

**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 15<sup>th</sup> day of August 2023 and the 5<sup>th</sup> 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

# 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

**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 meets or exceeds 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, additional infrastructure projects emphasizing streets, and the addition of 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 has grown 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 Firefighters in preparation of the opening of proposed Fire Station #4, one Administrative Assistant for Engineering, one Part Time Records Clerk for the City Secretary, four Emergency Medical Technicians for EMS, and one 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 TASER equipment for police, and the one-time withdraw from the 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 have 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 has 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 of 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, and Finance Department staff Babet 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.

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 Council 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.

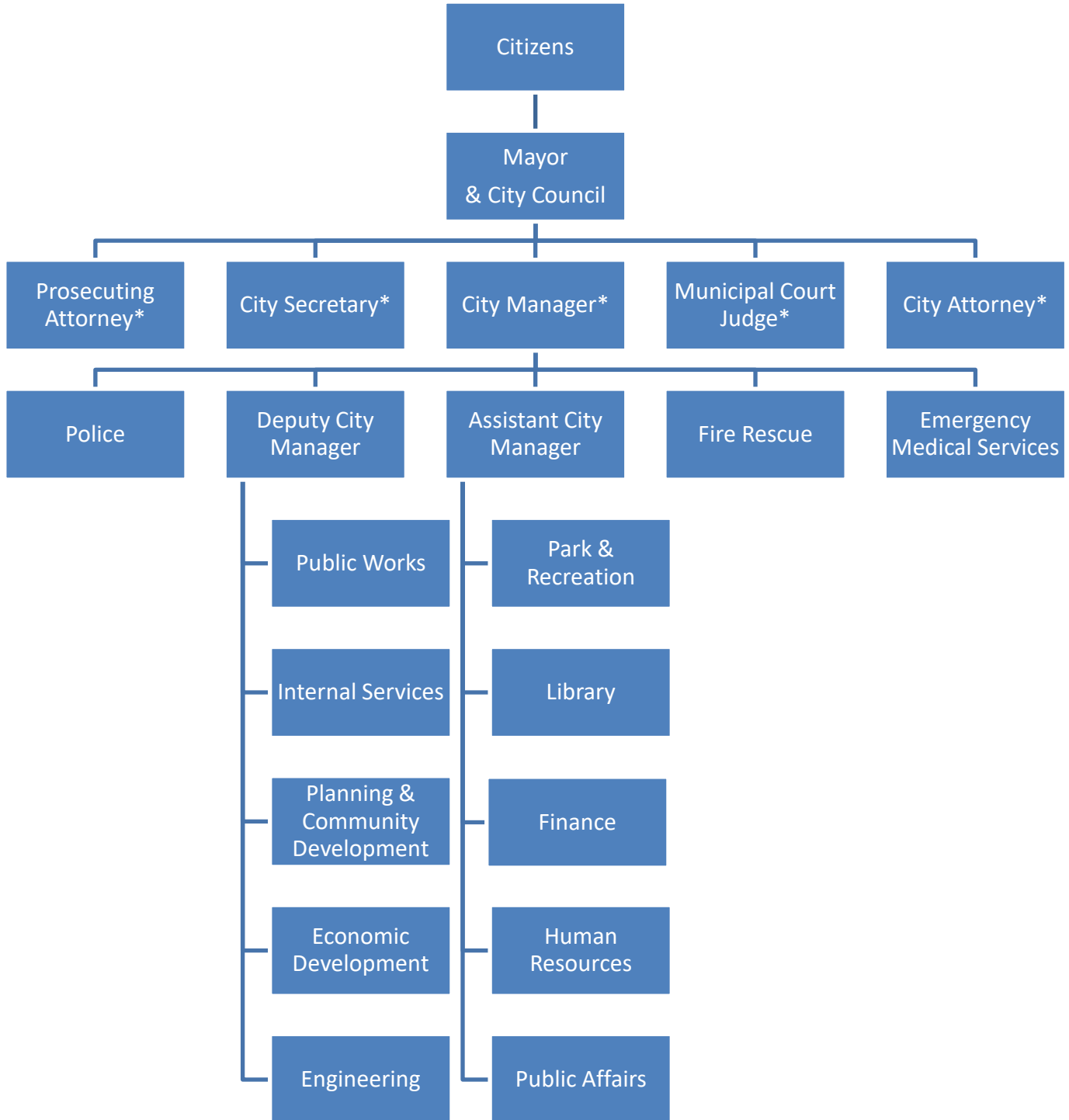
### **PUBLIC HEARINGS/BUDGET ADOPTION**

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 1<sup>st</sup>.

**FY 23-24 BUDGET CALENDAR**

<b>DATE</b>	<b>ACTION</b>
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

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# 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 to 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
<i>Revenues</i>				
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
<i>Total</i>	<i>\$37,611,600</i>	<i>\$40,898,652</i>	<i>\$45,593,532</i>	<i>\$47,390,488</i>
<i>Expenses</i>				
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
<i>Total</i>	<i>\$38,190,165</i>	<i>\$40,244,842</i>	<i>\$44,212,589</i>	<i>\$49,954,992</i>
<i>Change in Fund Balance</i>	<i>-\$578,566</i>	<i>\$653,811</i>	<i>\$1,380,943</i>	<i>-\$2,564,504</i>

## 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.

101-GENERAL FUND

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	(----- 2022-2023 -----)		(----- 2023-2024 -----)		
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>REVENUE SUMMARY</b>							
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	<u>720,561</u>	<u>1,053,268</u>	<u>940,225</u>	<u>1,515,316</u>	<u>1,912,672</u>	<u>1,840,407</u>	
TOTAL REVENUES	37,611,600	40,898,652	45,116,225	39,177,502	45,593,532	47,390,488	
<b>EXPENDITURE SUMMARY</b>							
<b>NON PROGRAM</b>							
<b>GENERAL GOVERNMENT</b>							
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	<u>870,162</u>	<u>904,296</u>	<u>1,263,846</u>	<u>857,420</u>	<u>1,205,052</u>	<u>1,371,896</u>	
TOTAL GENERAL GOVERNMENT	6,315,829	6,573,414	7,278,687	5,718,677	6,890,426	8,281,168	
<b>PUBLIC SAFETY</b>							
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	<u>0</u>	<u>359,918</u>	<u>525,496</u>	<u>351,347</u>	<u>526,197</u>	<u>528,388</u>	
TOTAL PUBLIC SAFETY	17,489,515	18,633,808	21,204,743	15,301,459	20,671,256	23,553,629	
<b>PUBLIC ENVIRONMENT</b>							
STREETS	<u>1,413,809</u>	<u>1,926,603</u>	<u>2,587,507</u>	<u>1,397,826</u>	<u>2,561,705</u>	<u>2,720,161</u>	
TOTAL PUBLIC ENVIRONMENT	1,413,809	1,926,603	2,587,507	1,397,826	2,561,705	2,720,161	

101-GENERAL FUND

FINANCIAL SUMMARY

	2020-2021 ACTUAL	2021-2022 ACTUAL	(----- 2022-2023 -----)		(----- 2023-2024 -----)		
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>PARKS &amp; RECREATION</u>							
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	<u>307,775</u>	<u>395,000</u>	<u>466,985</u>	<u>406,118</u>	<u>503,609</u>	<u>576,841</u>	
TOTAL PARKS & RECREATION	2,506,318	2,577,796	3,359,966	2,210,878	3,465,317	3,555,854	
<u>CULTURAL</u>							
LIBRARY	<u>1,040,278</u>	<u>1,144,684</u>	<u>1,292,795</u>	<u>982,676</u>	<u>1,288,728</u>	<u>1,386,218</u>	
TOTAL CULTURAL	1,040,278	1,144,684	1,292,795	982,676	1,288,728	1,386,218	
<u>HEALTH</u>							
<u>INTERNAL SERVICE</u>							
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	<u>1,663,632</u>	<u>1,638,399</u>	<u>1,956,575</u>	<u>1,447,517</u>	<u>1,962,187</u>	<u>2,062,642</u>	
TOTAL INTERNAL SERVICE	6,808,023	7,169,922	8,189,981	6,046,999	8,176,287	8,880,296	
<u>MISC &amp; PROJECTS</u>							
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	<u>11,770</u>	<u>5,985</u>	<u>12,740</u>	<u>521</u>	<u>1,000</u>	<u>10,000</u>	
TOTAL MISC & PROJECTS	<u>2,616,394</u>	<u>2,218,615</u>	<u>1,202,546</u>	<u>174,534</u>	<u>1,158,870</u>	<u>1,577,666</u>	
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)	

101-GENERAL FUND

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
<b>Taxes</b>							
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	
<b>TOTAL Taxes</b>	<b>27,294,441</b>	<b>28,794,951</b>	<b>32,305,000</b>	<b>29,228,015</b>	<b>32,687,232</b>	<b>35,018,000</b>	
<b>Franchises</b>							
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	
<b>TOTAL Franchises</b>	<b>2,226,361</b>	<b>2,494,637</b>	<b>2,550,000</b>	<b>1,639,738</b>	<b>2,751,000</b>	<b>2,795,000</b>	
<b>Permits</b>							
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	
<b>TOTAL Permits</b>	<b>1,547,780</b>	<b>2,167,429</b>	<b>1,717,800</b>	<b>1,353,931</b>	<b>1,718,310</b>	<b>1,419,300</b>	
<b>Licenses</b>							
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	
<b>TOTAL Licenses</b>	<b>45,600</b>	<b>36,543</b>	<b>45,620</b>	<b>4,850</b>	<b>9,120</b>	<b>9,120</b>	
<b>Fees</b>							

PROPOSED BUDGET WORKSHEET

AS OF: JULY 31ST, 2023

101-GENERAL FUND

REVENUES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023			2023-2024	
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	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	

101-GENERAL FUND

REVENUES

	2020-2021	2021-2022	(----- 2022-2023 -----)			(----- 2023-2024 -----)	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	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	
000-458700 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	
<b>TOTAL Fees</b>	<b>1,975,216</b>	<b>2,255,861</b>	<b>2,189,200</b>	<b>1,775,248</b>	<b>2,210,643</b>	<b>1,896,140</b>	
<b>Fines &amp; Forfeitures</b>							
000-463000 Library Fines	8,477	10,590	9,000	10,662	11,000	11,000	
<b>TOTAL Fines &amp; Forfeitures</b>	<b>8,477</b>	<b>10,590</b>	<b>9,000</b>	<b>10,662</b>	<b>11,000</b>	<b>11,000</b>	
<b>Inter-Jurisdictional</b>							
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	
<b>TOTAL Inter-Jurisdictional</b>	<b>899,348</b>	<b>961,604</b>	<b>1,151,352</b>	<b>928,840</b>	<b>1,180,682</b>	<b>1,196,684</b>	
<b>Fund Transfers</b>							
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	

101-GENERAL FUND

REVENUES

	2020-2021	2021-2022	2022-2023			2023-2024	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	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	<u>504,669</u>	<u>506,984</u>	<u>542,221</u>	<u>542,221</u>	<u>542,221</u>	<u>546,883</u>	
TOTAL Fund Transfers	2,893,814	3,123,769	4,208,028	2,720,903	3,112,873	3,204,837	
<b>Miscellaneous</b>							
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 Reimbursmnt Fire-Emg Acti-OT	88,294	473,242	200,000	440,658	480,000	200,000	
000-498150 Reimbursement - Library	<u>19,824</u>	<u>8,094</u>	<u>7,000</u>	<u>0</u>	<u>7,000</u>	<u>8,000</u>	
TOTAL Miscellaneous	<u>720,561</u>	<u>1,053,268</u>	<u>940,225</u>	<u>1,515,316</u>	<u>1,912,672</u>	<u>1,840,407</u>	
TOTAL REVENUES	<u>37,611,600</u>	<u>40,898,652</u>	<u>45,116,225</u>	<u>39,177,502</u>	<u>45,593,532</u>	<u>47,390,488</u>	

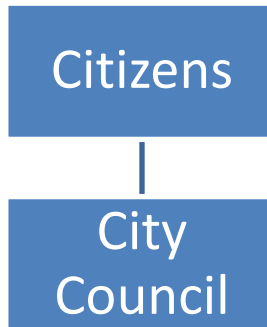
**DEPARTMENT: 150 CITY COUNCIL**  
**FUND: 101 GENERAL FUND**

**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

CITY COUNCIL

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
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Meeting Attendance rate	95	95	95	98
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Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
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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
<i>Total</i>	<i>\$105,989</i>	<i>\$100,695</i>	<i>\$122,431</i>	<i>\$151,565</i>

**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.

101-GENERAL FUND

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
<u>CITY COUNCIL</u>							
=====							
<u>Personnel Services</u>							
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	<u>2,694</u>	<u>2,594</u>	<u>2,967</u>	<u>2,300</u>	<u>3,404</u>	<u>3,387</u>	
TOTAL Personnel Services	37,823	36,444	41,750	32,366	41,241	47,665	
<u>Supplies</u>							
150-521000 Operating Supplies	54	137	735	0	250	250	
150-521100 Office Supplies	<u>205</u>	<u>166</u>	<u>343</u>	<u>243</u>	<u>250</u>	<u>250</u>	
TOTAL Supplies	259	303	1,078	243	500	500	
<u>City Support Services</u>							
150-532600 City Elections	39,127	32,209	44,100	44,254	44,304	50,000	
150-532800 Special Events	<u>6,857</u>	<u>7,555</u>	<u>10,780</u>	<u>450</u>	<u>5,000</u>	<u>11,000</u>	
TOTAL City Support Services	45,985	39,764	54,880	44,704	49,304	61,000	
<u>Utility Services</u>							
<u>Operations Support</u>							
150-534200 Printing & Binding	<u>86</u>	<u>289</u>	<u>343</u>	<u>43</u>	<u>250</u>	<u>250</u>	
TOTAL Operations Support	86	289	343	43	250	250	
<u>Staff Support</u>							
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	<u>5,243</u>	<u>13,325</u>	<u>17,150</u>	<u>4,867</u>	<u>15,000</u>	<u>17,250</u>	
TOTAL Staff Support	19,838	21,744	31,899	18,042	29,136	32,150	
<u>Professional Services</u>							
150-541300 Other Consl/Prof Services	<u>2,000</u>	<u>2,150</u>	<u>3,920</u>	<u>0</u>	<u>2,000</u>	<u>10,000</u>	
TOTAL Professional Services	2,000	2,150	3,920	0	2,000	10,000	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
=====							
TOTAL CITY COUNCIL	105,989	100,695	133,870	95,398	122,431	151,565	

**DEPARTMENT: 151 CITY MANAGER**  
**FUND: 101 GENERAL FUND**

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**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

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
<b>TOTAL POSITIONS</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>4</b>

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
<i>Total</i>	<i>\$1,249,953</i>	<i>\$1,341,557</i>	<i>\$1,147,527</i>	<i>\$977,360</i>

**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.

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

	2022-2023			2023-2024			
	2020-2021 ACTUAL	2021-2022 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>CITY MANAGER</b>							
=====							
<u>Personnel Services</u>							
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	<u>1,286</u>	<u>1,351</u>	<u>1,776</u>	<u>2,260</u>	<u>2,260</u>	<u>1,120</u>	
TOTAL Personnel Services	1,232,491	1,259,295	1,351,878	960,079	1,125,677	946,925	
<u>Supplies</u>							
151-521100 Office Supplies	<u>1,064</u>	<u>1,192</u>	<u>1,470</u>	<u>1,346</u>	<u>1,470</u>	<u>1,470</u>	
TOTAL Supplies	1,064	1,192	1,470	1,346	1,470	1,470	
<u>City Support Services</u>							
151-532800 Special Events	<u>3,697</u>	<u>1,333</u>	<u>1,960</u>	<u>1,547</u>	<u>695</u>	<u>1,960</u>	
TOTAL City Support Services	3,697	1,333	1,960	1,547	695	1,960	
<u>Utility Services</u>							
<u>Operations Support</u>							
<u>Staff Support</u>							
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	<u>0</u>	<u>71</u>	<u>70</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Staff Support	11,502	22,559	24,349	17,262	19,685	27,005	
<u>Professional Services</u>							
151-541300 Other Consl/Prof Services	<u>0</u>	<u>13,641</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Professional Services	0	13,641	0	0	0	0	
<u>Rental/Leasing</u>							

C I T Y O F S C H E R T Z  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2023

XXXXXX

101-GENERAL FUND

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
<u>Operating Equipment</u>							
151-571000 Furniture & Fixtures	<u>1,200</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL Operating Equipment	1,200	0	0	0	0	0	0
<u>Capital Outlay</u>							
151-581200 Vehicles & Access. Over \$5,00	<u>0</u>	<u>43,537</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL Capital Outlay	0	43,537	0	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**

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**DEPARTMENTAL DESCRIPTION**

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

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

The court clerks are the administrative arm of the Municipal Court. The clerks are responsible for seeing that all 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**

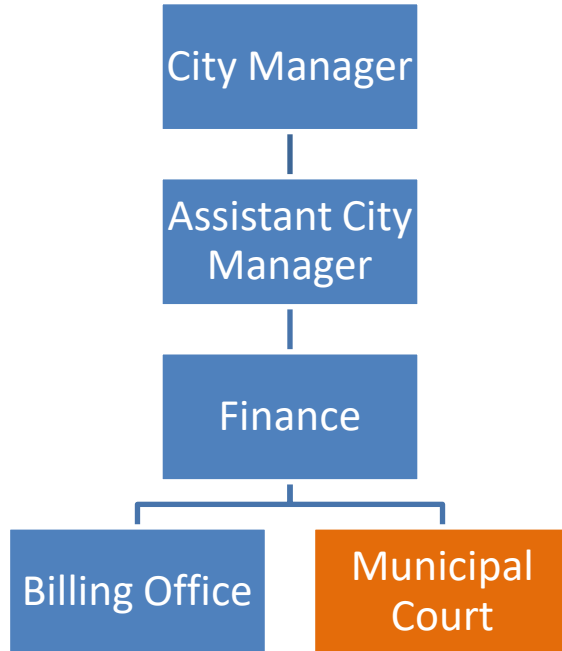
- Promote respect for the administration of justice through improvements in the Court's customer service and the physical attributes of the Municipal Court building.
  - Implement the use of new technology and other innovative practices to maintain efficient and security.
-

## MUNICIPAL COURT

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- 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
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

**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
<i>Total</i>	<i>\$343,557</i>	<i>\$372,394</i>	<i>\$410,937</i>	<i>\$447,441</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

The FY 2023-24 Budget increased 8.9% from FY 2022-23 year-end estimates for the proposed wage adjustments.

