTAL City Support Services	355	0	0	0	0	0	
Utility Services							
878-533100 Gas Utility Service	4,827	9,422	9,800	13,912	16,000	16,000	
878-533200 Electric Utility Service	119,019	134,760	115,640	90,026	134,000	134,000	
878-533410 Water Utility Service	52,465	35,003	53,900	41,112	48,306	50,000	
878-533500 Vehicle Fuel	8,700	14,316	9,800	8,676	12,000	13,000	
TOTAL Utility Services	185,012	193,501	189,140	153,726	210,306	213,000	
Operations Support							
Staff Support							
878-535100 Uniforms	4,818	8,094	6,900	6,623	6,900	10,000	
878-535200 Awards	0	2,766	7,840	4,800	7,840	7,000	
878-535300 Memberships	156	0	0	0	0	0	
878-535500 Training/Travel	5,500	5,917	5,880	3,523	5,880	6,200	
878-535510 Meeting Expense	1,067	674	0	0	0	0	
TOTAL Staff Support	11,542	17,451	20,620	14,946	20,620	23,200	

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Professional Services							
878-541310 Contractual Services	94,954	148,080	193,904	122,614	193,904	225,000	
TOTAL Professional Services	94,954	148,080	193,904	122,614	193,904	225,000	
Maintenance Services							
878-551100 Building Maint Misc	246,689	5,290	287,100	81,429	327,100	40,000	
878-551100.Builing Maint Misc - CH	7,619	824	0	395	0	0	
878-551100.Building Maint Misc - ADM	1,002	36,196	0	0	0	0	
878-551100.Building Maint Misc - COMM CT	346	514	0	346	0	0	
878-551100.Building Maint Misc - CIVIC C	2,630	740	0	760	0	0	
878-551100.Building Maint Misc - PD	415	0	0	2,362	0	0	
878-551100.Building Maint Misc - EMS1	577	0	0	355	0	0	
878-551100.Building Maint Misc - FD1	346	0	0	6,476	0	0	
878-551100.Building Maint Misc -F&F/PARK	984	4,928	0	30,822	0	0	
878-551100.Building Maint Misc - 11CP	250	150	0	0	0	0	
878-551100.Building Maint Misc - PW	349	0	0	355	0	0	
878-551100.Building Maint Misc-CHAMBER C	0	0	0	3,484	0	0	
878-551100.Building Maint Misc - SENIOR	766	0	0	346	0	0	
878-551100.Buildings Maint Misc -BORGFEL	1,121	605	0	0	0	0	
878-551100.Building Maint Misc - FD2	437	0	0	650	0	0	
878-551100.Building Maint Misc - LIB	1,883	4,542	0	305	0	0	
878-551100.Building Maint Misc-PICKRELL	349	0	0	355	0	0	
878-551100.Building Maint Misc - FD3	565	0	0	565	0	0	
878-551110.Sitework - CIVIC C	121	0	0	0	0	0	
878-551110.Sitework - CHAMBER CM	0	0	0	402	0	0	
878-551110.Sitework - FD2	1,742	0	0	0	0	0	
878-551110.Sitework - YMCA	0	1,174	0	0	0	0	
878-551110.Sitework - AAC	0	40,000	0	0	0	0	
878-551120.Roofing - ADM	275	0	0	0	0	0	
878-551120.Roofing - CIVIC C	0	0	0	688	0	0	
878-551120.Roofing - FD1	625	0	0	2,265	0	0	
878-551120.Roofing - CHAMBER CM	225	0	0	0	0	0	
878-551120.Roofing - SENIOR C	0	0	0	962	0	0	
878-551120.Roofing - BORGFELD	2,760	0	0	0	0	0	
878-551120.Roofing - EMS4	0	425	0	0	0	0	
878-551120.Roofing - YMCA	2,350	2,650	0	0	0	0	
878-551120.Roofing - SOCCER C	3,025	0	0	0	0	0	
878-551130 Plumbing - Misc.	2,304	889	30,000	23,367	20,000	40,000	
878-551130.Plumbing - CH	893	9,458	0	0	0	0	
878-551130.Plumbing - ADM	3,019	243	0	0	0	0	
878-551130.Plumbing - COMM CTR	2,348	1,574	0	0	0	0	
878-551130.Plumbing - CIVIC C	2,193	716	0	0	0	0	
878-551130.Plumbing - PD	1,832	764	0	0	0	0	
878-551130.Plumbing - EMS1	1,570	851	0	3,670	0	0	
878-551130.Plumbing - FD1	986	3,905	0	570	0	0	
878-551130.Plumbing - EMS/PURCH	0	0	0	809	0	0	
878-551130.Plumbing - F&F/PARKS	187	0	0	0	0	0	
878-551130.Plumbing - 11CP	2,260	152	0	0	0	0	
878-551130.Plumbing - PW	2,824	228	0	0	0	0	

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
878-551130.Plumbing - SENIOR C	0	845	0	0	0	0	
878-551130.Plumbing - FD2	1,711	8,535	0	350	0	0	
878-551130.Plumbing - EMS4	0	522	0	78	0	0	
878-551130.Plumbing - LIB	1,113	1,163	0	487	0	0	
878-551130.Plumbing - NORTHC C	113	0	0	0	0	0	
878-551130.Plumbing - AAC	4,233	2,752	0	253	0	0	
878-551130.Plumbing - AQUATIC C	11,676	0	0	0	0	0	
878-551130.Plumbing - PICKRELL P	0	411	0	0	0	0	
878-551130.Plumbing - 27CP	0	2,350	0	37	0	0	
878-551130.Plumbing - FD3	247	412	0	0	0	0	
878-551140 Electric - Misc.	1,722	3,010	20,000	10,362	20,000	30,000	
878-551140.Electric - CH	8,480	168	0	42	0	0	
878-551140.Electric - ADM	46	133	0	0	0	0	
878-551140.Electric - COMM CTR	560	0	0	6	0	0	
878-551140.Electric - C CHAMBERS	34	235	0	0	0	0	
878-551140.Electric - CIVIC C	1,027	1,325	0	884	0	0	
878-551140.Electric - PD	1,205	242	0	459	0	0	
878-551140.Electric - EMS1	1,546	1,253	0	0	0	0	
878-551140.Electric - FD1	1,537	1,237	0	909	0	0	
878-551140.Electric - EMS/PURCH	10	0	0	0	0	0	
878-551140.Electric - F&F/PARKS	0	228	0	0	0	0	
878-551140.Electric - 11CP	219	0	0	150	0	0	
878-551140.Electric - PW	675	1,867	0	5,457	0	0	
878-551140.Electric - CHAMBER CM	9	0	0	0	0	0	
878-551140.Electric - FD2	465	485	0	0	0	0	
878-551140.Electric - EMS4	0	3,032	0	0	0	0	
878-551140.Electric - LIB	1,857	253	0	38	0	0	
878-551140.Electric - YMCA	0	77	0	0	0	0	
878-551140.Electric - AAC	653	1,285	0	0	0	0	
878-551140.Electric - AQUATIC C	382	0	0	0	0	0	
878-551140.Electric - PICKRELL P	0	419	0	0	0	0	
878-551140.Electric - 27CP	0	1,181	0	0	0	0	
878-551140.Electric - FD3	50	644	0	0	0	0	
878-551150 HVAC - Misc.	10,038	9,398	50,000	29,175	20,000	40,000	
878-551150.HVAC - CH	818	680	0	156	0	0	
878-551150.HVAC - ADM	2,798	0	0	0	0	0	
878-551150.HVAC - COMM CTR	0	40,630	0	0	0	0	
878-551150.HVAC - C CHAMBERS	935	192	0	1,622	0	0	
878-551150.HVAC - CIVIC C	4,048	0	0	1,112	0	0	
878-551150.HVAC - PD	593	10,954	0	0	0	0	
878-551150.HVAC - EMS1	22,307	500	0	0	0	0	
878-551150.HVAC - FD1	38,654	66	0	230	0	0	
878-551150.HVAC - 11CP	162	0	0	0	0	0	
878-551150.HVAC - PW	2,093	0	0	12,668	0	0	
878-551150.HVAC - SENIOR C	0	15,080	0	0	0	0	
878-551150.HVAC - FD2	8,027	8,472	0	0	0	0	
878-551150.HVAC - LIB	1,227	1,351	0	46,947	0	0	
878-551150.HVAC - YMCA	2,735	0	0	0	0	0	
878-551150.HVAC - NORTHC C	0	15,500	0	0	0	0	
878-551150.HVAC - AAC	4,072	0	0	0	0	0	

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
878-551150.HVAC - AQUATIC C	2,020	0	0	38,281	0	0	
878-551150.HVAC - FD3	0	4,932	0	1,343	0	0	
878-551160 Windows, Doors - Misc.	55	1,408	0	450	0	0	
878-551160.Windows, Doors - CH	220	0	0	277	0	0	
878-551160.Windows, Doors - ADM	721	0	0	0	0	0	
878-551160.Windows, Doors - COMM CTR	26	0	0	2,505	0	0	
878-551160.Windows, Doors - C CHAMBERS	106	0	0	0	0	0	
878-551160.Windows, Doors - CIVIC C	1,247	615	0	1,533	0	0	
878-551160.Windows, Doors - PD	9,114	4,979	0	3,731	0	0	
878-551160.Windows, Doors - EMS1	2,900	3,861	0	0	0	0	
878-551160.Windows, Doors - FD1	3,544	6,030	0	1,310	0	0	
878-551160.Windows, Doors - F&F/PARKS	0	328	0	0	0	0	
878-551160.Windows, Doors - 11CP	76	0	0	146	0	0	
878-551160.Windows, Doors - BORGFELD	283	0	0	0	0	0	
878-551160.Windows, Doors -FD2	5,579	8,921	0	216	0	0	
878-551160.Windows, Doors - EMS4	0	0	0	1,703	0	0	
878-551160.Windows, Doors - LIB	3,663	6,380	0	0	0	0	
878-551160.Windows, Doors - YMCA	3,014	0	0	0	0	0	
878-551160.Windows, Doors - NORTHC C	11	0	0	2,995	0	0	
878-551160.Windows, Doors - AAC	1,122	257	0	0	0	0	
878-551160.Windows, Doors - 27CP	21	81	0	0	0	0	
878-551160.Windows, Doors - FD3	419	2,325	0	1,475	0	0	
878-551170 Finishes - Misc.	(2)	0	0	0	0	0	
878-551170.Finishes - CH	400	0	0	0	0	0	
878-551170.Finishes - ADM	5,277	4,815	0	0	0	0	
878-551170.Finishes - COMM CTR	4,556	0	0	0	0	0	
878-551170.Finishes - C CHAMBERS	1,200	24,417	0	0	0	0	
878-551170.Finishes - CIVIC C	640	3,058	0	0	0	0	
878-551170.Finishes - PD	60	1,229	0	0	0	0	
878-551170.Finishes - EMS1	19	0	0	0	0	0	
878-551170.Finishes - EMS/PURCH	2,470	0	0	0	0	0	
878-551170.Finishes - 11CP	660	0	0	0	0	0	
878-551170.Finishes - PW	1,033	52	0	0	0	0	
878-551170.Finishes - CHAMBER CM	0	22	0	0	0	0	
878-551170.Finishes - FD2	805	0	0	0	0	0	
878-551170.Finishes - LIB	0	2,074	0	0	0	0	
878-551170.Finishes - AAC	168	0	0	0	0	0	
878-551400 Minor & Other Equip Maint	0	320	0	0	0	0	
878-551800 Other Maintenance Agreements	29,925	38,114	37,340	27,404	32,340	0	
TOTAL Maintenance Services	517,295	367,921	424,440	356,526	419,440	150,000	
Rental/Leasing							
878-561100 Rental-Equipment	0	0	490	0	490	490	
TOTAL Rental/Leasing	0	0	490	0	490	490	

INTERNAL SERVICE
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Operating Equipment							
878-571600 Police/Fire/Medical Equipment	0	1,704	3,430	1,346	3,430	3,430	
878-571800 Equipment Less $5,000	2,861	0	490	0	0	0	
TOTAL Operating Equipment	2,861	1,704	3,920	1,346	3,430	3,430	
Capital Outlay							
878-581200 Vehicles & Access. Over $5,00	27,266	26,033	92,500	0	92,500	0	
878-581700 Improvements Over $5,000	0	0	0	0	0	269,500	
878-581800 Equipment Over $5,000	0	10,524	0	0	0	19,000	
TOTAL Capital Outlay	27,266	36,557	92,500	0	92,500	288,500	
TOTAL BUILDING MAINTENANCE	1,663,632	1,638,399	1,956,575	1,447,517	1,962,187	2,062,642	
TOTAL INTERNAL SERVICE	6,808,023	7,169,922	8,189,981	6,046,999	8,176,287	8,880,296	

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 Actual	2022-23 Estimate	2023-24 Budget
City Assistance	$290,617	$282,518	$297,666	$307,666
Operating Equipment	0	0	10,000	10,000
Total	*$290,617*	*$282,518*	*$307,666*	*$317,666*

PROGRAM JUSTIFICATION & ANALYSIS

The FY 2023-24 Budget will increase $10,000 from the FY 2022-23 year-end estimate for the Senior Citizens meal program with increased attendance.

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
CITY'S ASSISTANCE							
Utility Services							
City Assistance							
901-537300 Patient Assistence	5,000	5,000	4,900	5,000	5,000	5,000	
901-537400 Transportation Assistance	42,666	42,666	41,813	0	42,666	42,666	
901-537500 Children's Advocacy Assistanc	5,000	5,000	4,900	0	5,000	5,000	
901-537600 Schertz Housing Authority	5,000	0	4,900	0	5,000	5,000	
901-537700 Senior Citizens Program	232,951	229,852	269,500	163,522	240,000	250,000	
TOTAL City Assistance	290,617	282,518	326,013	168,522	297,666	307,666	
Operating Equipment							
901-571600 Donation-Expense Sr. Center	0	0	13,793	5,288	10,000	10,000	
TOTAL Operating Equipment	0	0	13,793	5,288	10,000	10,000	
TOTAL CITY'S ASSISTANCE	290,617	282,518	339,806	173,809	307,666	317,666	

DEPARTMENT: 910 COURT RESTRICTED FUNDS
FUND: 101 GENERAL FUND

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.

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Operating Equipment	$11,770	$5,985	$1,000	$10,000
Total	*$11,770*	*$5,985*	*$1,000*	*$10,000*

PROGRAM JUSTIFICAITON & ANALYSIS

The FY 2023-24 Budget will increase $9,000 from the FY 2022-23 estimate to match the projected revenue for 2023-24.

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
COURT-RESTRICTED FUNDS							
Fund Charges/Transfers							
Operating Equipment							
910-571600 Court Technology Expenditure	11,770	5,985	12,740	521	1,000	2,000	
910-571700 Court Security Expenditure	0	0	0	0	0	8,000	
TOTAL Operating Equipment	11,770	5,985	12,740	521	1,000	10,000	
TOTAL COURT-RESTRICTED FUNDS	11,770	5,985	12,740	521	1,000	10,000	

FUND: 505 INTEREST & SINKING FUND

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 (I&S) portion of the property taxes are directly deposited by the County Tax Assessor's Office into this fund.

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Taxes	$7,102,016	$7,182,900	$7,800,000	$9,050,000
Fund Transfers	7,915	2,737	0	0
Miscellaneous	126,592	4,710,058	289,935	285,000
Total	*$7,236,523*	*$11,895,694*	*$8,089,935*	*$9,335,000*
Expenses				
Professional Service	$178,600	$90,626	$3,800	$84,800
Debt Service	6,756,465	6,584,155	8,743,986	8,517,945
Refund Debt	0	4,443,881	0	0
Total	*$6,935,065*	*$11,118,662*	*$8,747,786*	*$8,602,745*
Over/-Under	*$301,458*	*$777,032*	*-$657,851*	*$732,255*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenues: Revenues for FY 2023-24 increase 15.4% from the FY 2022-23 estimate with higher property values and an increase in the I&S tax rate.

Expenses: The FY 2023-24 Budget will decrease 1.7% from the FY 2022-23 year-end estimate following the existing debt payment schedule.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Taxes	7,102,016	7,182,900	7,696,355	7,747,849	7,800,000	9,050,000	
Fund Transfers	7,915	2,737	814,143	3	0	0	
Miscellaneous	126,592	4,710,058	175,750	267,359	289,935	285,000	
TOTAL REVENUES	7,236,523	11,895,694	8,686,248	8,015,211	8,089,935	9,335,000	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	6,935,065	11,118,662	8,686,248	8,747,785	8,747,786	8,602,745	
TOTAL GENERAL GOVERNMENT	6,935,065	11,118,662	8,686,248	8,747,785	8,747,786	8,602,745	
TOTAL EXPENDITURES	6,935,065	11,118,662	8,686,248	8,747,785	8,747,786	8,602,745	
REVENUE OVER/(UNDER) EXPENDITURES	301,458	777,032	0	(732,574)	(657,851)	732,255	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Taxes							
000-411900 Property Tax Revenue	7,102,016	7,182,900	7,696,355	7,747,849	7,800,000	9,050,000	
TOTAL Taxes	7,102,016	7,182,900	7,696,355	7,747,849	7,800,000	9,050,000	
Fund Transfers							
000-481000 Transfer In - Reserves	0	0	814,143	0	0	0	
000-486100 Transfer In	6,585	0	0	3	0	0	
000-486401 Transfer In -Bond Project Fun	1,330	2,737	0	0	0	0	
TOTAL Fund Transfers	7,915	2,737	814,143	3	0	0	
Miscellaneous							
000-491000 Interest Earned	277	363	750	4,447	8,000	10,000	
000-491200 Investment Income	1,315	143,062	75,000	80,976	100,000	175,000	
000-491900 Bond Payable	0	421,632	0	0	0	0	
000-495020 Contribution From YMCA	125,000	75,000	100,000	125,000	125,000	100,000	
000-497000 Misc Income	0	0	0	56,935	56,935	0	
000-498000 Proceeds From Refunding Debt	0	4,070,000	0	0	0	0	
TOTAL Miscellaneous	126,592	4,710,058	175,750	267,359	289,935	285,000	
TOTAL REVENUES	7,236,523	11,895,694	8,686,248	8,015,211	8,089,935	9,335,000	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NON DEPARTMENTAL							
Professional Services							
101-541500 Paying Agent	3,800	3,800	4,000	3,800	3,800	4,800	
101-541502 Cost of Bond Issuance	174,800	86,826	80,000	0	0	80,000	
TOTAL Professional Services	178,600	90,626	84,000	3,800	3,800	84,800	
Debt Service							
101-555629 Bond-GO 2007 Principal	325,000	340,000	355,000	355,000	355,000	370,000	
101-555629.Bond-GO 2007 Interest	98,579	85,151	71,123	70,561	70,561	56,370	
101-555633 Bond-GO SR2011 Principal	270,000	0	0	0	0	0	
101-555633.Bond-GO SR2011 Interest	6,750	0	0	0	0	0	
101-555634 Bond-GO 2011A Refund-Principa	485,000	0	0	0	0	0	
101-555634.Bond-GO 2011A Refund-Interest	5,462	0	0	0	0	0	
101-555635 Bond-GO 2012 - Principal	365,000	375,000	0	0	0	0	
101-555635.Bond-GO 2012 - Interest	138,370	4,219	0	0	0	0	
101-555638 Bond-GO 2014 Refund-Principal	100,000	750,000	775,000	775,000	775,000	800,000	
101-555638.Bond-GO 2014 Refund-Interest	280,775	268,025	245,150	245,150	245,150	219,525	
101-555639 Tax Note - SR2015 - Principal	40,000	0	0	0	0	0	
101-555639.Tax Note - SR2015 - Interest	694	0	0	0	0	0	
101-555640 Bond-Ref 2015 Bond-Principal	690,000	0	0	0	0	0	
101-555640.Bond-GO Ref 2015-Interest	47,400	37,050	37,050	37,050	37,050	37,050	
101-555641 Tax Note - SR2015A-Principal	150,000	155,000	0	0	0	0	
101-555641.Tax Note - SR2015A - Interest	4,697	2,387	0	0	0	0	
101-555642 Bond-GO SR2016-Principal	235,000	245,000	255,000	313,253	313,253	265,000	
101-555642.Bond-GO SR2016-Interest	141,206	131,606	121,606	63,353	63,353	111,206	
101-555643 Bond-TaxableB CO SR2016-Princ	60,000	60,000	65,000	65,000	65,000	65,000	
101-555643.Bond-Taxable CO SR2016-Intere	42,063	40,263	38,388	38,388	38,388	36,438	
101-555644 Bond-NonTaxA CO SR2016-Princi	190,000	195,000	205,000	205,000	205,000	70,000	
101-555644.Bond-NonTax CO SR2016-Interes	48,169	40,469	32,469	32,469	32,469	27,319	
101-555645 Bond-CO SR2017-Principal	295,000	305,000	315,000	315,000	315,000	325,000	
101-555645.Bond-CO SR2017 - Interest	121,700	112,700	103,400	103,400	103,400	93,800	
101-555646 Bond-GO SR2017 - Principal	160,000	165,000	170,000	170,000	170,000	175,000	
101-555646.Bond-GO SR2017 - Interest	104,925	100,050	95,025	95,025	95,025	89,850	
101-555647 Bond-GO 2018 Refund- Principa	570,000	585,000	595,000	595,000	595,000	610,000	
101-555647.Bond-GO 2018 Refund - Interes	98,368	86,125	73,617	73,617	73,617	60,844	
101-555648 Bond-CO SR2018 - Principal	235,000	245,000	260,000	260,000	260,000	270,000	
101-555648.Bond-CO 2018 - Interest	175,888	163,888	151,263	151,263	151,263	138,013	
101-555649 Bond-GO 2018 Ref - Principal	530,000	185,000	205,000	205,000	205,000	250,000	
101-555649.Bond-GO 2018 Ref - Interest	199,694	181,819	172,069	172,069	172,069	160,694	
101-555650 Bond-CO 2019-Principal	255,000	265,000	275,000	275,000	275,000	280,000	
101-555650.Bond-CO 2019-Interest	122,700	114,900	106,800	106,800	106,800	95,675	
101-555651 Bond-GO 2020-Principal	0	935,000	960,000	960,000	960,000	970,000	
101-555651.Bond-GO 2020-Interest	164,027	211,963	174,063	174,063	174,063	135,463	
101-555652 Bond-GO 2021 Ref - Principal	0	0	350,000	350,000	350,000	360,000	
101-555652.Bond-GO 2021 Ref - Interest	0	98,850	124,800	124,800	124,800	110,600	
101-555653 Bond-CO 2022 - Principal	0	0	175,000	175,000	175,000	180,000	
101-555653.Bond-CO 2022 - Interest	0	99,692	166,525	166,525	166,525	157,650	
101-555654 Bond-CO 2022A - Principal	0	0	595,000	275,000	275,000	265,000	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
101-555654.Bond-CO 2022A - Interest	0	0	0	364,225	364,225	350,725	
101-555655 Bond-GO 2022 - Principal	0	0	1,333,900	615,000	615,000	595,000	
101-555655.Bond-GO 2022 - Interest	0	0	0	816,975	816,975	786,725	
TOTAL Debt Service	6,756,465	6,584,155	8,602,248	8,743,985	8,743,986	8,517,945	
Other Financing Sources							
101-556300 Payment To Refund Debt	0	4,443,881	0	0	0	0	
TOTAL Other Financing Sources	0	4,443,881	0	0	0	0	
TOTAL NON DEPARTMENTAL	6,935,065	11,118,662	8,686,248	8,747,785	8,747,786	8,602,745	
TOTAL GENERAL GOVERNMENT	6,935,065	11,118,662	8,686,248	8,747,785	8,747,786	8,602,745	
TOTAL EXPENDITURES	6,935,065	11,118,662	8,686,248	8,747,785	8,747,786	8,602,745	

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 Actual	2022-23 Estimate	2023-24 Budget
Revenues				
Franchises	$296,913	$360,419	$306,535	$320,000
Fees	25,922,940	28,981,667	29,880,000	30,303,800
Fund Transfers	171,404	439,670	150,000	157,500
Miscellaneous	5,616,906	6,834,861	598,858	723,500
Total	*$32,008,163*	*$36,616,618*	*$30,935,393*	*$31,504,800*
Expenses				
Non-Departmental	$2,405,230	$0	$0	$0
Business Office	1,088,932	1,065,851	1,253,983	1,393,245
W&S Administration	27,262,779	27,026,148	27,581,270	29,848,656
Projects	0	5,000,000	326,687	0
Total	*$30,756,941*	*$33,092,000*	*$29,161,940*	*$31,241,901*
Over/-Under	*$1,251,223*	*$3,524,618*	*$1,773,453*	*$262,899*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenues for FY 2023-24 Budget are expected to increase 1.8% from the FY 2022-23 year-end estimate due to account growth and fee increases.

Expenses: The FY 2023-24 Budget increases 7.1% from the FY 2022-23 year-end estimates for anticipated wage adjustments and costs of water purchases and wastewater treatment increasing.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Franchises	296,913	360,419	400,000	306,535	306,535	320,000	
Fees	25,922,940	28,981,667	27,487,000	24,309,215	29,880,000	30,303,800	
Fund Transfers	171,404	439,670	150,000	125,000	150,000	157,500	
Miscellaneous	5,616,906	6,834,861	448,858	560,254	598,858	723,500	
TOTAL REVENUES	32,008,163	36,616,618	28,485,858	25,301,005	30,935,393	31,504,800	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	2,405,230	0	0	0	0	0	
BUSINESS OFFICE	1,088,932	1,065,851	1,281,787	957,103	1,253,983	1,393,245	
TOTAL GENERAL GOVERNMENT	3,494,162	1,065,851	1,281,787	957,103	1,253,983	1,393,245	
PUBLIC WORKS							
W & S ADMINISTRATION	27,262,779	27,026,148	25,544,954	20,647,593	27,581,270	29,848,656	
TOTAL PUBLIC WORKS	27,262,779	27,026,148	25,544,954	20,647,593	27,581,270	29,848,656	
MISC & PROJECTS							
PROJECTS	0	5,000,000	0	326,687	326,687	0	
TOTAL MISC & PROJECTS	0	5,000,000	0	326,687	326,687	0	
TOTAL EXPENDITURES	30,756,941	33,092,000	26,826,741	21,931,383	29,161,940	31,241,901	
REVENUE OVER/(UNDER) EXPENDITURES	1,251,223	3,524,618	1,659,117	3,369,622	1,773,453	262,899	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Franchises							
000-421490 Cell Tower Leasing	296,913	360,419	400,000	306,535	306,535	320,000	
TOTAL Franchises	296,913	360,419	400,000	306,535	306,535	320,000	
Permits							
Fees							
000-455200 Garbage Collection Fee	5,157,312	5,673,337	5,300,000	4,941,917	5,900,000	6,018,000	
000-455600 Fire Line Fees	0	0	22,000	0	0	22,000	
000-455700 Recycle Fee Revenue	333,131	348,490	340,000	291,741	348,000	346,800	
000-455800 W&S Line Constructn Reimbur	26,565	11,541	25,000	1,460	2,000	0	
000-457100 Sale of Water	11,566,510	13,249,624	12,600,000	10,818,476	13,800,000	14,000,000	
000-457110 Edwards Water Lease	26,700	0	40,000	0	0	0	
000-457120 Water Transfer Charge-Selma	13,882	0	15,000	0	0	40,000	
000-457130 Water Transfer Charge-UC	0	0	0	0	0	20,000	
000-457200 Sale of Meters	95,185	116,855	100,000	59,164	100,000	100,000	
000-457400 Sewer Charges	8,608,375	9,256,697	8,800,000	7,926,273	9,400,000	9,500,000	
000-457500 Water Penalties	52,254	322,373	240,000	268,184	325,000	252,000	
000-458110 Sale of Merchandise - GovDeal	41,000	0	2,500	0	2,500	2,500	
000-459200 NSF Check Fee-Water&Sewer	2,025	2,750	2,500	2,000	2,500	2,500	
TOTAL Fees	25,922,940	28,981,667	27,487,000	24,309,215	29,880,000	30,303,800	
Fund Transfers							
000-486100 Transfer In	0	4,669	0	0	0	0	
000-486101 Transfer In-General Fund	0	285,000	0	0	0	0	
000-486204 Interfnd Chrg-Drainage Billin	146,400	150,000	150,000	125,000	150,000	157,500	
000-486406 Transfer In - Pblc Imprvmnt	25,004	0	0	0	0	0	
TOTAL Fund Transfers	171,404	439,670	150,000	125,000	150,000	157,500	
Miscellaneous							
000-490000 Misc Charges	15,964	14,730	10,500	9,749	13,500	13,500	
000-491000 Interest Earned	8,479	20,571	25,000	8,840	15,000	16,000	
000-491200 Investment Income	30,912	75,303	100,000	281,393	250,000	350,000	
000-495013 Capital Contribution-W&S	5,243,820	4,940,032	0	0	0	0	
000-496000 Water Construction Reserve Ac	0	0	0	1	0	0	
000-497000 Misc Income-W&S	66,295	4,379	18,000	17,821	25,000	18,000	
000-498110 Salary Reimb-SSLGC	251,437	340,913	295,358	242,449	295,358	326,000	
000-498200 Reimbursmnt-W&S Project	0	0	0	1	0	0	
000-499000 Change In Equity	0	1,438,934	0	0	0	0	
000-499100 Distribution- GSE Bond Settln	0	(0)	0	0	0	0	
TOTAL Miscellaneous	5,616,906	6,834,861	448,858	560,254	598,858	723,500	
TOTAL REVENUES	32,008,163	36,616,618	28,485,858	25,301,005	30,935,393	31,504,800	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NON DEPARTMENTAL							
Professional Services							
Fund Charges/Transfers							
101-548406 Transfer To Public Improvemen	1,805,230	0	0	0	0	0	
101-548406.Transfer Out-Water/Sewer Prjc	600,000	0	0	0	0	0	
TOTAL Fund Charges/Transfers	2,405,230	0	0	0	0	0	
Maintenance Services							
Other Financing Sources							
Capital Outlay							
TOTAL NON DEPARTMENTAL	2,405,230	0	0	0	0	0	

DEPARTMENT: FINANCE
DIVISION: 176 WATER AND SEWER UTILITY BILLING
FUND: 202 WATER AND SEWER

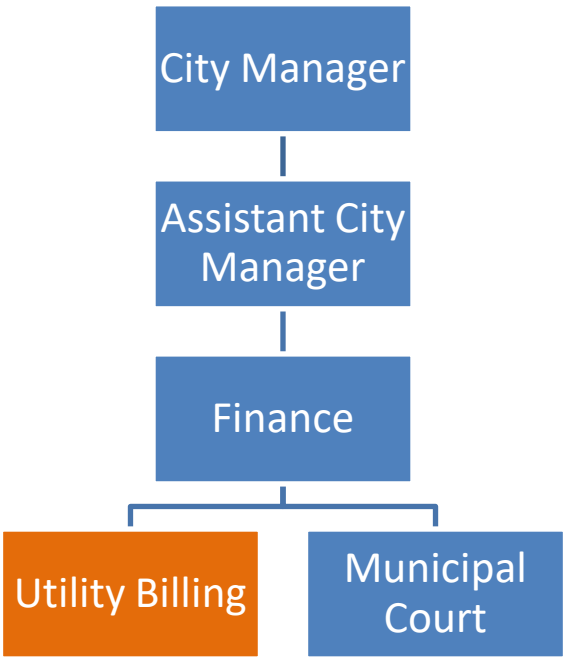
DEPARTMENT DESCRIPTION

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 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Utility Billing Manager	1	1	1	1
Utility Billing Asst. Manager	1	1	0	0
Utility Billing Lead Clerk	0	0	1	2
Utility Billing Clerk	4	5	5	5
Meter Tech	3	2	2	2
TOTAL POSITIONS	9	9	9	10

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel Services	$504,675	$425,743	$583,011	$679,845
Supplies	146,984	149,748	213,091	212,600
City Support Services	33,151	37,262	44,000	53,000
Utility Services	10,787	11,333	10,000	13,000
Operations Support	112,212	120,360	120,000	120,000
Staff Support	3,230	5,323	8,700	8,700
Professional Services	272,853	311,462	273,000	305,500
Maintenance Services	5,040	4,620	0	0
Operating Equipment	0	0	2,181	600
Total	*$1,088,932*	*$1,065,851*	*$1,253,983*	*$1,393,245*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget increases 11.1% from the FY 2022-23 year-end estimate due to anticipated wage adjustments and the addition of a Lead Clerk position and higher credit card fees as more customers pay by phone or online.