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

	(----- 2022-2023 -----) (----- 2023-2024 -----)						
	2020-2021 ACTUAL	2021-2022 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>MUNICIPAL COURT</u>							
=====							
<u>Personnel Services</u>							
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	<u>270</u>	<u>303</u>	<u>396</u>	<u>565</u>	<u>506</u>	<u>411</u>	
TOTAL Personnel Services	293,161	319,683	329,472	275,139	343,227	364,881	
<u>Supplies</u>							
152-521000.Operating Supplies - CVE	0	0	98	0	0	0	
152-521100 Office Supplies	<u>1,403</u>	<u>1,261</u>	<u>1,470</u>	<u>1,189</u>	<u>1,200</u>	<u>1,500</u>	
TOTAL Supplies	1,403	1,261	1,568	1,189	1,200	1,500	
<u>City Support Services</u>							
152-532800 Special Events	<u>472</u>	<u>234</u>	<u>980</u>	<u>237</u>	<u>740</u>	<u>1,000</u>	
TOTAL City Support Services	472	234	980	237	740	1,000	
<u>Utility Services</u>							
<u>Operations Support</u>							
152-534200 Printing & Binding	<u>302</u>	<u>1,565</u>	<u>1,960</u>	<u>0</u>	<u>1,900</u>	<u>2,000</u>	
TOTAL Operations Support	302	1,565	1,960	0	1,900	2,000	
<u>Staff Support</u>							
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	<u>639</u>	<u>465</u>	<u>1,470</u>	<u>532</u>	<u>1,000</u>	<u>1,500</u>	
TOTAL Staff Support	2,777	3,378	7,262	2,817	3,870	6,900	
<u>Court Support</u>							
152-536500 Court/Jury Cost	<u>0</u>	<u>264</u>	<u>980</u>	<u>756</u>	<u>900</u>	<u>2,160</u>	
TOTAL Court Support	0	264	980	756	900	2,160	
<u>Professional Services</u>							
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	<u>81</u>	<u>0</u>	<u>490</u>	<u>0</u>	<u>100</u>	<u>500</u>	
TOTAL Professional Services	43,379	41,404	65,954	48,215	56,100	66,500	

101-GENERAL FUND

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
<u>Maintenance Services</u>							
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	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
152-571000 Furniture & Fixtures	0	1,891	0	0	0	0	
TOTAL Operating Equipment	0	1,891	0	0	0	0	
<u>Capital Outlay</u>							
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

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**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

- To provide excellent customer service to all callers
- To provide consistent and accurate information to all callers
- To reduce or eliminate abandoned calls
- To reduce or eliminate misrouted calls

**ORGANIZATIONAL CHART**



CUSTOMER RELATIONS/311

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
<b>TOTAL POSITIONS</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**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
<i>Total</i>	<i>\$115,148</i>	<i>\$118,399</i>	<i>\$130,227</i>	<i>\$138,257</i>

**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.

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

	(----- 2022-2023 -----) (----- 2023-2024 -----)						
	2020-2021 ACTUAL	2021-2022 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>CUSTOMER RELATIONS-311</u>							
=====							
<u>Personnel Services</u>							
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	
<u>Supplies</u>							
153-521100 Office Supplies	149	73	123	64	70	125	
TOTAL Supplies	149	73	123	64	70	125	
<u>Staff Support</u>							
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	
<u>Operating Equipment</u>							
153-571000 Furniture & Fixtures	0	0	0	0	0	350	
TOTAL Operating Equipment	0	0	0	0	0	350	
<hr/>							
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**

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**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
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

**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
<b>Total Revenue</b>	<b>\$102,000</b>	<b>\$108,500</b>	<b>\$108,500</b>	<b>\$108,500</b>

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
<i>Total</i>	<i>\$220,517</i>	<i>\$630,653</i>	<i>319,646</i>	<i>\$450,686</i>

**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.

101-GENERAL FUND

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
<b>PLANNING &amp; ZONING</b>							
<b>Personnel Services</b>							
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	
<b>Supplies</b>							
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	
<b>City Support Services</b>							
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	
<b>Utility Services</b>							
<b>Operations Support</b>							
154-534200 Printing & Binding	129	0	243	31	243	250	
TOTAL Operations Support	129	0	243	31	243	250	
<b>Staff Support</b>							
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	
<b>Professional Services</b>							
154-541500 State/County Admin Fees	20	75	196	( 10)	196	100	
TOTAL Professional Services	20	75	196	( 10)	196	100	

101-GENERAL FUND

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
<u>Fund Charges/Transfers</u>							
154-548404 Transfer Out - Capital Projec	0	400,000	0	0	0	0	
TOTAL Fund Charges/Transfers	0	400,000	0	0	0	0	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
154-571000 Furniture & Fixtures	6,375	1,225	319	300	319	450	
TOTAL Operating Equipment	6,375	1,225	319	300	319	450	
<u>Capital Outlay</u>							
TOTAL PLANNING & ZONING	220,517	630,653	376,095	245,714	319,646	450,686	

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

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**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

**ORGANIZATIONAL CHART**



Budget	2020-21 Actual	2021-22 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
<i>Total</i>	<i>\$158,366</i>	<i>\$110,717</i>	<i>\$70,000</i>	<i>\$90,000</i>

**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.

101-GENERAL FUND

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
<u>LEGAL SERVICES</u>							
=====							
<u>Operations Support</u>							
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	
<u>Professional Services</u>							
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	

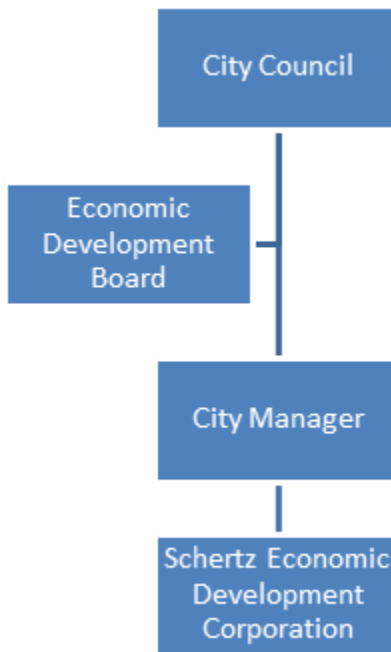
DEPARTMENT: 156 ECONOMIC DEVELOPMENT  
FUND: 101 GENERAL FUND

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**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 Corporation (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**



CITY MANAGER

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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
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

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
<i>Total</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$1,548,032</i>

**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.

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

			----- 2022-2023 -----			----- 2023-2024 -----	
	2020-2021 ACTUAL	2021-2022 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>ECONOMIC DEVELOPMENT</u>							
=====							
<u>Personnel Services</u>							
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	
<u>City Assistance</u>							
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	
<hr/>							
TOTAL ECONOMIC DEVELOPMENT	0	0	0	0	0	1,548,032	

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

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**DEPARTMENT DESCRIPTION**

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

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

**GOALS AND OBJECTIVES**

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

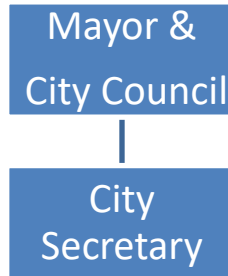
- Public Information requests.
- Agendas and minutes for public meetings.
- Ordinances and resolutions.
- Election administration.
- Publication of legal notices.
- Alcohol permits for businesses.
- Process Liens (filed and released)
- Provides for the identification, maintenance, retention, security,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

**CITY SECRETARY**

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- 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
<b>TOTAL POSITIONS</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>

**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%

CITY SECRETARY

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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%

	2020-21 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Budget
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Student Mayor/Councilmember for the Day Program	0	0	1	1
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	2020-21 Actual	2020-21 Actual	2021-22 Estimated	2022-23 Budget
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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
<i>Total</i>	<i>\$204,993</i>	<i>\$221,126</i>	<i>\$209,992</i>	<i>\$240,733</i>

**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.

101-GENERAL FUND

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
<u>CITY SECRETARY</u>							
=====							
<u>Personnel Services</u>							
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	
<u>Supplies</u>							
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	
<u>City Support Services</u>							
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	
<u>Utility Services</u>							
-----							
<u>Operations Support</u>							
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	
<u>Staff Support</u>							
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	
<u>Professional Services</u>							
-----							
<u>Maintenance Services</u>							
-----							
<u>Operating Equipment</u>							
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	

C I T Y O F S C H E R T Z  
PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2023

XXXXXX

101-GENERAL FUND

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
<u>Capital Outlay</u>							
TOTAL CITY SECRETARY	204,993	221,126	233,574	154,401	209,992	240,733	

**DEPARTMENT: 167 NON-DEPARTMENTAL**  
**FUND: 101 GENERAL FUND**

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**DEPARTMENT DESCRIPTION**

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

Budget	2020-21 Actual	2021-22 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
<i>Total</i>	<i>\$2,443,351</i>	<i>\$2,140,783</i>	<i>\$2,637,774</i>	<i>\$2,190,286</i>

**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.

101-GENERAL FUND

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
<b>NONDEPARTMENTAL</b>							
<b>Supplies</b>							
<u>City Support Services</u>							
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	<u>0</u>	<u>0</u>	<u>186,200</u>	<u>0</u>	<u>0</u>	<u>300,000</u>	
TOTAL City Support Services	779,549	576,464	918,615	569,359	660,000	1,150,000	
<u>Utility Services</u>							
167-533200 Electric Utility Services	<u>7,123</u>	<u>3,065</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Utility Services	7,123	3,065	0	0	0	0	
<u>Operations Support</u>							
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operations Support	141,919	129,079	126,420	102,186	133,500	133,500	
<u>Staff Support</u>							
<u>City Assistance</u>							
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	<u>621,736</u>	<u>578,588</u>	<u>607,600</u>	<u>905,177</u>	<u>905,177</u>	<u>0</u>	
TOTAL City Assistance	1,406,900	1,317,828	1,367,604	1,643,605	1,679,691	770,949	
<u>Professional Services</u>							
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	<u>4,751</u>	<u>16,781</u>	<u>14,700</u>	<u>4,043</u>	<u>9,000</u>	<u>12,000</u>	
TOTAL Professional Services	100,288	83,402	113,803	56,489	100,600	108,080	
<u>Fund Charges/Transfers</u>							
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	<u>3,109</u>	<u>13,863</u>	<u>10,535</u>	<u>0</u>	<u>10,535</u>	<u>10,535</u>	
TOTAL Fund Charges/Transfers	122	30,945	27,757	9,943	37,700	27,757	

101-GENERAL FUND

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
<u>Maintenance Services</u>	_____	_____	_____	_____	_____	_____	_____
<u>Operating Equipment</u>	_____	_____	_____	_____	_____	_____	_____
<u>Capital Outlay</u>							
167-581010 Land Purchase	<u>7,450</u>	<u>0</u>	<u>0</u>	<u>26,283</u>	<u>26,283</u>	<u>0</u>	<u>_____</u>
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**

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**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.

PUBLIC AFFAIRS

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**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
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>3</b>

**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
<i>Total</i>	<i>\$603,792</i>	<i>\$632,793</i>	<i>\$636,840</i>	<i>\$674,912</i>

**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.

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

			2022-2023			2023-2024	
	2020-2021	2021-2022	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<b>PUBLIC AFFAIRS</b>							
=====							
<u>Personnel Services</u>							
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	<u>305</u>	<u>340</u>	<u>439</u>	<u>918</u>	<u>918</u>	<u>448</u>	
TOTAL Personnel Services	313,029	329,938	348,084	271,984	352,179	377,337	
<u>Supplies</u>							
170-521000 Operating Supplies	973	364	392	243	275	0	
170-521100 Office Supplies	<u>689</u>	<u>699</u>	<u>686</u>	<u>508</u>	<u>680</u>	<u>700</u>	
TOTAL Supplies	1,663	1,063	1,078	751	955	700	
<u>City Support Services</u>							
170-532800 Other Events	<u>0</u>	<u>528</u>	<u>550</u>	<u>0</u>	<u>544</u>	<u>750</u>	
TOTAL City Support Services	0	528	550	0	544	750	
<u>Operations Support</u>							
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	<u>240</u>	<u>200</u>	<u>474</u>	<u>383</u>	<u>420</u>	<u>500</u>	
TOTAL Operations Support	39,119	37,125	46,522	36,338	45,415	58,075	
<u>Staff Support</u>							
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	<u>232</u>	<u>285</u>	<u>495</u>	<u>409</u>	<u>450</u>	<u>500</u>	
TOTAL Staff Support	3,163	3,524	11,090	8,993	9,695	10,250	
<u>Professional Services</u>							
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	<u>54,451</u>	<u>46,118</u>	<u>49,000</u>	<u>42,946</u>	<u>48,000</u>	<u>48,000</u>	
TOTAL Professional Services	246,818	259,815	254,360	183,427	222,760	227,800	

101-GENERAL FUND

GENERAL GOVERNMENT  
 EXPENDITURES

			2022-2023			2023-2024	
	2020-2021	2021-2022	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDE	BUDGET
<u>Operating Equipment</u>							
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	<u>0</u>	<u>700</u>	<u>200</u>	<u>192</u>	<u>192</u>	<u>0</u>	
TOTAL Operating Equipment	0	800	800	703	5,292	0	
<hr/>							
TOTAL PUBLIC AFFAIRS	603,792	632,793	662,484	502,196	636,840	674,912	

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

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**DEPARTMENT DESCRIPTION**

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

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

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

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

**ORGANIZATIONAL CHART**



ENGINEERING	2020-21 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
<b>TOTAL POSITIONS</b>	<b>8</b>	<b>8</b>	<b>10</b>	<b>10</b>

**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

ENGINEERING

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

	2020-21	2021-22	2022-23	2023-24
Budget	Actual	Actual	Estimate	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
<i>Total</i>	<i>\$870,162</i>	<i>\$904,296</i>	<i>\$1,205,052</i>	<i>\$1,371,896</i>

**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.

101-GENERAL FUND

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
<b>ENGINEERING</b>							
<b>=====</b>							
<u>Personnel Services</u>							
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	<u>3,041</u>	<u>3,336</u>	<u>3,046</u>	<u>6,247</u>	<u>5,581</u>	<u>3,183</u>	
TOTAL Personnel Services	824,117	849,599	1,078,273	795,576	1,024,905	1,289,576	
<u>Supplies</u>							
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	<u>89</u>	<u>40</u>	<u>245</u>	<u>80</u>	<u>245</u>	<u>200</u>	
TOTAL Supplies	979	1,277	1,715	698	1,715	2,200	
<u>City Support Services</u>							
173-532400 Computer Fees & Licenses	<u>0</u>	<u>1,265</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL City Support Services	0	1,265	0	0	0	0	
<u>Utility Services</u>							
173-533500 Vehicle Fuel	<u>5,212</u>	<u>6,286</u>	<u>7,938</u>	<u>5,617</u>	<u>7,900</u>	<u>8,000</u>	
TOTAL Utility Services	5,212	6,286	7,938	5,617	7,900	8,000	
<u>Operations Support</u>							
173-534000 Postage	0	31	49	36	49	50	
173-534200 Printing & Binding	93	31	98	62	98	100	
173-534800 Temp Employee Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,526</u>	<u>12,000</u>	<u>0</u>	
TOTAL Operations Support	93	62	147	5,624	12,147	150	
<u>Staff Support</u>							
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	<u>231</u>	<u>606</u>	<u>637</u>	<u>362</u>	<u>500</u>	<u>650</u>	
TOTAL Staff Support	6,084	8,804	15,651	6,817	12,916	20,970	

101-GENERAL FUND

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
<u>Professional Services</u>							
173-541100 Engineering Services	19,075	13,123	0	4,245	4,245	0	
173-541300 Other Professional Services	<u>15,390</u>	<u>23,762</u>	<u>49,000</u>	<u>38,623</u>	<u>44,755</u>	<u>50,000</u>	
TOTAL Professional Services	34,465	36,885	49,000	42,868	49,000	50,000	
<u>Maintenance Services</u>							
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
173-571000 Furniture & Fixtures	387	119	5,632	0	5,500	500	
173-571300 Computer & Periphe. < \$5000	<u>( 1,175)</u>	<u>0</u>	<u>5,490</u>	<u>220</u>	<u>5,490</u>	<u>500</u>	
TOTAL Operating Equipment	( 788)	119	11,122	220	10,990	1,000	
<u>Capital Outlay</u>							
173-581200 Vehicles & Access. Over \$5,00	<u>0</u>	<u>0</u>	<u>100,000</u>	<u>0</u>	<u>85,479</u>	<u>0</u>	
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**

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**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

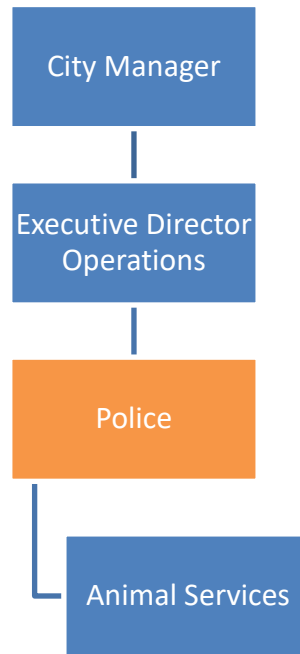
- Promoting a safe community through public education, community involvement, criminal investigations, enforcement action and other essential services.
  - Enhance our citizens' quality of life by promoting a feeling of safety for all citizens and visitors to the city, including neighborhoods, commercial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

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- To increase department participation in community programs and increase citizen interest and participation in police department programs which leads 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

<b>POLICE</b>	<b>2020-21 Actual</b>	<b>2021-22 Actual</b>	<b>2022-23 Estimate</b>	<b>2023-24 Budget</b>
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
<b>TOTAL POSITIONS</b>	<b>115</b>	<b>118</b>	<b>122</b>	<b>127</b>

<b>LAW ENFORCEMENT COMMISSIONS</b>	<b>2020-21 Actual</b>	<b>2021-22 Actual</b>	<b>2022-23 Estimate</b>	<b>2023-24 Budget</b>
Fire Dept. Law Enforcement Commission	1	1	1	1
<b>TOTAL COMMISSIONS</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

POLICE

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**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
<b>Marshals</b>				
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				

POLICE

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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
<i>Total</i>	<i>\$9,955,402</i>	<i>\$10,233,034</i>	<i>\$11,556,943</i>	<i>\$13,269,814</i>

**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.

101-GENERAL FUND

PUBLIC SAFETY  
 EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023			2023-2024	
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>POLICE</b>							
=====							
<u>Personnel Services</u>							
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	<u>55,564</u>	<u>58,733</u>	<u>118,511</u>	<u>110,411</u>	<u>130,000</u>	<u>116,510</u>	
TOTAL Personnel Services	8,793,001	8,980,659	9,599,285	7,567,996	9,730,589	10,485,486	
<u>Supplies</u>							
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	<u>9,058</u>	<u>17,152</u>	<u>19,657</u>	<u>19,587</u>	<u>19,587</u>	<u>21,400</u>	
TOTAL Supplies	81,817	78,178	110,550	66,330	110,330	126,526	
<u>City Support Services</u>							
256-532500 City Insurance-Commercial	<u>32,422</u>	<u>33,970</u>	<u>33,810</u>	<u>36,437</u>	<u>36,437</u>	<u>34,500</u>	
TOTAL City Support Services	32,422	33,970	33,810	36,437	36,437	34,500	
<u>Utility Services</u>							
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	<u>111,674</u>	<u>170,599</u>	<u>258,720</u>	<u>115,721</u>	<u>140,730</u>	<u>193,200</u>	
TOTAL Utility Services	142,160	210,811	302,232	147,120	182,282	237,600	
<u>Operations Support</u>							
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	<u>6,205</u>	<u>12,832</u>	<u>4,500</u>	<u>1,800</u>	<u>4,500</u>	<u>4,500</u>	
TOTAL Operations Support	11,714	15,906	16,436	4,771	15,539	17,605	
<u>Staff Support</u>							
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	<u>4,857</u>	<u>1,700</u>	<u>3,920</u>	<u>1,359</u>	<u>3,629</u>	<u>4,000</u>	
TOTAL Staff Support	185,170	154,914	308,394	144,393	293,312	299,692	

101-GENERAL FUND

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
<u>City Assistance</u>							
256-537100 Medical Services	42,247	66,205	55,272	50,341	64,000	56,400	
256-537800 Community Outreach	<u>7,676</u>	<u>7,466</u>	<u>9,898</u>	<u>5,850</u>	<u>9,429</u>	<u>10,100</u>	
TOTAL City Assistance	49,923	73,671	65,170	56,191	73,429	66,500	
<u>Professional Services</u>							
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	<u>3,325</u>	<u>3,325</u>	<u>7,629</u>	<u>6,391</u>	<u>7,056</u>	<u>5,890</u>	
TOTAL Professional Services	58,082	58,241	79,309	48,728	78,632	72,808	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
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	<u>51,775</u>	<u>53,075</u>	<u>67,796</u>	<u>28,965</u>	<u>67,550</u>	<u>69,180</u>	
TOTAL Maintenance Services	63,918	58,968	78,405	32,448	78,230	80,005	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
256-561200 Lease/Purchase Payments	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>550,000</u>	
TOTAL Rental/Leasing	0	0	0	0	0	550,000	
<u>Operating Equipment</u>							
256-571000 Furniture & Fixtures	5,728	13,586	13,693	4,959	9,188	10,920	
256-571200 Vehicles & Access. LESS \$5,000	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	<u>810</u>	<u>460</u>	<u>4,900</u>	<u>32</u>	<u>3,000</u>	<u>5,000</u>	
TOTAL Operating Equipment	292,746	269,074	408,115	220,532	381,268	426,641	
<u>Capital Outlay</u>							
256-581200 Vehicles & Access. Over \$5,000	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	<u>86,151</u>	<u>5,390</u>	<u>241,400</u>	<u>151,957</u>	<u>160,957</u>	<u>173,850</u>	
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

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### 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.

## FIRE RESCUE

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- 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



	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
FIRE RESCUE				
Fire Chief	1	1	1	1

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**FIRE RESCUE**

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
<b>TOTAL POSITIONS</b>	<b>46</b>	<b>46</b>	<b>50</b>	<b>53</b>

**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

**FIRE RESCUE**

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
<i>Total</i>	<i>\$6,559,780</i>	<i>\$7,029,410</i>	<i>\$7,408,602</i>	<i>\$8,385,016</i>

**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.

101-GENERAL FUND

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
<b>FIRE RESCUE</b>							
=====							
<u>Personnel Services</u>							
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	<u>31,424</u>	<u>33,769</u>	<u>95,695</u>	<u>63,367</u>	<u>56,492</u>	<u>100,912</u>	
TOTAL Personnel Services	5,703,001	6,338,804	6,410,107	5,089,095	6,164,965	7,203,711	
<u>Supplies</u>							
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	<u>168</u>	<u>1,121</u>	<u>1,176</u>	<u>281</u>	<u>1,000</u>	<u>1,176</u>	
TOTAL Supplies	11,647	21,950	23,084	9,003	21,312	24,412	
<u>City Support Services</u>							
<u>Utility Services</u>							
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	<u>44,393</u>	<u>70,828</u>	<u>98,000</u>	<u>47,535</u>	<u>65,000</u>	<u>80,000</u>	
TOTAL Utility Services	86,881	121,405	145,040	83,209	116,500	132,240	
<u>Operations Support</u>							
257-534200 Printing & Binding	<u>375</u>	<u>2,352</u>	<u>4,436</u>	<u>131</u>	<u>4,436</u>	<u>4,436</u>	
TOTAL Operations Support	375	2,352	4,436	131	4,436	4,436	
<u>Staff Support</u>							
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	<u>7,535</u>	<u>4,013</u>	<u>7,840</u>	<u>6,972</u>	<u>7,840</u>	<u>10,000</u>	
TOTAL Staff Support	174,585	161,975	222,973	126,672	221,490	245,174	

101-GENERAL FUND

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
<u>City Assistance</u>							
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	
<u>Professional Services</u>							
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	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
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	
<u>Other Costs</u>							
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	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
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	
<u>Operating Equipment</u>							
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	
<u>Capital Outlay</u>							
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**

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**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

- Strive to provide superior customer service through courteous and professional relationships with the community.
  - Continue to train counter staff to interpret building code regulations with the goal to successfully guide customers through the permit and inspection process.
  - Promote and educate contractors and citizens on the 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.
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## INSPECTIONS

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- Implement CityView Virtual Inspections which will improve the timeliness of some inspections and provide for better records.

## ACCOMPLISHMENTS

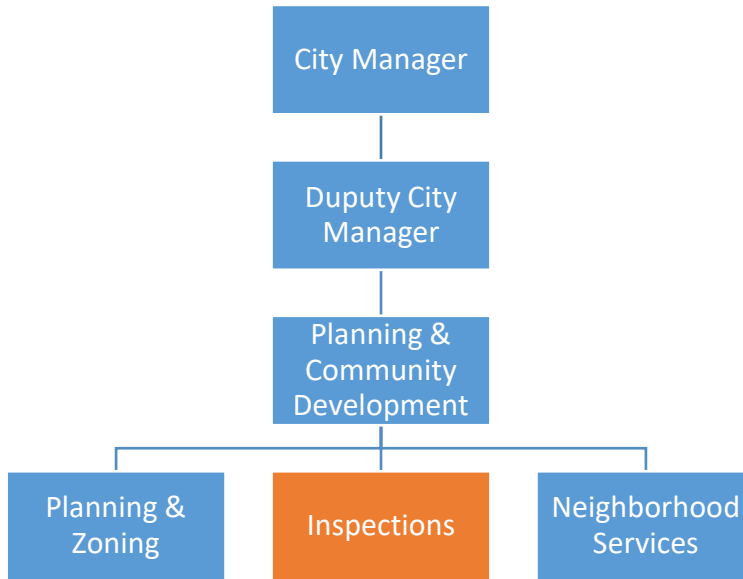
- Successfully implemented CityView a new permitting/planning/Code Enforcement software which has improved the service to customers, transparency, and efficiency on all development projects.
- Focus on training opportunities for staff. Staff attended various continuing education classes virtually related 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

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INSPECTIONS

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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
<b>TOTAL POSITIONS</b>	<b>12</b>	<b>12</b>	<b>14</b>	<b>14</b>

## INSPECTIONS

### 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
<i>Total</i>	<i>\$974,333</i>	<i>\$1,011,446</i>	<i>\$1,179,514</i>	<i>\$1,370,411</i>

**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.

101-GENERAL FUND

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
<u>INSPECTIONS</u>							
=====							
<u>Personnel Services</u>							
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	<u>1,822</u>	<u>2,015</u>	<u>2,053</u>	<u>3,770</u>	<u>3,371</u>	<u>2,114</u>	
TOTAL Personnel Services	884,169	923,679	1,091,750	812,314	1,012,201	1,237,876	
<u>Supplies</u>							
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	<u>623</u>	<u>242</u>	<u>490</u>	<u>475</u>	<u>490</u>	<u>500</u>	
TOTAL Supplies	2,548	2,116	3,228	1,791	3,228	4,560	
<u>City Support Services</u>							
<u>Utility Services</u>							
258-533500 Vehicle Fuel	<u>5,659</u>	<u>6,385</u>	<u>8,232</u>	<u>5,830</u>	<u>6,000</u>	<u>7,200</u>	
TOTAL Utility Services	5,659	6,385	8,232	5,830	6,000	7,200	
<u>Operations Support</u>							
258-534200 Printing & Binding	<u>176</u>	<u>31</u>	<u>833</u>	<u>217</u>	<u>833</u>	<u>850</u>	
TOTAL Operations Support	176	31	833	217	833	850	
<u>Staff Support</u>							
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	<u>3,657</u>	<u>2,096</u>	<u>4,876</u>	<u>1,598</u>	<u>4,876</u>	<u>0</u>	
TOTAL Staff Support	20,210	20,764	45,497	16,910	45,497	49,025	
<u>City Assistance</u>							

101-GENERAL FUND

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
<u>Professional Services</u>							
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	
<u>Maintenance Services</u>							
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
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	
<u>Capital Outlay</u>							
258-581200 Vehicles & Access. Over \$5,000	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**

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**DEPARTMENT DESCRIPTION**

The Neighborhood Services Division works with the community to engage, educate, protect and promote the health, safety and keep Schertz a beautiful place to live. The Division is committed to providing outstanding service in order to help revitalize and enhance the community by performing inspections and providing services to create a sense of community and by promoting regular maintenance on residential and commercial properties.

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.
-

## NEIGHBORHOOD SERVICES

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- Continue to work on promoting division programs through social media, community events and attending HOA meetings.

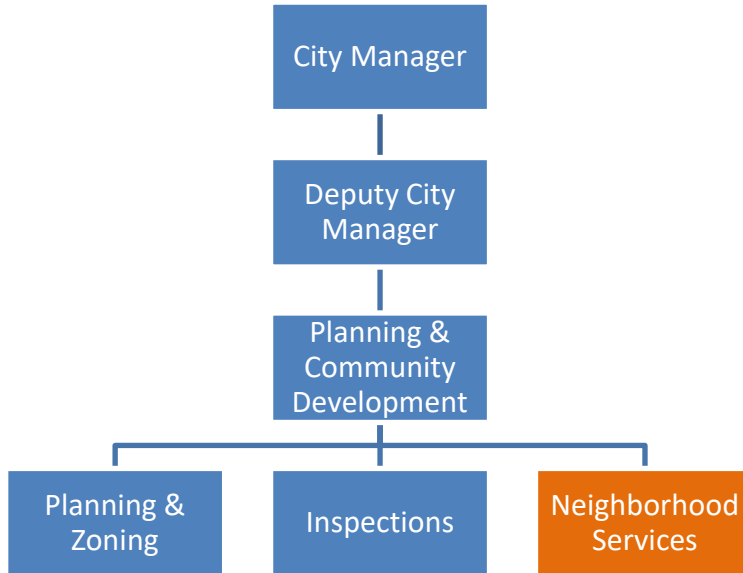
## ACCOMPLISHMENTS

- 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

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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
<b>TOTAL POSITIONS</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>

NEIGHBORHOOD SERVICES

**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
<i>Total</i>	<i>NA</i>	<i>\$359,918</i>	<i>\$526,197</i>	<i>\$528,388</i>

**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.

101-GENERAL FUND

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
<b>NEIGHBORHOOD SERVICES</b>							
<b>Personnel Services</b>							
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	
<b>TOTAL Personnel Services</b>	<b>0</b>	<b>326,231</b>	<b>368,203</b>	<b>310,546</b>	<b>371,966</b>	<b>444,238</b>	
<b>Supplies</b>							
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	
<b>TOTAL Supplies</b>	<b>0</b>	<b>4,568</b>	<b>9,089</b>	<b>5,929</b>	<b>9,289</b>	<b>9,950</b>	
<b>Utility Services</b>							
259-533500 Vehicle Fuel	0	4,853	8,624	3,801	6,000	6,500	
<b>TOTAL Utility Services</b>	<b>0</b>	<b>4,853</b>	<b>8,624</b>	<b>3,801</b>	<b>6,000</b>	<b>6,500</b>	
<b>Operations Support</b>							
259-534200 Printing & Binding	0	31	3,351	93	1,500	1,700	
<b>TOTAL Operations Support</b>	<b>0</b>	<b>31</b>	<b>3,351</b>	<b>93</b>	<b>1,500</b>	<b>1,700</b>	
<b>Staff Support</b>							
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	
<b>TOTAL Staff Support</b>	<b>0</b>	<b>14,051</b>	<b>26,661</b>	<b>14,940</b>	<b>29,061</b>	<b>33,100</b>	
<b>City Assistance</b>							

101-GENERAL FUND

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
<u>Professional Services</u>							
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	
<u>Maintenance Services</u>							
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	
<u>Operating Equipment</u>							
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	
<u>Capital Outlay</u>							
259-581200 Vehicles & Access. Over \$5,000	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**

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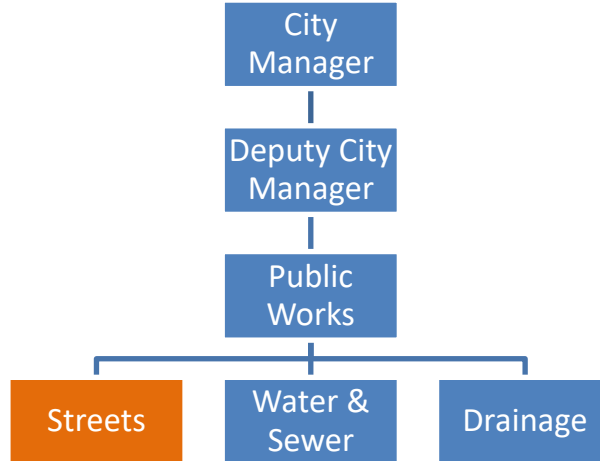
**DEPARTMENT DESCRIPTION**

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
<b>TOTAL POSITIONS</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>16</b>

**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

**PUBLIC WORKS-STREETS**

Street centerline miles	165	172	180	185
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Efficiency	2020-21 Actual	2020-21 Actual	2021-22 Estimate	2023-24 Budget
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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
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Hours spent on roadway maintenance	3788	4757	2400	5000
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Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
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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
<i>Total</i>	<i>\$1,413,809</i>	<i>\$1,413,809</i>	<i>\$2,067,417</i>	<i>\$2,587,507</i>

**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.

101-GENERAL FUND

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
<b>STREETS</b>							
=====							
<u>Personnel Services</u>							
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	<u>21,325</u>	<u>23,541</u>	<u>23,248</u>	<u>44,047</u>	<u>39,381</u>	<u>22,596</u>	
TOTAL Personnel Services	815,232	967,503	1,107,287	811,218	986,270	1,173,226	
<u>Supplies</u>							
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	<u>1,087</u>	<u>2,557</u>	<u>9,800</u>	<u>4,689</u>	<u>9,800</u>	<u>10,000</u>	
TOTAL Supplies	100,222	127,233	178,850	97,621	178,850	226,005	
<u>City Support Services</u>							
359-532800 EMPLOYEE APPRECIATION EVENTS	<u>133</u>	<u>3,772</u>	<u>5,880</u>	<u>2,305</u>	<u>5,880</u>	<u>6,500</u>	
TOTAL City Support Services	133	3,772	5,880	2,305	5,880	6,500	
<u>Utility Services</u>							
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	<u>38,307</u>	<u>56,267</u>	<u>58,800</u>	<u>34,637</u>	<u>58,800</u>	<u>60,000</u>	
TOTAL Utility Services	188,189	230,811	196,000	160,900	233,800	252,500	
<u>Operations Support</u>							
<u>Staff Support</u>							
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	<u>77</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Staff Support	18,944	23,991	22,050	12,898	22,050	22,400	

101-GENERAL FUND

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
<u>City Assistance</u>							
<u>Professional Services</u>							
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	
<u>Maintenance Services</u>							
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	
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
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	
<u>Operating Equipment</u>							
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	
<u>Capital Outlay</u>							
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	
<b>TOTAL STREETS</b>	<b>1,413,809</b>	<b>1,926,603</b>	<b>2,587,507</b>	<b>1,397,826</b>	<b>2,561,705</b>	<b>2,720,161</b>	
<b>TOTAL PUBLIC ENVIRONMENT</b>	<b>1,413,809</b>	<b>1,926,603</b>	<b>2,587,507</b>	<b>1,397,826</b>	<b>2,561,705</b>	<b>2,720,161</b>	