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
BUSINESS OFFICE							
Personnel Services							
176-511110 Regular	328,735	331,811	364,889	278,248	375,906	446,248	
176-511120 Overtime	5,411	6,591	7,078	4,884	6,300	7,579	
176-511210 Longevity	6,226	7,906	6,450	6,679	6,595	6,102	
176-511220 Clothing Allowance	0	0	0	112	112	0	
176-511230 Certification Allowance	1,521	3,575	3,150	1,390	1,410	780	
176-511310 FICA - Employer	24,724	26,189	29,190	21,500	29,860	35,244	
176-511350 TMRS-Employer	55,330	(45,321)	62,539	45,645	62,510	76,973	
176-511410 Health-Employer	80,873	92,900	93,574	65,564	96,817	104,756	
176-511500 Workers' Compensation	1,856	2,093	2,026	3,907	3,501	2,163	
TOTAL Personnel Services	504,675	425,743	568,896	427,928	583,011	679,845	
Supplies							
176-521000 Operating Supplies	1,737	2,083	2,991	2,695	2,991	2,500	
176-521100 Office Supplies	1,659	2,113	2,100	1,130	2,100	2,100	
176-521405 Water Meters-New	143,588	145,552	208,000	204,518	208,000	208,000	
TOTAL Supplies	146,984	149,748	213,091	208,343	213,091	212,600	
Human Services							
City Support Services							
176-532355 Software Maintenance	0	36,065	65,000	43,818	44,000	48,000	
176-532400 Computer Fees & Licenses	33,151	0	0	0	0	0	
176-532900 Contingencies	0	1,197	680	0	0	5,000	
TOTAL City Support Services	33,151	37,262	65,680	43,818	44,000	53,000	
Utility Services							
176-533310 Telephone/Cell Phone	1,732	556	1,500	0	0	3,000	
176-533500 Vehicle Fuel	9,055	10,777	10,000	6,442	10,000	10,000	
TOTAL Utility Services	10,787	11,333	11,500	6,442	10,000	13,000	
Operations Support							
176-534000 Postage	84,973	73,046	95,000	72,063	95,000	95,000	
176-534200 Printing & Binding	21,078	41,072	25,000	20,355	25,000	25,000	
176-534300 Equipment Maintenance - Copie	6,161	6,241	0	0	0	0	
TOTAL Operations Support	112,212	120,360	120,000	92,417	120,000	120,000	
Staff Support							
176-535100 Uniforms	2,163	2,178	3,200	2,175	3,200	3,200	
176-535200 Awards	108	200	1,000	208	1,000	1,000	
176-535300 Memberships	0	70	500	0	500	500	
176-535500 Training/Travel	763	2,637	3,500	1,621	3,500	3,500	
176-535510 Meeting Expenses	195	238	500	213	500	500	
TOTAL Staff Support	3,230	5,323	8,700	4,216	8,700	8,700	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Professional Services							
176-541800 Credit Card Fees	268,102	309,508	270,000	169,286	270,000	302,000	
176-541810 Credit Cards Fees - AMEX	4,751	1,954	3,000	2,473	3,000	3,500	
TOTAL Professional Services	272,853	311,462	273,000	171,758	273,000	305,500	
Fund Charges/Transfers							
Maintenance Services							
176-551800 Other Maintenance Agreements	5,040	4,620	18,700	0	0	0	
TOTAL Maintenance Services	5,040	4,620	18,700	0	0	0	
Rental/Leasing							
Operating Equipment							
176-571000 Furniture & Fixtures	0	0	2,220	2,181	2,181	600	
TOTAL Operating Equipment	0	0	2,220	2,181	2,181	600	
Capital Outlay							
TOTAL BUSINESS OFFICE	1,088,932	1,065,851	1,281,787	957,103	1,253,983	1,393,245	
TOTAL GENERAL GOVERNMENT	3,494,162	1,065,851	1,281,787	957,103	1,253,983	1,393,245	

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

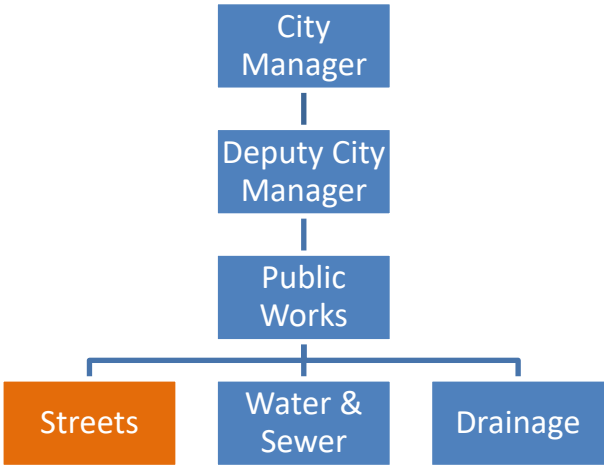
DEPARTMENT DESCRIPTION

The Water and Wastewater division of Public Works provides essential services to the Schertz community through maintenance, repair, strategic planning, inspection of infrastructure, and the expansion of water and wastewater services. To contribute to a higher quality of life and a safer community that is sustainable and financially sound, our 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

- Provides a safe potable water system that maintains adequate pressure and meets all the State rules and regulations.
- Provides a safe, sanitary, and reliable wastewater system that meets all State rules and regulations.
- Ensure an adequate future water supply, through innovative conservation practices and proactively developing new resources.
- Proactively engage and empower personnel to strengthen ability to respond promptly to daily and emergency events.
- Emphasize safety to reduce preventable accidents.
- Engaged workforce that is service oriented in delivering quality services and providing accurate and timely responses to customer requests and concerns.

ORGANIZATION CHART



WATER & SEWER ADMINISTRATION	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Director	1	1	1	1
Assistant Director	1	1	1	0
Water & Sewer Manager	1	1	1	1
Customer Relations Representative	1	1	1	1
SCADA Technician	0	1	1	1
Schertz-Seguin Local Government Corp Gen Mgr	1	1	1	1
Schertz-Seguin Local Government Corp Assistant Gen Mgr	1	1	1	0
Schertz-Seguin Local Government Corp Electrical Journeyman	0	0	0	1
Water & Sewer Superintendent	1	1	1	1
Water & Sewer Supervisor	1	2	2	2
Service Worker II	5	5	5	5
Service Worker I	10	10	10	10

TOTAL POSITIONS	24	25	25	24

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Water Connections	16734	16031	16265	16590
Miles of Water Main	230	236	243	250
Miles of Sewer Main	118	124	131	137

Efficiency	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Gallons Pumped (Edwards), acre feet	52	324	400	550
Gallons Received (SSLGC), acre feet	6000	6694	6700	6800
Gallons Distributed, acre feet	5300	6282	5630	6000

Effectiveness	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
New Meter Installed	260	276	80	150
New Service Taps	0	3	1	5
Water Service Calls	2212	1820	1858	2000
Water Main Break, Service Repair Calls	1806	1611	1506	1800
Sewer Backup and Repair Calls	792	904	765	775

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Personnel Services	$1,801,986	$1,821,807	$1,857,153	$2,287,456
Supplies	78,926	44,285	53,000	109,480
City Support Services	68,258	72,617	89,559	219,750
Utility Services	3,773,667	3,890,452	4,020,500	4,223,750
Operations Support	9,450	7,390	10,050	10,100
Staff Support	37,795	35,788	43,000	41,450
City Assistance	200	40	0	0
Professional Services	465,999	377,238	380,400	392,400
Fund Charges/Transfers	8,615,455	8,930,072	6,746,368	6,794,386
Maintenance Services	10,195,253	10,994,260	11,347,820	11,872,500

Other Costs	40,000	36,616	40,000	40,000
Debt Service	2,072,273	637,022	2,619,511	2,597,184
Other Financing Sources	0	57,095	0	0
Rental/Leasing	96,568	113,265	105,402	60,700
Operating Equipment	6,950	8,201	13,000	124,500
Capital Outlay	0	0	255,507	1,075,000
Total	*$27,262,779*	*$27,026,148*	*$27,581,270*	*$29,848,656*
Projects	$0	$5,000,000	$326,687	$0

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will increase 8.2% from the FY 2022-23 year-end estimate due to anticipated wage adjustments and the purchase of a replacement Combo Vac Truck, system monitoring upgrades and easement acquisition for future infrastructure.

PUBLIC WORKS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
W & S ADMINISTRATION							
Personnel Services							
575-511110 Regular	1,182,237	1,171,386	1,305,491	929,700	1,152,596	1,472,343	
575-511120 Overtime	52,807	82,165	68,801	55,888	85,000	72,173	
575-511210 Longevity	30,266	11,801	13,861	10,030	9,922	11,705	
575-511230 Certification Allowance	10,761	16,783	13,791	12,953	11,104	10,851	
575-511240 Vehicle/phone Allowance	900	866	900	0	0	0	
575-511310 FICA - Employer	92,185	94,928	107,008	73,415	96,284	119,579	
575-511350 TMRS-Employer	203,588	210,831	229,263	156,048	201,567	261,159	
575-511410 Health-Employer	218,247	219,573	265,624	201,301	275,733	316,229	
575-511500 Workers' Compensation	10,995	13,475	22,745	24,947	24,947	23,417	
TOTAL Personnel Services	1,801,986	1,821,807	2,027,484	1,464,281	1,857,153	2,287,456	
Supplies							
575-521000 Operating Supplies	8,469	11,551	10,000	10,240	20,000	15,000	
575-521100 Office Supplies	962	1,565	1,500	739	1,500	2,000	
575-521200 Medical/Chem Supplies	1,391	1,457	1,500	978	1,500	5,980	
575-521400 Plumbing Supplies	68,105	29,713	50,000	10,495	30,000	85,000	
575-521600 Equip Maint Supplies	0	0	0	0	0	1,500	
TOTAL Supplies	78,926	44,285	63,000	22,452	53,000	109,480	
Human Services							
City Support Services							
575-532400 Computer Fees & Licenses	0	0	0	0	0	4,000	
575-532500 City Insurance-Commercial	65,833	70,562	78,000	86,059	86,059	97,000	
575-532800 Employee Appreciation Events	2,500	2,055	3,500	2,907	3,500	3,750	
575-532900 Contingencies	(76)	0	109,000	0	0	115,000	
TOTAL City Support Services	68,258	72,617	190,500	88,966	89,559	219,750	
Utility Services							
575-533100 Gas Utility Service	2,064	2,820	3,000	2,225	3,000	4,000	
575-533200 Electric Utility Service	428,361	403,065	325,000	292,361	450,000	450,000	
575-533310 Telephone/Cell Phones	429	81	2,000	0	2,000	0	
575-533400 Water Purchase	3,293,664	3,415,885	3,200,000	2,004,481	3,500,000	3,700,000	
575-533410 Water Utility Service	1,936	2,075	2,500	2,032	2,500	2,750	
575-533500 Vehicle Fuel	47,213	66,524	53,000	48,424	63,000	67,000	
TOTAL Utility Services	3,773,667	3,890,452	3,585,500	2,349,523	4,020,500	4,223,750	
Operations Support							
575-534000 Postage	306	272	300	61	300	350	
575-534100 Advertising	2,455	0	3,000	0	3,000	3,000	
575-534200 Printing & Binding	0	179	250	31	250	250	
575-534300 Equipment Maintenance - Copie	6,688	6,939	6,500	4,453	6,500	6,500	
TOTAL Operations Support	9,450	7,390	10,050	4,545	10,050	10,100	

PUBLIC WORKS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Staff Support							
575-535100 Uniforms	15,113	13,960	20,000	9,723	20,000	17,450	
575-535300 Memberships	5,683	0	0	0	0	0	
575-535500 Training/Travel	15,000	20,545	23,000	11,006	23,000	23,000	
575-535510 Meeting Expenses	1,999	1,283	0	0	0	1,000	
TOTAL Staff Support	37,795	35,788	43,000	20,730	43,000	41,450	
City Assistance							
575-537100 Medical Services	200	40	0	0	0	0	
TOTAL City Assistance	200	40	0	0	0	0	
Professional Services							
575-541200 Legal Svcs	225,226	113,915	150,000	149,176	200,000	125,000	
575-541300 Other Consl/Prof Services	121,249	45,587	145,000	44,449	60,000	145,000	
575-541305 Cell Tower Management Fees	92,124	108,128	108,000	91,811	95,000	96,000	
575-541400 Auditor/Accounting Service	26,000	24,000	24,000	24,000	24,000	25,000	
575-541500 Paying Agent	1,400	797	1,400	600	1,400	1,400	
575-541502 Cost of Bond Issuance	0	84,811	0	0	0	0	
TOTAL Professional Services	465,999	377,238	428,400	310,035	380,400	392,400	
Fund Charges/Transfers							
575-548040 Contribution To CVLGC	99,999	300,000	400,000	400,000	400,000	300,000	
575-548050 Contribution to SSLG	3,908,231	3,913,110	3,898,064	2,977,674	3,898,064	4,065,751	
575-548060 Contribution to CCMA	714,450	716,245	800,000	218,025	800,000	715,050	
575-548101 Transfer Out - General Fund	0	0	4,000	0	4,000	4,000	
575-548600 Inter-fund Charges-Admin	1,450,827	1,478,230	1,493,620	1,244,683	1,493,620	1,540,372	
575-548610 Interfund Charge-Fleet	116,624	163,596	150,684	125,570	150,684	169,213	
575-548800 Depreciation Expense	2,313,943	2,358,892	0	0	0	0	
575-548900 Amortization Expense	11,381	0	0	0	0	0	
TOTAL Fund Charges/Transfers	8,615,455	8,930,072	6,746,368	4,965,952	6,746,368	6,794,386	
Maintenance Services							
575-551100 Building Maintenance	2,451	2,908	5,000	0	5,000	10,000	
575-551300 Computer Maintenance	11,004	14,647	17,500	6,229	17,500	17,500	
575-551400 Minor & Other Equip Maint	2,127	3,302	5,100	2,433	5,100	5,100	
575-551500 Water Maintenance	70,211	132,340	200,000	144,427	200,000	280,000	
575-551510 Waste Contractor Expense	5,206,801	5,452,509	5,000,000	4,147,104	5,500,000	5,582,100	
575-551520 Sewer Treatment-CCMA/MUD	4,708,982	5,286,445	4,182,000	4,072,525	5,500,000	5,720,000	
575-551530 Sewer Maintenance	129,617	78,157	90,000	33,044	90,000	120,000	
575-551540 I&I Maintenance	45,429	7,299	50,000	0	10,000	50,000	
575-551600 Street Maintenance Materials	18,411	16,333	20,000	16,992	20,000	87,500	
575-551720 Low Flow Rebate Program	0	100	400	0	0	100	
575-551800 Other Maintenance Agreements	220	220	200	220	220	200	
TOTAL Maintenance Services	10,195,253	10,994,260	9,570,200	8,422,973	11,347,820	11,872,500	

PUBLIC WORKS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Other Costs							
575-554100 State Water Fees-TCEQ	40,000	36,616	40,000	36,605	40,000	40,000	
TOTAL Other Costs	40,000	36,616	40,000	36,605	40,000	40,000	
Debt Service							
575-555900 Debt Service	1,560,000	0	1,912,700	1,580,000	1,580,000	1,630,000	
575-555900.Interest Expense	512,273	637,022	587,077	1,039,511	1,039,511	967,184	
TOTAL Debt Service	2,072,273	637,022	2,499,777	2,619,511	2,619,511	2,597,184	
Other Financing Sources							
575-556000 Issuance Costs	0	57,095	0	0	0	0	
TOTAL Other Financing Sources	0	57,095	0	0	0	0	
Rental/Leasing							
575-561000 Rental-Building & Land	3,041	3,132	3,275	3,402	3,402	3,700	
575-561100 Rental-Equipment	0	8,133	1,000	0	0	6,000	
575-561200 Lease/Purchase Payments	93,527	102,000	68,000	85,000	102,000	51,000	
TOTAL Rental/Leasing	96,568	113,265	72,275	88,402	105,402	60,700	
Operating Equipment							
575-571000 Furniture & Fixtures	4,361	3,952	3,000	266	3,000	6,000	
575-571300 Computer & Periphe. < $5000	0	0	0	0	0	108,500	
575-571500 Minor Equipment	2,588	4,249	4,000	4,963	10,000	10,000	
TOTAL Operating Equipment	6,950	8,201	7,000	5,229	13,000	124,500	
Capital Outlay							
575-581000 MAJOR PROJECTS-water & sewer	0	0	0	0	0	250,000	
575-581010 LAND/ROW	0	0	0	0	0	100,000	
575-581200 Vehicles & Access. Over $5,00	0	0	52,500	55,382	57,500	0	
575-581800 Equipment Over $5,000	0	0	208,900	193,006	198,007	725,000	
TOTAL Capital Outlay	0	0	261,400	248,388	255,507	1,075,000	
Water Line Relocation							
Aviation Heights							
TOTAL W & S ADMINISTRATION	27,262,779	27,026,148	25,544,954	20,647,593	27,581,270	29,848,656	
TOTAL PUBLIC WORKS	27,262,779	27,026,148	25,544,954	20,647,593	27,581,270	29,848,656	

FUND: 411 CAPITAL RECOVERY FUND WATER

(Water & Sewer)

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 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Fees	$1,079,712	$832,664	$900,000	$1,000,000
Miscellaneous	10,310	65,208	211,800	222,000
Total	*$1,090,022*	*$897,871*	*$1,111,800*	*$1,222,000*
Expenses				
Non Departmental	$46,922	$37,234	$55,748	$55,748
Projects	512,000	4,230,819	0	0
Total	*$558,922*	*$4,268,052*	*$55,748*	*$55,748*
Over/-Under	*$531,100*	*-$3,370,181*	*$1,056,052*	*$1,166,252*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will be set at $55,748 for any professional services or studies that need to be completed.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Fees	1,079,712	832,664	1,100,000	573,302	900,000	1,000,000	
Miscellaneous	10,310	65,208	51,500	179,590	211,800	222,000	
TOTAL REVENUES	1,090,022	897,871	1,151,500	752,892	1,111,800	1,222,000	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	46,922	37,234	55,748	1,000	55,748	55,748	
TOTAL GENERAL GOVERNMENT	46,922	37,234	55,748	1,000	55,748	55,748	
MISC & PROJECTS							
PROJECTS	512,000	4,230,819	0	0	0	0	
TOTAL MISC & PROJECTS	512,000	4,230,819	0	0	0	0	
TOTAL EXPENDITURES	558,922	4,268,052	55,748	1,000	55,748	55,748	
REVENUE OVER/(UNDER) EXPENDITURES	531,100	(3,370,181)	1,095,752	751,892	1,056,052	1,166,252	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Fees							
000-455900 Cap Rcvry-Water	1,079,712	832,664	1,100,000	573,302	900,000	1,000,000	
TOTAL Fees	1,079,712	832,664	1,100,000	573,302	900,000	1,000,000	
Fund Transfers							
Miscellaneous							
000-491000 Interest Earned	237	754	1,500	1,307	1,800	2,000	
000-491200 Investment Income	10,073	64,453	50,000	178,282	210,000	220,000	
TOTAL Miscellaneous	10,310	65,208	51,500	179,590	211,800	222,000	
TOTAL REVENUES	1,090,022	897,871	1,151,500	752,892	1,111,800	1,222,000	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NON DEPARTMENTAL							
Supplies							
City Support Services							
101-532400 Computer Fees & Licenses	0	0	11,748	0	11,748	11,748	
TOTAL City Support Services	0	0	11,748	0	11,748	11,748	
Utility Services							
Operations Support							
Professional Services							
101-541300 Professional Services-Cap Pla	45,922	36,234	43,000	0	43,000	43,000	
101-541400 Auditor/Accounting Service	1,000	1,000	1,000	1,000	1,000	1,000	
TOTAL Professional Services	46,922	37,234	44,000	1,000	44,000	44,000	
Fund Charges/Transfers							
Maintenance Services							
Debt Service							
Operating Equipment							
Capital Outlay							
TOTAL NON DEPARTMENTAL	46,922	37,234	55,748	1,000	55,748	55,748	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NONDEPARTMENTAL							
Professional Services							
TOTAL GENERAL GOVERNMENT	46,922	37,234	55,748	1,000	55,748	55,748	

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PROJECTS							
Personnel Services							
City Support Services							
Utility Services							
Operations Support							
Professional Services							
Fund Charges/Transfers							
900-548406 Transfer Out-Public Imprvment	512,000	4,230,819	0	0	0	0	
TOTAL Fund Charges/Transfers	512,000	4,230,819	0	0	0	0	
Maintenance Services							
Rental/Leasing							
Capital Outlay							
TOTAL PROJECTS	512,000	4,230,819	0	0	0	0	

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
LIVE OAK ELEVATED TANK							
Operations Support							
Professional Services							
Maintenance Services							
Rental/Leasing							
Capital Outlay							
TOTAL MISC & PROJECTS	512,000	4,230,819	0	0	0	0	
TOTAL EXPENDITURES	558,922	4,268,052	55,748	1,000	55,748	55,748	

FUND: 421 CAPITAL RECOVERY FUND SEWER

(Water & Sewer)

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 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Fees	$611,659	$371,261	$400,000	$500,000
Miscellaneous	9,865	59,887	245,000	200,000
Total	*$621,523*	*$431,148*	*$645,000*	*$700,000*
Expenses				
Non-Departmental	$7,855,487	$21,382	$67,248	$67,248
Total	*$7,855,487*	*$21,382*	*$67,248*	*$67,248*
Over/-Under	*-$7,233,964*	*$409,766*	*$577,752*	*$632,752*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will be set at $67,248 for any professional services or studies that need to be completed.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Fees	611,659	371,261	550,000	355,654	400,000	500,000	
Miscellaneous	9,865	59,887	51,500	194,555	245,000	200,000	
TOTAL REVENUES	621,523	431,148	601,500	550,209	645,000	700,000	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	7,855,487	21,382	64,248	2,558	67,248	67,248	
TOTAL GENERAL GOVERNMENT	7,855,487	21,382	64,248	2,558	67,248	67,248	
MISC & PROJECTS							
TOTAL EXPENDITURES	7,855,487	21,382	64,248	2,558	67,248	67,248	
REVENUE OVER/(UNDER) EXPENDITURES	(7,233,964)	409,766	537,252	547,651	577,752	632,752	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Fees							
000-455910 Cap Rcvry-Waste Water	611,659	371,261	550,000	355,654	400,000	500,000	
TOTAL Fees	611,659	371,261	550,000	355,654	400,000	500,000	
Fund Transfers							
Miscellaneous							
000-491000 Interest Earned	195	6,415	1,500	18,276	25,000	25,000	
000-491200 Investment Income	39,750	63,418	50,000	176,128	220,000	175,000	
000-491900 Unrealize Gain/Loss-Captl On	(30,080)	(9,945)	0	151	0	0	
TOTAL Miscellaneous	9,865	59,887	51,500	194,555	245,000	200,000	
TOTAL REVENUES	621,523	431,148	601,500	550,209	645,000	700,000	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NON DEPARTMENTAL							
Supplies							
City Support Services							
101-532400 Computer Fees & Licenses	0	0	11,748	0	11,748	11,748	
TOTAL City Support Services	0	0	11,748	0	11,748	11,748	
Operations Support							
Professional Services							
101-541300 Professional Services-Cap Pla	55,698	15,816	50,000	0	50,000	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	3,789	4,566	1,500	1,558	4,500	4,500	
TOTAL Professional Services	60,487	21,382	52,500	2,558	55,500	55,500	
Fund Charges/Transfers							
101-548406 Transfer Out-Water/Sewer Prjc	7,795,000	0	0	0	0	0	
TOTAL Fund Charges/Transfers	7,795,000	0	0	0	0	0	
Maintenance Services							
TOTAL NON DEPARTMENTAL	7,855,487	21,382	64,248	2,558	67,248	67,248	
TOTAL GENERAL GOVERNMENT	7,855,487	21,382	64,248	2,558	67,248	67,248	

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
SEWER PROJECTS							
City Support Services							
Operations Support							
Professional Services							
Maintenance Services							
Rental/Leasing							
TOTAL EXPENDITURES	7,855,487	21,382	64,248	2,558	67,248	67,248	

FUND: 204 DRAINAGE FUND

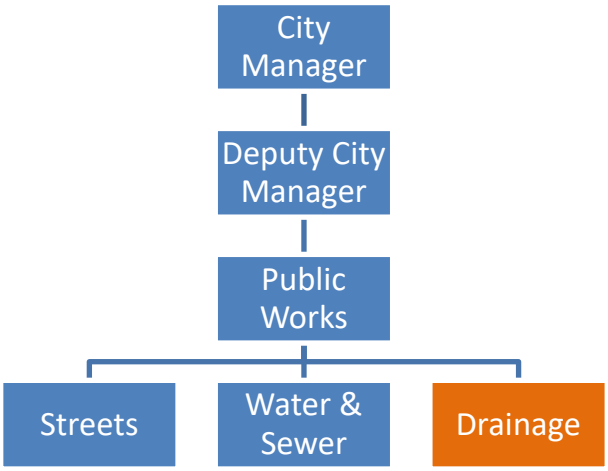
DEPARTMENT DESCRIPTION

The Public Works Drainage Division provides essential services that contributes to a safer and more attractive community through the maintenance and management of drainage channels, storm water inlets, floodways, road right-of-way, alleys, and compliance with regulations, as well as reviewing subdivision plans and the issuance of permits for development that potentially affects 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, flood insurance rate map revision, floodplain violation identification, coordination and mitigation support.
- Continue to evaluate, consider, and pursue all available resources for innovative management of the drainage infrastructure.

ORGANIZATIONAL CHART



DRAINAGE	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Director	1	1	1	1
Assistant Director	1	1	1	0
Streets/Drainage Manager	1	1	1	1
Drainage Superintendent	1	1	1	1
Drainage Worker II	2	2	2	2
Drainage Worker I	5	5	5	5
TOTAL POSITIONS	11	11	11	10

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Acres of Alleys Maintained	5.15	5.15	5.15	5.15
Acres of Rights-of-Way (ROW) Maintained	66.46	66.46	66.46	66.46
Acres of Drainage Ditches Maintained	158.75	220	220	220

Efficiency	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget

Monthly Operating Expenditures	79,252.85	87,284	110,512	125,830

Effectiveness	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
ROW Maintenance & Mowing, Hours	4250	4320	4550	4550
Drainage Mowing, Hours	1080	1340	1380	1400
Drainage Structure Maintenance, Hours	1640	2151	2100	2250

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Permits	$6,670	$9,650	$11,000	$10,200
Fees	1,211,192	1,258,899	1,258,500	1,321,850
Fund Transfers	0	19,166	17,573	17,573
Miscellaneous	59,975	3,938	27,500	27,000
Total	*$1,277,838*	*$1,291,653*	*$1,314,573*	*$1,376,623*
Expenses				
Personnel	$379,237	$283,539	$527,883	$589,467
Supplies	3,717	10,989	6,950	7,800
City Support Services	4,474	4,490	15,672	17,000
Utility Services	20,288	26,436	30,900	30,000
Operations Support	31	0	0	0
Staff Support	13,042	11,171	14,000	15,444
City Assistance	120	40	200	200
Professional Services	2,720	16,225	77,500	16,000
Fund Charges/Transfers	647,133	682,199	575,443	528,746
Maintenance Services	10,728	9,764	75,000	156,000
Other Costs	0	100	105	100
Debt Services	121,740	0	0	0
Operating Equipment	6,867	2,459	2,500	9,450
Capital Outlay	0	0	165,000	124,000
Projects	0	0	0	100,000
Total	*$1,210,097*	*$1,047,411*	*$1,491,153*	*$1,594,207*
Over/-Under	*$67,741*	*$244,241*	*-$176,580*	*-$217,584*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: The FY 2023-24 Budget increase 4.7% from the FY 2022-23 year-end estimate from anticipated service additions.

Expenses: The FY 2023-24 Budget will increase 6.9% from the FY 2022-23 year-end estimate for anticipated wage adjustments and equipment replacements and additional drainage channel maintenance projects.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Permits	6,670	9,650	7,000	13,050	11,000	10,200	
Fees	1,211,192	1,258,899	1,258,500	1,054,423	1,258,500	1,321,850	
Fund Transfers	0	19,166	182,573	0	17,573	17,573	
Miscellaneous	59,975	3,938	2,000	20,467	27,500	27,000	
TOTAL REVENUES	1,277,838	1,291,653	1,450,073	1,087,941	1,314,573	1,376,623	
EXPENDITURE SUMMARY							
PUBLIC WORKS							
DRAINAGE	1,210,097	1,047,411	1,439,807	1,064,208	1,491,153	1,494,207	
TOTAL PUBLIC WORKS	1,210,097	1,047,411	1,439,807	1,064,208	1,491,153	1,494,207	
MISC & PROJECTS							
PROJECTS	0	0	0	0	0	100,000	
TOTAL MISC & PROJECTS	0	0	0	0	0	100,000	
TOTAL EXPENDITURES	1,210,097	1,047,411	1,439,807	1,064,208	1,491,153	1,594,207	
REVENUE OVER/(UNDER) EXPENDITURES	67,741	244,241	10,266	23,733	(176,580)	(217,584)	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Permits							
000-432400 Floodplain Permit	6,670	9,650	7,000	13,050	11,000	10,200	
TOTAL Permits	6,670	9,650	7,000	13,050	11,000	10,200	
Fees							
000-457500 Drainage Penalties	1,540	9,881	8,500	8,803	8,500	9,350	
000-457600 Drainage Fee	1,209,653	1,249,018	1,250,000	1,045,620	1,250,000	1,312,500	
TOTAL Fees	1,211,192	1,258,899	1,258,500	1,054,423	1,258,500	1,321,850	
Fund Transfers							
000-481000 Transfer In - Reserves	0	0	165,000	0	0	0	
000-486100 Transfer In	0	19,166	0	0	0	0	
000-486101 Transfer In - General Fund	0	0	17,573	0	17,573	17,573	
TOTAL Fund Transfers	0	19,166	182,573	0	17,573	17,573	
Miscellaneous							
000-491000 Interest Earned	82	710	500	2,951	4,500	4,000	
000-491200 Investment Income	738	3,228	1,500	17,517	23,000	23,000	
000-497000 Misc Income-Drainage	59,155	0	0	0	0	0	
TOTAL Miscellaneous	59,975	3,938	2,000	20,467	27,500	27,000	
TOTAL REVENUES	1,277,838	1,291,653	1,450,073	1,087,941	1,314,573	1,376,623	

PUBLIC WORKS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
DRAINAGE							
Personnel Services							
579-511110 Regular	234,047	202,262	319,184	265,615	331,406	368,504	
579-511120 Overtime	8,883	3,539	7,174	4,646	7,174	8,265	
579-511210 Longevity	9,876	10,151	9,558	12,802	12,802	13,145	
579-511230 Certification Allowance	1,985	2,352	2,450	2,573	2,723	2,873	
579-511310 FICA - Employer	18,135	16,858	25,885	21,003	27,089	30,021	
579-511350 TMRS-Employer	41,806	(13,709)	55,458	44,084	56,710	65,566	
579-511410 Health-Employer	60,674	57,392	99,305	63,528	82,126	94,154	
579-511500 Workers' Compensation	3,831	4,694	6,200	8,692	7,853	6,939	
TOTAL Personnel Services	379,237	283,539	525,214	422,943	527,883	589,467	
Supplies							
579-521000 Operating Supplies	2,318	10,098	2,500	1,402	2,500	3,000	
579-521100 Office Supplies	237	111	250	113	250	600	
579-521200 Medical/Chem Supplies	1,162	780	4,000	1,130	4,000	4,000	
579-521300 Motor Vehicle Supplies	0	0	200	0	200	200	
TOTAL Supplies	3,717	10,989	6,950	2,645	6,950	7,800	
Human Services							
City Support Services							
579-532500 City Insurance-Commercial	2,974	3,111	3,500	3,172	3,172	3,500	
579-532800 EMPLOYEE APPRECIATION EVENTS	1,500	980	2,500	1,475	2,500	2,500	
579-532900 Contingencies	0	399	10,000	460	10,000	11,000	
TOTAL City Support Services	4,474	4,490	16,000	5,107	15,672	17,000	
Utility Services							
579-533310 Telephone/Cell Phones	805	383	900	0	900	0	
579-533500 Vehicle Fuel	19,483	26,052	16,000	24,350	30,000	30,000	
TOTAL Utility Services	20,288	26,436	16,900	24,350	30,900	30,000	
Operations Support							
579-534200 Printing & Binding	31	0	0	0	0	0	
TOTAL Operations Support	31	0	0	0	0	0	
Staff Support							
579-535100 Uniforms	6,306	5,263	6,000	4,722	6,000	6,300	
579-535300 Memberships	(14)	0	0	0	0	600	
579-535500 Training/Travel	5,000	5,875	8,000	2,266	8,000	7,500	
579-535510 Meeting Expenses	1,200	33	0	0	0	500	
579-535600 Professional Certification	550	0	0	0	0	544	
TOTAL Staff Support	13,042	11,171	14,000	6,988	14,000	15,444	

PUBLIC WORKS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
City Assistance							
579-537100 Medical Services	120	40	200	0	200	200	
TOTAL City Assistance	120	40	200	0	200	200	
Professional Services							
579-541200 Legal Svcs	59	0	1,000	0	1,000	1,000	
579-541310 Contractual Services	1,161	14,725	40,000	37,817	75,000	15,000	
579-541400 Auditor/Accounting Service	1,500	1,500	1,500	1,500	1,500	0	
TOTAL Professional Services	2,720	16,225	42,500	39,317	77,500	16,000	
Fund Charges/Transfers							
579-548000 Transfer Out	20,355	0	0	0	0	0	
579-548101 Transfer Out - General Fund	0	0	1,000	0	1,000	0	
579-548500 Interfund Charges-Admin	285,506	308,010	320,073	266,728	320,073	265,625	
579-548600 Interfund Charges-Water	146,400	150,000	150,000	125,000	150,000	157,500	
579-548610 Interfund Charge-Fleet	99,261	115,807	104,370	86,975	104,370	105,621	
579-548800 Depreciation Expense	95,611	108,382	0	0	0	0	
TOTAL Fund Charges/Transfers	647,133	682,199	575,443	478,703	575,443	528,746	
Maintenance Services							
579-551300 Computer Maintenance	(623)	0	0	0	0	0	
579-551610 Drainage Channel Maintenance	11,351	9,764	75,000	8,033	75,000	156,000	
TOTAL Maintenance Services	10,728	9,764	75,000	8,033	75,000	156,000	
Other Costs							
579-554100 State Storm Water Fee-TCEQ	0	100	100	105	105	100	
TOTAL Other Costs	0	100	100	105	105	100	
Debt Service							
579-555900 Debt Service	120,000	0	0	0	0	0	
579-555900.Interest Expense	1,740	0	0	0	0	0	
TOTAL Debt Service	121,740	0	0	0	0	0	
Rental/Leasing							
Operating Equipment							
579-571200 Vehicles & Access Less $5,000	130	0	0	0	0	0	
579-571300 Computer & Periphe. < $5,000	0	0	0	0	0	5,100	
579-571500 Equipment Under $5,000	6,737	2,459	2,500	2,402	2,500	4,350	
TOTAL Operating Equipment	6,867	2,459	2,500	2,402	2,500	9,450	

PUBLIC WORKS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Capital Outlay							
579-581010 Land Purchase	0	0	0	0	0	100,000	
579-581200 Vehicles & Access. Over $5,00	0	0	165,000	73,615	165,000	0	
579-581500 Machinery/Equipment	0	0	0	0	0	24,000	
TOTAL Capital Outlay	0	0	165,000	73,615	165,000	124,000	
TOTAL DRAINAGE	1,210,097	1,047,411	1,439,807	1,064,208	1,491,153	1,494,207	
TOTAL PUBLIC WORKS	1,210,097	1,047,411	1,439,807	1,064,208	1,491,153	1,494,207	

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PROJECTS							
City Support Services							
Operations Support							
Professional Services							
900-541100 Engineering	0	0	0	0	0	100,000	
TOTAL Professional Services	0	0	0	0	0	100,000	
Maintenance Services							
Capital Outlay							
TOTAL PROJECTS	0	0	0	0	0	100,000	
TOTAL MISC & PROJECTS	0	0	0	0	0	100,000	
TOTAL EXPENDITURES	1,210,097	1,047,411	1,439,807	1,064,208	1,491,153	1,594,207	

FUND: 203 EMERGENCY MEDICAL SERVICES (EMS)

DEPARTMENTAL DESCRIPTION

Schertz Emergency Medical Services responds to 911 requests for ambulance service across a 230 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 JBSA Randolph. 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.

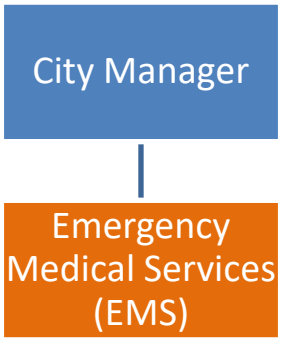
- Provide education and assistance to the community to prevent and prepare them for medical emergencies through community education, demonstrations, immunizations, and CPR and Automatic External Defibrillator training programs.

- 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	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Chief	1	1	1	1
Assistant Chief - Operations	1	1	1	1
Assistant Chief - Clinical	1	1	1	1
Community Health Coordinator	1	1	1	1
Training Coordinator	1	1	1	2
Office Manager	1	1	1	1
Instructor	1	1	1	0
Administrative Asst.	1	1	1	1
Billing Specialist	3	3	3	3
EMS Battalion Chief	3	3	3	3
Field Training Officer	3	3	3	0
Lieutenant	3	3	3	6
MIH Paramedic	1	1	1	1
Paramedic	28	30	32	40
EMT	6	6	12	12
P/T Paramedics	15	15	15	15
P/T EMT	5	5	5	5
P/T Supply Coordinator	1	1	1	1
TOTAL POSITIONS	76	78	86	90

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Requests for EMS Service	12,269	13,520	13,618	14,893
Transports to Hospitals	7,443	8,332	8,366	9,358
Hospital to Hospital Transports	795	913	900	925
Collections per Transport	$459	$538	$500	$525
Students Enrolled in EMT Certification Classes	135	154	140	160
Trips billed for Alamo Heights	546	623	600	650
Members of EMS Passport	432	417	450	450

Efficiency	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Response Time 90% Reliability	13:59	13:59	13:00	13:00
Total Time on Task (Minutes)	58:30	57:50	57:00	57:00
Transport Percentage	61%	62%	62%	62%
Days Sales Outstanding	45.78	33.29	45	35
Mutual Aid Requested	28	22	20	20
Students Graduated from EMT Certification Classes	63	83	70	100

Effectiveness	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Critical Failures / 100,000 miles	7.0	3.7	6	4
Fleet Accidents / 100,000 miles	5.0	3.3	4	3
Cardiac Arrest Save %	7.1%	8%	10%	10%
Correct recognition of STEMI	64.6%	62%	75%	75%
EMT Class Certification Pass Rate	85.7%	92%	90%	94%

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Fees	$7,164,000	$7,780,595	$7,925,405	$8,486,771
Inter-Jurisdictional	3,204,108	4,133,931	3,901,113	4,207,452
Fund Transfers	409,606	7,381	0	0
Miscellaneous	115,705	81,240	199,465	166,000
Total	*$10,893,569*	*$12,003,147*	*$12,025,983*	*$12,860,223*
Expenses				
Personnel	$5,087,531	$5,748,218	$6,567,746	$7,778,652
Supplies	356,297	441,925	435,369	440,425
City Support Services	71,113	81,610	141,969	199,200
Utility Services	130,473	186,822	160,500	176,000
Operations Support	152,744	34,261	33,570	34,400
Staff Support	55,329	68,776	102,492	88,000
City Assistance	616,862	623,522	623,989	689,566
Professional Services	113,798	149,674	124,000	128,000
Fund Charges/Transfers	3,272,625	3,292,461	2,875,756	3,280,093
Maintenance Services	10,560	10,440	11,000	13,000
Debt Service	115,100	0	0	0
Rental/Leasing	65,118	-6,633	78,509	120,000
Operating Equipment	74,513	37,659	114,849	58,500
Capital Outlay	0	17,240	710,000	635,000
Total	*$10,122,063*	*$10,685,974*	*$11,979,749*	*$13,640,835*
Over/-Under	*$771,505*	*$1,317,174*	*$46,234*	*-$780,612*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenues for FY 2023-24 Budget are expected to increase 6.9% from FY 2022-23 year-end estimates from an increase in transports and new service contracts with customer cities.

Expenses: The FY 2023-24 Budget will increase 13.9% from the FY 2022-23 year-end estimate due to anticipated wage adjustments and the addition of 4 EMT positions.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Fees	7,164,150	7,780,595	7,605,302	5,607,235	7,925,405	8,486,771	
Inter-Jurisdictional	3,204,108	4,133,931	3,978,179	3,601,502	3,901,113	4,207,452	
Fund Transfers	409,606	7,381	262,000	0	0	0	
Miscellaneous	115,705	81,240	171,500	186,986	199,465	166,000	
TOTAL REVENUES	10,893,569	12,003,147	12,016,982	9,395,724	12,025,983	12,860,223	
EXPENDITURE SUMMARY							
PUBLIC SAFETY							
SCHERTZ EMS	10,122,063	10,685,974	12,015,662	10,005,291	11,979,749	13,640,835	
TOTAL PUBLIC SAFETY	10,122,063	10,685,974	12,015,662	10,005,291	11,979,749	13,640,835	
MISC & PROJECTS							
TOTAL EXPENDITURES	10,122,063	10,685,974	12,015,662	10,005,291	11,979,749	13,640,835	
REVENUE OVER/(UNDER) EXPENDITURES	771,505	1,317,174	1,319	(609,567)	46,234	(780,612)	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Fees							
000-456100 Ambulance/Mileage Transprt Fe	6,844,294	7,400,892	7,248,302	5,312,710	7,566,405	8,107,771	
000-456110 Passport Membership Fees	25,765	26,660	26,000	25,285	25,000	26,000	
000-456120 EMT Class - Fees	134,600	170,975	140,000	115,615	155,000	150,000	
000-456122 CE Class - Fees	19,745	18,523	20,000	20,691	20,000	20,000	
000-456130 Immunization Fees	2,149	2,266	3,000	1,937	2,000	3,000	
000-456140 Billing Fees-External	20,157	23,383	28,000	22,338	29,000	30,000	
000-456150 Standby Fees	39,826	53,639	50,000	41,325	50,000	50,000	
000-456155 Community Services Support	40,176	42,062	50,000	36,371	38,000	50,000	
000-456160 MIH Services	37,413	42,145	40,000	30,963	40,000	50,000	
000-459200 NSF Check Fee	25	50	0	0	0	0	
TOTAL Fees	7,164,150	7,780,595	7,605,302	5,607,235	7,925,405	8,486,771	
Inter-Jurisdictional							
000-473500 Seguin/Guadalupe Co Support	1,005,263	850,607	927,935	773,279	927,935	1,020,728	
000-474200 JBSA Support	0	582,131	654,778	544,659	654,778	674,421	
000-474300 Cibolo Support	473,115	529,044	557,334	557,334	557,334	637,650	
000-475100 Comal Co ESD #6	141,411	200,905	132,247	104,509	139,346	154,309	
000-475200 Live Oak Support	246,256	259,351	273,764	273,764	273,764	282,952	
000-475300 Universal City Support	321,566	335,885	345,554	345,554	345,554	342,714	
000-475400 Selma Support	171,441	180,290	186,132	186,132	186,132	214,655	
000-475500 Schertz Support	667,049	695,644	725,514	725,514	725,514	770,949	
000-475600 Santa Clara Support	11,455	11,953	12,236	12,236	12,236	12,888	
000-475800 Marion Support	18,375	21,364	22,685	22,685	22,685	21,184	
000-475910 TASPP Program	148,177	466,757	140,000	55,835	55,835	75,000	
TOTAL Inter-Jurisdictional	3,204,108	4,133,931	3,978,179	3,601,502	3,901,113	4,207,452	
Fund Transfers							
000-486000 Transfer In-Reserves	0	0	262,000	0	0	0	
000-486100 Transfer In	0	7,381	0	0	0	0	
000-486405 Transfer In-Grant Fund	409,606	0	0	0	0	0	
TOTAL Fund Transfers	409,606	7,381	262,000	0	0	0	
Miscellaneous							
000-491000 Interest Earned	489	1,164	1,500	7,930	10,000	10,000	
000-491200 Investment Income	959	5,895	4,000	23,787	27,000	24,000	
000-493203 Donations-EMS	925	1,500	2,000	1,215	465	2,000	
000-497000 Misc Income	48,218	28,162	94,000	100,105	110,000	60,000	
000-497100 Recovery of Bad Debt	11,223	12,903	20,000	13,962	12,000	20,000	
000-497110 Collection Agency-Bad Debt	53,891	31,617	50,000	39,987	40,000	50,000	
TOTAL Miscellaneous	115,705	81,240	171,500	186,986	199,465	166,000	
TOTAL REVENUES	10,893,569	12,003,147	12,016,982	9,395,724	12,025,983	12,860,223	

PUBLIC SAFETY
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
SCHERTZ EMS							
Personnel Services							
280-511110 Regular	2,770,929	3,206,233	3,337,737	3,016,941	3,500,000	4,178,571	
280-511120 Overtime	864,024	1,094,359	1,000,000	856,164	1,075,000	1,185,414	
280-511210 Longevity	48,698	37,929	45,351	46,097	48,000	49,293	
280-511220 Clothing Allowance	12,972	17,824	14,976	14,484	17,000	19,344	
280-511230 Certification Allowance	11,645	16,730	20,410	15,095	18,000	21,320	
280-511310 FICA - Employer	272,255	318,078	350,838	290,932	360,000	410,428	
280-511350 TMRS-Employer	564,709	363,551	707,043	588,147	725,000	898,451	
280-511410 Health-Employer	474,438	633,799	686,029	575,304	710,000	898,414	
280-511500 Workers' Compensation	67,862	59,715	76,206	114,746	114,746	117,417	
TOTAL Personnel Services	5,087,531	5,748,218	6,238,590	5,517,911	6,567,746	7,778,652	
Supplies							
280-521000 Operating Supplies	629	1,870	2,000	222	2,000	2,000	
280-521010 Operating Supplies-EMT Class	29,950	39,944	30,000	25,705	26,000	30,000	
280-521020 Operating Supplies-CE Class	6,852	526	17,275	10,220	17,000	9,925	
280-521025 Community Support Supplies	23,480	34,258	25,000	19,646	20,000	25,000	
280-521030 Operating Supplies- MIH	0	174	2,000	1,369	1,369	2,000	
280-521100 Office Supplies	2,813	3,274	4,000	3,095	4,000	4,000	
280-521200 Medical/Chem Supplies	280,902	355,917	300,000	344,604	350,000	350,000	
280-521250 Immunization Supplies	7,998	3,060	14,000	8,950	12,000	14,000	
280-521300 Motor Veh. Supplies	2,480	2,765	2,500	1,704	2,000	2,500	
280-521600 Equip Maint Supplies	1,194	136	1,750	991	1,000	1,000	
TOTAL Supplies	356,297	441,925	398,525	416,505	435,369	440,425	
Human Services							
City Support Services							
280-532350 Software Maintenance	46,396	49,382	75,000	45,890	55,000	106,200	
280-532500 City Insurance-Commercial	24,718	31,430	35,000	38,469	38,469	43,000	
280-532900 Contingencies	0	798	48,500	0	48,500	50,000	
TOTAL City Support Services	71,113	81,610	158,500	84,359	141,969	199,200	
Utility Services							
280-533100 Gas Utility Service	6,538	6,777	7,000	6,393	7,000	7,000	
280-533200 Electric Utility Service	10,138	9,734	12,000	6,143	8,500	12,000	
280-533310 Telephone/Cell Phones	7,731	586	0	0	0	0	
280-533320 Telephone/Air Cards	261	0	0	0	0	0	
280-533330 Telephone/Internet	1,587	0	0	0	0	0	
280-533410 Water Utility Service	5,162	4,712	7,000	2,197	5,000	7,000	
280-533500 Vehicle Fuel	99,055	165,015	150,000	117,316	140,000	150,000	
TOTAL Utility Services	130,473	186,822	176,000	132,048	160,500	176,000	

PUBLIC SAFETY
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Operations Support							
280-534000 Postage	2,427	5,019	6,500	3,991	5,000	6,500	
280-534100 Advertising	0	485	0	0	0	0	
280-534200 Printing & Binding	2,609	2,514	3,000	2,683	3,000	3,000	
280-534300 Equipment Maintenance - Copie	4,654	4,828	5,000	3,098	4,500	5,000	
280-534400 EMT Class Instructors	13,440	15,520	8,000	9,920	14,000	10,000	
280-534410 CE Class Instructors	640	0	1,500	880	1,000	2,400	
280-534420 Community Support-Instructors	3,680	2,080	3,000	1,120	2,000	3,000	
280-534500 Memberships - Organizations	3,815	3,815	4,500	4,115	4,070	4,500	
280-534999 Misc Expenses	121,479	0	0	0	0	0	
TOTAL Operations Support	152,744	34,261	31,500	25,807	33,570	34,400	
Staff Support							
280-535100 Uniforms	21,157	23,991	30,000	21,519	30,000	30,000	
280-535210 Employee Recognition-Morale	5,115	4,549	6,500	6,341	6,500	6,500	
280-535300 Memberships	0	40	0	0	0	0	
280-535400 Publications	0	0	500	0	0	500	
280-535500 Training/Travel	25,066	37,521	82,000	62,149	61,492	48,000	
280-535510 Meeting Expenses	2,933	2,676	4,500	3,655	4,500	3,000	
280-535600 Professional Certification	1,058	0	0	0	0	0	
TOTAL Staff Support	55,329	68,776	123,500	93,664	102,492	88,000	
City Assistance							
280-537100 Medical Services	1,738	1,012	2,000	501	1,000	2,000	
280-537110 EMS Outsourcing	611,113	618,489	618,489	463,867	618,489	680,566	
280-537800 Community Outreach	4,011	4,021	4,500	3,731	4,500	7,000	
TOTAL City Assistance	616,862	623,522	624,989	468,098	623,989	689,566	
Professional Services							
280-541200 Legal Svcs	351	1,067	5,000	1,035	1,000	5,000	
280-541300 Other Consl/Prof Services	93,028	124,102	100,000	75,112	100,000	100,000	
280-541400 Auditor/Accounting Service	3,000	3,000	3,000	3,000	3,000	3,000	
280-541800 Credit Card Fees	17,419	21,505	17,500	13,362	20,000	20,000	
TOTAL Professional Services	113,798	149,674	125,500	92,509	124,000	128,000	
Fund Charges/Transfers							
280-548101 Tranfer Out - General Fund	0	0	4,000	0	0	0	
280-548600 Interfund Charges-G/F Admin	182,682	212,740	216,994	180,828	216,994	221,335	
280-548610 Interfund Charges-Admin Fleet	181,781	226,106	258,762	215,635	258,762	263,937	
280-548700 Bad Debt Expense	2,621,818	2,451,472	2,665,302	2,169,118	2,400,000	2,794,821	
280-548800 Depreciation Expense	286,344	402,143	0	0	0	0	
TOTAL Fund Charges/Transfers	3,272,625	3,292,461	3,145,058	2,565,581	2,875,756	3,280,093	

PUBLIC SAFETY
EXPENDITURES

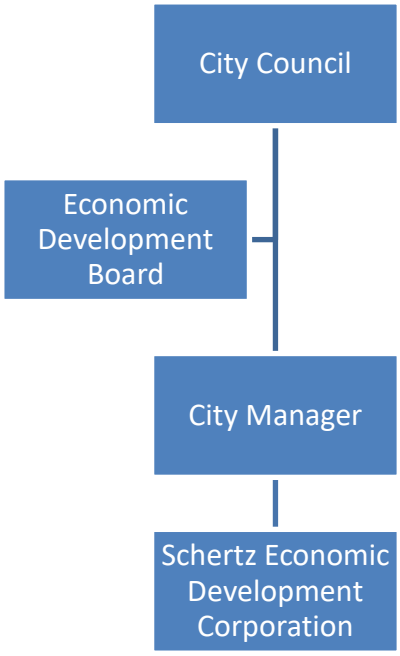
	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Maintenance Services							
280-551810 Maintenance Agr. - Radios	10,560	10,440	13,000	5,220	11,000	13,000	
TOTAL Maintenance Services	10,560	10,440	13,000	5,220	11,000	13,000	
Other Costs							
Debt Service							
280-555600.Interest-CO Bond 2007	0	(0)	0	0	0	0	
280-555900 Debt Service	115,100	0	0	0	0	0	
TOTAL Debt Service	115,100	(0)	0	0	0	0	
Rental/Leasing							
280-561200 Lease/Purchase Payments	65,118	(6,633)	150,000	78,509	78,509	120,000	
TOTAL Rental/Leasing	65,118	(6,633)	150,000	78,509	78,509	120,000	
Operating Equipment							
280-571000 Furniture & Fixtures	1,569	6,399	5,000	1,163	5,000	5,000	
280-571200 Vehicles&Access. < $5,000	15,535	1,780	9,000	897	2,000	4,500	
280-571300 Computer&Periphe. < $5000	12,154	11,563	17,500	20,655	18,849	15,000	
280-571400 Communication Equip < $5000	8,475	3,029	19,000	2,607	19,000	4,000	
280-571800 Equipment Under $5,000	36,781	14,887	70,000	28,300	70,000	30,000	
TOTAL Operating Equipment	74,513	37,659	120,500	53,621	114,849	58,500	
Capital Outlay							
280-581200 Vehicles & Access. Over $5,00	0	10,451	625,000	427,201	625,000	510,000	
280-581800 Equipment Over $5,000	0	6,789	85,000	44,258	85,000	125,000	
TOTAL Capital Outlay	0	17,240	710,000	471,459	710,000	635,000	
TOTAL SCHERTZ EMS	10,122,063	10,685,974	12,015,662	10,005,291	11,979,749	13,640,835	
TOTAL PUBLIC SAFETY	10,122,063	10,685,974	12,015,662	10,005,291	11,979,749	13,640,835	

FUND: 620 CITY OF SCHERTZ ECONOMIC DEVELOPMENT CORPORATION

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 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Executive Director	1	1	1	1
Deputy Director (reclassed Analyst position 2021)	0	1	1	1
Economic Development Analyst	1	0	0	0
Business Retention Manager	1	1	1	1
Executive Assistant	1	1	1	1
TOTAL POSITIONS	4	4	4	4

PERFORMANCE INDICATORS

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Number of inquiries	94	121	155	164
Number of Schertz BRE visits	7	18	40	21
Number of recruitment events	6	8	12	14
Number of new prospects	15	35	45	43
Number of active performance agreements	14	15	18	17

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Taxes	$5,615,928	$6,025,703	$6,650,000	$7,092,000
Miscellaneous	56,144	201,279	1,042,500	1,315,000
Total	*$5,672,073*	*$6,226,982*	*$7,692,500*	*$8,407,000*
Expenses				
Supplies	$577	$1,011	$600	$1,000

City Support Services	3,322	7,311	19,834	21,200
Utility Services	1,836	2,212	2,600	975
Operations Support	68,826	186,417	362,410	441,610
Staff Support	7,077	21,350	24,150	24,575
City Assistance	0	0	203,000	205,000
Professional Services	21,267	20,752	61,000	61,300
Fund Charges/Transfers	504,669	506,984	542,221	546,883
Operating Equipment	2,508	4,047	4,000	5,000
Total Economic Development	*$610,082*	*$750,084*	*$1,219,815*	*$1,307,543*
Annual and Infrastructure Grants	*$4,274,385*	*$1,240,000*	*$8,750,079*	*$11,677,510*
Total Schertz Economic Development	*$4,884,467*	*$1,990,084*	*$9,969,894*	*$12,985,053*
Over/-Under	*$787,606*	*$4,236,898*	*-$2,277,394*	*-$4,578,053*

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 2023-24 is projected to increase by 9.3% from the FY 2023-24 year-end estimate. The increase is reflective of an increase in sales tax revenue of 7% and additional investment income makes up the remainder.