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

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**DEPARTMENT DESCRIPTION**

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

**PARKS, RECREATION AND COMMUNITY SERVICES**

- 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
<b>TOTAL POSITIONS</b>	<b>13</b>	<b>13</b>	<b>17</b>	<b>17</b>

PARKS, RECREATION AND COMMUNITY SERVICES

**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

PARKS, RECREATION AND COMMUNITY SERVICES

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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
<i>Total</i>	<i>\$1,661,869</i>	<i>\$1,593,522</i>	<i>\$2,367,606</i>	<i>\$2,384,461</i>

**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.

101-GENERAL FUND

PARKS & RECREATION  
 EXPENDITURES

			2022-2023			2023-2024	
	2020-2021	2021-2022	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<b>PARKS</b>							
=====							
<u>Personnel Services</u>							
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	<u>4,760</u>	<u>5,400</u>	<u>8,173</u>	<u>10,076</u>	<u>9,034</u>	<u>8,164</u>	
TOTAL Personnel Services	669,997	729,138	975,812	784,466	986,615	1,112,260	
<u>Supplies</u>							
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	<u>211</u>	<u>397</u>	<u>490</u>	<u>302</u>	<u>490</u>	<u>500</u>	
TOTAL Supplies	122,154	98,309	111,443	74,865	122,268	94,680	
<u>City Support Services</u>							
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	<u>6,798</u>	<u>2,880</u>	<u>9,800</u>	<u>5,102</u>	<u>9,000</u>	<u>10,000</u>	
TOTAL City Support Services	153,879	167,763	180,948	165,567	194,664	194,300	
<u>Utility Services</u>							
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	<u>12,312</u>	<u>22,637</u>	<u>19,600</u>	<u>15,689</u>	<u>19,600</u>	<u>25,000</u>	
TOTAL Utility Services	260,988	246,900	250,880	213,932	250,880	276,000	
<u>Operations Support</u>							
460-534100 Advertising	927	831	980	705	980	1,000	
460-534800 Temporary Empl. Services	<u>123</u>	<u>213</u>	<u>980</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operations Support	1,049	1,044	1,960	705	980	1,000	

101-GENERAL FUND

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
<u>Staff Support</u>							
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	<u>1,175</u>	<u>1,039</u>	<u>833</u>	<u>1,422</u>	<u>1,500</u>	<u>1,500</u>	
TOTAL Staff Support	15,958	18,938	19,277	23,561	23,638	25,819	
<u>City Assistance</u>							
<u>Professional Services</u>							
460-541300 Other Consl/Prof Services	26,913	11,606	5,880	22,694	25,000	5,880	
460-541310 Contract Services	<u>119,233</u>	<u>137,661</u>	<u>189,107</u>	<u>37,683</u>	<u>189,107</u>	<u>189,107</u>	
TOTAL Professional Services	146,145	149,267	194,987	60,377	214,107	194,987	
<u>Maintenance Services</u>							
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	<u>0</u>	<u>2,746</u>	<u>2,450</u>	<u>2,071</u>	<u>2,450</u>	<u>2,500</u>	
TOTAL Maintenance Services	76,649	12,985	13,720	12,270	13,785	17,400	
<u>Rental/Leasing</u>							
460-561100 Rental-Equipment	<u>10,038</u>	<u>7,007</u>	<u>9,800</u>	<u>7,236</u>	<u>9,800</u>	<u>10,000</u>	
TOTAL Rental/Leasing	10,038	7,007	9,800	7,236	9,800	10,000	
<u>Operating Equipment</u>							
460-571700 Improvements under \$5,000	39,194	24,368	58,015	44,696	58,015	58,015	
460-571800 Equipment under \$5,000	<u>13,151</u>	<u>9,425</u>	<u>14,700</u>	<u>6,228</u>	<u>14,700</u>	<u>15,000</u>	
TOTAL Operating Equipment	52,345	33,792	72,715	50,924	72,715	73,015	
<u>Capital Outlay</u>							
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	<u>11,639</u>	<u>10,030</u>	<u>17,000</u>	<u>15,539</u>	<u>15,539</u>	<u>15,000</u>	
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**

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**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

**ORGANIZATIONAL CHART**

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**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
<i>Total</i>	<i>\$536,674</i>	<i>\$589,274</i>	<i>\$594,102</i>	<i>\$594,552</i>

**PROGRAM JUSTIFICATION AND ANALYSIS**

POOL

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The FY 2023-24 Budget will remain at the same level with no change in operations.

101-GENERAL FUND

PARKS & RECREATION  
 EXPENDITURES

			2022-2023			2023-2024	
	2020-2021	2021-2022	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>SWIM POOL</u>							
=====							
<u>Personnel Services</u>							
<u>Supplies</u>							
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	<u>1,842</u>	<u>1,805</u>	<u>2,940</u>	<u>649</u>	<u>2,940</u>	<u>3,000</u>	
TOTAL Supplies	23,107	27,389	24,990	11,476	27,350	27,000	
<u>City Support Services</u>							
<u>Utility Services</u>							
463-533200 Electric Utility Service	14,916	17,093	9,800	9,777	17,000	18,000	
463-533410 Water Utility Service	<u>7,701</u>	<u>7,695</u>	<u>6,370</u>	<u>5,636</u>	<u>7,700</u>	<u>7,500</u>	
TOTAL Utility Services	22,616	24,788	16,170	15,413	24,700	25,500	
<u>Operations Support</u>							
<u>Staff Support</u>							
<u>Professional Services</u>							
<u>Maintenance Services</u>							
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	<u>481,534</u>	<u>529,807</u>	<u>529,864</u>	<u>284,983</u>	<u>532,252</u>	<u>532,252</u>	
TOTAL Maintenance Services	490,950	537,096	539,664	290,368	542,052	542,052	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
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**

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**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**

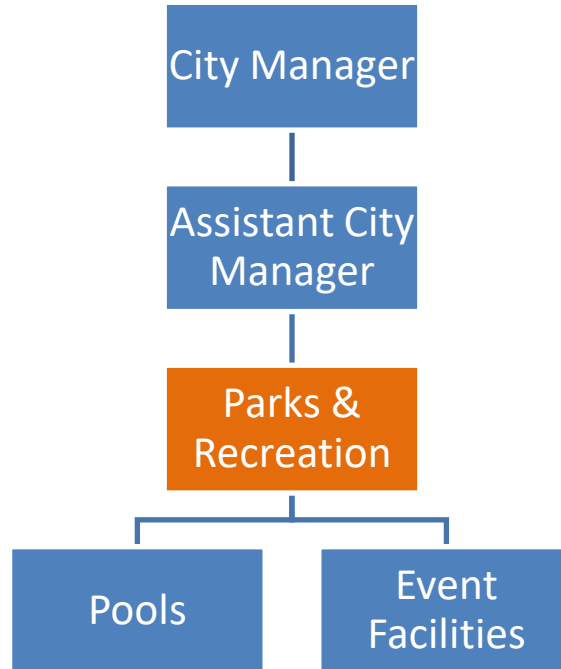
- Promotes community involvement by attracting public events such as fundraisers, tradeshow/conventions, and performing arts events.
- Promotes high quality of life for residents and other customers by providing an affordable, friendly, and safe gathering place for special events.
- Promotes relationships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

**ORGANIZATIONAL CHART**

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**EVENT FACILITIES**

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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
<b>TOTAL POSITIONS</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>7</b>

**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

## EVENT FACILITIES

Efficiency	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
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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
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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
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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
<i>Total</i>	<i>\$307,775</i>	<i>\$395,000</i>	<i>\$503,609</i>	<i>\$576,841</i>

## 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.

101-GENERAL FUND

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
<u>EVENT FACILITIES</u>							
=====							
<u>Personnel Services</u>							
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	
<u>Supplies</u>							
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	
<u>Utility Services</u>							
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	
<u>Operations Support</u>							
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	
<u>Staff Support</u>							
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	
<u>Professional Services</u>							
464-541300 Professional Services	907	0	0	0	0	0	
TOTAL Professional Services	907	0	0	0	0	0	

101-GENERAL FUND

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
<u>Maintenance Services</u>							
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	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
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	
<u>Capital Outlay</u>							
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.

## LIBRARY

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- 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.

## LIBRARY

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- 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.

## LIBRARY

- 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; ACOG; Texas Medicare Solutions for Medicare programs; Texas Dispute Resolution Center (TDRS) 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 1<sup>st</sup> 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

## LIBRARY

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
<b>TOTAL POSITIONS</b>	<b>21</b>	<b>21</b>	<b>23</b>	<b>23</b>

## 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

## LIBRARY

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
<i>Total</i>	<i>\$1,040,278</i>	<i>\$1,144,684</i>	<i>\$1,288,728</i>	<i>\$1,386,218</i>

### 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.

101-GENERAL FUND

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
<u>LIBRARY</u>							
=====							
<u>Personnel Services</u>							
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	
<u>Supplies</u>							
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	
<u>City Support Services</u>							
<u>Utility Services</u>							
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	
<u>Operations Support</u>							
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	
<u>Staff Support</u>							
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	
<u>Professional Services</u>							
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	

101-GENERAL FUND

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
<u>Maintenance Services</u>							
<u>Operating Equipment</u>							
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	
<u>Capital Outlay</u>							
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

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### DEPARTMENT DESCRIPTION

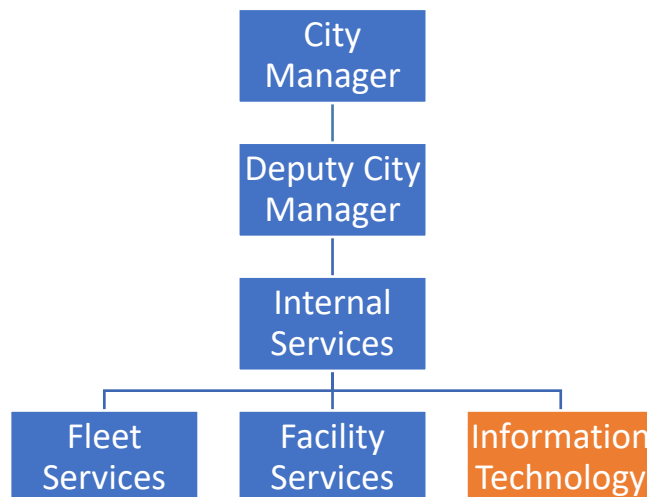
The Information Technologies Dept. is charged with maintaining, operating and securing the City's information assets. These assets form the foundation upon which many of the City's core operations depend. Therefore, this foundation must be reliable, resilient and responsive. To meet these expectations,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

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
<b>TOTAL POSITIONS</b>	<b>10</b>	<b>10</b>	<b>13</b>	<b>13</b>

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				

**INFORMATION TECHNOLOGY**

% 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
<i>Total</i>	<i>\$2,517,577</i>	<i>\$2,653,434</i>	<i>\$3,060,791</i>	<i>\$3,355,379</i>

**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.

101-GENERAL FUND

INTERNAL SERVICE  
 EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023		2023-2024		
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>INFORMATION TECHNOLOGY</u>							
<u>Personnel Services</u>							
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	<u>1,100</u>	<u>1,211</u>	<u>1,387</u>	<u>2,267</u>	<u>2,026</u>	<u>1,358</u>	
TOTAL Personnel Services	847,553	952,715	1,109,865	859,898	1,056,238	1,165,654	
<u>Supplies</u>							
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	<u>1,812</u>	<u>3,471</u>	<u>4,655</u>	<u>2,277</u>	<u>4,655</u>	<u>4,700</u>	
TOTAL Supplies	4,351	7,620	11,085	5,762	8,624	8,800	
<u>City Support Services</u>							
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	<u>34,552</u>	<u>10,500</u>	<u>8,956</u>	<u>7,494</u>	<u>8,956</u>	<u>5,000</u>	
TOTAL City Support Services	863,873	998,888	1,128,274	793,022	1,133,254	1,218,525	
<u>Utility Services</u>							
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	<u>660</u>	<u>798</u>	<u>980</u>	<u>701</u>	<u>800</u>	<u>1,000</u>	
TOTAL Utility Services	318,226	367,727	342,896	296,933	399,699	422,000	
<u>Operations Support</u>							
<u>Staff Support</u>							
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	<u>21,178</u>	<u>41,691</u>	<u>85,374</u>	<u>40,234</u>	<u>85,374</u>	<u>62,000</u>	
TOTAL Staff Support	22,059	43,207	87,334	41,874	87,941	66,100	

101-GENERAL FUND

INTERNAL SERVICE  
 EXPENDITURES

			2022-2023			2023-2024	
	2020-2021	2021-2022	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>Professional Services</u>							
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	<u>0</u>	<u>0</u>	<u>21,070</u>	<u>7,938</u>	<u>10,000</u>	<u>0</u>	
TOTAL Professional Services	118,813	1,406	25,970	11,602	14,900	15,000	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
853-551300 Computer Maintenance	9,948	9,639	14,700	12,083	14,700	0	
853-551800 Other Maintenance Agreements	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,800</u>	
TOTAL Maintenance Services	9,948	9,639	14,700	12,083	14,700	3,800	
<u>Rental/Leasing</u>							
853-561200 Lease/Purchase Payments	<u>3,477</u>	<u>3,346</u>	<u>3,577</u>	<u>1,295</u>	<u>3,577</u>	<u>0</u>	
TOTAL Rental/Leasing	3,477	3,346	3,577	1,295	3,577	0	
<u>Operating Equipment</u>							
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	<u>0</u>	<u>0</u>	<u>13,300</u>	<u>14,041</u>	<u>13,300</u>	<u>15,000</u>	
TOTAL Operating Equipment	302,387	268,886	276,269	104,798	273,808	293,500	
<u>Capital Outlay</u>							
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	<u>0</u>	<u>0</u>	<u>20,578</u>	<u>20,578</u>	<u>25,500</u>	<u>0</u>	
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

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### DEPARTMENT DESCRIPTION

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

### GOALS AND OBJECTIVES

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

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**ORGANIZATIONAL CHART**



	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
<b>HUMAN RESOURCES</b>				
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
<b>TOTAL POSITIONS</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

## HUMAN RESOURCES

### 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
<i>Total</i>	<i>\$666,392</i>	<i>\$654,569</i>	<i>\$751,611</i>	<i>\$854,880</i>

### 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.

101-GENERAL FUND

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
<b>HUMAN RESOURCES</b>							
<b>Personnel Services</b>							
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	
<b>TOTAL Personnel Services</b>	<b>451,403</b>	<b>443,644</b>	<b>510,089</b>	<b>415,926</b>	<b>521,222</b>	<b>576,770</b>	
<b>Supplies</b>							
866-521000 Operating Supplies	517	500	3,160	129	142	3,160	
866-521100 Office Supplies	537	697	686	530	686	700	
<b>TOTAL Supplies</b>	<b>1,055</b>	<b>1,197</b>	<b>3,846</b>	<b>659</b>	<b>828</b>	<b>3,860</b>	
<b>Human Services</b>							
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	
<b>TOTAL Human Services</b>	<b>159,426</b>	<b>156,973</b>	<b>173,558</b>	<b>130,519</b>	<b>156,129</b>	<b>179,850</b>	
<b>City Support Services</b>							
<b>Utility Services</b>							
<b>Operations Support</b>							
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	
<b>TOTAL Operations Support</b>	<b>4,018</b>	<b>3,298</b>	<b>22,390</b>	<b>4,518</b>	<b>6,209</b>	<b>22,450</b>	
<b>Staff Support</b>							
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	
<b>TOTAL Staff Support</b>	<b>33,547</b>	<b>26,374</b>	<b>38,367</b>	<b>39,029</b>	<b>48,712</b>	<b>51,950</b>	

101-GENERAL FUND

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
<u>City Assistance</u>							
866-537100 Medical Services	<u>16,430</u>	<u>18,958</u>	<u>14,700</u>	<u>16,684</u>	<u>17,500</u>	<u>15,000</u>	
TOTAL City Assistance	16,430	18,958	14,700	16,684	17,500	15,000	
<u>Professional Services</u>							
866-541300 Other Consl/Prof Services	<u>0</u>	<u>4,126</u>	<u>4,900</u>	<u>520</u>	<u>520</u>	<u>4,500</u>	
TOTAL Professional Services	0	4,126	4,900	520	520	4,500	
<u>Maintenance Services</u>							
<u>Operating Equipment</u>							
866-571000 Furniture & Fixtures	<u>513</u>	<u>0</u>	<u>490</u>	<u>81</u>	<u>490</u>	<u>500</u>	
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**

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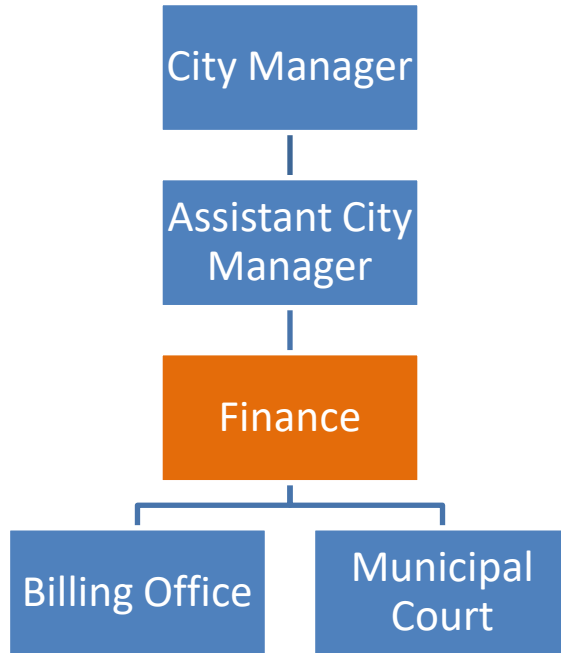
**DEPARTMENT DESCRIPTION**

Prepare monthly financial reports for the City Manager, City Council and City departments. Process all accounts payable and receivable in a timely manner, prepare 1099s, and prepare monthly bank reconciliations. 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**



	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
<b>ACCOUNTING</b>				
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
<b>TOTAL POSITIONS</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

**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 Quarterly Financials completed within 30 days	36	36	38	39
	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
<i>Total</i>	<i>\$687,033</i>	<i>\$728,341</i>	<i>\$776,977</i>	<i>\$792,929</i>