Expenses: The SEDC funds are restricted to those expenses authorized by the Texas Local Government Code sections 501 and 505. The expenses for FY 2023-24 are projected to increase 7.2% to utilize the maximum allowed Marketing and Promotion dollars. 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 2023-24.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Taxes	5,615,928	6,025,703	6,548,000	4,913,009	6,650,000	7,092,000	
Fund Transfers	0	0	3,320,960	0	0	0	
Miscellaneous	56,144	201,279	182,000	865,138	1,042,500	1,315,000	
TOTAL REVENUES	5,672,073	6,226,982	10,050,960	5,778,147	7,692,500	8,407,000	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	4,274,385	1,240,000	8,750,079	81,944	8,750,079	11,677,510	
TOTAL GENERAL GOVERNMENT	4,274,385	1,240,000	8,750,079	81,944	8,750,079	11,677,510	
MISC & PROJECTS							
ECONOMIC DEVELOPMENT	610,082	750,084	1,300,881	769,601	1,219,815	1,307,543	
TOTAL MISC & PROJECTS	610,082	750,084	1,300,881	769,601	1,219,815	1,307,543	
TOTAL EXPENDITURES	4,884,467	1,990,084	10,050,960	851,545	9,969,894	12,985,053	
REVENUE OVER/(UNDER) EXPENDITURES	787,606	4,236,898	0	4,926,602	(2,277,394)	(4,578,053)	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Taxes							
000-411500 Sales Tax Revenue (4B)	5,615,928	6,025,703	6,548,000	4,913,009	6,650,000	7,092,000	
TOTAL Taxes	5,615,928	6,025,703	6,548,000	4,913,009	6,650,000	7,092,000	
Fund Transfers							
000-486010 Transfer In-Reserves	0	0	3,320,960	0	0	0	
TOTAL Fund Transfers	0	0	3,320,960	0	0	0	
Miscellaneous							
000-491000 Interest Earned-Bank	431	1,438	2,000	8,339	12,500	15,000	
000-491200 Investment Income	55,713	199,841	180,000	856,799	1,030,000	1,300,000	
TOTAL Miscellaneous	56,144	201,279	182,000	865,138	1,042,500	1,315,000	
TOTAL REVENUES	5,672,073	6,226,982	10,050,960	5,778,147	7,692,500	8,407,000	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NON DEPARTMENTAL							
Supplies							
Utility Services							
Operations Support							
City Assistance							
101-537600 Development Incentive Fund	224,385	0	3,000,079	81,944	3,000,079	3,027,510	
TOTAL City Assistance	224,385	0	3,000,079	81,944	3,000,079	3,027,510	
Professional Services							
Fund Charges/Transfers							
101-548000 Contributions	4,050,000	1,240,000	5,750,000	0	5,750,000	8,650,000	
TOTAL Fund Charges/Transfers	4,050,000	1,240,000	5,750,000	0	5,750,000	8,650,000	
Maintenance Services							
Debt Service							
Rental/Leasing							
Operating Equipment							
Capital Outlay							
TOTAL NON DEPARTMENTAL	4,274,385	1,240,000	8,750,079	81,944	8,750,079	11,677,510	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
BUILDING 6-8 MAINTENANCE							
Personnel Services							
Supplies							
City Support Services							
Utility Services							
Operations Support							
Staff Support							
Professional Services							
TOTAL GENERAL GOVERNMENT	4,274,385	1,240,000	8,750,079	81,944	8,750,079	11,677,510	

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
ECONOMIC DEVELOPMENT							
Personnel Services							
Supplies							
966-521100 Office Supplies	577	1,011	1,000	367	600	1,000	
TOTAL Supplies	577	1,011	1,000	367	600	1,000	
Human Services							
City Support Services							
966-532500 City Insurance-Commercial	1,469	1,461	1,700	1,534	1,534	1,700	
966-532800 Promotional Events	1,853	5,850	9,500	7,297	9,500	9,500	
966-532900 Contingencies	0	0	8,800	0	8,800	10,000	
TOTAL City Support Services	3,322	7,311	20,000	8,832	19,834	21,200	
Utility Services							
966-533310 Telephone/Cell Phones	1,660	1,780	2,000	0	2,000	0	
966-533500 Vehicle Fuel	119	432	750	91	400	750	
966-533550 Vehicle Maintenance	57	0	225	49	200	225	
TOTAL Utility Services	1,836	2,212	2,975	140	2,600	975	
Operations Support							
966-534000 Postage	75	71	500	19	100	500	
966-534100 Advertising	5,718	77,076	315,850	37,120	240,000	315,850	
966-534105 Goodwill	995	1,795	1,750	1,461	1,750	1,750	
966-534190 Recruitment Events	13,484	27,963	35,000	23,548	35,000	35,000	
966-534200 Printing & Binding	1,054	878	1,500	43	1,500	1,500	
966-534300 Equipment Maintenance-Copier	3,323	3,448	3,500	2,212	4,000	3,500	
966-534400 Computer Licenses-Software	29,903	45,802	50,675	30,769	50,675	54,675	
966-534500 Memberships-Organization	14,275	29,385	28,835	23,585	29,385	28,835	
TOTAL Operations Support	68,826	186,417	437,610	118,758	362,410	441,610	
Staff Support							
966-535100 Uniforms	643	676	800	345	300	800	
966-535210 Employee Recognition-Morale	1,514	547	1,800	896	950	600	
966-535300 Memberships-Staff Support	0	0	2,525	1,775	2,250	2,525	
966-535400 Publications	230	0	800	43	800	800	
966-535500 Training/Travel	2,413	16,269	12,000	6,295	12,000	12,000	
966-535510 Meeting Expenses-EDC Board	2,278	3,858	7,850	3,542	7,850	7,850	
TOTAL Staff Support	7,077	21,350	25,775	12,896	24,150	24,575	

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
City Assistance							
966-537615 Small Business Grant Fund	0	0	200,000	40,000	200,000	200,000	
966-537650 Prospect Services	0	0	5,000	2,116	3,000	5,000	
TOTAL City Assistance	0	0	205,000	42,116	203,000	205,000	
Professional Services							
966-541200 Legal Svcs	12,920	9,770	15,000	6,396	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	2,348	4,982	40,000	31,300	40,000	40,000	
TOTAL Professional Services	21,267	20,752	61,300	43,696	61,000	61,300	
Fund Charges/Transfers							
966-548600 Interfund Charges-Admin	504,669	506,984	542,221	542,221	542,221	546,883	
TOTAL Fund Charges/Transfers	504,669	506,984	542,221	542,221	542,221	546,883	
Fund Replenish							
Maintenance Services							
Debt Service							
Operating Equipment							
966-571100 Furniture & Fixtures	2,145	2,180	2,500	537	2,000	2,500	
966-571300 Computer & Periphe < $5000	362	1,867	2,500	40	2,000	2,500	
TOTAL Operating Equipment	2,508	4,047	5,000	577	4,000	5,000	
Capital Outlay							
TOTAL ECONOMIC DEVELOPMENT	610,082	750,084	1,300,881	769,601	1,219,815	1,307,543	

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
SCHWAB RD PROJECT							
Maintenance Services							
TOTAL MISC & PROJECTS	610,082	750,084	1,300,881	769,601	1,219,815	1,307,543	
TOTAL EXPENDITURES	4,884,467	1,990,084	10,050,960	851,545	9,969,894	12,985,053	

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 Actual	2022-23 Estimate	2023-24 Budget
Revenues				
Fund Transfers	-$1,472	-$147	$0	$0
Miscellaneous	31,793	47,589	60,775	45,000
Total	*$30,321*	*$47,442*	*$60,775*	*$45,000*
Expenses				
Kick Cancer	$4,284	$9,849	$22,195	$15,000
Hal Baldwin Scholarship	16,632	19,719	17,015	30,000
Total	*$20,915*	*$29,568*	*$39,210*	*$45,000*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenue budget has increased due to a trend increase to sponsorships and event participation. It is now set at $45,000 each year and any additional covers event expenses.

Expenses: The Special Events Fund FY 2023-24 Budget is set at $45,000 with no change in operations.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Fund Transfers	(1,472)	(147)	0	147	0	0	
Miscellaneous	31,793	47,589	24,000	61,406	60,775	45,000	
TOTAL REVENUES	30,321	47,442	24,000	61,553	60,775	45,000	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
PUBLIC WORKS							
CULTURAL							
KICK CANCER	4,284	9,849	10,000	22,195	22,195	15,000	
HAL BALDWIN SCHOLARSHIP	16,632	19,719	14,000	25,555	17,015	30,000	
TOTAL CULTURAL	20,915	29,568	24,000	47,749	39,210	45,000	
TOTAL EXPENDITURES	20,915	29,568	24,000	47,749	39,210	45,000	
REVENUE OVER/(UNDER) EXPENDITURES	9,406	17,874	0	13,804	21,565	0	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Fees							
Fund Transfers							
000-486101 Transfer In-General Fund	(1,472)	(147)	0	147	0	0	
TOTAL Fund Transfers	(1,472)	(147)	0	147	0	0	
Miscellaneous							
000-491200 Investment Income	18	147	0	632	0	0	
000-492200 Kick Cancer	2,795	9,595	10,000	22,195	22,195	15,000	
000-493621 Hal Baldwin Scholarship	28,980	37,846	14,000	38,580	38,580	30,000	
TOTAL Miscellaneous	31,793	47,589	24,000	61,406	60,775	45,000	
TOTAL REVENUES	30,321	47,442	24,000	61,553	60,775	45,000	

CULTURAL
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
KICK CANCER							
City Support Services							
608-532800 Kick Cancer	4,284	9,849	10,000	22,195	22,195	15,000	
TOTAL City Support Services	4,284	9,849	10,000	22,195	22,195	15,000	
Operations Support							
TOTAL KICK CANCER	4,284	9,849	10,000	22,195	22,195	15,000	

CULTURAL
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
HAL BALDWIN SCHOLARSHIP							
City Support Services							
621-532800 Golf Tournament	12,868	14,707	14,000	17,015	17,015	30,000	
621-532850 Hal Baldwin Scholarship	3,763	5,012	0	8,540	0	0	
TOTAL City Support Services	16,632	19,719	14,000	25,555	17,015	30,000	
Fund Charges/Transfers							
TOTAL HAL BALDWIN SCHOLARSHIP	16,632	19,719	14,000	25,555	17,015	30,000	

CULTURAL
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
OTHER EVENTS							
City Support Services							
Operations Support							
TOTAL CULTURAL	20,915	29,568	24,000	47,749	39,210	45,000	
TOTAL EXPENDITURES	20,915	29,568	24,000	47,749	39,210	45,000	

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

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 Actual	2022-23 Estimate	2023-24 Budget
Revenues	*$78,746*	*$79,403*	*$77,000*	*$67,000*
Expenses				
Projects	$0	$162,751	$914,770	$67,000
Total	*$0*	*$162,751*	*$914,770*	*$67,000*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenues for FY 2023-24 Budget are expected to decrease by $10,000 from the FY 2022-23 year-end estimates as the community moves away from cable.

Expenses: The PEG Fund FY 2023-24 Budget decreased to $67,000 from the FY 2022-23 year-end estimates with the continued implementation of the communication master plan.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Franchises	78,746	79,403	90,000	56,277	77,000	67,000	
Fund Transfers	0	0	854,770	0	0	0	
TOTAL REVENUES	78,746	79,403	944,770	56,277	77,000	67,000	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
MISC & PROJECTS							
PROJECTS	0	162,751	914,770	195,051	914,770	67,000	
TOTAL MISC & PROJECTS	0	162,751	914,770	195,051	914,770	67,000	
TOTAL EXPENDITURES	0	162,751	914,770	195,051	914,770	67,000	
REVENUE OVER/(UNDER) EXPENDITURES	78,746	(83,349)	30,000	(138,774)	(837,770)	0	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Franchises							
000-421350 Spectrum-PEG Fee	46,224	62,327	60,000	45,688	63,000	55,000	
000-421465 Direct TV PEG Fee	32,522	17,076	30,000	10,589	14,000	12,000	
TOTAL Franchises	78,746	79,403	90,000	56,277	77,000	67,000	
Fund Transfers							
000-481000 Transfer In - Reserves	0	0	854,770	0	0	0	
TOTAL Fund Transfers	0	0	854,770	0	0	0	
Miscellaneous							
TOTAL REVENUES	78,746	79,403	944,770	56,277	77,000	67,000	

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PROJECTS							
Supplies							
Operations Support							
Professional Services							
900-541110 COMMUNICATION PLAN	0	0	60,000	0	60,000	67,000	
TOTAL Professional Services	0	0	60,000	0	60,000	67,000	
Operating Equipment							
Capital Outlay							
900-581400 Communication Equipment	0	162,751	854,770	195,051	854,770	0	
TOTAL Capital Outlay	0	162,751	854,770	195,051	854,770	0	
TOTAL PROJECTS	0	162,751	914,770	195,051	914,770	67,000	
TOTAL MISC & PROJECTS	0	162,751	914,770	195,051	914,770	67,000	
TOTAL EXPENDITURES	0	162,751	914,770	195,051	914,770	67,000	

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 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Taxes	$518,925	$804,132	$1,000,000	$800,000
Miscellaneous	2,095	14,582	74,000	101,500
Total	*$521,016*	*$818,715*	*$1,074,000*	*$901,500*
Expenses				
Supplies	$6,995	$0	$0	$0
City Support Services	67,977	65,702	68,000	120,000
Operations Support	17,459	19,061	15,000	34,600
Professional Services	6,565	3,832	4,675	1,000
Fund Charges/Transfers	72,464	74,443	69,915	80,265
Building Maintenance	164,304	54,677	50,000	25,000
Operating Equipment	0	42,388	0	0
Capital Outlay	0	28,200	5,266	0
Projects	0	1,185,510	42,437	0
Total	*$335,764*	*$1,473,812*	*$255,293*	*$260,865*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: Revenue for FY 2023-24 Budget is expected to decrease 16.1% from the FY 2022-23 year end estimates. FY 2022-23 received a lump sum of back taxes owed resulting in a higher revenue amount than is normal.

Expenses: The Hotel Motel Tax Fund FY 2023-24 Budget increases 2.2% from FY 2022-23 year-end estimate. Fewer building maintenance and projects offset increases in the City Support Services grant program.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Taxes	518,921	804,132	640,000	862,601	1,000,000	800,000	
Miscellaneous	2,095	14,582	8,500	60,744	74,000	101,500	
TOTAL REVENUES	521,016	818,715	648,500	923,345	1,074,000	901,500	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	335,764	288,302	272,915	153,503	212,856	260,865	
TOTAL GENERAL GOVERNMENT	335,764	288,302	272,915	153,503	212,856	260,865	
MISC & PROJECTS							
PROJECTS	0	1,185,510	0	42,437	42,437	0	
TOTAL MISC & PROJECTS	0	1,185,510	0	42,437	42,437	0	
TOTAL EXPENDITURES	335,764	1,473,812	272,915	195,940	255,293	260,865	
REVENUE OVER/(UNDER) EXPENDITURES	185,251	(655,097)	375,585	727,405	818,707	640,635	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Taxes							
000-411800 Hotel Occupancy Tax	518,921	804,132	640,000	862,601	1,000,000	800,000	
TOTAL Taxes	518,921	804,132	640,000	862,601	1,000,000	800,000	
Fund Transfers							
Miscellaneous							
000-491000 Interest Earned	80	168	500	704	1,000	1,500	
000-491200 Investment Income	2,015	14,415	8,000	60,040	73,000	100,000	
TOTAL Miscellaneous	2,095	14,582	8,500	60,744	74,000	101,500	
TOTAL REVENUES	521,016	818,715	648,500	923,345	1,074,000	901,500	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NON DEPARTMENTAL							
Personnel Services							
Supplies							
101-521000 Operating Expense	6,995	0	0	0	0	0	
TOTAL Supplies	6,995	0	0	0	0	0	
City Support Services							
101-532800 Special Events	67,977	65,702	68,000	55,504	68,000	70,000	
101-532820 Community Programs	0	0	50,000	0	0	50,000	
TOTAL City Support Services	67,977	65,702	118,000	55,504	68,000	120,000	
Operations Support							
101-534100 Advertising	0	3,895	9,700	0	0	18,600	
101-534120 Advertising-Billboards	17,459	15,166	16,000	10,742	15,000	16,000	
TOTAL Operations Support	17,459	19,061	25,700	10,742	15,000	34,600	
City Assistance							
Professional Services							
101-541300 Other Professional Services	3,565	832	500	17,929	1,175	0	
101-541400 Auditor/Accounting Service	3,000	3,000	3,500	3,500	3,500	1,000	
TOTAL Professional Services	6,565	3,832	4,000	21,429	4,675	1,000	
Fund Charges/Transfers							
101-548100 Interfund Transfer Out	72,464	74,443	69,915	58,263	69,915	80,265	
TOTAL Fund Charges/Transfers	72,464	74,443	69,915	58,263	69,915	80,265	
Maintenance Services							
101-551100 Building Maintenance	164,304	54,677	50,000	2,300	50,000	25,000	
TOTAL Maintenance Services	164,304	54,677	50,000	2,300	50,000	25,000	
Operating Equipment							
101-571500 Operating Equipment	0	42,388	0	0	0	0	
TOTAL Operating Equipment	0	42,388	0	0	0	0	
Capital Outlay							
101-581750 Civic Center Improvements	0	28,200	5,300	5,266	5,266	0	
TOTAL Capital Outlay	0	28,200	5,300	5,266	5,266	0	
TOTAL NON DEPARTMENTAL	335,764	288,302	272,915	153,503	212,856	260,865	
TOTAL GENERAL GOVERNMENT	335,764	288,302	272,915	153,503	212,856	260,865	

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PROJECTS							
Professional Services							
900-541100 Engineering	0	57,215	0	1,440	1,440	0	
TOTAL Professional Services	0	57,215	0	1,440	1,440	0	
Maintenance Services							
900-551900 Construction	0	1,128,295	0	40,997	40,997	0	
TOTAL Maintenance Services	0	1,128,295	0	40,997	40,997	0	
TOTAL PROJECTS	0	1,185,510	0	42,437	42,437	0	
TOTAL MISC & PROJECTS	0	1,185,510	0	42,437	42,437	0	
TOTAL EXPENDITURES	335,764	1,473,812	272,915	195,940	255,293	260,865	

FUND: 317 PARK FUND

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 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Fees	$0	$0	$50,000	$100,000
Miscellaneous	294	2,195	12,150	0
Total	*$294*	*$2,195*	*$62,150*	*$100,000*
Expenses				
Professional Services	$4,500	$10,040	$0	$0
Capital Outlay	1,012	17,650	387,069	100,000
Total	*$5,512*	*$27,690*	*$387,069*	*$100,000*
Over/-Under	*-$5,218*	*-$25,49*	*-$324,919*	*$0*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: The revenue for FY 2023-24 Budget is expected to be $100,000 in anticipation of new development which will pay into the fund.

Expenses: The FY 2023-24 Budget is set at $100,000 to utilize incoming funds for park improvements.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Fees	0	0	318,000	1,000	50,000	100,000	
Fund Transfers	0	0	262,069	0	0	0	
Miscellaneous	294	2,195	1,025	9,057	12,150	0	
TOTAL REVENUES	294	2,195	581,094	10,057	62,150	100,000	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
PUBLIC ENVIRONMENT							
PARKLAND DEDICATION	5,512	27,690	387,069	387,069	387,069	100,000	
TOTAL PUBLIC ENVIRONMENT	5,512	27,690	387,069	387,069	387,069	100,000	
TOTAL EXPENDITURES	5,512	27,690	387,069	387,069	387,069	100,000	
REVENUE OVER/(UNDER) EXPENDITURES	(5,218)	(25,495)	194,025	(377,012)	(324,919)	0	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Fees							
000-458800 Parkland Dedication	0	0	318,000	1,000	50,000	100,000	
TOTAL Fees	0	0	318,000	1,000	50,000	100,000	
Fund Transfers							
000-481000 Transfer In- Reserves	0	0	262,069	0	0	0	
TOTAL Fund Transfers	0	0	262,069	0	0	0	
Miscellaneous							
000-491000 Interest Earned	10	32	25	118	150	0	
000-491200 Investment Income	284	2,162	1,000	8,939	12,000	0	
TOTAL Miscellaneous	294	2,195	1,025	9,057	12,150	0	
TOTAL REVENUES	294	2,195	581,094	10,057	62,150	100,000	

PUBLIC ENVIRONMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PARKLAND DEDICATION							
Supplies							
Utility Services							
Professional Services							
301-541300 Other Consl/prof Services	4,500	10,040	25,000	0	0	0	
TOTAL Professional Services	4,500	10,040	25,000	0	0	0	
Fund Charges/Transfers							
Maintenance Services							
Operating Equipment							
Capital Outlay							
301-581010 Land Purchase	1,012	0	262,069	0	0	0	
301-581700 Improvements Over $5,000	0	17,650	100,000	387,069	387,069	100,000	
TOTAL Capital Outlay	1,012	17,650	362,069	387,069	387,069	100,000	
TOTAL PARKLAND DEDICATION	5,512	27,690	387,069	387,069	387,069	100,000	

PUBLIC ENVIRONMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
TREE MITIGATION							
Supplies							
Professional Services							
Fund Charges/Transfers							
Maintenance Services							
Operating Equipment							
Capital Outlay							
TOTAL PUBLIC ENVIRONMENT	5,512	27,690	387,069	387,069	387,069	100,000	
TOTAL EXPENDITURES	5,512	27,690	387,069	387,069	387,069	100,000	

FUND: 319 TREE MITIGATION

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 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Fees	$219,513	$136,950	$70,000	$50,000
Miscellaneous	650	5,324	30,600	35,750
Total	*$220,163*	*$142,274*	*$100,600*	*$85,750*
Expenses				
Maintenance Services	$35,495	$82,110	$70,000	$75,000
Total	*$35,495*	*82,110*	*$70,000*	*$75,000*
Over/-Under	*$184,668*	*$60,164*	*$30,600*	*$10,750*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenue: The revenue for the FY 2023-24 Budget is expected to decrease 14.8% from 2022-23 year-end estimate following the previous years' trends.

Expenses: The FY 2023-24 Budget increases 7.1% from FY 2022-23 year-end estimate for additional tree planting.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Fees	219,513	136,950	70,000	48,065	70,000	50,000	
Miscellaneous	650	5,324	1,400	25,186	30,600	35,750	
TOTAL REVENUES	220,163	142,274	71,400	73,251	100,600	85,750	
EXPENDITURE SUMMARY							
PUBLIC ENVIRONMENT							
TREE MITIGATION	35,495	82,110	70,000	15,800	70,000	75,000	
TOTAL PUBLIC ENVIRONMENT	35,495	82,110	70,000	15,800	70,000	75,000	
TOTAL EXPENDITURES	35,495	82,110	70,000	15,800	70,000	75,000	
REVENUE OVER/(UNDER) EXPENDITURES	184,668	60,164	1,400	57,451	30,600	10,750	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Fees							
000-458900 Tree Mitigation	219,513	136,950	70,000	48,065	70,000	50,000	
TOTAL Fees	219,513	136,950	70,000	48,065	70,000	50,000	
Fund Transfers							
Miscellaneous							
000-491000 Interest Earned	21	39	200	536	600	750	
000-491200 Investment Income	630	5,285	1,200	24,649	30,000	35,000	
TOTAL Miscellaneous	650	5,324	1,400	25,186	30,600	35,750	
TOTAL REVENUES	220,163	142,274	71,400	73,251	100,600	85,750	

PUBLIC ENVIRONMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
TREE MITIGATION							
Supplies							
Professional Services							
Fund Charges/Transfers							
Maintenance Services							
302-551110 Trees	35,495	82,110	70,000	15,800	70,000	75,000	
TOTAL Maintenance Services	35,495	82,110	70,000	15,800	70,000	75,000	
Operating Equipment							
Capital Outlay							
TOTAL TREE MITIGATION	35,495	82,110	70,000	15,800	70,000	75,000	
TOTAL PUBLIC ENVIRONMENT	35,495	82,110	70,000	15,800	70,000	75,000	
TOTAL EXPENDITURES	35,495	82,110	70,000	15,800	70,000	75,000	

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 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Fees	$211,937	$252,872	$275,000	$275,000
Miscellaneous	592	6,035	35,175	50,175
Total	*$212,529*	*$258,907*	*$310,175*	*$325,175*
Expenses				
Non Departmental	$1,979	$1,359	$5,000	$0
Projects	0	0	104,851	5,000
Total	*$1,979*	*$1,359*	*$109,851*	*$5,000*
Over/-Under	*$210,550*	*$257,549*	*$200,324*	*$320,175*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will be set at $5,000 for any professional services or studies that need to be completed.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Fees	211,937	252,872	250,000	247,641	275,000	275,000	
Fund Transfers	0	0	88,173	0	0	0	
Miscellaneous	592	6,035	5,200	28,609	35,175	50,175	
TOTAL REVENUES	212,529	258,907	343,373	276,251	310,175	325,175	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	1,979	1,359	5,000	0	5,000	0	
TOTAL GENERAL GOVERNMENT	1,979	1,359	5,000	0	5,000	0	
MISC & PROJECTS							
PROJECTS	0	0	88,173	104,851	104,851	5,000	
TOTAL MISC & PROJECTS	0	0	88,173	104,851	104,851	5,000	
TOTAL EXPENDITURES	1,979	1,359	93,173	104,851	109,851	5,000	
REVENUE OVER/(UNDER) EXPENDITURES	210,550	257,549	250,200	171,400	200,324	320,175	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Fees							
000-455921 CapitalRcvry-RoadwaysSrvArea	211,937	252,872	250,000	247,641	275,000	275,000	
TOTAL Fees	211,937	252,872	250,000	247,641	275,000	275,000	
Fund Transfers							
000-481000 Transfer In - Reserves	0	0	88,173	0	0	0	
TOTAL Fund Transfers	0	0	88,173	0	0	0	
Miscellaneous							
000-491000 Interest Earned	195	33	200	141	175	175	
000-491200 Investment Income	397	6,003	5,000	28,468	35,000	50,000	
TOTAL Miscellaneous	592	6,035	5,200	28,609	35,175	50,175	
TOTAL REVENUES	212,529	258,907	343,373	276,251	310,175	325,175	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NON DEPARTMENTAL							
Professional Services							
101-541300 Professional Services	1,979	1,359	5,000	0	5,000	0	
TOTAL Professional Services	1,979	1,359	5,000	0	5,000	0	
Fund Charges/Transfers							
TOTAL NON DEPARTMENTAL	1,979	1,359	5,000	0	5,000	0	
TOTAL GENERAL GOVERNMENT	1,979	1,359	5,000	0	5,000	0	