**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.

101-GENERAL FUND

INTERNAL SERVICE  
 EXPENDITURES

	2022-2023			2023-2024			
	2020-2021 ACTUAL	2021-2022 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>FINANCE</b>							
=====							
<u>Personnel Services</u>							
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	
<u>Supplies</u>							
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	
<u>City Support Services</u>							
<u>Utility Services</u>							
<u>Operations Support</u>							
<u>Staff Support</u>							
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	
<u>Professional Services</u>							
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	
<u>Maintenance Services</u>							
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
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**

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**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

## PURCHASING & ASSET MANAGEMENT

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- 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 & ASSET MANAGEMENT**

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
<b>TOTAL POSITIONS</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**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
<b>Total</b>	<b>\$247,913</b>	<b>\$277,858</b>	<b>\$308,373</b>	<b>\$328,466</b>

**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.

101-GENERAL FUND

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
<u>PURCHASING &amp; ASSET MGT</u>							
<u>Personnel Services</u>							
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	
<u>Supplies</u>							
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	
<u>City Support Services</u>							
872-532350 Software Maintenance	378	498	0	0	0	0	
TOTAL City Support Services	378	498	0	0	0	0	
<u>Utility Services</u>							
872-533320 Telephone/Air Card	0	0	800	793	800	0	
TOTAL Utility Services	0	0	800	793	800	0	
<u>Operations Support</u>							
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	
<u>Staff Support</u>							
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	

101-GENERAL FUND

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
<u>City Assistance</u>							
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	
<u>Professional Services</u>							
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
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	
<u>Capital Outlay</u>							
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

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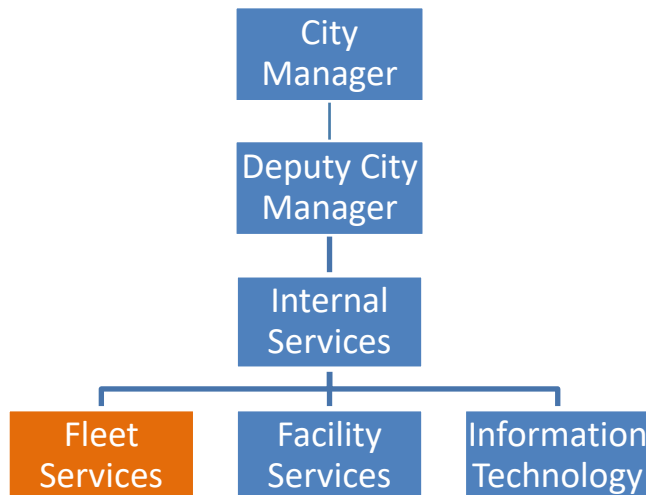
**DEPARTMENT DESCRIPTION**

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**

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
<b>TOTAL POSITIONS</b>	<b>8</b>	<b>8</b>	<b>9</b>	<b>9</b>

**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)				

FLEET MAINTENANCE

*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
<i>Total Hours Worked</i>	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



101-GENERAL FUND

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
<b>FLEET SERVICE</b>							
<b>Personnel Services</b>							
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	<u>4,458</u>	<u>4,972</u>	<u>7,455</u>	<u>9,293</u>	<u>8,318</u>	<u>8,754</u>	
TOTAL Personnel Services	532,884	512,536	681,919	509,424	641,908	829,076	
<b>Supplies</b>							
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	<u>939</u>	<u>2,142</u>	<u>2,450</u>	<u>( 634)</u>	<u>4,654</u>	<u>5,000</u>	
TOTAL Supplies	166,116	235,083	261,680	205,121	252,904	242,350	
<b>City Support Services</b>							
877-532400 Computer Fees & Licenses	<u>2,497</u>	<u>4,689</u>	<u>10,720</u>	<u>8,419</u>	<u>14,500</u>	<u>7,000</u>	
TOTAL City Support Services	2,497	4,689	10,720	8,419	14,500	7,000	
<b>Utility Services</b>							
877-533500 Vehicle Fuel	<u>8,518</u>	<u>9,420</u>	<u>11,760</u>	<u>8,158</u>	<u>11,760</u>	<u>12,000</u>	
TOTAL Utility Services	8,518	9,420	11,760	8,158	11,760	12,000	
<b>Operations Support</b>							
877-534800 Temporary Empl. Services	<u>0</u>	<u>30,300</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operations Support	0	30,300	0	0	0	0	
<b>Staff Support</b>							
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	<u>717</u>	<u>16</u>	<u>600</u>	<u>399</u>	<u>500</u>	<u>500</u>	
TOTAL Staff Support	16,358	28,714	32,740	19,863	36,540	36,800	

101-GENERAL FUND

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
<u>City Assistance</u>							
<u>Professional Services</u>							
<u>Maintenance Services</u>							
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	<u>12,136</u>	<u>12,744</u>	<u>27,440</u>	<u>7,054</u>	<u>27,440</u>	<u>25,000</u>	
TOTAL Maintenance Services	232,179	230,124	283,860	215,179	250,760	308,000	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
877-571200 Vehicles & Access. < \$5,000	11,221	10,222	13,276	3,592	3,920	10,000	
877-571500 Operating Equipment	<u>28,028</u>	<u>10,687</u>	<u>8,300</u>	<u>2,390</u>	<u>9,800</u>	<u>11,000</u>	
TOTAL Operating Equipment	39,249	20,909	21,576	5,982	13,720	21,000	
<u>Capital Outlay</u>							
877-581200 Vehicles & Access. Over \$5,00	21,325	57,428	46,875	0	94,256	0	
877-581500 Equipment Over \$5,000	<u>6,350</u>	<u>88,117</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>29,774</u>	
TOTAL Capital Outlay	27,675	145,545	46,875	0	94,256	29,774	
<b>TOTAL FLEET SERVICE</b>	<b>1,025,476</b>	<b>1,217,320</b>	<b>1,351,130</b>	<b>972,147</b>	<b>1,316,348</b>	<b>1,486,000</b>	

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

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**DEPARTMENT DESCRIPTION**

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

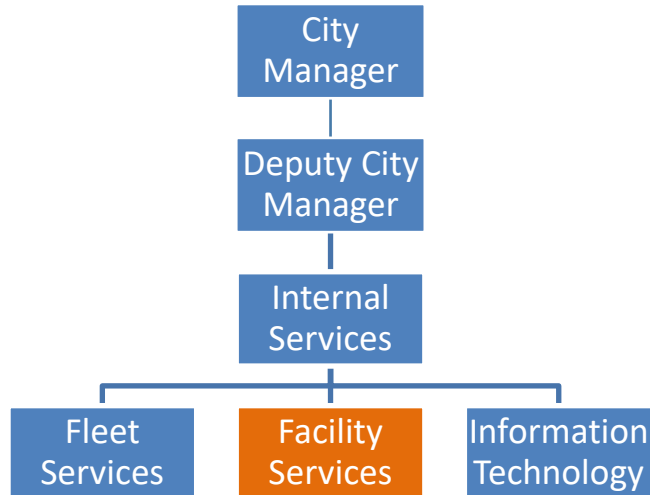
**GOALS AND OBJECTIVES**

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

FACILITY SERVICES

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**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
<b>TOTAL POSITIONS</b>	<b>11</b>	<b>11</b>	<b>12</b>	<b>12</b>

FACILITY SERVICES

**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
<i>Total</i>	<i>\$1,663,632</i>	<i>\$1,638,399</i>	<i>\$1,962,187</i>	<i>\$2,062,642</i>

**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.

101-GENERAL FUND

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
<b>BUILDING MAINTENANCE</b>							
<b>Personnel Services</b>							
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 Loneevity	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	<u>7,510</u>	<u>7,932</u>	<u>12,489</u>	<u>14,912</u>	<u>13,269</u>	<u>12,972</u>	
TOTAL Personnel Services	767,106	754,037	879,776	698,596	864,312	990,787	
<b>Supplies</b>							
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	<u>519</u>	<u>0</u>	<u>1,470</u>	<u>75</u>	<u>1,470</u>	<u>1,500</u>	
TOTAL Supplies	57,240	119,148	151,785	99,763	157,185	168,235	
<b>City Support Services</b>							
878-532400 Computer Fees & Licenses	<u>355</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL City Support Services	355	0	0	0	0	0	
<b>Utility Services</b>							
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	<u>8,700</u>	<u>14,316</u>	<u>9,800</u>	<u>8,676</u>	<u>12,000</u>	<u>13,000</u>	
TOTAL Utility Services	185,012	193,501	189,140	153,726	210,306	213,000	
<b>Operations Support</b>							
<b>Staff Support</b>							
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	<u>1,067</u>	<u>674</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Staff Support	11,542	17,451	20,620	14,946	20,620	23,200	

101-GENERAL FUND

INTERNAL SERVICE  
 EXPENDITURES

			2022-2023			2023-2024	
	2020-2021	2021-2022	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<b>Professional Services</b>							
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	
<b>Maintenance Services</b>							
878-551100 Building Maint Misc	246,689	5,290	287,100	81,429	327,100	40,000	
878-551100.Building 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	

101-GENERAL FUND

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 - NORTH 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 - PD2	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 - NORTH C	0	15,500	0	0	0	0	
878-551150.HVAC - AAC	4,072	0	0	0	0	0	

101-GENERAL FUND

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 - NORTH 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	
<u>Rental/Leasing</u>							
878-561100 Rental-Equipment	0	0	490	0	490	490	
TOTAL Rental/Leasing	0	0	490	0	490	490	

101-GENERAL FUND

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
<u>Operating Equipment</u>							
878-571600 Police/Fire/Medical Equipment	0	1,704	3,430	1,346	3,430	3,430	
878-571800 Equipment Less \$5,000	<u>2,861</u>	<u>0</u>	<u>490</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operating Equipment	2,861	1,704	3,920	1,346	3,430	3,430	
<u>Capital Outlay</u>							
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	<u>0</u>	<u>10,524</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>19,000</u>	
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
<i>Total</i>	<i>\$290,617</i>	<i>\$282,518</i>	<i>\$307,666</i>	<i>\$317,666</i>

**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.

101-GENERAL FUND

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
<u>CITY'S ASSISTANCE</u>							
<u>Utility Services</u>							
<u>City Assistance</u>							
901-537300 Patient Assistance	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	<u>232,951</u>	<u>229,852</u>	<u>269,500</u>	<u>163,522</u>	<u>240,000</u>	<u>250,000</u>	
TOTAL City Assistance	290,617	282,518	326,013	168,522	297,666	307,666	
<u>Operating Equipment</u>							
901-571600 Donation-Expense Sr. Center	<u>0</u>	<u>0</u>	<u>13,793</u>	<u>5,288</u>	<u>10,000</u>	<u>10,000</u>	
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**

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**DEPARTMENT DESCRIPTION**

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

	2020-21	2021-22	2022-23	2023-24
Budget	Actual	Actual	Estimate	Budget
Operating Equipment	\$11,770	\$5,985	\$1,000	\$10,000
<i>Total</i>	<i>\$11,770</i>	<i>\$5,985</i>	<i>\$1,000</i>	<i>\$10,000</i>

**PROGRAM JUSTIFICATION & ANALYSIS**

The FY 2023-24 Budget will increase \$9,000 from the FY 2022-23 estimate to match the projected revenue for 2023-24.

101-GENERAL FUND

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
<u>COURT-RESTRICTED FUNDS</u>							
=====							
<u>Fund Charges/Transfers</u>							
<u>Operating Equipment</u>							
910-571600 Court Technology Expenditure	11,770	5,985	12,740	521	1,000	2,000	
910-571700 Court Security Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>8,000</u>	
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

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## DESCRIPTION

This fund is used to account for the accumulation of resources for and the payment of general long term debt principal and interest on city debt. The Interest & Sinking (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
<i>Revenue</i>				
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
<i>Total</i>	<i>\$7,236,523</i>	<i>\$11,895,694</i>	<i>\$8,089,935</i>	<i>\$9,335,000</i>
<i>Expenses</i>				
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
<i>Total</i>	<i>\$6,935,065</i>	<i>\$11,118,662</i>	<i>\$8,747,786</i>	<i>\$8,602,745</i>
<i>Over/-Under</i>	<i>\$301,458</i>	<i>\$777,032</i>	<i>-\$657,851</i>	<i>\$732,255</i>

## 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.

505-TAX I & S

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
<u>REVENUE SUMMARY</u>							
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	<u>126,592</u>	<u>4,710,058</u>	<u>175,750</u>	<u>267,359</u>	<u>289,935</u>	<u>285,000</u>	
TOTAL REVENUES	7,236,523	11,895,694	8,686,248	8,015,211	8,089,935	9,335,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>6,935,065</u>	<u>11,118,662</u>	<u>8,686,248</u>	<u>8,747,785</u>	<u>8,747,786</u>	<u>8,602,745</u>	
TOTAL GENERAL GOVERNMENT	<u>6,935,065</u>	<u>11,118,662</u>	<u>8,686,248</u>	<u>8,747,785</u>	<u>8,747,786</u>	<u>8,602,745</u>	
TOTAL EXPENDITURES	6,935,065	11,118,662	8,686,248	8,747,785	8,747,786	8,602,745	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>301,458</u>	<u>777,032</u>	<u>0</u>	<u>( 732,574)</u>	<u>( 657,851)</u>	<u>732,255</u>	

505-TAX I & S

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
<u>Taxes</u>							
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	
<u>Fund Transfers</u>							
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	
<u>Miscellaneous</u>							
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	

505-TAX I & S

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
<b>NON DEPARTMENTAL</b>							
<b>Professional Services</b>							
101-541500 Paying Agent	3,800	3,800	4,000	3,800	3,800	4,800	
101-541502 Cost of Bond Issuance	<u>174,800</u>	<u>86,826</u>	<u>80,000</u>	<u>0</u>	<u>0</u>	<u>80,000</u>	
TOTAL Professional Services	178,600	90,626	84,000	3,800	3,800	84,800	
<b>Debt Service</b>							
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	

505-TAX I & S

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	
<u>Other Financing Sources</u>							
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
<i>Revenues</i>				
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
<i>Total</i>	<i>\$32,008,163</i>	<i>\$36,616,618</i>	<i>\$30,935,393</i>	<i>\$31,504,800</i>
<i>Expenses</i>				
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
<i>Total</i>	<i>\$30,756,941</i>	<i>\$33,092,000</i>	<i>\$29,161,940</i>	<i>\$31,241,901</i>
<i>Over/-Under</i>	<i>\$1,251,223</i>	<i>\$3,524,618</i>	<i>\$1,773,453</i>	<i>\$262,899</i>

## 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.

202-WATER & SEWER

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
<u>REVENUE SUMMARY</u>							
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	<u>5,616,906</u>	<u>6,834,861</u>	<u>448,858</u>	<u>560,254</u>	<u>598,858</u>	<u>723,500</u>	
TOTAL REVENUES	32,008,163	36,616,618	28,485,858	25,301,005	30,935,393	31,504,800	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	2,405,230	0	0	0	0	0	
BUSINESS OFFICE	<u>1,088,932</u>	<u>1,065,851</u>	<u>1,281,787</u>	<u>957,103</u>	<u>1,253,983</u>	<u>1,393,245</u>	
TOTAL GENERAL GOVERNMENT	3,494,162	1,065,851	1,281,787	957,103	1,253,983	1,393,245	
<u>PUBLIC WORKS</u>							
W & S ADMINISTRATION	<u>27,262,779</u>	<u>27,026,148</u>	<u>25,544,954</u>	<u>20,647,593</u>	<u>27,581,270</u>	<u>29,848,656</u>	
TOTAL PUBLIC WORKS	27,262,779	27,026,148	25,544,954	20,647,593	27,581,270	29,848,656	
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>0</u>	<u>5,000,000</u>	<u>0</u>	<u>326,687</u>	<u>326,687</u>	<u>0</u>	
TOTAL MISC & PROJECTS	<u>0</u>	<u>5,000,000</u>	<u>0</u>	<u>326,687</u>	<u>326,687</u>	<u>0</u>	
TOTAL EXPENDITURES	30,756,941	33,092,000	26,826,741	21,931,383	29,161,940	31,241,901	
REVENUE OVER/(UNDER) EXPENDITURES	<u>1,251,223</u>	<u>3,524,618</u>	<u>1,659,117</u>	<u>3,369,622</u>	<u>1,773,453</u>	<u>262,899</u>	

202-WATER & SEWER

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
<b>Franchises</b>							
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	
<b>Permits</b>							
<b>Fees</b>							
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	
<b>Fund Transfers</b>							
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	
<b>Miscellaneous</b>							
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	

202-WATER & SEWER

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
<u>NON DEPARTMENTAL</u>							
=====							
<u>Professional Services</u>							
<u>Fund Charges/Transfers</u>							
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	
<u>Maintenance Services</u>							
<u>Other Financing Sources</u>							
<u>Capital Outlay</u>							
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**

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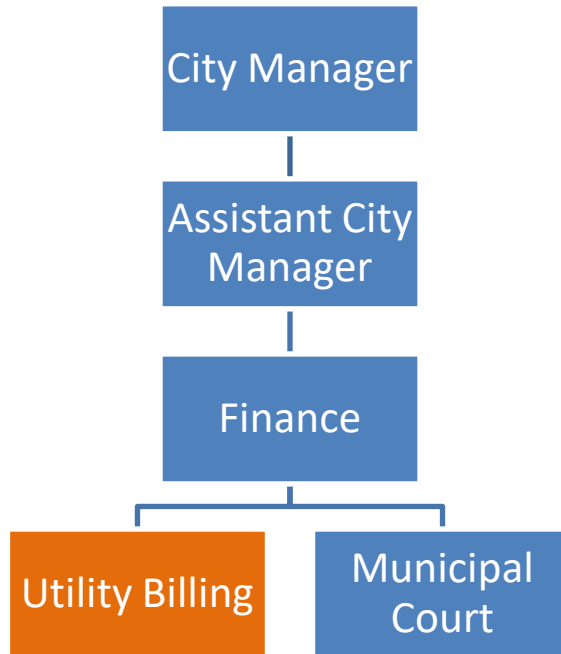
**DEPARTMENT DESCRIPTION**

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

**GOALS AND OBJECTIVES**

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

**ORGANIZATIONAL CHART**



UTILITY BILLING	2020-21 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
<b>TOTAL POSITIONS</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>10</b>

## UTILITY BILLING

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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
<i>Total</i>	<i>\$1,088,932</i>	<i>\$1,065,851</i>	<i>\$1,253,983</i>	<i>\$1,393,245</i>

### 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.

202-WATER & SEWER

GENERAL GOVERNMENT  
 EXPENDITURES

	(----- 2022-2023 -----) (----- 2023-2024 -----)						
	2020-2021	2021-2022	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<b>BUSINESS OFFICE</b>							
=====							
<u>Personnel Services</u>							
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	<u>1,856</u>	<u>2,093</u>	<u>2,026</u>	<u>3,907</u>	<u>3,501</u>	<u>2,163</u>	
TOTAL Personnel Services	504,675	425,743	568,896	427,928	583,011	679,845	
<u>Supplies</u>							
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	<u>143,588</u>	<u>145,552</u>	<u>208,000</u>	<u>204,518</u>	<u>208,000</u>	<u>208,000</u>	
TOTAL Supplies	146,984	149,748	213,091	208,343	213,091	212,600	
<u>Human Services</u>							
<u>City Support Services</u>							
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	<u>0</u>	<u>1,197</u>	<u>680</u>	<u>0</u>	<u>0</u>	<u>5,000</u>	
TOTAL City Support Services	33,151	37,262	65,680	43,818	44,000	53,000	
<u>Utility Services</u>							
176-533310 Telephone/Cell Phone	1,732	556	1,500	0	0	3,000	
176-533500 Vehicle Fuel	<u>9,055</u>	<u>10,777</u>	<u>10,000</u>	<u>6,442</u>	<u>10,000</u>	<u>10,000</u>	
TOTAL Utility Services	10,787	11,333	11,500	6,442	10,000	13,000	
<u>Operations Support</u>							
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	<u>6,161</u>	<u>6,241</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operations Support	112,212	120,360	120,000	92,417	120,000	120,000	
<u>Staff Support</u>							
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	<u>195</u>	<u>238</u>	<u>500</u>	<u>213</u>	<u>500</u>	<u>500</u>	
TOTAL Staff Support	3,230	5,323	8,700	4,216	8,700	8,700	

202-WATER & SEWER

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
<u>Professional Services</u>							
176-541800 Credit Card Fees	268,102	309,508	270,000	169,286	270,000	302,000	
176-541810 Credit Cards Fees - AMEX	<u>4,751</u>	<u>1,954</u>	<u>3,000</u>	<u>2,473</u>	<u>3,000</u>	<u>3,500</u>	
TOTAL Professional Services	272,853	311,462	273,000	171,758	273,000	305,500	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
176-551800 Other Maintenance Agreements	<u>5,040</u>	<u>4,620</u>	<u>18,700</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Maintenance Services	5,040	4,620	18,700	0	0	0	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
176-571000 Furniture & Fixtures	<u>0</u>	<u>0</u>	<u>2,220</u>	<u>2,181</u>	<u>2,181</u>	<u>600</u>	
TOTAL Operating Equipment	0	0	2,220	2,181	2,181	600	
<u>Capital Outlay</u>							
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**

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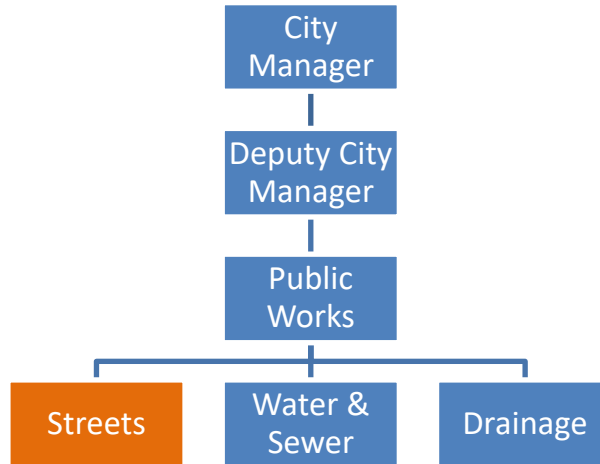
**DEPARTMENT DESCRIPTION**

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.
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**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

WATER AND SEWER ADMINISTRATION

TOTAL POSITIONS	24	25	25	24
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**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

WATER AND SEWER ADMINISTRATION

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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
<i>Total</i>	<i>\$27,262,779</i>	<i>\$27,026,148</i>	<i>\$27,581,270</i>	<i>\$29,848,656</i>
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.

202-WATER & SEWER

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2023

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
<b>W &amp; S ADMINISTRATION</b>							
<b>Personnel Services</b>							
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	
<b>Supplies</b>							
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	
<b>Human Services</b>							
<b>City Support Services</b>							
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	
<b>Utility Services</b>							
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	
<b>Operations Support</b>							
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	

202-WATER & SEWER

PUBLIC WORKS  
 EXPENDITURES

	(----- 2022-2023 -----) (----- 2023-2024 -----)						
	2020-2021 ACTUAL	2021-2022 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Staff Support</u>							
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	<u>1,999</u>	<u>1,283</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	
TOTAL Staff Support	37,795	35,788	43,000	20,730	43,000	41,450	
<u>City Assistance</u>							
575-537100 Medical Services	<u>200</u>	<u>40</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL City Assistance	200	40	0	0	0	0	
<u>Professional Services</u>							
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	<u>0</u>	<u>84,811</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Professional Services	465,999	377,238	428,400	310,035	380,400	392,400	
<u>Fund Charges/Transfers</u>							
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	<u>11,381</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Fund Charges/Transfers	8,615,455	8,930,072	6,746,368	4,965,952	6,746,368	6,794,386	
<u>Maintenance Services</u>							
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	<u>220</u>	<u>220</u>	<u>200</u>	<u>220</u>	<u>220</u>	<u>200</u>	
TOTAL Maintenance Services	10,195,253	10,994,260	9,570,200	8,422,973	11,347,820	11,872,500	

202-WATER & SEWER

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
<u>Other Costs</u>							
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	
<u>Debt Service</u>							
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	
<u>Other Financing Sources</u>							
575-556000 Issuance Costs	0	57,095	0	0	0	0	
TOTAL Other Financing Sources	0	57,095	0	0	0	0	
<u>Rental/Leasing</u>							
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	
<u>Operating Equipment</u>							
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	
<u>Capital Outlay</u>							
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	
<u>Water Line Relocation</u>							
<u>Aviation Heights</u>							
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)

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### DESCRIPTION

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

### GOALS AND OBJECTIVES

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

**PERFORMANCE INDICATORS**

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
<i>Revenue</i>				
Fees	\$1,079,712	\$832,664	\$900,000	\$1,000,000
Miscellaneous	10,310	65,208	211,800	222,000
<i>Total</i>	<i>\$1,090,022</i>	<i>\$897,871</i>	<i>\$1,111,800</i>	<i>\$1,222,000</i>
<i>Expenses</i>				
Non Departmental	\$46,922	\$37,234	\$55,748	\$55,748
Projects	512,000	4,230,819	0	0
<i>Total</i>	<i>\$558,922</i>	<i>\$4,268,052</i>	<i>\$55,748</i>	<i>\$55,748</i>
<i>Over/-Under</i>	<i>\$531,100</i>	<i>-\$3,370,181</i>	<i>\$1,056,052</i>	<i>\$1,166,252</i>

**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.

411-CAPITAL RECOVERY - WATER

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
<u>REVENUE SUMMARY</u>							
Fees	1,079,712	832,664	1,100,000	573,302	900,000	1,000,000	
Miscellaneous	<u>10,310</u>	<u>65,208</u>	<u>51,500</u>	<u>179,590</u>	<u>211,800</u>	<u>222,000</u>	
TOTAL REVENUES	1,090,022	897,871	1,151,500	752,892	1,111,800	1,222,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>46,922</u>	<u>37,234</u>	<u>55,748</u>	<u>1,000</u>	<u>55,748</u>	<u>55,748</u>	
TOTAL GENERAL GOVERNMENT	46,922	37,234	55,748	1,000	55,748	55,748	
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>512,000</u>	<u>4,230,819</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL MISC & PROJECTS	<u>512,000</u>	<u>4,230,819</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL EXPENDITURES	558,922	4,268,052	55,748	1,000	55,748	55,748	
REVENUE OVER/(UNDER) EXPENDITURES	<u>531,100</u>	<u>( 3,370,181)</u>	<u>1,095,752</u>	<u>751,892</u>	<u>1,056,052</u>	<u>1,166,252</u>	

411-CAPITAL RECOVERY - WATER

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
<u>Fees</u>							
000-455900 Cap Rcvry-Water	<u>1,079,712</u>	<u>832,664</u>	<u>1,100,000</u>	<u>573,302</u>	<u>900,000</u>	<u>1,000,000</u>	<u>          </u>
TOTAL Fees	<u>1,079,712</u>	<u>832,664</u>	<u>1,100,000</u>	<u>573,302</u>	<u>900,000</u>	<u>1,000,000</u>	<u>          </u>
<u>Fund Transfers</u>							
<u>Miscellaneous</u>							
000-491000 Interest Earned	237	754	1,500	1,307	1,800	2,000	<u>          </u>
000-491200 Investment Income	<u>10,073</u>	<u>64,453</u>	<u>50,000</u>	<u>178,282</u>	<u>210,000</u>	<u>220,000</u>	<u>          </u>
TOTAL Miscellaneous	<u>10,310</u>	<u>65,208</u>	<u>51,500</u>	<u>179,590</u>	<u>211,800</u>	<u>222,000</u>	<u>          </u>
TOTAL REVENUES	<u>1,090,022</u>	<u>897,871</u>	<u>1,151,500</u>	<u>752,892</u>	<u>1,111,800</u>	<u>1,222,000</u>	<u>          </u>

411-CAPITAL RECOVERY - WATER

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
<u>NON DEPARTMENTAL</u>							
<u>Supplies</u>							
<u>City Support Services</u>							
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	
<u>Utility Services</u>							
<u>Operations Support</u>							
<u>Professional Services</u>							
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	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
<u>Debt Service</u>							
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
TOTAL NON DEPARTMENTAL	46,922	37,234	55,748	1,000	55,748	55,748	

411-CAPITAL RECOVERY - WATER

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 =====							
<u>Professional Services</u>							
TOTAL GENERAL GOVERNMENT	46,922	37,234	55,748	1,000	55,748	55,748	

411-CAPITAL RECOVERY - WATER

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 =====							
<u>Personnel Services</u>							
<u>City Support Services</u>							
<u>Utility Services</u>							
<u>Operations Support</u>							
<u>Professional Services</u>							
<u>Fund Charges/Transfers</u>							
900-548406 Transfer Out-Public Imprvment	512,000	4,230,819	0	0	0	0	
TOTAL Fund Charges/Transfers	512,000	4,230,819	0	0	0	0	
<u>Maintenance Services</u>							
<u>Rental/Leasing</u>							
<u>Capital Outlay</u>							
TOTAL PROJECTS	512,000	4,230,819	0	0	0	0	

411-CAPITAL RECOVERY - WATER

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 =====							
<u>Operations Support</u>							
<u>Professional Services</u>							
<u>Maintenance Services</u>							
<u>Rental/Leasing</u>							
<u>Capital Outlay</u>							
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)

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### DESCRIPTION

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

### GOALS AND OBJECTIVES

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

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
<i>Revenue</i>				
Fees	\$611,659	\$371,261	\$400,000	\$500,000
Miscellaneous	9,865	59,887	245,000	200,000
<i>Total</i>	<i>\$621,523</i>	<i>\$431,148</i>	<i>\$645,000</i>	<i>\$700,000</i>
<i>Expenses</i>				
Non-Departmental	\$7,855,487	\$21,382	\$67,248	\$67,248
<i>Total</i>	<i>\$7,855,487</i>	<i>\$21,382</i>	<i>\$67,248</i>	<i>\$67,248</i>
<i>Over/-Under</i>	<i>-\$7,233,964</i>	<i>\$409,766</i>	<i>\$577,752</i>	<i>\$632,752</i>

**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.

421-CAPITAL RECOVERY - SEWER

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
<u>REVENUE SUMMARY</u>							
Fees	611,659	371,261	550,000	355,654	400,000	500,000	
Miscellaneous	<u>9,865</u>	<u>59,887</u>	<u>51,500</u>	<u>194,555</u>	<u>245,000</u>	<u>200,000</u>	
TOTAL REVENUES	621,523	431,148	601,500	550,209	645,000	700,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>7,855,487</u>	<u>21,382</u>	<u>64,248</u>	<u>2,558</u>	<u>67,248</u>	<u>67,248</u>	
TOTAL GENERAL GOVERNMENT	7,855,487	21,382	64,248	2,558	67,248	67,248	
<u>MISC &amp; PROJECTS</u>							
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	

421-CAPITAL RECOVERY - SEWER

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
<u>Fees</u>							
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	
<u>Fund Transfers</u>							
<u>Miscellaneous</u>							
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	

421-CAPITAL RECOVERY - SEWER

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
<u>NON DEPARTMENTAL</u>							
<u>Supplies</u>							
<u>City Support Services</u>							
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	
<u>Operations Support</u>							
<u>Professional Services</u>							
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	
<u>Fund Charges/Transfers</u>							
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	
<u>Maintenance Services</u>							
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	

421-CAPITAL RECOVERY - SEWER

PROPOSED BUDGET WORKSHEET  
AS OF: JULY 31ST, 2023

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 =====							
<u>City Support Services</u>							
<u>Operations Support</u>							
<u>Professional Services</u>							
<u>Maintenance Services</u>							
<u>Rental/Leasing</u>							
TOTAL EXPENDITURES	7,855,487	21,382	64,248	2,558	67,248	67,248	

# FUND: 204 DRAINAGE FUND

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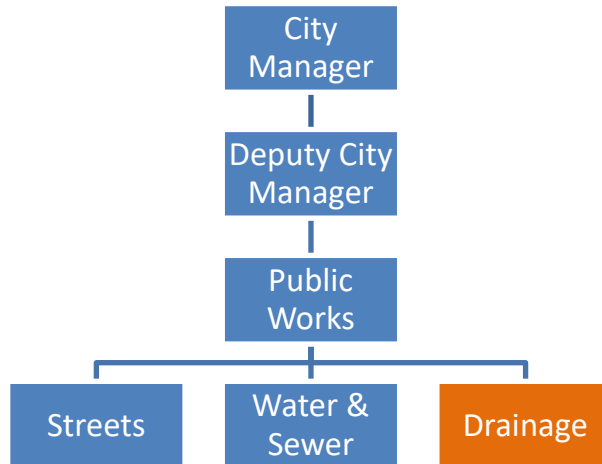
## DEPARTMENT DESCRIPTION

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
<b>TOTAL POSITIONS</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>10</b>

**PERFORMANCE INDICATORS**

Workload/Output	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
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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
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PUBLIC WORKS DRAINAGE

Monthly Operating Expenditures 79,252.85 87,284 110,512 125,830

	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Effectiveness				
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
<i>Revenue</i>				
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
<i>Total</i>	<i>\$1,277,838</i>	<i>\$1,291,653</i>	<i>\$1,314,573</i>	<i>\$1,376,623</i>
<i>Expenses</i>				
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
<i>Total</i>	<i>\$1,210,097</i>	<i>\$1,047,411</i>	<i>\$1,491,153</i>	<i>\$1,594,207</i>
<i>Over/-Under</i>	<i>\$67,741</i>	<i>\$244,241</i>	<i>-\$176,580</i>	<i>-\$217,584</i>

**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.

## PUBLIC WORKS DRAINAGE

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**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.

204-DRAINAGE

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
<u>REVENUE SUMMARY</u>							
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	<u>59,975</u>	<u>3,938</u>	<u>2,000</u>	<u>20,467</u>	<u>27,500</u>	<u>27,000</u>	
TOTAL REVENUES	1,277,838	1,291,653	1,450,073	1,087,941	1,314,573	1,376,623	
<u>EXPENDITURE SUMMARY</u>							
<u>PUBLIC WORKS</u>							
DRAINAGE	<u>1,210,097</u>	<u>1,047,411</u>	<u>1,439,807</u>	<u>1,064,208</u>	<u>1,491,153</u>	<u>1,494,207</u>	
TOTAL PUBLIC WORKS	1,210,097	1,047,411	1,439,807	1,064,208	1,491,153	1,494,207	
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100,000</u>	
TOTAL MISC & PROJECTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100,000</u>	
TOTAL EXPENDITURES	1,210,097	1,047,411	1,439,807	1,064,208	1,491,153	1,594,207	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>67,741</u>	<u>244,241</u>	<u>10,266</u>	<u>23,733</u>	<u>( 176,580)</u>	<u>( 217,584)</u>	

204-DRAINAGE

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
<u>Permits</u>							
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	
<u>Fees</u>							
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	
<u>Fund Transfers</u>							
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	
<u>Miscellaneous</u>							
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	

204-DRAINAGE

PUBLIC WORKS  
 EXPENDITURES

			2022-2023			2023-2024	
	2020-2021	2021-2022	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>DRAINAGE</u>							
=====							
<u>Personnel Services</u>							
579-511110 Regular	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	<u>3,831</u>	<u>4,694</u>	<u>6,200</u>	<u>8,692</u>	<u>7,853</u>	<u>6,939</u>	
TOTAL Personnel Services	379,237	283,539	525,214	422,943	527,883	589,467	
<u>Supplies</u>							
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	<u>0</u>	<u>0</u>	<u>200</u>	<u>0</u>	<u>200</u>	<u>200</u>	
TOTAL Supplies	3,717	10,989	6,950	2,645	6,950	7,800	
<u>Human Services</u>							
<u>City Support Services</u>							
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	<u>0</u>	<u>399</u>	<u>10,000</u>	<u>460</u>	<u>10,000</u>	<u>11,000</u>	
TOTAL City Support Services	4,474	4,490	16,000	5,107	15,672	17,000	
<u>Utility Services</u>							
579-533310 Telephone/Cell Phones	805	383	900	0	900	0	
579-533500 Vehicle Fuel	<u>19,483</u>	<u>26,052</u>	<u>16,000</u>	<u>24,350</u>	<u>30,000</u>	<u>30,000</u>	
TOTAL Utility Services	20,288	26,436	16,900	24,350	30,900	30,000	
<u>Operations Support</u>							
579-534200 Printing & Binding	<u>31</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operations Support	31	0	0	0	0	0	
<u>Staff Support</u>							
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	<u>550</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>544</u>	
TOTAL Staff Support	13,042	11,171	14,000	6,988	14,000	15,444	

204-DRAINAGE

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
<u>City Assistance</u>							
579-537100 Medical Services	120	40	200	0	200	200	
TOTAL City Assistance	120	40	200	0	200	200	
<u>Professional Services</u>							
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	
<u>Fund Charges/Transfers</u>							
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	
<u>Maintenance Services</u>							
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	
<u>Other Costs</u>							
579-554100 State Storm Water Fee-TCEQ	0	100	100	105	105	100	
TOTAL Other Costs	0	100	100	105	105	100	
<u>Debt Service</u>							
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	
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
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	

204-DRAINAGE

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
<u>Capital Outlay</u>							
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>24,000</u>	
TOTAL Capital Outlay	0	0	165,000	73,615	165,000	124,000	
<hr/>							
TOTAL DRAINAGE	1,210,097	1,047,411	1,439,807	1,064,208	1,491,153	1,494,207	
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TOTAL PUBLIC WORKS	1,210,097	1,047,411	1,439,807	1,064,208	1,491,153	1,494,207	

204-DRAINAGE

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
<u>PROJECTS</u> =====							
<u>City Support Services</u>							
<u>Operations Support</u>							
<u>Professional Services</u>							
900-541100 Engineering	0	0	0	0	0	100,000	
TOTAL Professional Services	0	0	0	0	0	100,000	
<u>Maintenance Services</u>							
<u>Capital Outlay</u>							
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)

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## **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.