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PROJECTS							
City Support Services							
900-532900 Contingency - Service Area 1	0	0	0	16,678	16,678	0	
TOTAL City Support Services	0	0	0	16,678	16,678	0	
Operations Support							
Professional Services							
900-541300 Professional Services-SrvArea	0	0	0	0	0	5,000	
TOTAL Professional Services	0	0	0	0	0	5,000	
Maintenance Services							
900-551900 Construction - Service Area 1	0	0	88,173	88,173	88,173	0	
TOTAL Maintenance Services	0	0	88,173	88,173	88,173	0	
Capital Outlay							
TOTAL PROJECTS	0	0	88,173	104,851	104,851	5,000	
TOTAL MISC & PROJECTS	0	0	88,173	104,851	104,851	5,000	
TOTAL EXPENDITURES	1,979	1,359	93,173	104,851	109,851	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 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Fees	$163,823	$341,650	$220,000	$220,000
Miscellaneous	249	4,087	23,650	25,650
Total	*$164,071*	*$345,737*	*$243,650*	*$245,650*
Expenses				
Non Departmental	$39,148	$52,484	$107,495	$85,000
Total	*$39,148*	*$52,484*	*$107,495*	*$85,000*
Over/-Under	*$124,923*	*$293,252*	*$136,155*	*$160,650*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will be set at $58,000 for any professional services or studies that need to be completed and to reimburse developers for road construction.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Fees	163,823	341,650	200,000	152,579	220,000	220,000	
Miscellaneous	249	4,087	1,600	19,698	23,650	25,650	
TOTAL REVENUES	164,071	345,737	201,600	172,276	243,650	245,650	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	39,148	52,484	55,000	102,495	107,495	85,000	
TOTAL GENERAL GOVERNMENT	39,148	52,484	55,000	102,495	107,495	85,000	
MISC & PROJECTS							
TOTAL EXPENDITURES	39,148	52,484	55,000	102,495	107,495	85,000	
REVENUE OVER/(UNDER) EXPENDITURES	124,923	293,252	146,600	69,782	136,155	160,650	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Fees							
000-455922 CapitalRcvry-RoadwaysSrvArea	163,823	341,650	200,000	152,579	220,000	220,000	
TOTAL Fees	163,823	341,650	200,000	152,579	220,000	220,000	
Miscellaneous							
000-491000 Interest Earned	89	52	100	602	650	650	
000-491200 Investment Income	159	4,035	1,500	19,096	23,000	25,000	
TOTAL Miscellaneous	249	4,087	1,600	19,698	23,650	25,650	
TOTAL REVENUES	164,071	345,737	201,600	172,276	243,650	245,650	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NON DEPARTMENTAL							
City Assistance							
101-537600 Development Incentive Fund	39,148	49,147	50,000	102,495	102,495	80,000	
TOTAL City Assistance	39,148	49,147	50,000	102,495	102,495	80,000	
Professional Services							
101-541300 Professional Services	0	3,338	5,000	0	5,000	5,000	
TOTAL Professional Services	0	3,338	5,000	0	5,000	5,000	
Fund Charges/Transfers							
TOTAL NON DEPARTMENTAL	39,148	52,484	55,000	102,495	107,495	85,000	
TOTAL GENERAL GOVERNMENT	39,148	52,484	55,000	102,495	107,495	85,000	

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PROJECTS							
City Support Services							
Operations Support							
Professional Services							
Maintenance Services							
Capital Outlay							
TOTAL EXPENDITURES	39,148	52,484	55,000	102,495	107,495	85,000	

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 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Fees	$523,919	$204,433	$310,000	$300,000
Miscellaneous	977	9,675	50,300	50,250
Total	*$524,896*	*$214,108*	*$360,300*	*$350,250*
Expenses				
Non Departmental	$0	$3,338	$5,000	$5,000
Projects	0	0	152,021	0
Total	*$0*	*$3,338*	*$157,021*	*$5,000*
Over/-Under	*$524,896*	*$210,771*	*$203,279*	*$345,250*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will be set at $5,000 for any professional services or studies that need to be completed.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Fees	523,919	204,433	375,000	178,610	310,000	300,000	
Fund Transfers	0	0	160,000	0	0	0	
Miscellaneous	977	9,675	5,050	44,937	50,300	50,250	
TOTAL REVENUES	524,896	214,108	540,050	223,547	360,300	350,250	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	0	3,338	5,000	0	5,000	5,000	
TOTAL GENERAL GOVERNMENT	0	3,338	5,000	0	5,000	5,000	
MISC & PROJECTS							
PROJECTS	0	0	160,000	152,021	152,021	0	
TOTAL MISC & PROJECTS	0	0	160,000	152,021	152,021	0	
TOTAL EXPENDITURES	0	3,338	165,000	152,021	157,021	5,000	
REVENUE OVER/(UNDER) EXPENDITURES	524,896	210,771	375,050	71,526	203,279	345,250	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Fees							
000-455923 CapitalRcvry-RoadwaysSrvArea	523,919	204,433	375,000	178,610	310,000	300,000	
TOTAL Fees	523,919	204,433	375,000	178,610	310,000	300,000	
Fund Transfers							
000-481000 Transfer In - Reserves	0	0	160,000	0	0	0	
TOTAL Fund Transfers	0	0	160,000	0	0	0	
Miscellaneous							
000-491000 Interest Earned	442	31	50	180	300	250	
000-491200 Investment Income	535	9,645	5,000	44,757	50,000	50,000	
TOTAL Miscellaneous	977	9,675	5,050	44,937	50,300	50,250	
TOTAL REVENUES	524,896	214,108	540,050	223,547	360,300	350,250	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NON DEPARTMENTAL							
Professional Services							
101-541300 Professional Services	0	3,338	5,000	0	5,000	5,000	
TOTAL Professional Services	0	3,338	5,000	0	5,000	5,000	
Fund Charges/Transfers							
TOTAL NON DEPARTMENTAL	0	3,338	5,000	0	5,000	5,000	
TOTAL GENERAL GOVERNMENT	0	3,338	5,000	0	5,000	5,000	

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PROJECTS							
City Support Services							
Operations Support							
Professional Services							
Maintenance Services							
Capital Outlay							
900-581010 ROW/Easements	0	0	160,000	152,021	152,021	0	
TOTAL Capital Outlay	0	0	160,000	152,021	152,021	0	
TOTAL PROJECTS	0	0	160,000	152,021	152,021	0	
TOTAL MISC & PROJECTS	0	0	160,000	152,021	152,021	0	
TOTAL EXPENDITURES	0	3,338	165,000	152,021	157,021	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 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Fees	$3,033	$0	$0	$3,000
Miscellaneous	9	79	360	360
Total	*$3,042*	*$79*	*$360*	*$3,360*
Expenses				
Non Departmental	$0	$3,338	$3,000	$3,000
Total	*$0*	*$3,338*	*$3,000*	*$3,000*
Over/-Under	*$3,042*	*-$3,258*	*-$2,640*	*$360*

PROGRAM JUSTIFICATION AND ANALYSIS

The FY 2023-24 Budget will be set at $3,000 for any professional services or studies that need to be completed.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Fees	3,033	0	3,000	0	0	3,000	
Miscellaneous	9	79	40	262	360	360	
TOTAL REVENUES	3,042	79	3,040	262	360	3,360	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	0	3,338	3,000	0	3,000	3,000	
TOTAL GENERAL GOVERNMENT	0	3,338	3,000	0	3,000	3,000	
MISC & PROJECTS							
TOTAL EXPENDITURES	0	3,338	3,000	0	3,000	3,000	
REVENUE OVER/(UNDER) EXPENDITURES	3,042	(3,258)	40	262	(2,640)	360	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Fees							
000-455924 CapitalRcvry-RoadwaysSrvArea	3,033	0	3,000	0	0	3,000	
TOTAL Fees	3,033	0	3,000	0	0	3,000	
Miscellaneous							
000-491000 Interest Earned	3	3	10	2	10	10	
000-491200 Investment Income	6	76	30	260	350	350	
TOTAL Miscellaneous	9	79	40	262	360	360	
TOTAL REVENUES	3,042	79	3,040	262	360	3,360	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NON DEPARTMENTAL							
Professional Services							
101-541300 Professional Services	0	3,338	3,000	0	3,000	3,000	
TOTAL Professional Services	0	3,338	3,000	0	3,000	3,000	
Fund Charges/Transfers							
TOTAL NON DEPARTMENTAL	0	3,338	3,000	0	3,000	3,000	
TOTAL GENERAL GOVERNMENT	0	3,338	3,000	0	3,000	3,000	

MISC & PROJECTS
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
PROJECTS							
City Support Services							
Operations Support							
Professional Services							
Maintenance Services							
Capital Outlay							
TOTAL EXPENDITURES	0	3,338	3,000	0	3,000	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 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Fees	$9,104	$18,292	$19,000	$20,000
Fund Transfers	0	0	0	8,000
Miscellaneous	124	1,052	2,910	1,200
Total	*$9,228*	*$19,344*	*$21,910*	*$29,200*
Expenses				
Supplies	$210	$133	$200	$200
City Support Services	10,947	8,883	12,000	14,000
Operating Equipment	8,551	5,324	10,000	8,000
Capital Outlay	0	0	0	7,000
Total	*$19,708*	*$14,340*	*$22,200*	*$29,200*
Over/-Under	*-$10,480*	*$5,004*	*-$290*	*0*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenues: Revenue for FY 2023-24 is expected to increase $7,290 from the FY 2022-23 estimate with a withdraw from their fund balance.

Expenses: The Library Fund's FY 2023-24 Budget will increase $7,000 from the FY 2022-23 year-end estimate for additional funding for library projects.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Fees	9,104	18,292	17,000	16,434	19,000	20,000	
Fund Transfers	0	0	5,165	0	0	8,000	
Miscellaneous	124	1,052	35	2,469	2,910	1,200	
TOTAL REVENUES	9,228	19,344	22,200	18,902	21,910	29,200	
EXPENDITURE SUMMARY							
GENERAL GOVERNMENT							
NON DEPARTMENTAL	19,708	14,340	22,200	16,205	22,200	29,200	
TOTAL GENERAL GOVERNMENT	19,708	14,340	22,200	16,205	22,200	29,200	
TOTAL EXPENDITURES	19,708	14,340	22,200	16,205	22,200	29,200	
REVENUE OVER/(UNDER) EXPENDITURES	(10,480)	5,004	0	2,697	(290)	0	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Fees							
000-458100 Sale of Merchandise	9,104	18,292	17,000	16,434	19,000	20,000	
TOTAL Fees	9,104	18,292	17,000	16,434	19,000	20,000	
Fund Transfers							
000-481000 Transfer In - Reserves	0	0	5,165	0	0	8,000	
TOTAL Fund Transfers	0	0	5,165	0	0	8,000	
Miscellaneous							
000-491000 Interest Earned	63	152	25	775	900	300	
000-491200 Investment Income	48	394	10	1,688	2,000	900	
000-493000 Donations	0	500	0	0	0	0	
000-497000 Misc. Income - Library	13	7	0	6	10	0	
TOTAL Miscellaneous	124	1,052	35	2,469	2,910	1,200	
TOTAL REVENUES	9,228	19,344	22,200	18,902	21,910	29,200	

GENERAL GOVERNMENT
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
NON DEPARTMENTAL							
Supplies							
101-521000 Operating Supplies	210	133	200	177	200	200	
TOTAL Supplies	210	133	200	177	200	200	
City Support Services							
101-532800 Special Events	10,947	8,883	12,000	6,707	12,000	14,000	
TOTAL City Support Services	10,947	8,883	12,000	6,707	12,000	14,000	
City Assistance							
Professional Services							
Fund Charges/Transfers							
Operating Equipment							
101-571400 Library Materials	8,551	5,324	10,000	9,321	10,000	8,000	
TOTAL Operating Equipment	8,551	5,324	10,000	9,321	10,000	8,000	
Capital Outlay							
101-581500 Improvements over $5,000	0	0	0	0	0	7,000	
TOTAL Capital Outlay	0	0	0	0	0	7,000	
TOTAL NON DEPARTMENTAL	19,708	14,340	22,200	16,205	22,200	29,200	
TOTAL GENERAL GOVERNMENT	19,708	14,340	22,200	16,205	22,200	29,200	
TOTAL EXPENDITURES	19,708	14,340	22,200	16,205	22,200	29,200	

FUND: 615 HISTORICAL COMMITTEE

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 Actual	2022-23 Estimate	2023-24 Budget
Revenue				
Fees	$590	$1,943	$200	$1,000
Fund Transfers	3,109	13,863	10,750	10,750
Total	*$3,702*	*$15,806*	*$13,950*	*$14,250*
Expenses				
Supplies	$247	$1,393	$3,340	$1,500
Operations Support	0	0	500	500
Staff Support	0	1,721	1,600	1,600
Professional Services	100	0	1,600	1,600
Operating Equipment	2,762	0	0	3,000
Total	*$3,109*	*$3,113*	*$9,640*	*$11,750*
Over/-Under	*$592*	*$12,693*	*$4,310*	*$2,500*

PROGRAM JUSTIFICATION AND ANALYSIS

Revenues: Revenue for FY 2023-24 will remain at the same funding allocation as FY 2022-23.

Expenses: The Historical Committee's FY 2023-24 Budget will remain the same as the FY 2022-23 Budget.

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
REVENUE SUMMARY							
Fees	590	1,943	1,000	152	200	1,000	
Fund Transfers	3,109	13,863	10,750	0	10,750	10,750	
Miscellaneous	2	0	0	2,244	3,000	2,500	
TOTAL REVENUES	3,702	15,806	11,750	2,396	13,950	14,250	
EXPENDITURE SUMMARY							
CULTURAL							
HISTORICAL COMMITTEE	3,109	3,113	11,750	8,821	9,640	11,750	
TOTAL CULTURAL	3,109	3,113	11,750	8,821	9,640	11,750	
TOTAL EXPENDITURES	3,109	3,113	11,750	8,821	9,640	11,750	
REVENUE OVER/(UNDER) EXPENDITURES	592	12,693	0	(6,425)	4,310	2,500	

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
Fees							
000-458100 Sale of Merchandise	590	1,943	1,000	152	200	1,000	
TOTAL Fees	590	1,943	1,000	152	200	1,000	
Fund Transfers							
000-486101 Transfer In-General Fund	0	10,750	10,750	0	10,750	10,750	
000-486106 Transfer In-Special Events	3,109	3,113	0	0	0	0	
TOTAL Fund Transfers	3,109	13,863	10,750	0	10,750	10,750	
Miscellaneous							
000-497000 Misc. Income	2	0	0	2,244	3,000	2,500	
TOTAL Miscellaneous	2	0	0	2,244	3,000	2,500	
TOTAL REVENUES	3,702	15,806	11,750	2,396	13,950	14,250	

CULTURAL
EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 CURRENT BUDGET	2022-2023 Y-T-D ACTUAL	2022-2023 PROJECTED YEAR END	2023-2024 CITY ADMIN. RECOMMENDED	2023-2024 ADOPTED BUDGET
HISTORICAL COMMITTEE							
Supplies							
609-521000 Operating Supplies	247	1,393	1,500	3,340	3,340	1,500	
TOTAL Supplies	247	1,393	1,500	3,340	3,340	1,500	
Operations Support							
609-534200 Printing & Binding	0	0	500	423	500	500	
TOTAL Operations Support	0	0	500	423	500	500	
Staff Support							
609-535200 Awards	0	1,721	2,200	2,000	2,200	2,200	
609-535300 Memberships	0	0	150	0	0	150	
609-535500 Training/Travel	0	0	2,800	1,558	2,000	2,800	
TOTAL Staff Support	0	1,721	5,150	3,558	4,200	5,150	
Professional Services							
609-541300 Other Consl/Prof Services	100	0	1,600	1,500	1,600	1,600	
TOTAL Professional Services	100	0	1,600	1,500	1,600	1,600	
Operating Equipment							
609-571810 Event Banners	2,762	0	3,000	0	0	3,000	
TOTAL Operating Equipment	2,762	0	3,000	0	0	3,000	
TOTAL HISTORICAL COMMITTEE	3,109	3,113	11,750	8,821	9,640	11,750	
TOTAL CULTURAL	3,109	3,113	11,750	8,821	9,640	11,750	
TOTAL EXPENDITURES	3,109	3,113	11,750	8,821	9,640	11,750	

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 optiumum state or ultimate goal of the City or Department.

CITY COUNCIL PROPOSED BUDGET

August 15, 2023

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BUDGET TIMELINE

August 4

- Accept the state defined tax rates
- Vote to set the Preliminary Tax Rate

August 15

- 1st Public Hearing on Budget & Tax Rate
- 1st Vote on Budget & Adoption
- 1st Vote on Tax Rate & Adoption
- Approve Fee Schedule

September 5

- 2nd Public Hearing on Budget & Tax Rate
- 2nd Vote on Budget & Adoption
- Ratify Tax Increase in Budget
- 2nd Vote on Tax Rate & Adoption

October 1

- New budget in effect

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FY 2023-24 Proposed Budget

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Budget Priorities

Established 5 Goals from the Pre-Budget workshop discussion

- Goal 1: Staff Compensation
- Goal 2: Infrastructure
- Goal 3: Consolidated CIP Document
- Goal 4: Increase Staffing Levels
- Goal 5: New/Remodeled Facilities

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FY 2023-24 Budget Highlights

Expanded Programs Proposed to Fund

- Wage Adjustments
- New Personnel
- Additional SPAM Funding
- Police Equipment
- Additional Programs/Equipment

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FY 2023-24 Budget Highlights

Wage Adjustments – All Funds

- ECI Adjustment (4.7%) effective Oct. 7, 2023 - $1,400,000
- Class & Comp. Adjustment – effective Dec. 30, 2023 - $2,600,000 ($1.9 million in FY 2023-24)
  - Primary focus on salaries; will also review benefits, supplemental pay and career progression opportunities
- Cover Cost of Increases to Insurance Premiums - $344,700

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FY 2023-24 Budget Highlights

New Personnel – General Fund

- Fire - 3 Firefighters (for Station 4) - $315,000
- Engineering - Administrative Assistant - $60,000
- City Secretary - Part Time Records Clerk - $31,000
- Police – 5 School Resource Officers - unfunded

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FY 2023-24 Budget Highlights

Additional SPAM Funding

- FY 23/24 base has $650,000
- Propose one-time Street Funding of $1 million

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FY 2023-24 Budget Highlights

Police Equipment

- Purchase of in-car cameras, body worn cameras and TASERs (to replace all current equipment)
- 5-year phase-in - $550,000 per year

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FY 2023-24 Budget Highlights

Additional Programs – General Fund

- Library - Library Materials - $15,000
- IT
  - ArcGIS Indoor Maps Extension - $6,525
  - Implementation of vSphere servers for Public Safety - $87,000
- Court - Court Security Plan funding - $16,450

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FY 2023-24 Budget Highlights

Additional Equipment – General Fund

- Fleet
  - Hydraulic Hose Crimper - $6,350
  - Hose Reels for Bulk Fluid Delivery System - $23,400
- Facility Services
  - Tablets - $12,000
  - Multi-use Drop Deck Trailer - $19,000
- Fire
  - Opticom system for intersection light system - $33,800
  - Hurst Strong Arm Multi-purpose E Tool - $30,000
- Streets
  - Pothole Truck - $80,000
  - Laydown Machine - $140,000

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FY 2023-24 Budget Highlights

EMS Fund

- **Medic 5 – 2 EMT positions (overnight) - $106,300**
- **2 F/T positions to staff peak hours - $110,600**

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FY 2023-24 Budget Highlights

Drainage Fund

- **Zero Turn Mower - $24,000**

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FY 2023-24 Budget Highlights

Water & Sewer Fund

- Utility Billing
  - Position: Lead Clerk - $58,000
  - Automated Phone Payment System - $12,000
- Water/Wastewater
  - Combination Vacuum Truck - $675,000
  - Fire Hydrant and Valve Replacement Program (initial funding) - $50,000

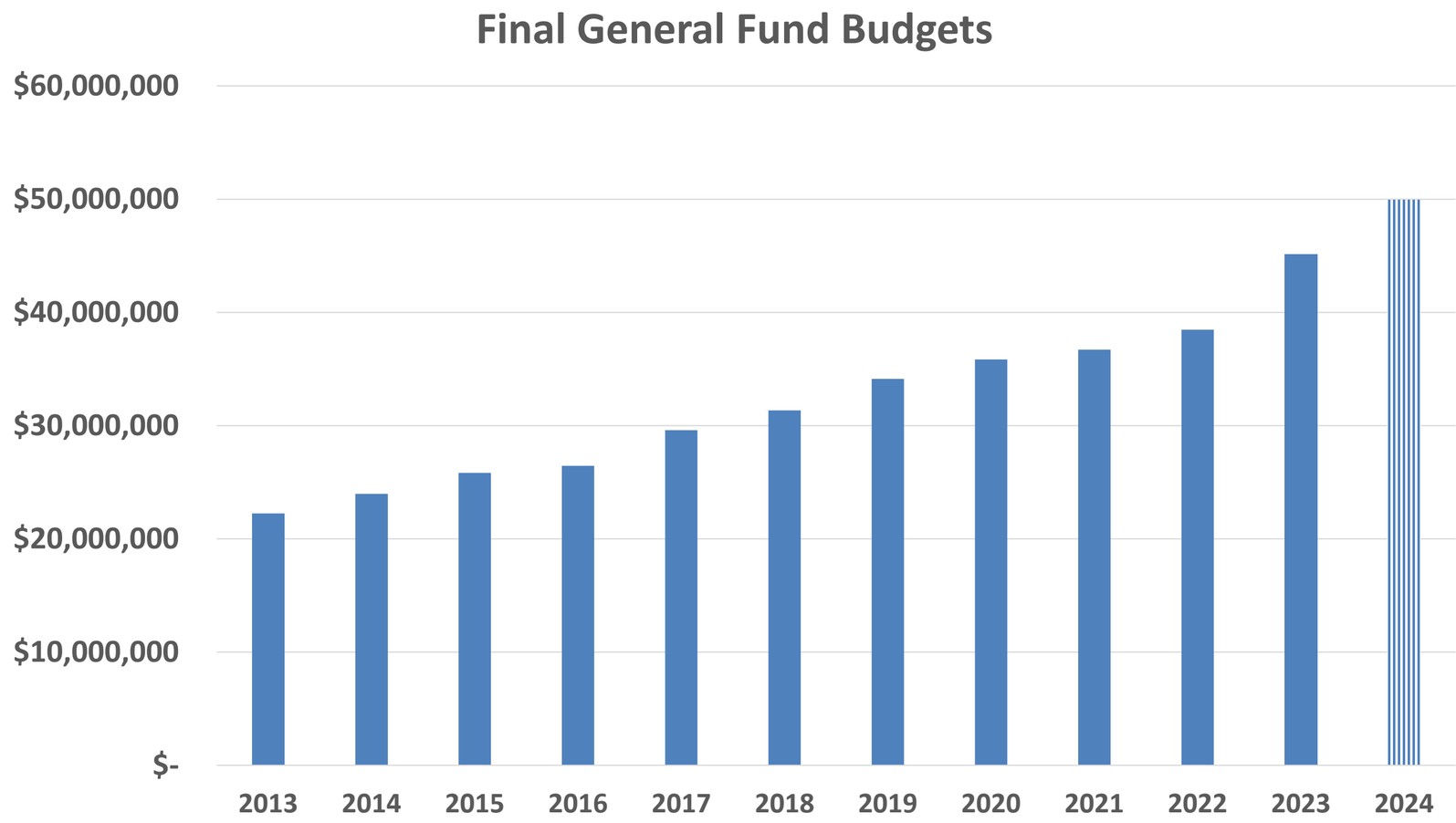
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FY 2023-24 Budget

- **General Fund Proposed Budget $49,927,113**
  - **Increase of $4,810,888 or 10.7% from FY 2022-23 Adopted Budget, not including infrastructure funding**
  - **Non-Personnel Budgets increased 9.6% due to police equipment, capital replacement, TIRZ contribution, and additional road maintenance funds**
  - **Personnel Budgets increased 11.3% for pay adjustments, insurance, ECI, and 4 new positions**

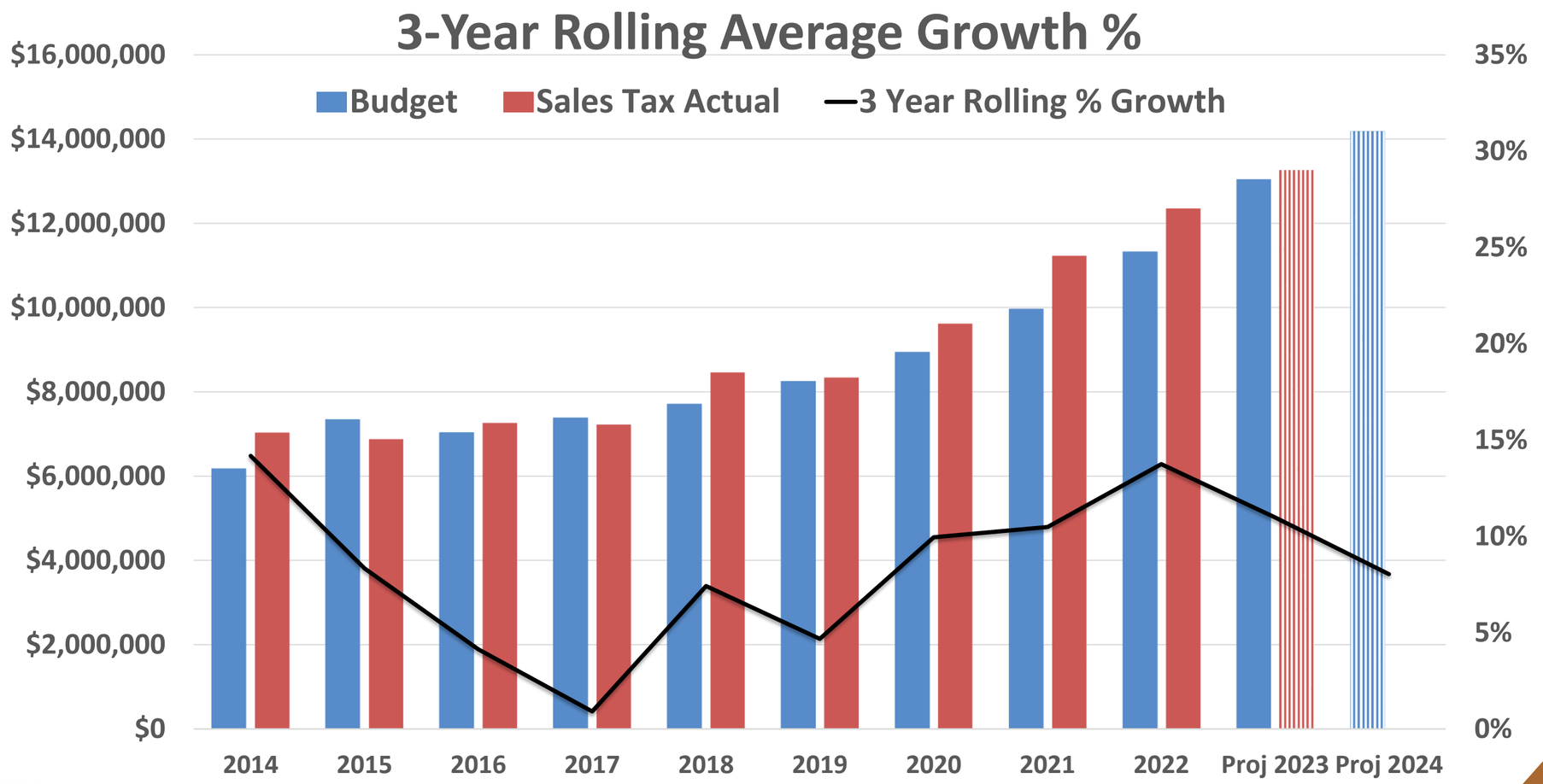
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City Budgets – General Fund



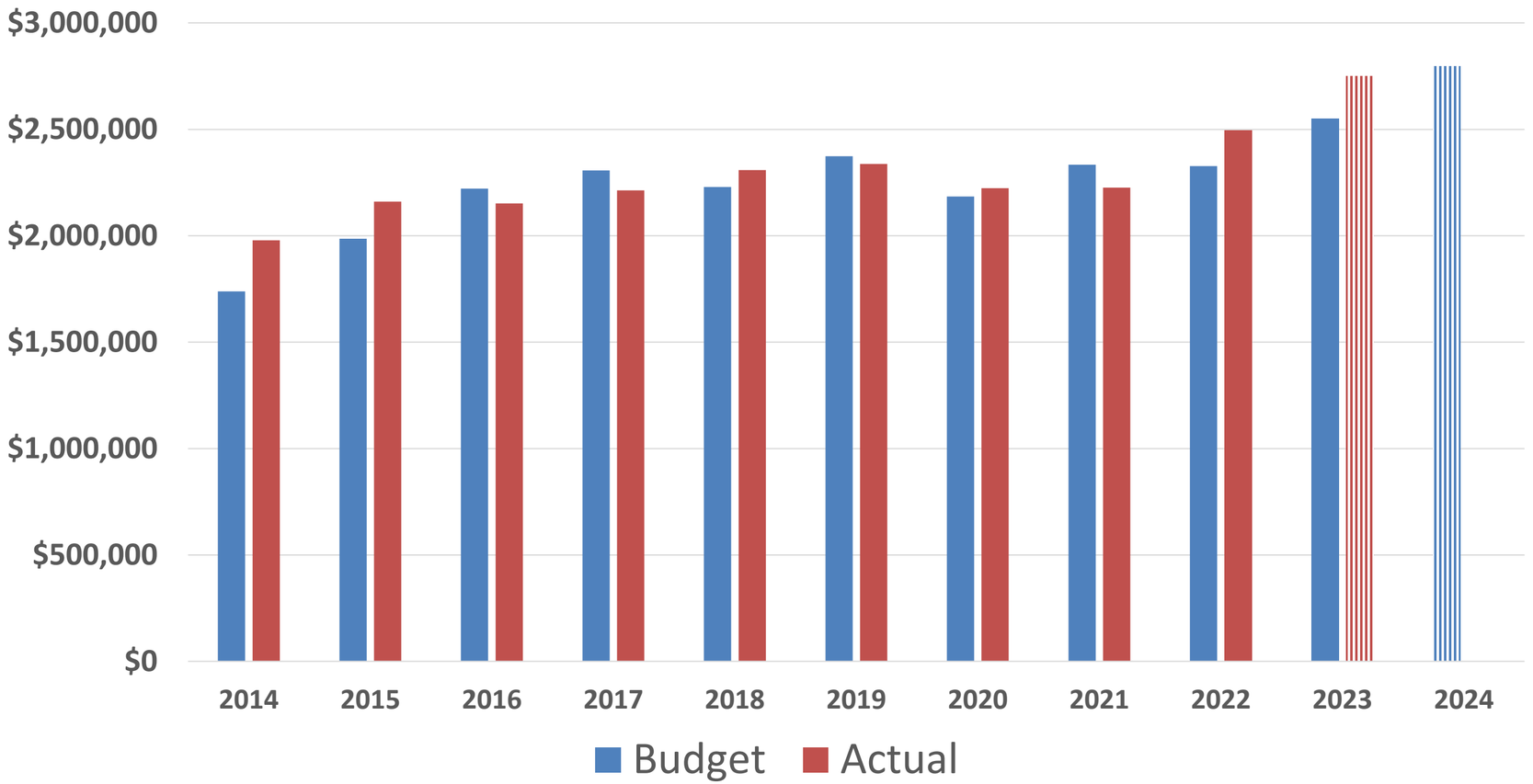
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Sales Tax



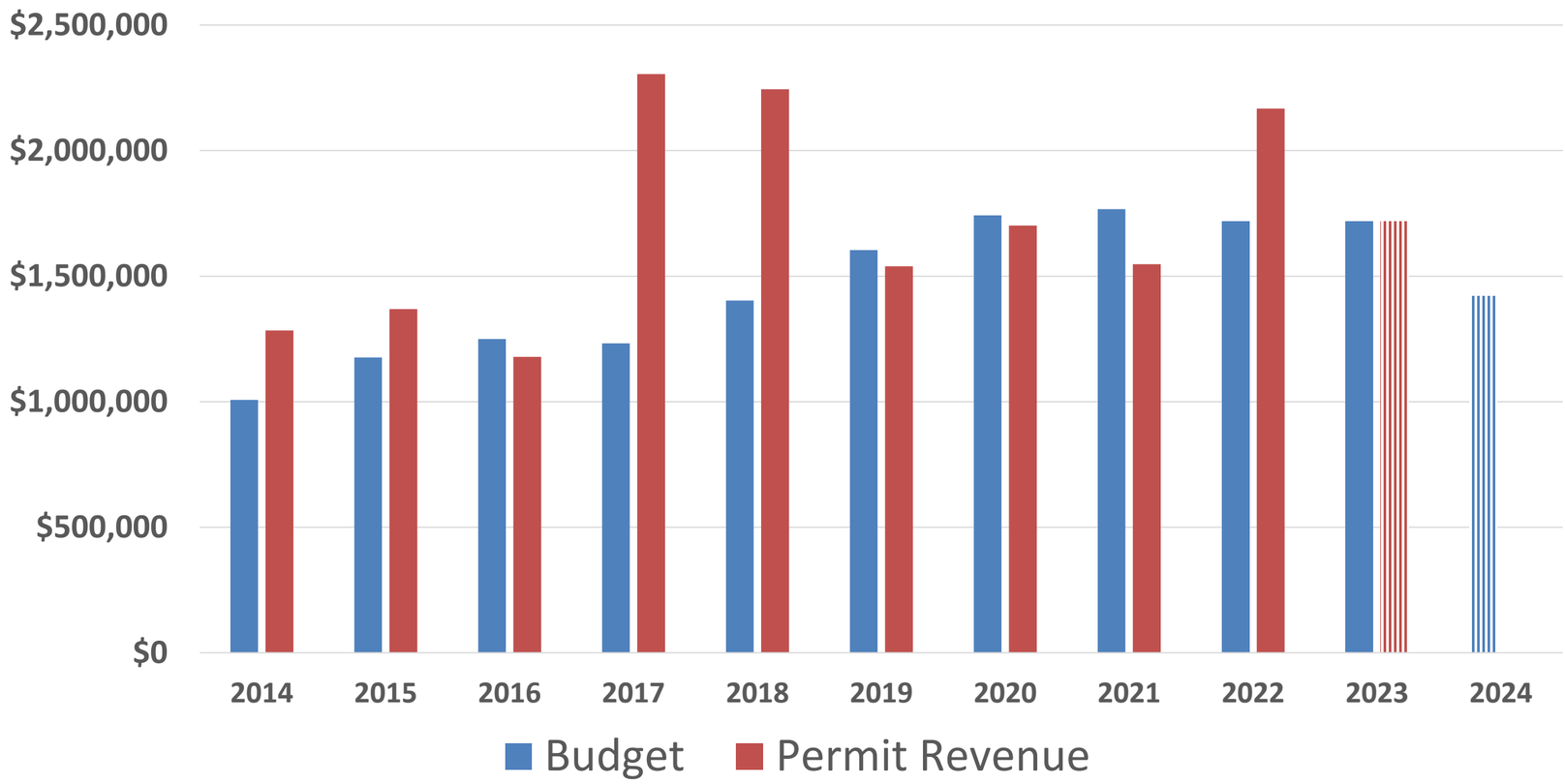
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Franchise



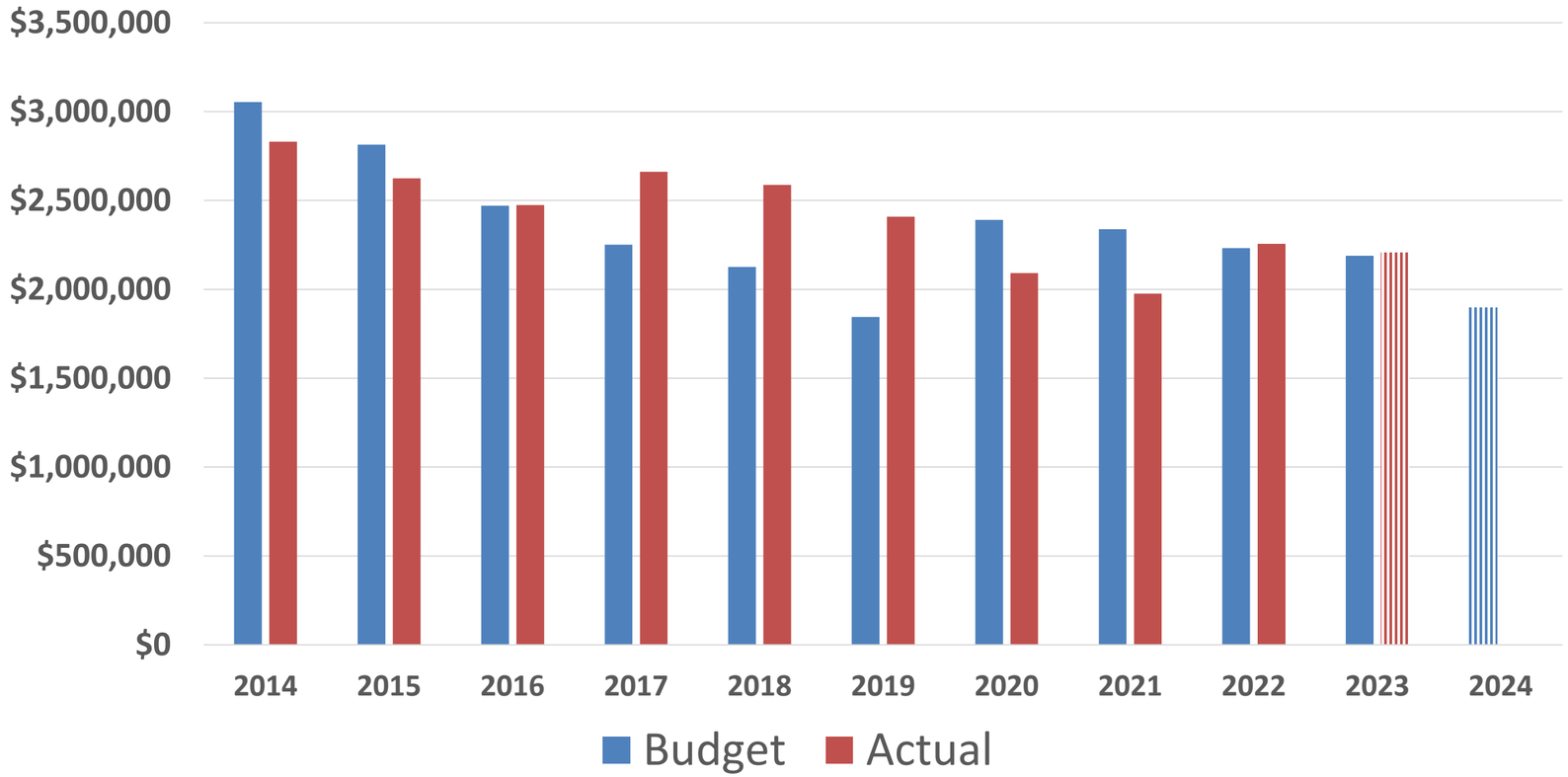
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Permit



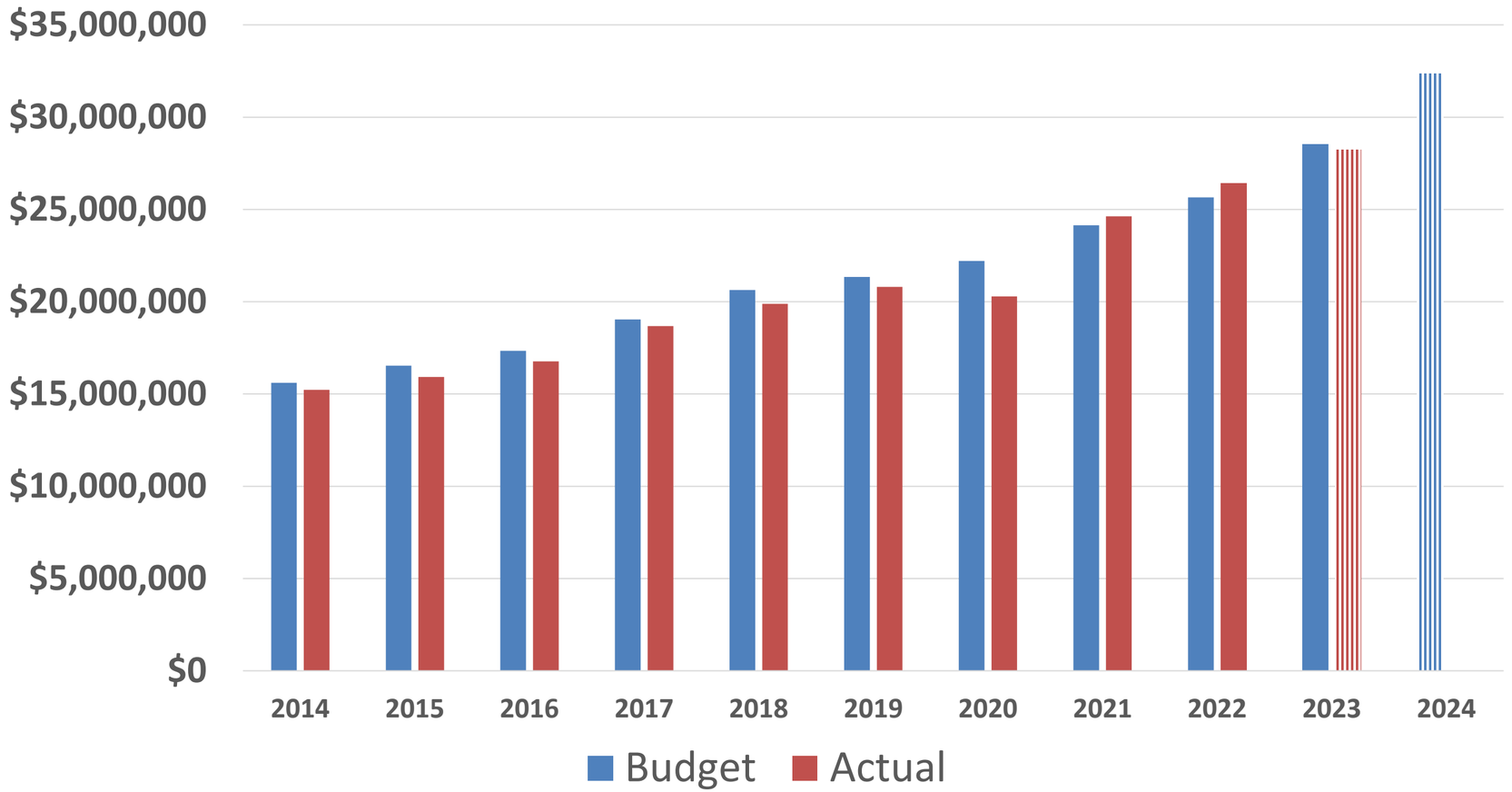
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Fees



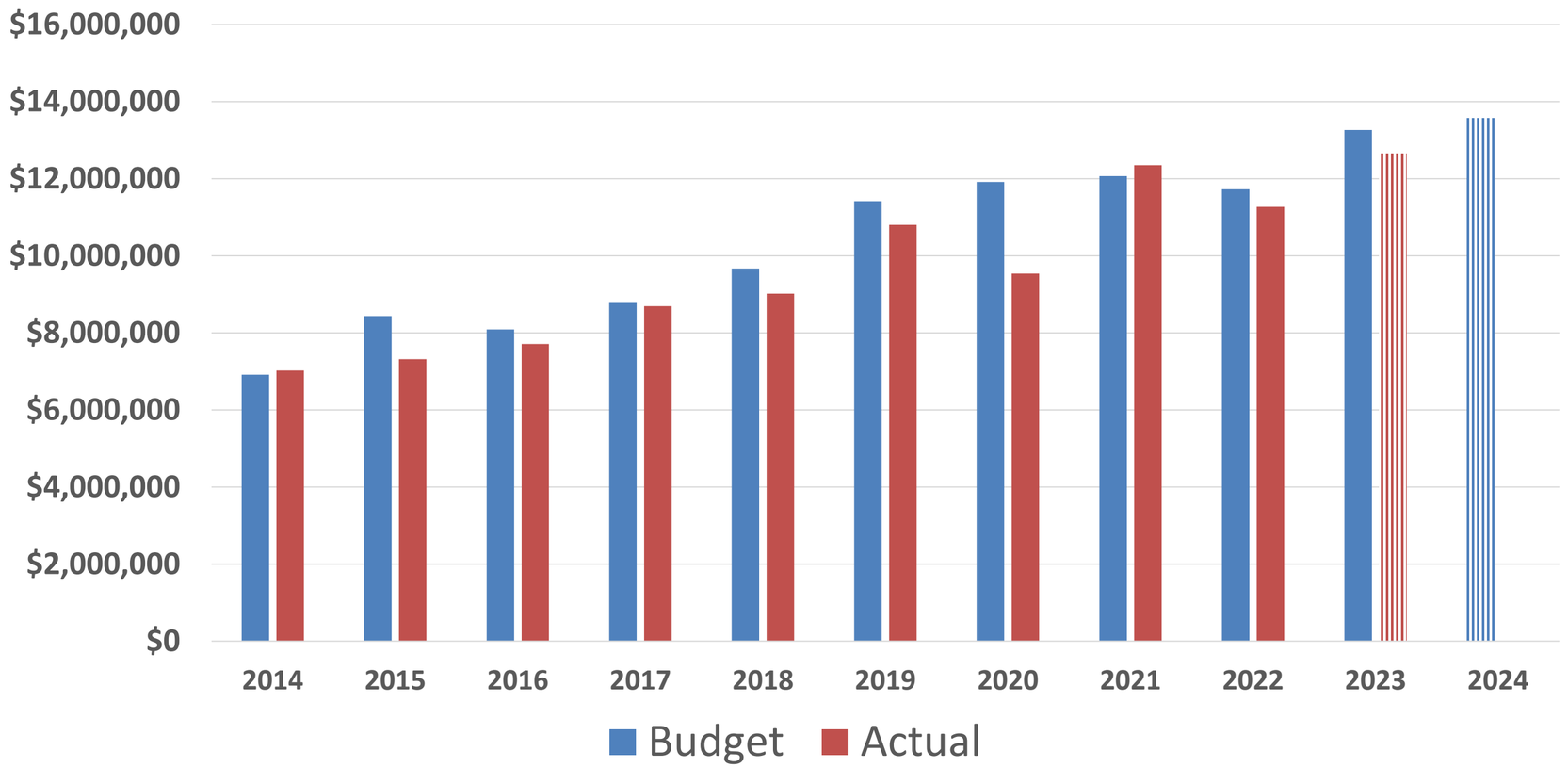
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Personnel



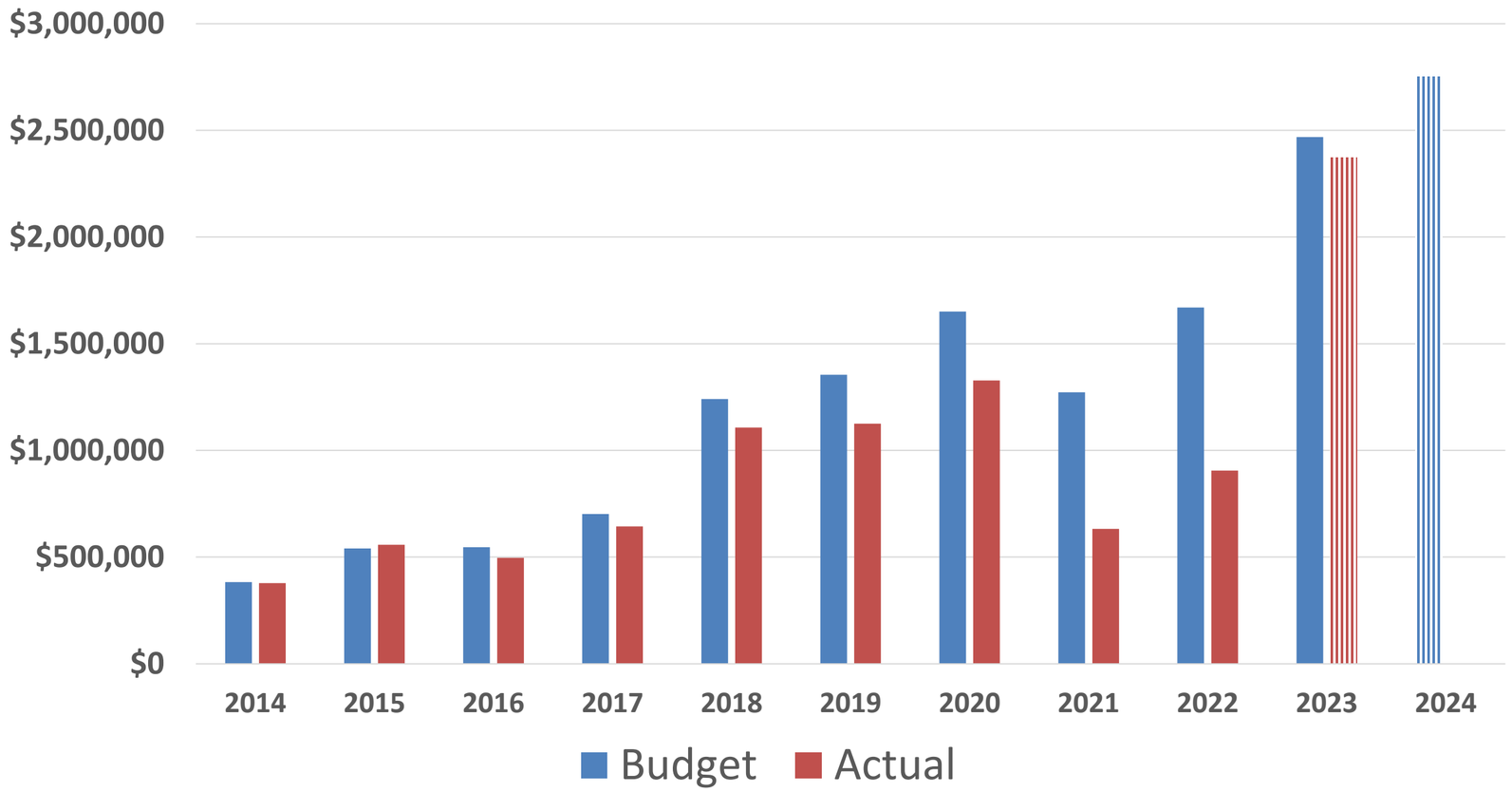
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Operating



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Capital Outlay



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Fund	Proposed Budget	Fund Balance Change
General Fund	$49,954,992	($2,564,504)
Tax I&S Fund	8,602,745	732,255
Water & Sewer Fund	31,241,901	262,899
Capital Recovery - Water	55,748	1,166,252
Capital Recovery - Sewer	67,248	632,752
Drainage Fund	1,594,207	(217,584)
EMS Fund	13,640,835	(780,612)
SEDC	12,985,053	(4,578,053)
Special Events Fund	45,000	0
PEG Fund	67,000	0
Hotel Occupancy Fund	260,865	640,635
Park Fund	100,000	0
Tree Mitigation	75,000	10,750
Roadway Impact Fee Area1	5,000	320,175
Roadway Impact Fee Area2	85,000	160,650
Roadway Impact Fee Area3	5,000	345,250
Roadway Impact Fee Area4	3,000	360
Library Fund	29,200	0
Historical Committee	11,750	2,500
Total:	**$118,829,544**	**($3,866,275)**

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General Fund

- **Proposed Budget meets the 26% Fund Balance requirement**
- **Utilize excess fund balance for street maintenance and repair over the next 5 years**

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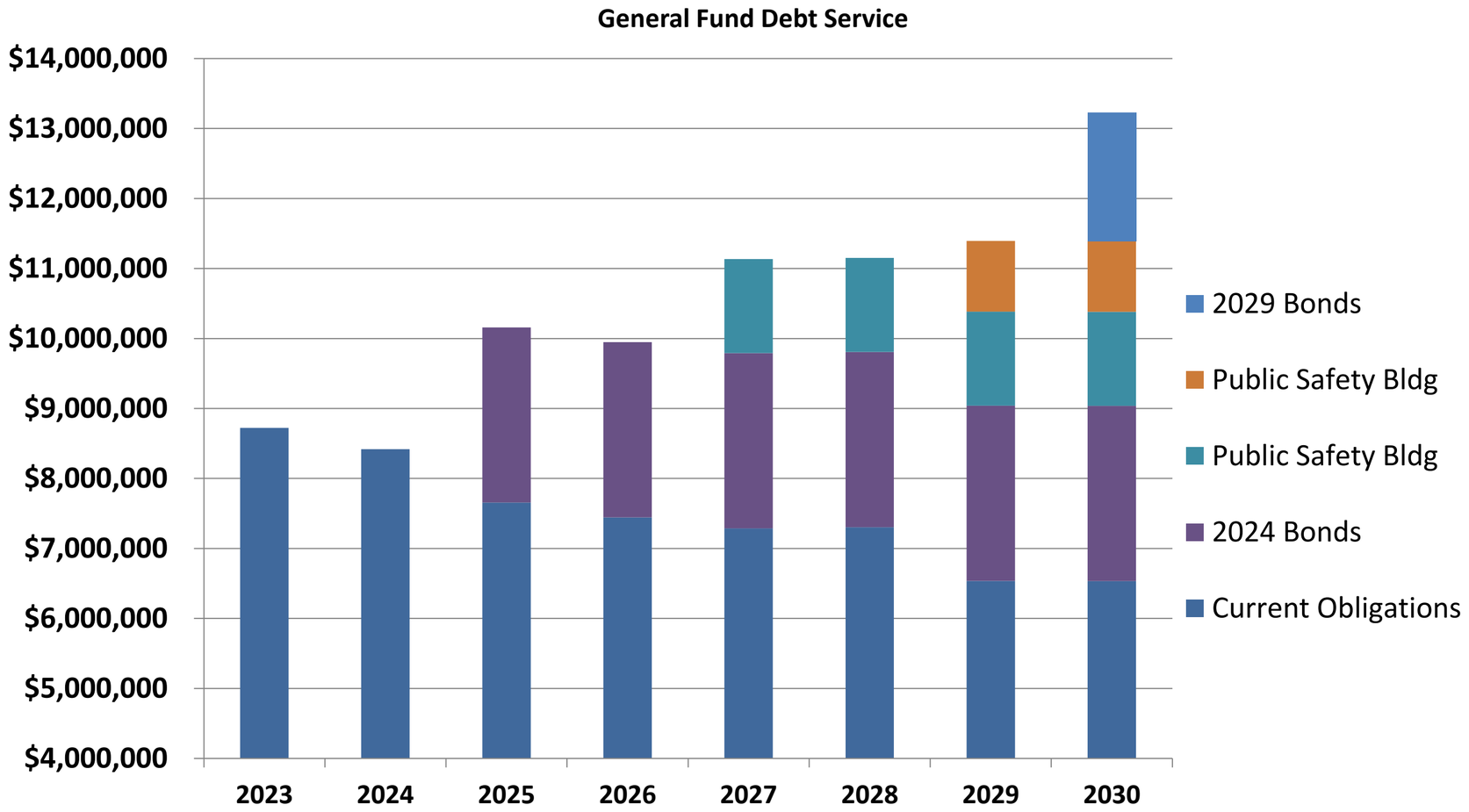
5 Year Summary – I&S Fund

- **At I&S Rate of $0.1548:**
  Includes the following upcoming debt issuances:

  - **FY 23/24 - $37,250,000**
  - **FY 25/26 - $20,000,000**
  - **FY 26/27 - $15,000,000**
  - **FY 28/29 - $25,000,000**

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General Fund Debt Service



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Agenda No. 18.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 15, 2023**
Department:	**City Secretary**
Subject:	**Ordinance 23-T-19 – Conduct a Public Hearing and approve an Ordinance approving the appraisal roll; setting the tax rate; levying and assessing general and special ad valorem taxes for the use and support of the municipal government of the City of Schertz, Texas. *First Reading* (S.Gonzalez/J.Walters)**

BACKGROUND

At the August 4, 2023 Council meeting and Budget Workshop, the City Council, by record vote, established a proposed preliminary maximum tax rate of $0.4872, per $100 of value, with the M&O rate at $0.3324 and the I&S portion of $0.1548. This rate was under the Voter-Approval rate but greater than the No-New-Revenue rate.

In accordance with Chapter 26.05(d) of the State's Property Tax Code, a governing body must hold a public hearing on the tax rate if the proposed tax rate exceeds the lower of the No-New-Revenue or Voter-Approval Tax Rate. In this case a hearing is required as the proposed rate does exceed the No-New-Revenue rate.

The first public hearing will be held on August 15, 2023 regular session of City Council. A second public hearing will be conducted on September 5, 2023.

During the tax rate adoption process Council can approve a lower rate, however they will not be able to approve a rate higher than this without republishing the notices and holding additional public hearings. Due to timing constraints set by the State Tax Code 26.05(a), the latest council could set a new preliminary rate was August 15, 2023 without calling special meetings or declaring an emergency.

Per Sec 26.05(b) of the Tax Code, the tax rate can only be adopted with more than 60% of the votes in favor of the proposed tax rate. Since Schertz has 7 voting councilmembers, 5 members must vote in favor of the tax rate for it to pass.

GOAL

To adopt a tax rate in compliance with state statues and the City Charter.

COMMUNITY BENEFIT

The programs funded by this tax rate will provide additional benefits and service levels to the community.

SUMMARY OF RECOMMENDED ACTION

Staff recommends adoption of the tax rate of $0.4872

FISCAL IMPACT

This tax rate will raise more total property taxes than last year by $2,398,167, or a 9.9% increase, and of that amount $554,255 is tax revenue to be raised from new property added to the tax roll this year. These funds will go to pay for employee compensation and infrastructure such as roads, parks, and city facilities.

The current property tax rate is $0.4950 per $100 valuation. The proposed maximum tax rate will be $0.4872 per $100 valuation. The M&O portion of the property tax rate will decrease to $0.3324 from $0.3470 per $100 valuation. The I&S portion will increase to $0.1548 from $0.1480 per $100 valuation.

This tax rate will raise more taxes for Maintenance and Operations than last year's tax rate. The tax rate will effectively be raised by 3.5% and will raise taxes for maintenance and operations on a $100,000 home by approximately $11.24.

RECOMMENDATION

Staff recommends that the City Council approve Ordinance No. 23-T-19 approving the Fiscal Year 2023-24 Proposed Tax Rate on first reading.

MOTION LANGUAGE: "I move that the property tax rate be increased by the adoption of a tax rate of 0.4872, which is effectively a 7.0% increase in the tax rate."