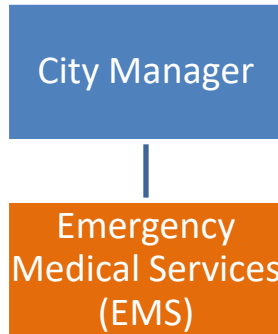
## **GOALS AND OBJECTIVES**

- 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

**EMERGENCY MEDICAL SERVICES (EMS)**

- 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
<b>TOTAL POSITIONS</b>	<b>76</b>	<b>78</b>	<b>86</b>	<b>90</b>

EMERGENCY MEDICAL SERVICES (EMS)

**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%

## EMERGENCY MEDICAL SERVICES (EMS)

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
<i>Revenue</i>				
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
<i>Total</i>	<i>\$10,893,569</i>	<i>\$12,003,147</i>	<i>\$12,025,983</i>	<i>\$12,860,223</i>
<i>Expenses</i>				
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
<i>Total</i>	<i>\$10,122,063</i>	<i>\$10,685,974</i>	<i>\$11,979,749</i>	<i>\$13,640,835</i>
<i>Over/-Under</i>	<i>\$771,505</i>	<i>\$1,317,174</i>	<i>\$46,234</i>	<i>-\$780,612</i>

### 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.

203-EMS

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
<u>REVENUE SUMMARY</u>							
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	<u>115,705</u>	<u>81,240</u>	<u>171,500</u>	<u>186,986</u>	<u>199,465</u>	<u>166,000</u>	
TOTAL REVENUES	10,893,569	12,003,147	12,016,982	9,395,724	12,025,983	12,860,223	
<u>EXPENDITURE SUMMARY</u>							
<u>PUBLIC SAFETY</u>							
SCHERTZ EMS	<u>10,122,063</u>	<u>10,685,974</u>	<u>12,015,662</u>	<u>10,005,291</u>	<u>11,979,749</u>	<u>13,640,835</u>	
TOTAL PUBLIC SAFETY	10,122,063	10,685,974	12,015,662	10,005,291	11,979,749	13,640,835	
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	10,122,063	10,685,974	12,015,662	10,005,291	11,979,749	13,640,835	
REVENUE OVER/(UNDER) EXPENDITURES	<u>771,505</u>	<u>1,317,174</u>	<u>1,319</u>	<u>( 609,567)</u>	<u>46,234</u>	<u>( 780,612)</u>	

203-EMS

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
<u>Fees</u>							
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	
<u>Inter-Jurisdictional</u>							
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	
<u>Fund Transfers</u>							
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	
<u>Miscellaneous</u>							
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	

203-EMS

PUBLIC SAFETY  
 EXPENDITURES

	2020-2021 ACTUAL	2021-2022 ACTUAL	(----- 2022-2023 -----)		(----- 2023-2024 -----)		
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<b>SCHERTZ EMS</b>							
=====							
<u>Personnel Services</u>							
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	<u>67,862</u>	<u>59,715</u>	<u>76,206</u>	<u>114,746</u>	<u>114,746</u>	<u>117,417</u>	
TOTAL Personnel Services	5,087,531	5,748,218	6,238,590	5,517,911	6,567,746	7,778,652	
<u>Supplies</u>							
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	<u>1,194</u>	<u>136</u>	<u>1,750</u>	<u>991</u>	<u>1,000</u>	<u>1,000</u>	
TOTAL Supplies	356,297	441,925	398,525	416,505	435,369	440,425	
<u>Human Services</u>							
<u>City Support Services</u>							
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	<u>0</u>	<u>798</u>	<u>48,500</u>	<u>0</u>	<u>48,500</u>	<u>50,000</u>	
TOTAL City Support Services	71,113	81,610	158,500	84,359	141,969	199,200	
<u>Utility Services</u>							
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	<u>99,055</u>	<u>165,015</u>	<u>150,000</u>	<u>117,316</u>	<u>140,000</u>	<u>150,000</u>	
TOTAL Utility Services	130,473	186,822	176,000	132,048	160,500	176,000	

203-EMS

PUBLIC SAFETY  
 EXPENDITURES

	(----- 2022-2023 -----) (----- 2023-2024 -----)						
	2020-2021 ACTUAL	2021-2022 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	CITY ADMIN. RECOMMENDED	ADOPTED BUDGET
<u>Operations Support</u>							
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	<u>121,479</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Operations Support	152,744	34,261	31,500	25,807	33,570	34,400	
<u>Staff Support</u>							
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	<u>1,058</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Staff Support	55,329	68,776	123,500	93,664	102,492	88,000	
<u>City Assistance</u>							
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	<u>4,011</u>	<u>4,021</u>	<u>4,500</u>	<u>3,731</u>	<u>4,500</u>	<u>7,000</u>	
TOTAL City Assistance	616,862	623,522	624,989	468,098	623,989	689,566	
<u>Professional Services</u>							
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	<u>17,419</u>	<u>21,505</u>	<u>17,500</u>	<u>13,362</u>	<u>20,000</u>	<u>20,000</u>	
TOTAL Professional Services	113,798	149,674	125,500	92,509	124,000	128,000	
<u>Fund Charges/Transfers</u>							
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	<u>286,344</u>	<u>402,143</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Fund Charges/Transfers	3,272,625	3,292,461	3,145,058	2,565,581	2,875,756	3,280,093	

203-EMS

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
<u>Maintenance Services</u>							
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	
<u>Other Costs</u>							
<u>Debt Service</u>							
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	
<u>Rental/Leasing</u>							
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	
<u>Operating Equipment</u>							
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	
<u>Capital Outlay</u>							
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	

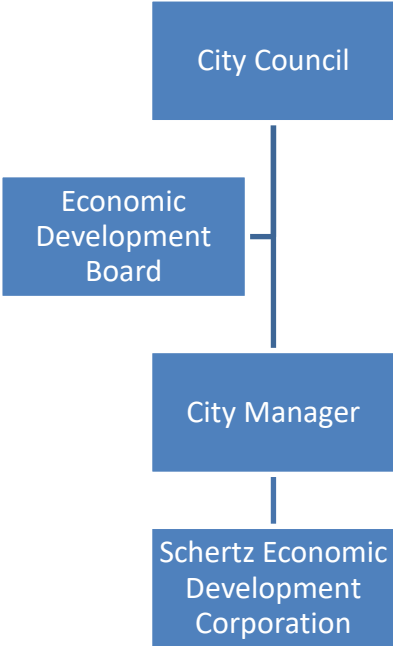
# FUND: 620 CITY OF SCHERTZ ECONOMIC DEVELOPMENT CORPORATION

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## MISSION STATEMENT

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

## ORGANIZATIONAL CHART



## ECONOMIC DEVELOPMENT

ECONOMIC DEVELOPMENT	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
Executive Director	1	1	1	1
Deputy Director (reclassified 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
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

## 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
<i>Revenue</i>				
Taxes	\$5,615,928	\$6,025,703	\$6,650,000	\$7,092,000
Miscellaneous	56,144	201,279	1,042,500	1,315,000
<i>Total</i>	<i>\$5,672,073</i>	<i>\$6,226,982</i>	<i>\$7,692,500</i>	<i>\$8,407,000</i>
<i>Expenses</i>				
Supplies	\$577	\$1,011	\$600	\$1,000

## ECONOMIC DEVELOPMENT

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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
<i>Total Economic Development</i>	<i>\$610,082</i>	<i>\$750,084</i>	<i>\$1,219,815</i>	<i>\$1,307,543</i>
<i>Annual and Infrastructure Grants</i>	<i>\$4,274,385</i>	<i>\$1,240,000</i>	<i>\$8,750,079</i>	<i>\$11,677,510</i>
<i>Total Schertz Economic Development</i>	<i>\$4,884,467</i>	<i>\$1,990,084</i>	<i>\$9,969,894</i>	<i>\$12,985,053</i>
<i>Over/-Under</i>	<i>\$787,606</i>	<i>\$4,236,898</i>	<i>-\$2,277,394</i>	<i>-\$4,578,053</i>

## PROGRAM JUSTIFICATION AND ANALYSIS

**Revenues:** The SEDC receives one-half of one percent of all sales and use tax generated within the City of Schertz. The revenue for FY 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.

620-SED CORPORATION

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
<u>REVENUE SUMMARY</u>							
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	<u>56,144</u>	<u>201,279</u>	<u>182,000</u>	<u>865,138</u>	<u>1,042,500</u>	<u>1,315,000</u>	
TOTAL REVENUES	5,672,073	6,226,982	10,050,960	5,778,147	7,692,500	8,407,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>4,274,385</u>	<u>1,240,000</u>	<u>8,750,079</u>	<u>81,944</u>	<u>8,750,079</u>	<u>11,677,510</u>	
TOTAL GENERAL GOVERNMENT	4,274,385	1,240,000	8,750,079	81,944	8,750,079	11,677,510	
<u>MISC &amp; PROJECTS</u>							
ECONOMIC DEVELOPMENT	<u>610,082</u>	<u>750,084</u>	<u>1,300,881</u>	<u>769,601</u>	<u>1,219,815</u>	<u>1,307,543</u>	
TOTAL MISC & PROJECTS	<u>610,082</u>	<u>750,084</u>	<u>1,300,881</u>	<u>769,601</u>	<u>1,219,815</u>	<u>1,307,543</u>	
TOTAL EXPENDITURES	4,884,467	1,990,084	10,050,960	851,545	9,969,894	12,985,053	
REVENUE OVER/(UNDER) EXPENDITURES	<u>787,606</u>	<u>4,236,898</u>	<u>0</u>	<u>4,926,602</u>	<u>( 2,277,394)</u>	<u>( 4,578,053)</u>	

620-SED CORPORATION

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
<u>Taxes</u>							
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	
<u>Fund Transfers</u>							
000-486010 Transfer In-Reserves	0	0	3,320,960	0	0	0	
TOTAL Fund Transfers	0	0	3,320,960	0	0	0	
<u>Miscellaneous</u>							
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	

620-SED CORPORATION

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
<u>NON DEPARTMENTAL</u>							
<u>Supplies</u>							
<u>Utility Services</u>							
<u>Operations Support</u>							
<u>City Assistance</u>							
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	
<u>Professional Services</u>							
<u>Fund Charges/Transfers</u>							
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	
<u>Maintenance Services</u>							
<u>Debt Service</u>							
<u>Rental/Leasing</u>							
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
TOTAL NON DEPARTMENTAL	4,274,385	1,240,000	8,750,079	81,944	8,750,079	11,677,510	

620-SED CORPORATION

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
<u>BUILDING 6-8 MAINTENANCE</u> =====							
<u>Personnel Services</u>							
<u>Supplies</u>							
<u>City Support Services</u>							
<u>Utility Services</u>							
<u>Operations Support</u>							
<u>Staff Support</u>							
<u>Professional Services</u>							
TOTAL GENERAL GOVERNMENT	4,274,385	1,240,000	8,750,079	81,944	8,750,079	11,677,510	

620-SED CORPORATION

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
<b>ECONOMIC DEVELOPMENT</b>							
<b>Personnel Services</b>							
<b>Supplies</b>							
966-521100 Office Supplies	577	1,011	1,000	367	600	1,000	
TOTAL Supplies	577	1,011	1,000	367	600	1,000	
<b>Human Services</b>							
<b>City Support Services</b>							
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	
<b>Utility Services</b>							
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	
<b>Operations Support</b>							
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	
<b>Staff Support</b>							
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	

620-SED CORPORATION

MISC & PROJECTS  
 EXPENDITURES

			2022-2023			2023-2024	
	2020-2021	2021-2022	CURRENT	Y-T-D	PROJECTED	CITY ADMIN.	ADOPTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	RECOMMENDED	BUDGET
<u>City Assistance</u>							
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	
<u>Professional Services</u>							
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	
<u>Fund Charges/Transfers</u>							
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	
<u>Fund Replenish</u>							
<u>Maintenance Services</u>							
<u>Debt Service</u>							
<u>Operating Equipment</u>							
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	
<u>Capital Outlay</u>							
TOTAL ECONOMIC DEVELOPMENT	610,082	750,084	1,300,881	769,601	1,219,815	1,307,543	

620-SED CORPORATION

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 =====							
<u>Maintenance Services</u>							
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

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## 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
<i>Revenues</i>				
Fund Transfers	-\$1,472	-\$147	\$0	\$0
Miscellaneous	31,793	47,589	60,775	45,000
<i>Total</i>	<i>\$30,321</i>	<i>\$47,442</i>	<i>\$60,775</i>	<i>\$45,000</i>
<i>Expenses</i>				
Kick Cancer	\$4,284	\$9,849	\$22,195	\$15,000
Hal Baldwin Scholarship	16,632	19,719	17,015	30,000
<i>Total</i>	<i>\$20,915</i>	<i>\$29,568</i>	<i>\$39,210</i>	<i>\$45,000</i>

## 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.

106-SPECIAL EVENTS FUND

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
<u>REVENUE SUMMARY</u>							
Fund Transfers	( 1,472)	( 147)	0	147	0	0	
Miscellaneous	<u>31,793</u>	<u>47,589</u>	<u>24,000</u>	<u>61,406</u>	<u>60,775</u>	<u>45,000</u>	
TOTAL REVENUES	30,321	47,442	24,000	61,553	60,775	45,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
<u>PUBLIC WORKS</u>							
<u>CULTURAL</u>							
KICK CANCER	4,284	9,849	10,000	22,195	22,195	15,000	
HAL BALDWIN SCHOLARSHIP	<u>16,632</u>	<u>19,719</u>	<u>14,000</u>	<u>25,555</u>	<u>17,015</u>	<u>30,000</u>	
TOTAL CULTURAL	<u>20,915</u>	<u>29,568</u>	<u>24,000</u>	<u>47,749</u>	<u>39,210</u>	<u>45,000</u>	
TOTAL EXPENDITURES	20,915	29,568	24,000	47,749	39,210	45,000	
REVENUE OVER/(UNDER) EXPENDITURES	<u>9,406</u>	<u>17,874</u>	<u>0</u>	<u>13,804</u>	<u>21,565</u>	<u>0</u>	

106-SPECIAL EVENTS FUND

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
<u>Fees</u>							
<u>Fund Transfers</u>							
000-486101 Transfer In-General Fund	( 1,472)	( 147)	0	147	0	0	
TOTAL Fund Transfers	( 1,472)	( 147)	0	147	0	0	
<u>Miscellaneous</u>							
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	

106-SPECIAL EVENTS FUND

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
<u>KICK CANCER</u>							
=====							
<u>City Support Services</u>							
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	
<u>Operations Support</u>							
=====							
TOTAL KICK CANCER	4,284	9,849	10,000	22,195	22,195	15,000	

106-SPECIAL EVENTS FUND

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
<u>HAL BALDWIN SCHOLARSHIP</u>							
<u>===== City Support Services</u>							
621-532800 Golf Tournament	12,868	14,707	14,000	17,015	17,015	30,000	
621-532850 Hal Baldwin Scholarship	<u>3,763</u>	<u>5,012</u>	<u>0</u>	<u>8,540</u>	<u>0</u>	<u>0</u>	
TOTAL City Support Services	16,632	19,719	14,000	25,555	17,015	30,000	
<u>Fund Charges/Transfers</u>							
TOTAL HAL BALDWIN SCHOLARSHIP	16,632	19,719	14,000	25,555	17,015	30,000	

106-SPECIAL EVENTS FUND

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 =====							
<u>City Support Services</u>							
<u>Operations Support</u>							
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

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## DESCRIPTION

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

Budget	2020-21 Actual	2021-22 Actual	2022-23 Estimate	2023-24 Budget
<i>Revenues</i>	\$78,746	\$79,403	\$77,000	\$67,000
<i>Expenses</i>				
Projects	\$0	\$162,751	\$914,770	\$67,000
<i>Total</i>	\$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.