Attachments

Ordinance 23-T-19
Tax Rate Calculation Sheet
Presentation 2023-08-15

ORDINANCE NO. 23-T-19

AN ORDINANCE APPROVING THE APPRAISAL ROLL; SETTING THE TAX RATE; LEVYING AND ASSESSING GENERAL AND SPECIAL AD VALOREM TAXES FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF SCHERTZ, TEXAS; APPORTIONING THE LEVIES FOR SPECIFIC PURPOSES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Manager of the City of Schertz submitted a tax rate proposal to the City Council prior to the beginning of the fiscal year, and in said tax rate proposal set forth the estimated necessary tax rate required to provide adequate revenues for the general use and support of the Municipal Government of the City of Schertz Texas; and

WHEREAS, the City Council finds that all provisions pertaining to the adoption of an ad valorem tax rate have been in all things complied with; and

WHEREAS, a Public hearing was held by the City Council of the City of Schertz on the 15th day of August 2023 and a second Public Hearing will held on the 5th day of September 2023; and

WHEREAS, after a full and final consideration, the City Council is of the opinion the tax rate and ad valorem tax appraisal roll should be approved and adopted; and

WHEREAS, the taxes have been levied in accordance with the adopted 2023-24 budget as required by state law**;**

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS, THAT:

Section 1. The ad valorem tax appraisal roll and effective tax rate information as presented by the tax assessor for the tax year 2023, be and is hereby in all things approved and adopted.

Section 2. This tax rate will raise more taxes for Maintenance and Operations than last year's tax rate.

Section 3. The tax rate will effectively be raised by 3.5% and will raise taxes for maintenance and operations on a $100,000 home by approximately $11.24.

Section 4. There is hereby levied and assessed and there shall be collected for the tax year 2023 for the general use and support of the Municipal Government of the City of Schertz, Texas a total ad valorem tax of Forty-Eight Seventy-Two Cents ($0.4872) on each One Hundred Dollars ($100.00) of valuation of property – real and personal – within the corporate limits of the City of Schertz, Texas, subject to taxation. The assessment ratio shall be One Hundred percent (100%).

Section 5. The City Council of the City of Schertz, Texas, does hereby levy or adopt the tax rate on $100.00 valuation for this city for tax year 2023 as follows:

0.3324 for the purpose of maintenance and operation
0.1548 for the payment of principal and interest on debt
0.4872 total tax rate

Section 6. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of the ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

Section 7. This ordinance shall be in full force and effect from and after its passage, and it is so ordained.

Section 8. Ad valorem taxes for the year are due and payable on October 1, 2023 and shall become delinquent after January 31, 2024. A delinquent tax shall incur all penalty and interest authorized by state law, Section 33.01 of the Property Tax Code. Taxes that remain delinquent on and after July 1, 2024, incur an additional penalty of 15% of the amount of the taxes, penalty and interest due, such additional penalty to defray the cost of collection as authorized in Section 6.30 of the Property Tax Code. The City shall have available all rights and remedies provided by law for the enforcement of the collection of taxes levied under this ordinance.

Section 9. Taxes are payable at the office of the counties of Comal, Bexar and Guadalupe.

PASSED ON FIRST READING, the _____day of _____2023.

PASSED, APPROVED, and ADOPTED ON SECOND READING, the _____day of _____, 2023.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

2023 Tax Rate Calculation Worksheet
Taxing Units Other Than School Districts or Water Districts

Form 50-856

Taxing Unit Name

Phone *(area code and number)*

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

Taxing Unit's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per $100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements.*

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet.*

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	**2022 total taxable value.** Enter the amount of 2022 taxable value on the 2022 tax roll today. Include any adjustments since last year'scertification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceil-ings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17).[1]	$ _____
2.	**2022 tax ceilings.** Counties, cities and junior college districts. Enter 2022 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2022 or a prior year for homeowners age 65 or older or disabled, use this step.[2]	$ _____
3.	**Preliminary 2022 adjusted taxable value.** Subtract Line 2 from Line 1.	$ _____
4.	**2022 total adopted tax rate.**	$ _____/$100
5.	**2022 Taxable Value lost because court appeals of ARB decisions reduced 2021 appraised Value.** **A. Original 2022 ARB values:** ..... $ _____ **B. 2022 values resulting from final court decisions:** ..... - $ _____ **C. 2022 value loss.** Subtract B from A.[3]	$ _____
6.	**2022 taxable value subject to an appeal under Chapter 42, as of July 25.** **A. 2022 ARB certified value:** ..... $ _____ **B. 2022 disputed value:** ..... - $ _____ **C. 2022 undisputed value.** Subtract B from A. [4]	$ _____
7.	**2022 Chapter 42 related adjusted values.** Add Line 5C and Line 6C.	$ _____

[1] Tex. Tax Code § 26.012(14)
[2] Tex. Tax Code § 26.012(14)
[3] Tex. Tax Code § 26.012(13)
[4] Tex. Tax Code § 26.012(13)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
8.	**2022 taxable value, adjusted for actual and potential court-ordered adjustments.** Add Line 3 and Line 7.	$ _____
9.	**2022 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2022.** Enter the 2021 value of property in deannexed territory. [5]	$ _____
10.	**2022 taxable value lost because property first qualified for an exemption in 2023.** If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in 2023 does not create a new exemption or reduce taxable value. **A. Absolute exemptions.** Use 2022 market value: ..... $ _____ **B. Partial exemptions.** 2023 exemption amount or 2023 percentage exemption times 2022 value: ..... + $ _____ **C. Value loss.** Add A and B. [6]	$ _____
11.	**2022 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2023.** Use only properties that qualified in 2023 for the first time; do not use properties that qualified in 2022. **A. 2022 market value:** ..... $ _____ **B. 2023 productivity or special appraised value:** ..... - $ _____ **C. Value loss.** Subtract B from A. [7]	$ _____
12.	**Total adjustments for lost value.** Add Lines 9, 10C and 11C.	$ _____
13.	**2022 captured value of property in a TIF.** Enter the total value of 2022 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which 2022 taxes were deposited into the tax increment fund. [8] If the taxing unit has no captured appraised value in line 18D, enter 0.	$ _____
14.	**2022 total value.** Subtract Line 12 and Line 13 from Line 8.	$ _____
15.	**Adjusted 2022 total levy.** Multiply Line 4 by Line 14 and divide by $100.	$ _____
16.	**Taxes refunded for years preceding tax year 2022.** Enter the amount of taxes refunded by the taxing unit for tax years preceding tax year 2022. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2022. This line applies only to tax years preceding tax year 2022. [9]	$ _____
17.	**Adjusted 2022 levy with refunds and TIF adjustment.** Add Lines 15 and 16. [10]	$ _____
18.	**Total 2023 taxable value on the 2023 certified appraisal roll today.** This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled. [11] **A. Certified values:** ..... $ _____ **B. Counties:** Include railroad rolling stock values certified by the Comptroller's office: ..... + $ _____ **C. Pollution control and energy storage system exemption:** Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: ..... - $ _____ **D. Tax increment financing:** Deduct the 2023 captured appraised value of property taxable by a taxing unitin a tax increment financing zone for which the 2023 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below. [12] ..... - $ _____ **E. Total 2023 value.** Add A and B, then subtract C and D.	$ _____

[5] Tex. Tax Code § 26.012(15)
[6] Tex. Tax Code § 26.012(15)
[7] Tex. Tax Code § 26.012(15)
[8] Tex. Tax Code § 26.03(c)
[9] Tex. Tax Code § 26.012(13)
[10] Tex. Tax Code § 26.012(13)
[11] Tex. Tax Code § 26.012, 26.04(c-2)
[12] Tex. Tax Code § 26.03(c)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
19.	**Total value of properties under protest or not included on certified appraisal roll.** [13] **A. 2023 taxable value of properties under protest.** The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. [14] ..... $ _____ **B. 2023 value of properties not under protest or included on certified appraisal roll.** The chiefappraiser gives taxing units a list of those taxable properties that the chief appraiser knows about butare not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. [15] ..... + $ _____ **C. Total value under protest or not certified.** Add A and B.	$ _____
20.	**2023 tax ceilings.** Counties, cities and junior colleges enter 2023 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2022 or a prior year for homeowners age 65 or older or disabled, use this step.[16]	$ _____
21.	**2023 total taxable value.** Add Lines 18E and 19C. Subtract Line 20. [17]	$ _____
22.	**Total 2023 taxable value of properties in territory annexed after Jan. 1, 2022.** Include both real and personal property. Enter the 2023 value of property in territory annexed. [18]	$ _____
23.	**Total 2023 taxable value of new improvements and new personal property located in new improvements.** New means the item was not on the appraisal roll in 2022. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2022 and be located in a new improvement. New improvements **do** include property on which a tax abatement agreement has expired for 2023. [19]	$ _____
24.	**Total adjustments to the 2023 taxable value.** Add Lines 22 and 23.	$ _____
25.	**Adjusted 2023 taxable value.** Subtract Line 24 from Line 21.	$ _____
26.	**2023 NNR tax rate.** Divide Line 17 by Line 25 and multiply by $100. [20]	$ _____/$100
27.	**COUNTIES ONLY.** Add together the NNR tax rates for each type of tax the county levies. The total is the 2023 county NNR tax rate. [21]	$ _____/$100

SECTION 2: Voter-Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

1. **Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
2. **Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
28.	**2022 M&O tax rate.** Enter the 2022 M&O tax rate.	$ _____/$100
29.	**2022 taxable value, adjusted for actual and potential court-ordered adjustments.** Enter the amount in Line 8 of the *No-New-Revenue Tax Rate Worksheet.*	$ _____

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

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
30.	**Total 2022 M&O levy.** Multiply Line 28 by Line 29 and divide by $100	$ _____
31.	**Adjusted 2022 levy for calculating NNR M&O rate.** **A.** **M&O taxes refunded for years preceding tax year 2022.** Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2022. This line applies only to tax years preceding tax year 2022. ..... + $ _____ **B.** **2022 taxes in TIF.** Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2023 captured appraised value in Line 18D, enter 0. ..... – $ _____ **C.** **2022 transferred function.** If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. ..... +/- $ _____ **D.** **2022 M&O levy adjustments.** Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function. ..... $ _____ **E.** Add Line 30 to 31D.	$ _____
32.	**Adjusted 2023 taxable value.** Enter the amount in Line 25 of the *No-New-Revenue Tax Rate Worksheet.*	$ _____
33.	**2023 NNR M&O rate (unadjusted).** Divide Line 31E by Line 32 and multiply by $100.	$ _____/$100
34.	**Rate adjustment for state criminal justice mandate.** [23] **If not applicable or less than zero, enter 0.** **A.** **2023 state criminal justice mandate.** Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. $ _____ **B.** **2022 state criminal justice mandate.** Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. ..... – $ _____ **C.** Subtract B from A and divide by Line 32 and multiply by $100. ..... $ _____/$100 **D.** Enter the rate calculated in C. If not applicable, enter 0.	$ _____/$100
35.	**Rate adjustment for indigent health care expenditures.** [24] **If not applicable or less than zero, enter 0.** **A.** **2023 indigent health care expenditures.** Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state assistance received for the same purpose. ..... $ _____ **B.** **2022 indigent health care expenditures.** Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state assistance received for the same purpose. ..... – $ _____ **C.** Subtract B from A and divide by Line 32 and multiply by $100. ..... $ _____/$100 **D.** Enter the rate calculated in C. If not applicable, enter 0.	$ _____/$100

[22] [Reserved for expansion]
[23] Tex. Tax Code § 26.044
[24] Tex. Tax Code § 26.0441

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
36.	**Rate adjustment for county indigent defense compensation.** [25] **If not applicable or less than zero, enter 0.** **A.** **2023 indigent defense compensation expenditures.** Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state grants received by the county for the same purpose. . . . . $ _____ **B.** **2022 indigent defense compensation expenditures.** Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state grants received by the county for the same purpose. . . . . $ _____ **C.** Subtract B from A and divide by Line 32 and multiply by $100. . . . . $ _____/$100 **D.** Multiply B by 0.05 and divide by Line 32 and multiply by $100. . . . . $ _____/$100 **E.** Enter the lesser of C and D. If not applicable, enter 0.	$ _____/$100
37.	**Rate adjustment for county hospital expenditures.** [26] **If not applicable or less than zero, enter 0.** **A.** **2023 eligible county hospital expenditures.** Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2022 and ending on June 30, 2023. . . . . $ _____ **B.** **2022 eligible county hospital expenditures.** Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2021 and ending on June 30, 2022. . . . . $ _____ **C.** Subtract B from A and divide by Line 32 and multiply by $100. . . . . $ _____/$100 **D.** Multiply B by 0.08 and divide by Line 32 and multiply by $100. . . . . $ _____/$100 **E.** Enter the lesser of C and D, if applicable. If not applicable, enter 0.	$ _____/$100
38.	**Rate adjustment for defunding municipality.** This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information. **A.** **Amount appropriated for public safety in 2022.** Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year . . . . . $ _____ **B.** **Expenditures for public safety in 2022.** Enter the amount of money spent by the municipality for public safety during the preceding fiscal year . . . . . $ _____ **C.** Subtract B from A and divide by Line 32 and multiply by $100 . . . . . $ _____/$100 **D.** Enter the rate calculated in C. If not applicable, enter 0.	$ _____/$100
39.	**Adjusted 2023 NNR M&O rate.** Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.	$ _____/$100
40.	**Adjustment for 2022 sales tax specifically to reduce property taxes.** Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in 2022 should complete this line. These entities will deduct the sales tax gain rate for 2023 in Section 3. Other taxing units, enter zero. **A.** Enter the amount of additional sales tax collected and spent on M&O expenses in 2022, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent . . . . . $ _____ **B.** Divide Line 40A by Line 32 and multiply by $100 . . . . . $ _____/$100 **C.** Add Line 40B to Line 39.	$ _____/$100
41.	**2023 voter-approval M&O rate.** Enter the rate as calculated by the appropriate scenario below. **Special Taxing Unit.** If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08. **- or -** **Other Taxing Unit.** If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.	$ _____/$100

[25] Tex. Tax Code §26.0442
[26] Tex. Tax Code §26.0443

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
D41.	***Disaster Line 41 (D41):* 2023 voter-approval M&O rate for taxing unit affected by disaster declaration.** If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of 1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or 2) the third tax year after the tax year in which the disaster occurred If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08. [27] If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).	$ _____/$100
42.	**Total 2023 debt to be paid with property taxes and additional sales tax revenue.** Debt means the interest and principal that will be paid on debts that: **(1)** are paid by property taxes, **(2)** are secured by property taxes, **(3)** are scheduled for payment over a period longer than one year, and **(4)** are not classified in the taxing unit's budget as M&O expenses. **A. Debt** also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2022, verify if it meets the amended definition of debt before including it here. [28] Enter debt amount ..... $ _____ **B.** Subtract **unencumbered fund amount** used to reduce total debt. ..... – $ _____ **C.** Subtract **certified amount spent from sales tax to reduce debt** (enter zero if none) ..... – $ _____ **D.** Subtract **amount paid** from other resources ..... – $ _____ **E. Adjusted debt.** Subtract B, C and D from A.	$ _____
43.	**Certified 2022 excess debt collections.** Enter the amount certified by the collector. [29]	$ _____
44.	**Adjusted 2023 debt.** Subtract Line 43 from Line 42E.	$ _____
45.	**2023 anticipated collection rate.** **A.** Enter the 2023 anticipated collection rate certified by the collector. [30] ..... _____% **B.** Enter the 2022 actual collection rate. ..... _____% **C.** Enter the 2021 actual collection rate. ..... _____% **D.** Enter the 2020 actual collection rate. ..... _____% **E.** If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. [31]	_____%
46.	**2023 debt adjusted for collections.** Divide Line 44 by Line 45E.	$ _____
47.	**2023 total taxable value.** Enter the amount on Line 21 of the *No-New-Revenue Tax Rate Worksheet.*	$ _____
48.	**2023 debt rate.** Divide Line 46 by Line 47 and multiply by $100.	$ _____/$100
49.	**2023 voter-approval tax rate.** Add Lines 41 and 48.	$ _____/$100
D49.	***Disaster Line 49 (D49):* 2023 voter-approval tax rate for taxing unit affected by disaster declaration.** Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.	$ _____/$100

[27] Tex. Tax Code § 26.042(a)
[28] Tex. Tax Code § 26.012(7)
[29] Tex. Tax Code § 26.012(10) and 26.04(b)
[30] Tex. Tax Code § 26.04(b)
[31] Tex. Tax Code §§ 26.04(h), (h-1) and (h-2)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
50.	**COUNTIES ONLY.** Add together the voter-approval tax rates for each type of tax the county levies. The total is the 2023 county voter-approval tax rate.	$ _____/$100

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

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

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

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
51.	**Taxable Sales.** For taxing units that adopted the sales tax in November 2022 or May 2023, enter the Comptroller's estimate of taxable sales for the previous four quarters. [32] Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November 2022, enter 0.	$ _____
52.	**Estimated sales tax revenue.** Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. [33] **Taxing units that adopted the sales tax in November 2022 or in May 2023.** Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. [34] **- or -** **Taxing units that adopted the sales tax before November 2022.** Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	$ _____
53.	**2023 total taxable value.** Enter the amount from Line 21 of the *No-New-Revenue Tax Rate Worksheet*.	$ _____
54.	**Sales tax adjustment rate.** Divide Line 52 by Line 53 and multiply by $100.	$ _____/$100
55.	**2023 NNR tax rate, unadjusted for sales tax.**[35] Enter the rate from Line 26 or 27, as applicable, on the *No-New-Revenue Tax Rate Worksheet*.	$ _____/$100
56.	**2023 NNR tax rate, adjusted for sales tax.** **Taxing units that adopted the sales tax in November 2022 or in May 2023.** Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November 2022.	$ _____/$100
57.	**2023 voter-approval tax rate, unadjusted for sales tax.**[36] Enter the rate from Line 49, Line D49 (disaster) or Line 50 (counties) as applicable, of the *Voter-Approval Tax Rate Worksheet*.	$ _____/$100
58.	**2023 voter-approval tax rate, adjusted for sales tax.** Subtract Line 54 from Line 57.	$ _____/$100

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

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
59.	**Certified expenses from the Texas Commission on Environmental Quality (TCEQ).** Enter the amount certified in the determination letter from TCEQ. [37] The taxing unit shall provide its tax assessor-collector with a copy of the letter. [38]	$ _____
60.	**2023 total taxable value.** Enter the amount from Line 21 of the *No-New-Revenue Tax Rate Worksheet*.	$ _____
61.	**Additional rate for pollution control.** Divide Line 59 by Line 60 and multiply by $100.	$ _____/$100
62.	**2023 voter-approval tax rate, adjusted for pollution control.** Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	$ _____/$100

[32] Tex. Tax Code § 26.041(d)
[33] Tex. Tax Code § 26.041(i)
[34] Tex. Tax Code § 26.041(d)
[35] Tex. Tax Code § 26.04(c)
[36] Tex. Tax Code § 26.04(c)
[37] Tex. Tax Code § 26.045(d)
[38] Tex. Tax Code § 26.045(i)

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

The unused increment rate is the rate equal to the difference between the adopted tax rate and voter-approval tax rate adjusted to remove the unused increment rate for the prior three years. [39] In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the portion of the unused increment rate must be backed out of the calculation for that year.

The difference between the adopted tax rate and adjusted voter-approval tax rate is considered zero in the following scenarios:

- a tax year before 2020; [40]
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a); [41] or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval. [42]

Individual components can be negative, but the overall rate would be the greater of zero or the calculated rate.

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit. [43]

Line	Unused Increment Rate Worksheet	Amount/Rate
63.	**Year 3 component.** Subtract the 2022 actual tax rate and the 2022 unused increment rate from the 2022 voter-approval tax rate. **A.** Voter-approval tax rate ..... $ _____/$100 As applicable: Line 49, Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control **B.** Unused increment rate (Line 66). ..... $ _____/$100 **C.** Subtract B from A . ..... $ _____/$100 **D.** Adopted Tax Rate. ..... $ _____/$100 **E.** Subtract D from C. ..... $ _____/$100	
64.	**Year 2 component.** Subtract the 2021 actual tax rate and the 2021 unused increment rate from the 2021 voter-approval tax rate. **A.** Voter-approval tax rate ..... $ _____/$100 As applicable: Line 49, Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control **B.** Unused increment rate (Line 66). ..... $ _____/$100 **C.** Subtract B from A . ..... $ _____/$100 **D.** Adopted Tax Rate. ..... $ _____/$100 **E.** Subtract D from C. ..... $ _____/$100	
65.	**Year 1 component.** Subtract the 2020 actual tax rate and the 2020 unused increment rate from the 2020 voter-approval tax rate. **A.** Voter-approval tax rate ..... $ _____/$100 As applicable: Line 47, Line 50 (counties), Line 56 (taxing units with the additional sales tax) or Line 60 (taxing units with pollution control **B.** Unused increment rate. ..... $ _____/$100 **C.** Subtract B from A . ..... $ _____/$100 **D.** Adopted Tax Rate. ..... $ _____/$100 **E.** Subtract D from C. ..... $ _____/$100	
66.	**2023 unused increment rate.** Add Lines 63E, 64E and 65E.	$ _____/$100
67.	**Total 2023 voter-approval tax rate, including the unused increment rate.** Add Line 66 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control).	$ _____/$100

[39] Tex. Tax Code §26.013(a)
[40] Tex. Tax Code §26.013(c)
[41] Tex. Tax Code §§26.0501(a) and (c)
[42] Tex. Local Gov't Code §120.007(d), effective Jan. 1, 2022
[43] Tex. Tax Code §26.063(a)(1)
[44] Tex. Tax Code §26.012(8-a)
[45] Tex. Tax Code §26.063(a)(1)

SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise $500,000, and the current debt rate for a taxing unit. [44]

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

Line	De Minimis Rate Worksheet	Amount/Rate
68.	**Adjusted 2023 NNR M&O tax rate.** Enter the rate from Line 39 of the *Voter-Approval Tax Rate Worksheet*	$ _____/$100
69.	**2023 total taxable value.** Enter the amount on Line 21 of the *No-New-Revenue Tax Rate Worksheet.*	$ _____
70.	**Rate necessary to impose $500,000 in taxes.** Divide $500,000 by Line 69 and multiply by $100.	$ _____/$100
71.	**2023 debt rate.** Enter the rate from Line 48 of the *Voter-Approval Tax Rate Worksheet.*	$ _____/$100
72.	**De minimis rate.** Add Lines 68, 70 and 71.	$ _____/$100

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

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.[46]

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year. [47]

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago. This section will apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
73.	**2022 adopted tax rate.** Enter the rate in Line 4 of the *No-New-Revenue Tax Rate Worksheet.*	$ _____/$100
74.	**Adjusted 2022 voter-approval tax rate.** Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. If a disaster occurred in 2022 and the taxing unit calculated its 2022 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2022 worksheet due to a disaster, complete the applicable sections or lines of Form 50-856-a, Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet. **- or -** If a disaster occurred prior to 2022 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2022, complete the separate *Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet* to recalculate the voter-approval tax rate the taxing unit would have calculated in 2022 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the year(s) following the disaster. [48] Enter the final adjusted 2022 voter-approval tax rate from the worksheet. **- or -** If the taxing unit adopted a tax rate above the 2022 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	$ _____/$100
75.	**Increase in 2022 tax rate due to disaster.** Subtract Line 74 from Line 73.	$ _____/$100
76.	**Adjusted 2022 taxable value.** Enter the amount in Line 14 of the *No-New-Revenue Tax Rate Worksheet.*	$ _____
77.	**Emergency revenue.** Multiply Line 75 by Line 76 and divide by $100.	$ _____
78.	**Adjusted 2023 taxable value.** Enter the amount in Line 25 of the *No-New-Revenue Tax Rate Worksheet.*	$ _____
79.	**Emergency revenue rate.** Divide Line 77 by Line 78 and multiply by $100. [49]	$ _____/$100

[46] Tex. Tax Code §26.042(b)
[47] Tex. Tax Code §26.042(f)
[48] Tex. Tax Code §26.042(c)
[49] Tex. Tax Code §26.042(b)

Line	Emergency Revenue Rate Worksheet	Amount/Rate
80.	**2023 voter-approval tax rate, adjusted for emergency revenue.** Subtract Line 79 from one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 67 (taxing units with the unused increment rate).	$ _____/$100

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-new-revenue tax rate. ..... $ _____/$100
As applicable, enter the 2023 NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax).
Indicate the line number used: _____

Voter-approval tax rate..... $ _____/$100
As applicable, enter the 2023 voter-approval tax rate from: Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 67 (adjusted for unused increment), or Line 80 (adjusted for emergency revenue).
Indicate the line number used: _____

De minimis rate...... $ _____/$100
If applicable, enter the 2022 de minimis rate from Line 72.

SECTION 9: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code. [50]

print here _____
Printed Name of Taxing Unit Representative

sign here _____ _____
Taxing Unit Representative Date

[50] Tex. Tax Code §§26.04(c-2) and (d-2)

TAX RATE DISCUSSION

SCHERTZ
COMMUNITY. SERVICE. OPPORTUNITY.

2023 Property Values

2022 Taxable Value	**$4,889,011,389**
2023 Equivalent Taxable Value	**$5,326,877,888**
2023 New Taxable Development	**+$113,763,340**
2023 Adjusted Taxable Value	**$5,440,641,228**
Difference Between Adjusted Taxable Values	**$551,629,839**

SCHERTZ
COMMUNITY★SERVICE★OPPORTUNITY

DVHS Update

DVHS	2020	2021	2022	2023
Total Exempt	$436,800,000	$550,500,000	$694,200,000	$834,200,000
Increase %	22.0%	26.0%	26.1%	20.2%
Increase $	$78,800,000	$113,700,000	$143,700,000	$140,000,000
Tax Rate w/o DVHS	$0.4548	$0.4428	$0.4234	$0.4126

- 19% of Homesteads have a DVHS Exemption for 2023
- 51% of Homesteads have some sort of DV Exemption for 2023

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TAX RATE DEFINITIONS

No New Revenue	The tax rate which will generate the same revenue for the city from property on the previous year's tax roll.
Voter Approval Rate	The rate if exceeded triggers an automatic election on the tax rate.
Current	The rate currently adopted by the City.
Proposed Tax Rate	The maximum rate set at which the final adopted rate cannot exceed.

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TAX RATE

Current	$0.4950
No New Revenue	$0.4554
Voter Approval	$0.4872
Voter Approval – Unused Increment	$0.0000
Proposed Tax Rate	$0.4872

$0.01 is equal to $544,000 revenue or $32.46 on the average home

Proposed Budget Assumes This Rate

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TARGET TAX RATE

TAX RATE	CURRENT	PROPOSED TAX RATE	
M&O	$0.3470	$0.3324	For day-to-day operations
I&S	$0.1480	$0.1548	To pay the City's debt
TOTAL	**$0.4950**	**$0.4872**	

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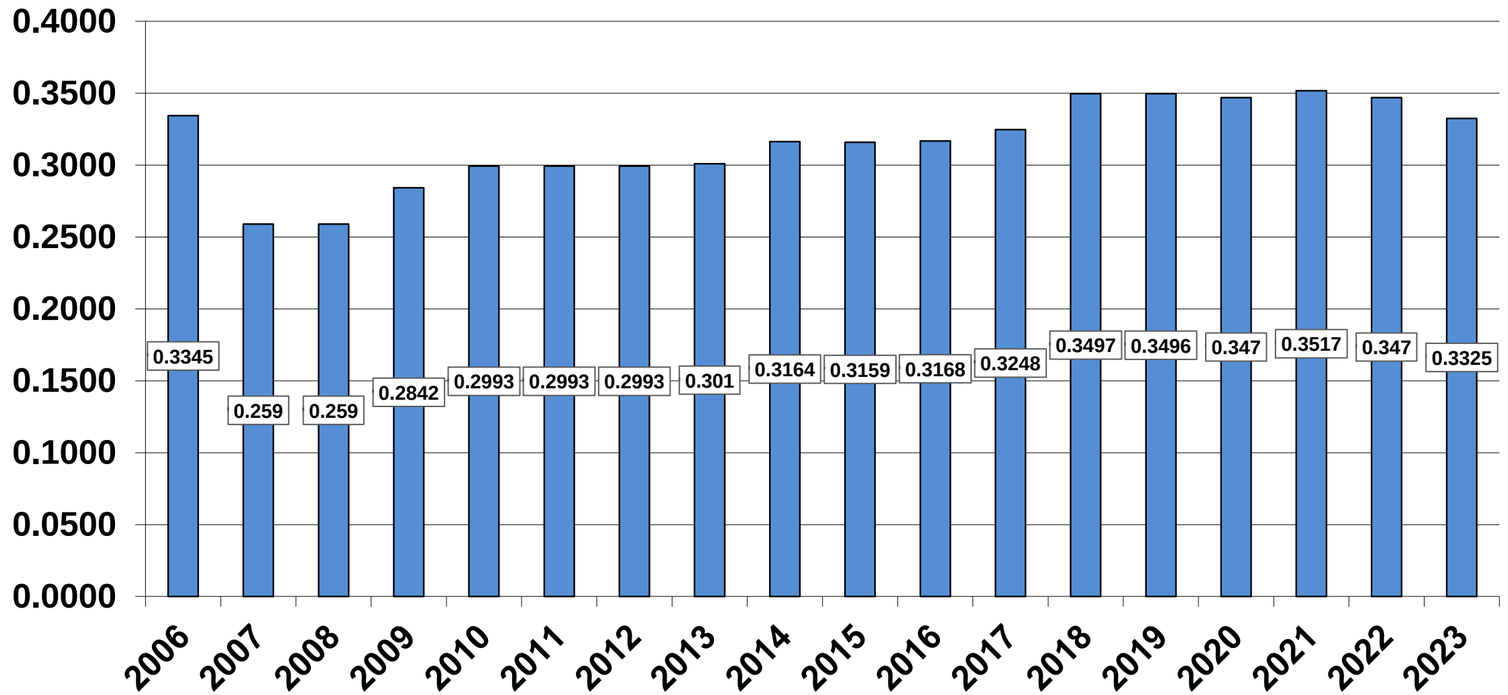
FY 2023-24 City Tax Rate

Tax Rate Name	Tax Rate per $100	Est. Tax Bill	Bill Increase	% Increase
No New Revenue	$0.4554	$1,478.22	--	--
Voter Approval	$0.4872	$1,582.00	$103.78	7.0%
Proposed	$0.4872	$1,582.00	$103.78	7.0%
Current	$0.4950	$1,606.89	$128.67	8.7%
School Tax Bill Change			-$850.00	

- **$103.79 is about $8.65 on the monthly escrow**
- **Tax bills are based on average taxable value of homes for 2023 of $324,600**
- **Estimated Tax Bills and Bill Increases are annual amounts**

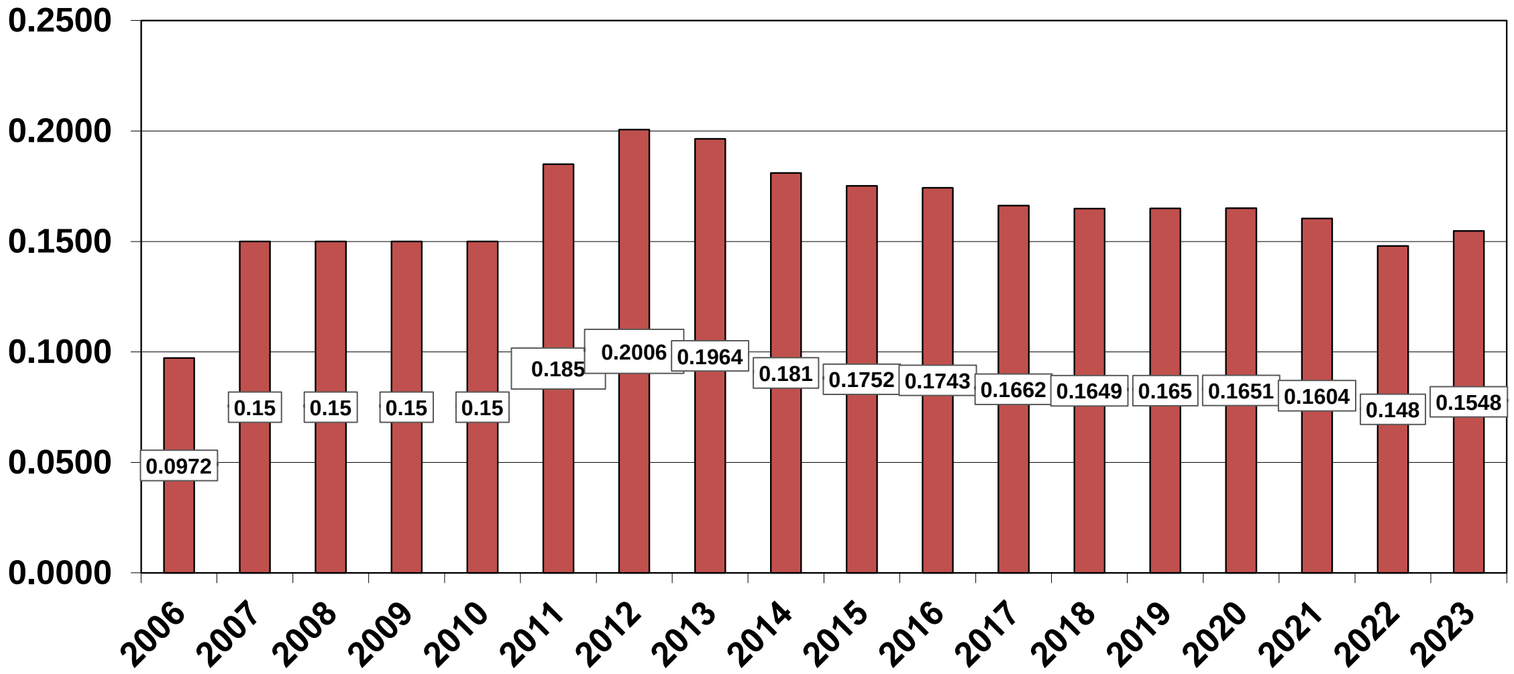
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Historic Tax Rates – M&O



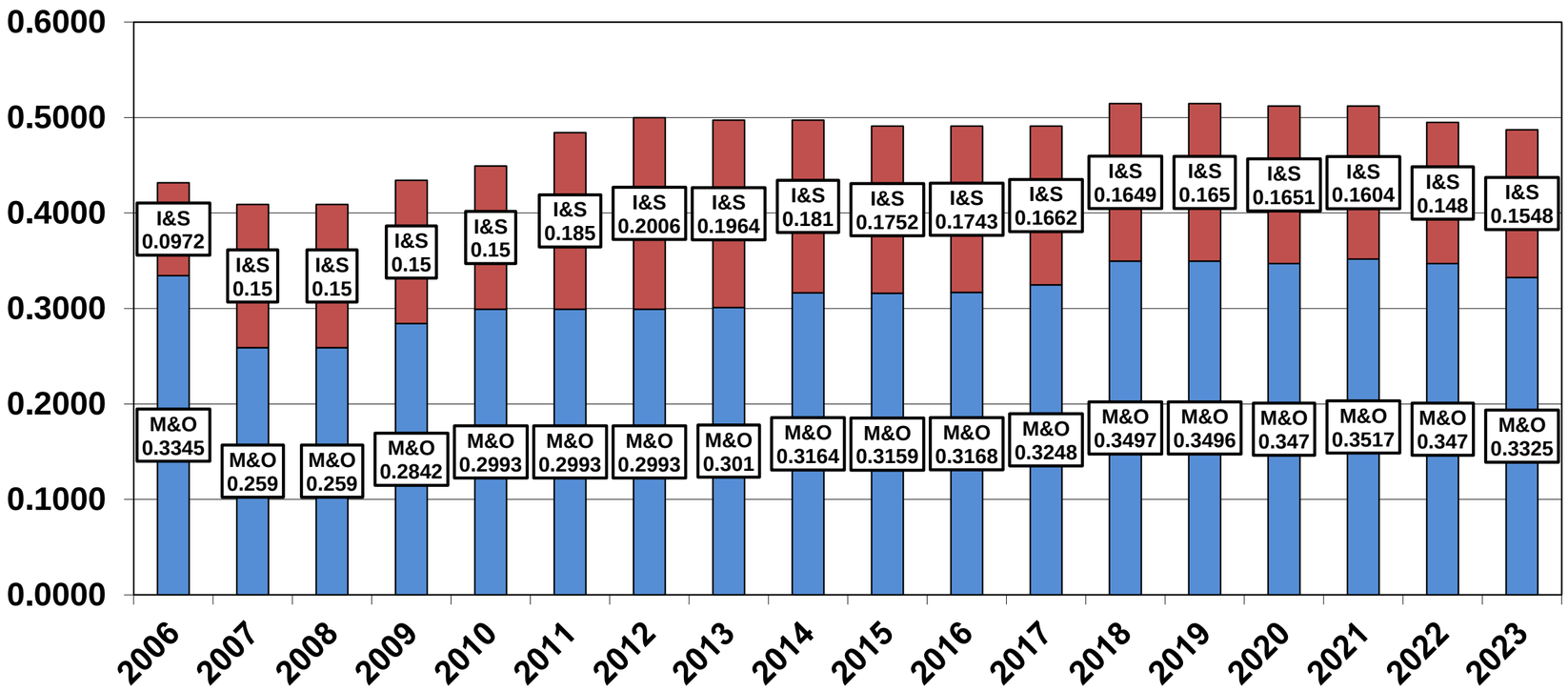
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Historic Tax Rates – I&S



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Historic Tax Rates – Total



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Agenda No. 19.

CITY COUNCIL MEMORANDUM

City Council Meeting:	**August 15, 2023**
Department:	**City Secretary**
Subject:	**Guadalupe Appraisal District Information-Nominations and Voting Process - Guadalupe Appraisal District sent the process and timeline for nominating candidates for the GAD Board of Directors. Please see attached brief description and the calendar of dates in which action is needed. (S.Williams/S.Edmondson)**

Attachments

GAD timeline

Information GAD

August 15, 2023- Notification from the Guadalupe Appraisal District Board of Directors.

Per S 6.03 (b.) of the Texas Tax Code, the terms of all members of the Guadalupe Appraisal District Board of Directors will expire on December 31, 2023. The Guadalupe Appraisal District has sent notification to the City of Schertz as a taxing unit entitled to participate in the nomination and voting process for the directors to serve the next two-year term.

Following is a brief timeline of this process:

- The chief appraiser delivers notice of election and voting entitlement to the taxing units.
- Each taxing unit may nominate by resolution one candidate for each directorship to be filled (5 directorships are to be filled).
- Nominations by way of resolution must be submitted to the chief appraiser no later than October 15 2023.
- The chief appraiser will then prepare and deliver a ballot of all nominees to each taxing unit before October 30, 2023.
- The governing body of each taxing unit must determine their vote by resolution and submit it to the chief appraiser before December 15, 2023
- The chief appraiser will tabulate the votes, declare the winners, and submit the results to the governing body of each taxing unit before December 31, 2023.

The list of the important dates where Council action will be needed to participate in this process:

- Please submit your nominations for the 5 directorship positions to the City Secretary no later than Wednesday, ***October 4, 2023.***
- City Council Meeting on ***October 10, 2023-***Approve resolution 23-R-XX with nominations (if any)
- ***October 15, 2023***-Nominations for GAD Board of Directors are due by resolution.
- Council Meeting on ***December 5, 2023-***Approve resolution 23-R-XX to determine their vote for Guadalupe Appraisal District Board of Directors.
- ***December 15, 2023***-City Council's ballot nominations for the Guadalupe Appraisal District Board of Directors are due by resolution.

GUADALUPE APPRAISAL DISTRICT

Main Office
3000 N. Austin St.
Seguin, Texas 78155
(830) 303-3313
(830) 372-2874 (Fax)
cstiers@guadalupead.org

Schertz Substation
1052 FM 78, Ste. 103
Schertz, Texas 78154
(830) 303-3313 Option 0
(877) 254-0888 (Fax)

June 28, 2023

City of Schertz
Attn: Steve Williams, City Manager and City Council
1400 Schertz Pkwy.
Schertz, Texas 78154

Dear City Manager Williams and City Council,

Per § 6.03 (b.) of the Texas Tax Code, the terms of all members of the Guadalupe Appraisal District Board of Directors will expire on December 31, 2023. In light of that, this letter is forwarded to the required representatives of the taxing units entitled to participate in the nomination and voting process for the directors to serve the next two-year term. Following is a brief timeline of this process:

- The chief appraiser delivers notice of election and voting entitlement to the taxing units.
- Each taxing unit may nominate by resolution one candidate for each directorship to be filled (5 directorships are to be filled). Nominations by way of resolution must be submitted to the chief appraiser no later than October 15, 2023.
- The chief appraiser will then prepare and deliver a ballot of all nominees to each taxing unit before October 30, 2023.
- The governing body of each taxing unit must determine their vote by resolution and submit it to the chief appraiser before December 15, 2023.
- The chief appraiser will tabulate the votes, declare the winners, and submit the results to the governing body of each taxing unit before December 31, 2023.

Nominee Qualifications

§ 6.03 (a.) of the Texas Tax Code states that to be eligible to serve on the board of directors, an individual must be a resident of the district and must have resided in the district for at least two years immediately preceding the date the individual takes office. § 6.035 (a.) of the Texas Tax Code disqualifies an individual from serving as a director if that individual owns property on which delinquent property taxes have been owed for more than 60 days. This restriction is not applicable under installment agreements or deferrals. There are also additional restrictions outlined in §56.035 Texas Tax Code. Enclosed is a Statement of Qualifications to be completed by each nominee and turned in to the Guadalupe Appraisal District with formal nominations.

Voting Allocation

Enclosed, you will find a summary of the voting entitlement of the taxing units participating in the nomination and election for the Guadalupe Appraisal District Board of Directors for the 2024/2025 term. The City of Schertz will have 255 votes to cast in this election process. Votes may be allocated to one nominee or votes may be distributed to more than one nominee. The nominees who receive the largest cumulative vote total are declared the directors for the next two years.

Should you have any questions regarding this process, do not hesitate to contact Cherie Stiers in our office.
Thank you for your time and effort in this regard.

Sincerely,

Peter Snaddon, R.P.A., C.C.A.
Chief Appraiser

2024-2025 BOARD of DIRECTORS ELECTION
ENTITY VOTING ENTITLEMENTS
June-23

CAD	Taxing Unit ID	Taxing Unit Name	2022 Entity Levy		2022 Total Levy		Portion of Levy (%)		Total Number of Votes	Entity Votes[1]
094-Guadalupe	094-902-02	Schertz-Cibolo-Universal City ISD	$88,483,658	÷	$363,828,516	=	0.24320	x	5,000	**1,216**
094-Guadalupe	094-000-00	Guadalupe County	$68,097,532	÷	$363,828,516	=	0.18717	x	5,000	**936**
094-Guadalupe	094-901-02	Seguin ISD	$61,998,122	÷	$363,828,516	=	0.17040	x	5,000	**852**
094-Guadalupe	046-901-02	New Braunfels ISD	$24,484,082	÷	$363,828,516	=	0.06730	x	5,000	**336**
094-Guadalupe	094-903-02	Navarro ISD	$19,700,336	÷	$363,828,516	=	0.05415	x	5,000	**271**
094-Guadalupe	**094-102-03**	**City of Schertz**	**$18,528,903**	**÷**	**$363,828,516**	**=**	**0.05093**	**x**	5,000	**255**
094-Guadalupe	094-103-03	City of Seguin	$18,116,000	÷	$363,828,516	=	0.04979	x	5,000	**249**
094-Guadalupe	094-904-02	Marion ISD	$15,696,120	÷	$363,828,516	=	0.04314	x	5,000	**216**
094-Guadalupe	094-104-03	City of Cibolo	$15,398,327	÷	$363,828,516	=	0.04232	x	5,000	**212**
094-Guadalupe	046-902-02	Comal ISD	$11,742,125	÷	$363,828,516	=	0.03227	x	5,000	**161**
094-Guadalupe	046-101-03	City of New Braunfels	$8,531,651	÷	$363,828,516	=	0.02345	x	5,000	**117**
094-Guadalupe	105-902-02	San Marcos CISD	$3,813,473	÷	$363,828,516	=	0.01048	x	5,000	**52**
094-Guadalupe	094-201-19	Lake Placid WCID #1	$1,644,966	÷	$363,828,516	=	0.00452	x	5,000	**23**
094-Guadalupe	094-202-19	Lake McQueeney WCID #1	$1,641,019	÷	$363,828,516	=	0.00451	x	5,000	**23**
094-Guadalupe	247-903-02	La Vernia ISD	$1,632,810	÷	$363,828,516	=	0.00449	x	5,000	**22**
094-Guadalupe	015-120-03	City of Selma	$1,136,908	÷	$363,828,516	=	0.00312	x	5,000	**16**
094-Guadalupe	028-903-02	Luling ISD	$1,127,284	÷	$363,828,516	=	0.00310	x	5,000	**15**
094-Guadalupe	028-906-02	Prairie Lea ISD	$572,617	÷	$363,828,516	=	0.00157	x	5,000	**8**
094-Guadalupe	046-202-19	Lake Dunlap WCID	$488,419	÷	$363,828,516	=	0.00134	x	5,000	**7**
094-Guadalupe	094-101-03	City of Marion	$474,869	÷	$363,828,516	=	0.00131	x	5,000	**7**
094-Guadalupe	094-106-03	City of Santa Clara	$166,080	÷	$363,828,516	=	0.00046	x	5,000	**2**
094-Guadalupe	015-115-03	City of Universal City	$137,425	÷	$363,828,516	=	0.00038	x	5,000	**2**
094-Guadalupe	089-903-02	Nixon-Smiley CISD	$98,984	÷	$363,828,516	=	0.00027	x	5,000	**1**
094-Guadalupe	094-201-04	Lone Oak Farm MUD	$49,038	÷	$363,828,516	=	0.00013	x	5,000	**1**
094-Guadalupe	028-102-03	City of Luling	$36,003	÷	$363,828,516	=	0.00010	x	5,000	**0**
094-Guadalupe	094-201-09	York Creek Improvement District	$30,806	÷	$363,828,516	=	0.00008	x	5,000	**0**
094-Guadalupe	105-103-03	City of San Marcos	$959	÷	$363,828,516	=	0.00000	x	5,000	**0**
									Total Votes	5,000

Source: https://comptroller.texas.gov/taxes/property-tax/rates/index.php

Section 6.03 Board of Directors[1]

(d) The voting entitlement of a taxing unit that is entitled to vote for directors is determined by dividing the total dollar amount of property taxes imposed in the district by the taxing unit for the preceding tax year by the sum of the total dollar amount of property taxes imposed in the district for that year by each taxing unit that is entitled to vote, by multiplying the quotient by 1,000, and by rounding the product to the nearest whole number. That number is multiplied by the number of directorships to be filled. A taxing unit participating in two or more districts is entitled to vote in each district in which it participates, but only the taxes imposed in a district are used to calculate voting entitlement in that district.

GUADALUPE APPRAISAL DISTRICT
BOARD OF DIRECTORS

Statement of Qualifications
Per Texas Tax Code

To serve on the Board of Directors for an appraisal district, the Texas Tax Code states the following:

1. **Section 6.03 BOARD OF DIRECTORS**

(a) The appraisal district is governed by a board of directors. Five directors are appointed by the taxing units that participate in the district as provided by this section. If the county assessor-collector is not appointed to the board, the county assessor-collector serves as a nonvoting director. The county assessor-collector is ineligible to serve if the board enters into a contract under Section 6.05(b) or if the commissioners court of the county enters into a contract under Section 6.24(b). To be eligible to serve on the board of directors, an individual other than a county assessor-collector serving as a nonvoting director must be a resident of the district and must have resided in the district for at least two years immediately preceding the date the individual takes office. An individual who is otherwise eligible to serve on the board is not ineligible because of membership on the governing body of a taxing unit. An employee of a taxing unit that participates in the district is not eligible to serve on the board unless the individual is also a member of the governing body or an elected official of a taxing unit that participates in the district.

(b) Members of the board of directors other than a county assessor-collector serving as a nonvoting director serve two-year terms beginning on January 1 of even-numbered years.

(c) Members of the board of directors other than a county assessor-collector serving as a nonvoting director are appointed by vote of the governing bodies of the incorporated cities and towns, the school districts, the junior college districts, and, if entitled to vote, the conservation and reclamation districts that participate in the district and of the county. A governing body may cast all its votes for one candidate or distribute them among candidates for any number of directorships. Conservation and reclamation districts are not entitled to vote unless at least one conservation and reclamation district in the district delivers to the chief appraiser a written request to nominate and vote on the board of directors by June 1 of each odd-numbered year. On receipt of a request, the chief appraiser shall certify a list by June 15 of all eligible

conservation and reclamation districts that are imposing taxes and that participate in the district.

(d) The voting entitlement of a taxing unit that is entitled to vote for directors is determined by dividing the total dollar amount of property taxes imposed in the district by the taxing unit for the preceding tax year by the sum of the total dollar amount of property taxes imposed in the district for that year by each taxing unit that is entitled to vote, by multiplying the quotient by 1,000, and by rounding the product to the nearest whole number. That number is multiplied by the number of directorships to be filled. A taxing unit participating in two or more districts is entitled to vote in each district in which it participates, but only the taxes imposed in a district are used to calculate voting entitlement in that district.

(e) The chief appraiser shall calculate the number of votes to which each taxing unit other than a conservation and reclamation district is entitled and shall deliver written notice to each of those units of its voting entitlement before October 1 of each odd-numbered year. The chief appraiser shall deliver the notice:

(1) to the county judge and each commissioner of the county served by the appraisal district;

(2) to the presiding officer of the governing body of each city or town participating in the appraisal district, to the city manager of each city or town having a city manager, and to the city secretary or clerk, if there is one, of each city or town that does not have a city manager;

(3) to the presiding officer of the governing body of each school district participating in the district and to the superintendent of those school districts; and

(4) to the presiding officer of the governing body of each junior college district participating in the district and to the president, chancellor, or other chief executive officer of those junior college districts.

(f) The chief appraiser shall calculate the number of votes to which each conservation and reclamation district entitled to vote for district directors is entitled and shall deliver written notice to the presiding officer of each conservation and reclamation district of its voting entitlement and right to nominate a person to serve as a director of the district before July 1 of each odd-numbered year.

(g) Each taxing unit other than a conservation and reclamation district that is entitled to vote may nominate by resolution adopted by its governing body one candidate for each position to be filled on the board of directors. The presiding officer of the governing body of the unit shall submit the names of the unit's nominees to the chief appraiser before October 15.

(h) Each conservation and reclamation district entitled to vote may nominate by resolution adopted by its governing body one candidate for the district's board of directors. The presiding officer of the conservation and reclamation district's governing body shall submit the name of the district's nominee to the chief appraiser before July 15 of each odd-numbered year. Before August 1, the chief appraiser shall prepare a nominating ballot, listing all the nominees of conservation and reclamation districts alphabetically by surname, and shall deliver a copy of the nominating ballot to the presiding officer of the board of directors of each district. The board of directors of each district shall determine its vote by resolution and submit it to the chief appraiser before August 15. The nominee on the ballot with the most votes is the nominee of the conservation and reclamation districts in the appraisal district if the nominee received more than 10 percent of the votes entitled to be cast by all of the conservation and reclamation districts in the appraisal district, and shall be named on the ballot with the candidates nominated by the other taxing units. The chief appraiser shall resolve a tie vote by any method of chance.

(i) If no nominee of the conservation and reclamation districts receives more than 10 percent of the votes entitled to be cast under Subsection (h), the chief appraiser, before September 1, shall notify the presiding officer of the board of directors of each conservation and reclamation district of the failure to select a nominee. Each conservation and reclamation district may submit a nominee by September 15 to the chief appraiser as provided by Subsection (h). The chief appraiser shall submit a second nominating ballot by October 1 to the conservation and reclamation districts as provided by Subsection (h). The conservation and reclamation districts shall submit their votes for nomination before October 15 as provided by Subsection (h). The

nominee on the second nominating ballot with the most votes is the nominee of the conservation and reclamation districts in the appraisal district and shall be named on the ballot with the candidates nominated by the other taxing units. The chief appraiser shall resolve a tie vote by any method of chance.

(j) Before October 30, the chief appraiser shall prepare a ballot, listing the candidates whose names were timely submitted under Subsections (g) and, if applicable, (h) or (i) alphabetically according to the first letter in each candidate's surname, and shall deliver a copy of the ballot to the presiding officer of the governing body of each taxing unit that is entitled to vote.

(k) Except as provided by Subsection (k-1), the governing body of each taxing unit entitled to vote shall determine its vote by resolution and submit it to the chief appraiser before December 15. The chief appraiser shall count the votes, declare the five candidates who receive the largest cumulative vote totals elected, and submit the results before December 31 to the governing body of each taxing unit in the district and to the candidates. For purposes of determining the number of votes received by the candidates, the candidate receiving the most votes of the conservation and reclamation districts is considered to have received all of the votes cast by conservation and reclamation districts and the other candidates are considered not to have received any votes of the conservation and reclamation districts. The chief appraiser shall resolve a tie vote by any method of chance.

(k-1) This subsection applies only to an appraisal district established in a county with a population of 120,000 or more. The governing body of each taxing unit entitled to cast at least five percent of the total votes must determine its vote by resolution adopted at the first or second open meeting of the governing body that is held after the date the chief appraiser delivers the ballot to the presiding officer of the governing body. The governing body must submit its vote to the chief appraiser not later than the third day following the date the resolution is adopted.

(l) If a vacancy occurs on the board of directors other than a vacancy in the position held by a county assessor-collector serving as a nonvoting director, each taxing unit that is entitled to vote by this section may nominate by resolution adopted by its governing body a candidate to fill the vacancy. The unit shall submit the name of its nominee to the chief appraiser within 45 days after notification from the board of directors of the existence of the vacancy, and the chief

appraiser shall prepare and deliver to the board of directors within the next five days a list of the nominees. The board of directors shall elect by majority vote of its members one of the nominees to fill the vacancy.

2. **Sec. 6.035. RESTRICTIONS ON ELIGIBILITY AND CONDUCT OF BOARD MEMBERS AND CHIEF APPRAISERS AND THEIR RELATIVES.**

(a) An individual is ineligible to serve on an appraisal district board of directors and is disqualified from employment as chief appraiser if the individual:

(1) is related within the second degree by consanguinity or affinity, as determined under Chapter 573, Government Code, to an individual who is engaged in the business of appraising property for compensation for use in proceedings under this title or of representing property owners for compensation in proceedings under this title in the appraisal district; or

(2) owns property on which delinquent taxes have been owed to a taxing unit for more than 60 days after the date the individual knew or should have known of the delinquency unless:

(A) the delinquent taxes and any penalties and interest are being paid under an installment payment agreement under Section 33.02; or

(B) a suit to collect the delinquent taxes is deferred or abated under Section 33.06 or 33.065.

(a-1) An individual is ineligible to serve on the district board of directors of an appraisal district if the individual:

(1) has served as a member of the board of directors for all or part of five terms[1], unless,

(A) the individual was the county assessor-collector at the time the individual served as a board member; or

(B) the appraisal district is established in a county with a population of less than 120,000;

---

[1] 87th Legislative Regular Session – Senate Bill 63, Section 20 (b): Service as an appointed member of the board of directors of an appraisal district before January 1, 2022, does not count for purposes of determining whether a person is ineligible to serve on the board of directors of an appraisal district under Section 6.035 (a-1) (1), Tax Code, as added by this Act.

(2) has engaged in the business of appraising property for compensation for use in proceedings under this title at any time during the preceding three years;

(3) has engaged in the business of representing property owners for compensation in proceedings under this title in the appraisal district at any time during the preceding three years; or

(4) has been an employee of the appraisal district at anytime during the preceding three years.

(b) A member of an appraisal district board of directors or a chief appraiser commits an offense if the board member continues to hold office or the chief appraiser remains employed knowing that an individual related within the second degree by consanguinity or affinity, as determined under Chapter 573, Government Code, to the board member or chief appraiser is engaged in the business of appraising property for compensation for use in proceedings under this title or of representing property owners for compensation in proceedings under this title in the appraisal district in which the member serves or the chief appraiser is employed. An offense under this subsection is a Class B misdemeanor.

(c) A chief appraiser commits an offense if the chief appraiser refers a person, whether gratuitously or for compensation, to another person for the purpose of obtaining an appraisal of property, whether or not the appraisal is for ad valorem tax purposes. An offense under this subsection is a Class B misdemeanor.

(d) An appraisal performed by a chief appraiser in a private capacity or by an individual related within the second degree by consanguinity or affinity, as determined under Chapter 573, Government Code, to the chief appraiser may not be used as evidence in a protest or challenge under Chapter 41 or an appeal under Chapter 42 concerning property that is taxable in the appraisal district in which the chief appraiser is employed.

3. **Section 6.036 INTEREST IN CERTAIN CONTRACTS PROHIBITED.**

(a) An individual is not eligible to be appointed to or to serve on the board of directors of an appraisal district if the individual or a business entity in which the individual has a substantial interest is a party to a contract with:

(1) the appraisal district; or

(2) a taxing unit that participates in the appraisal district, if the contract relates to the performance of an activity governed by this title.

(b) An appraisal district may not enter into a contract with a member of the board of directors of the appraisal district or with a business entity in which a member of the board has a substantial interest.

(c) A taxing unit may not enter into a contract relating to the performance of an activity governed by this title with a member of the board of directors of an appraisal district in which the taxing unit participates or with a business entity in which a member of the board has a substantial interest.

(d) For purposes of this section, an individual has a substantial interest in a business entity if:

(1) the combined ownership of the individual and the individual's spouse is at least 10 percent of the voting stock or shares of the business entity; or

(2) the individual or the individual's spouse is a partner, limited partner, or officer of the business entity.

(e) In this section, "business entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or other entity recognized by law.

(f) This section does not limit the application of any other law, including the common law relating to conflicts of interest, to an appraisal district director.

Statement of Candidate

I have reviewed the requirements and restrictions, and hereby swear and affirm that I conform to the qualifications to be nominated and serve as a member of the Board of Directors for the Guadalupe Appraisal District.

_____ _____

Signature of Nominee Date

_____ _____

Printed Name of Nominee Contact Phone Number

_____

Street Address of Nominee's Residency City State Zip Code

Number of Years at this Residence?_____

Please identify below the property addresses and ownership of property you own in Guadalupe County, as related to verification of delinquent tax verification processes *(attach additional pages, if needed)*:

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