110-PUBLIC, EDU, GOVMNT FEE

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
<u>REVENUE SUMMARY</u>							
Franchises	78,746	79,403	90,000	56,277	77,000	67,000	
Fund Transfers	<u>0</u>	<u>0</u>	<u>854,770</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL REVENUES	78,746	79,403	944,770	56,277	77,000	67,000	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>0</u>	<u>162,751</u>	<u>914,770</u>	<u>195,051</u>	<u>914,770</u>	<u>67,000</u>	
TOTAL MISC & PROJECTS	<u>0</u>	<u>162,751</u>	<u>914,770</u>	<u>195,051</u>	<u>914,770</u>	<u>67,000</u>	
TOTAL EXPENDITURES	0	162,751	914,770	195,051	914,770	67,000	
REVENUE OVER/(UNDER) EXPENDITURES	<u>78,746</u>	<u>( 83,349)</u>	<u>30,000</u>	<u>( 138,774)</u>	<u>( 837,770)</u>	<u>0</u>	

110-PUBLIC, EDU, GOVMNT FEE

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
<u>Franchises</u>							
000-421350 Spectrum-PEG Fee	46,224	62,327	60,000	45,688	63,000	55,000	
000-421465 Direct TV PEG Fee	<u>32,522</u>	<u>17,076</u>	<u>30,000</u>	<u>10,589</u>	<u>14,000</u>	<u>12,000</u>	
TOTAL Franchises	78,746	79,403	90,000	56,277	77,000	67,000	
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	<u>0</u>	<u>0</u>	<u>854,770</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL Fund Transfers	0	0	854,770	0	0	0	
<u>Miscellaneous</u>							
TOTAL REVENUES	<u>78,746</u>	<u>79,403</u>	<u>944,770</u>	<u>56,277</u>	<u>77,000</u>	<u>67,000</u>	

110-PUBLIC, EDU, GOVMNT FEE

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 =====							
<u>Supplies</u>							
<u>Operations Support</u>							
<u>Professional Services</u>							
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	
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
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
<i>Revenue</i>				
Taxes	\$518,925	\$804,132	\$1,000,000	\$800,000
Miscellaneous	2,095	14,582	74,000	101,500
<i>Total</i>	<i>\$521,016</i>	<i>\$818,715</i>	<i>\$1,074,000</i>	<i>\$901,500</i>
<i>Expenses</i>				
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
<i>Total</i>	<i>\$335,764</i>	<i>\$1,473,812</i>	<i>\$255,293</i>	<i>\$260,865</i>

## 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.

314-HOTEL TAX

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
<u>REVENUE SUMMARY</u>							
Taxes	518,921	804,132	640,000	862,601	1,000,000	800,000	
Miscellaneous	<u>2,095</u>	<u>14,582</u>	<u>8,500</u>	<u>60,744</u>	<u>74,000</u>	<u>101,500</u>	
TOTAL REVENUES	521,016	818,715	648,500	923,345	1,074,000	901,500	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>335,764</u>	<u>288,302</u>	<u>272,915</u>	<u>153,503</u>	<u>212,856</u>	<u>260,865</u>	
TOTAL GENERAL GOVERNMENT	335,764	288,302	272,915	153,503	212,856	260,865	
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>0</u>	<u>1,185,510</u>	<u>0</u>	<u>42,437</u>	<u>42,437</u>	<u>0</u>	
TOTAL MISC & PROJECTS	<u>0</u>	<u>1,185,510</u>	<u>0</u>	<u>42,437</u>	<u>42,437</u>	<u>0</u>	
TOTAL EXPENDITURES	335,764	1,473,812	272,915	195,940	255,293	260,865	
REVENUE OVER/(UNDER) EXPENDITURES	<u>185,251</u>	<u>( 655,097)</u>	<u>375,585</u>	<u>727,405</u>	<u>818,707</u>	<u>640,635</u>	

314-HOTEL TAX

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
<u>Taxes</u>							
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	
<u>Fund Transfers</u>							
<u>Miscellaneous</u>							
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	

314-HOTEL TAX

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
<b>NON DEPARTMENTAL</b>							
<b>Personnel Services</b>							
<b>Supplies</b>							
101-521000 Operating Expense	6,995	0	0	0	0	0	
TOTAL Supplies	6,995	0	0	0	0	0	
<b>City Support Services</b>							
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	
<b>Operations Support</b>							
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	
<b>City Assistance</b>							
<b>Professional Services</b>							
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	
<b>Fund Charges/Transfers</b>							
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	
<b>Maintenance Services</b>							
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	
<b>Operating Equipment</b>							
101-571500 Operating Equipment	0	42,388	0	0	0	0	
TOTAL Operating Equipment	0	42,388	0	0	0	0	
<b>Capital Outlay</b>							
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	
<b>TOTAL NON DEPARTMENTAL</b>	<b>335,764</b>	<b>288,302</b>	<b>272,915</b>	<b>153,503</b>	<b>212,856</b>	<b>260,865</b>	
<b>TOTAL GENERAL GOVERNMENT</b>	<b>335,764</b>	<b>288,302</b>	<b>272,915</b>	<b>153,503</b>	<b>212,856</b>	<b>260,865</b>	

314-HOTEL TAX

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
<u>PROJECTS</u>							
=====							
<u>Professional Services</u>							
900-541100 Engineering	0	57,215	0	1,440	1,440	0	
TOTAL Professional Services	0	57,215	0	1,440	1,440	0	
<u>Maintenance Services</u>							
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	
<hr/>							
TOTAL PROJECTS	0	1,185,510	0	42,437	42,437	0	
<hr/>							
TOTAL MISC & PROJECTS	0	1,185,510	0	42,437	42,437	0	
<hr/>							
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
<i>Revenue</i>				
Fees	\$0	\$0	\$50,000	\$100,000
Miscellaneous	294	2,195	12,150	0
<i>Total</i>	<i>\$294</i>	<i>\$2,195</i>	<i>\$62,150</i>	<i>\$100,000</i>
<i>Expenses</i>				
Professional Services	\$4,500	\$10,040	\$0	\$0
Capital Outlay	1,012	17,650	387,069	100,000
<i>Total</i>	<i>\$5,512</i>	<i>\$27,690</i>	<i>\$387,069</i>	<i>\$100,000</i>
<i>Over/-Under</i>	<i>-\$5,218</i>	<i>-\$25,49</i>	<i>-\$324,919</i>	<i>\$0</i>

## 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.

317-PARK FUND

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
<u>REVENUE SUMMARY</u>							
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	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
<u>PUBLIC ENVIRONMENT</u>							
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	

317-PARK FUND

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
<u>Fees</u>							
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	
<u>Fund Transfers</u>							
000-481000 Transfer In- Reserves	0	0	262,069	0	0	0	
TOTAL Fund Transfers	0	0	262,069	0	0	0	
<u>Miscellaneous</u>							
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	

317-PARK FUND

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
<u>PARKLAND DEDICATION</u>							
=====							
<u>Supplies</u>							
<u>Utility Services</u>							
<u>Professional Services</u>							
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	
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
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	

317-PARK FUND

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 =====							
<u>Supplies</u>							
<u>Professional Services</u>							
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
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
<i>Revenue</i>				
Fees	\$219,513	\$136,950	\$70,000	\$50,000
Miscellaneous	650	5,324	30,600	35,750
<i>Total</i>	<i>\$220,163</i>	<i>\$142,274</i>	<i>\$100,600</i>	<i>\$85,750</i>
<i>Expenses</i>				
Maintenance Services	\$35,495	\$82,110	\$70,000	\$75,000
<i>Total</i>	<i>\$35,495</i>	<i>82,110</i>	<i>\$70,000</i>	<i>\$75,000</i>
<i>Over/-Under</i>	<i>\$184,668</i>	<i>\$60,164</i>	<i>\$30,600</i>	<i>\$10,750</i>

## 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.

319-TREE MITIGATION

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
<u>REVENUE SUMMARY</u>							
Fees	219,513	136,950	70,000	48,065	70,000	50,000	
Miscellaneous	<u>650</u>	<u>5,324</u>	<u>1,400</u>	<u>25,186</u>	<u>30,600</u>	<u>35,750</u>	
TOTAL REVENUES	220,163	142,274	71,400	73,251	100,600	85,750	
<u>EXPENDITURE SUMMARY</u>							
<u>PUBLIC ENVIRONMENT</u>							
TREE MITIGATION	<u>35,495</u>	<u>82,110</u>	<u>70,000</u>	<u>15,800</u>	<u>70,000</u>	<u>75,000</u>	
TOTAL PUBLIC ENVIRONMENT	<u>35,495</u>	<u>82,110</u>	<u>70,000</u>	<u>15,800</u>	<u>70,000</u>	<u>75,000</u>	
TOTAL EXPENDITURES	35,495	82,110	70,000	15,800	70,000	75,000	
REVENUE OVER/(UNDER) EXPENDITURES	<u>184,668</u>	<u>60,164</u>	<u>1,400</u>	<u>57,451</u>	<u>30,600</u>	<u>10,750</u>	

319-TREE MITIGATION

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
<u>Fees</u>							
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	
<u>Fund Transfers</u>							
<u>Miscellaneous</u>							
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	

319-TREE MITIGATION

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 =====							
<u>Supplies</u>							
<u>Professional Services</u>							
<u>Fund Charges/Transfers</u>							
<u>Maintenance Services</u>							
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	
<u>Operating Equipment</u>							
<u>Capital Outlay</u>							
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
<i>Revenue</i>				
Fees	\$211,937	\$252,872	\$275,000	\$275,000
Miscellaneous	592	6,035	35,175	50,175
<i>Total</i>	<i>\$212,529</i>	<i>\$258,907</i>	<i>\$310,175</i>	<i>\$325,175</i>
<i>Expenses</i>				
Non Departmental	\$1,979	\$1,359	\$5,000	\$0
Projects	0	0	104,851	5,000
<i>Total</i>	<i>\$1,979</i>	<i>\$1,359</i>	<i>\$109,851</i>	<i>\$5,000</i>
<i>Over/-Under</i>	<i>\$210,550</i>	<i>\$257,549</i>	<i>\$200,324</i>	<i>\$320,175</i>

## 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.

431-CAP RCVRY-RDWYS AREA 1

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
<u>REVENUE SUMMARY</u>							
Fees	211,937	252,872	250,000	247,641	275,000	275,000	
Fund Transfers	0	0	88,173	0	0	0	
Miscellaneous	<u>592</u>	<u>6,035</u>	<u>5,200</u>	<u>28,609</u>	<u>35,175</u>	<u>50,175</u>	
TOTAL REVENUES	212,529	258,907	343,373	276,251	310,175	325,175	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>1,979</u>	<u>1,359</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	
TOTAL GENERAL GOVERNMENT	1,979	1,359	5,000	0	5,000	0	
<u>MISC &amp; PROJECTS</u>							
PROJECTS	<u>0</u>	<u>0</u>	<u>88,173</u>	<u>104,851</u>	<u>104,851</u>	<u>5,000</u>	
TOTAL MISC & PROJECTS	<u>0</u>	<u>0</u>	<u>88,173</u>	<u>104,851</u>	<u>104,851</u>	<u>5,000</u>	
TOTAL EXPENDITURES	1,979	1,359	93,173	104,851	109,851	5,000	
REVENUE OVER/(UNDER) EXPENDITURES	<u>210,550</u>	<u>257,549</u>	<u>250,200</u>	<u>171,400</u>	<u>200,324</u>	<u>320,175</u>	

431-CAP RCVRY-RDWYS AREA 1

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
<u>Fees</u>							
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	
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	0	0	88,173	0	0	0	
TOTAL Fund Transfers	0	0	88,173	0	0	0	
<u>Miscellaneous</u>							
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	

431-CAP RCVRY-RDWYS AREA 1

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
<u>NON DEPARTMENTAL</u>							
=====							
<u>Professional Services</u>							
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	
<u>Fund Charges/Transfers</u>							
-----							
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	

431-CAP RCVRY-RDWYS AREA 1

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
<u>PROJECTS</u>							
=====							
<u>City Support Services</u>							
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	
<u>Operations Support</u>							
<u>Professional Services</u>							
900-541300 Professional Services-SrvArea	0	0	0	0	0	5,000	
TOTAL Professional Services	0	0	0	0	0	5,000	
<u>Maintenance Services</u>							
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	
<u>Capital Outlay</u>							
-----							
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
<i>Revenue</i>				
Fees	\$163,823	\$341,650	\$220,000	\$220,000
Miscellaneous	249	4,087	23,650	25,650
<i>Total</i>	<i>\$164,071</i>	<i>\$345,737</i>	<i>\$243,650</i>	<i>\$245,650</i>
<i>Expenses</i>				
Non Departmental	\$39,148	\$52,484	\$107,495	\$85,000
<i>Total</i>	<i>\$39,148</i>	<i>\$52,484</i>	<i>\$107,495</i>	<i>\$85,000</i>
<i>Over/-Under</i>	<i>\$124,923</i>	<i>\$293,252</i>	<i>\$136,155</i>	<i>\$160,650</i>

## 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.

432-CAP RCVRY-RDWYS AREA 2

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
<u>REVENUE SUMMARY</u>							
Fees	163,823	341,650	200,000	152,579	220,000	220,000	
Miscellaneous	<u>249</u>	<u>4,087</u>	<u>1,600</u>	<u>19,698</u>	<u>23,650</u>	<u>25,650</u>	
TOTAL REVENUES	164,071	345,737	201,600	172,276	243,650	245,650	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>39,148</u>	<u>52,484</u>	<u>55,000</u>	<u>102,495</u>	<u>107,495</u>	<u>85,000</u>	
TOTAL GENERAL GOVERNMENT	39,148	52,484	55,000	102,495	107,495	85,000	
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	39,148	52,484	55,000	102,495	107,495	85,000	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>124,923</u>	<u>293,252</u>	<u>146,600</u>	<u>69,782</u>	<u>136,155</u>	<u>160,650</u>	

432-CAP RCVRY-RDWYS AREA 2

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
<u>Fees</u>							
000-455922 CapitalRcvry-RoadwaysSrvArea	<u>163,823</u>	<u>341,650</u>	<u>200,000</u>	<u>152,579</u>	<u>220,000</u>	<u>220,000</u>	<u>          </u>
TOTAL Fees	163,823	341,650	200,000	152,579	220,000	220,000	<u>          </u>
<u>Miscellaneous</u>							
000-491000 Interest Earned	89	52	100	602	650	650	<u>          </u>
000-491200 Investment Income	<u>159</u>	<u>4,035</u>	<u>1,500</u>	<u>19,096</u>	<u>23,000</u>	<u>25,000</u>	<u>          </u>
TOTAL Miscellaneous	<u>249</u>	<u>4,087</u>	<u>1,600</u>	<u>19,698</u>	<u>23,650</u>	<u>25,650</u>	<u>          </u>
TOTAL REVENUES	<u>164,071</u>	<u>345,737</u>	<u>201,600</u>	<u>172,276</u>	<u>243,650</u>	<u>245,650</u>	<u>          </u>

432-CAP RCVRY-RDWYS AREA 2

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
<u>NON DEPARTMENTAL</u>							
=====							
<u>City Assistance</u>							
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	
<u>Professional Services</u>							
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	
<u>Fund Charges/Transfers</u>							
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	

432-CAP RCVRY-RDWYS AREA 2

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 =====							
<u>City Support Services</u>							
<u>Operations Support</u>							
<u>Professional Services</u>							
<u>Maintenance Services</u>							
<u>Capital Outlay</u>							
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
<i>Revenue</i>				
Fees	\$523,919	\$204,433	\$310,000	\$300,000
Miscellaneous	977	9,675	50,300	50,250
<i>Total</i>	<i>\$524,896</i>	<i>\$214,108</i>	<i>\$360,300</i>	<i>\$350,250</i>
<i>Expenses</i>				
Non Departmental	\$0	\$3,338	\$5,000	\$5,000
Projects	0	0	152,021	0
<i>Total</i>	<i>\$0</i>	<i>\$3,338</i>	<i>\$157,021</i>	<i>\$5,000</i>
<i>Over/-Under</i>	<i>\$524,896</i>	<i>\$210,771</i>	<i>\$203,279</i>	<i>\$345,250</i>

## 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.

433-CAP RCVRY-RDWYS AREA 3

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
<u>REVENUE SUMMARY</u>							
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	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
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	
<u>MISC &amp; PROJECTS</u>							
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	

433-CAP RCVRY-RDWYS AREA 3

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
<u>Fees</u>							
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	
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	0	0	160,000	0	0	0	
TOTAL Fund Transfers	0	0	160,000	0	0	0	
<u>Miscellaneous</u>							
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	

433-CAP RCVRY-RDWYS AREA 3

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
<u>NON DEPARTMENTAL</u>							
=====							
<u>Professional Services</u>							
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	
<u>Fund Charges/Transfers</u>							
-----							
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	

433-CAP RCVRY-RDWYS AREA 3

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 =====							
<u>City Support Services</u>							
<u>Operations Support</u>							
<u>Professional Services</u>							
<u>Maintenance Services</u>							
<u>Capital Outlay</u>							
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
<i>Revenue</i>				
Fees	\$3,033	\$0	\$0	\$3,000
Miscellaneous	9	79	360	360
<i>Total</i>	<i>\$3,042</i>	<i>\$79</i>	<i>\$360</i>	<i>\$3,360</i>
<i>Expenses</i>				
Non Departmental	\$0	\$3,338	\$3,000	\$3,000
<i>Total</i>	<i>\$0</i>	<i>\$3,338</i>	<i>\$3,000</i>	<i>\$3,000</i>
<i>Over/-Under</i>	<i>\$3,042</i>	<i>-\$3,258</i>	<i>-\$2,640</i>	<i>\$360</i>

## 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.

434-CAP RCVRY-RDWYS AREA 4

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
<u>REVENUE SUMMARY</u>							
Fees	3,033	0	3,000	0	0	3,000	
Miscellaneous	<u>9</u>	<u>79</u>	<u>40</u>	<u>262</u>	<u>360</u>	<u>360</u>	
TOTAL REVENUES	3,042	79	3,040	262	360	3,360	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
NON DEPARTMENTAL	<u>0</u>	<u>3,338</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>3,000</u>	
TOTAL GENERAL GOVERNMENT	0	3,338	3,000	0	3,000	3,000	
<u>MISC &amp; PROJECTS</u>							
TOTAL EXPENDITURES	0	3,338	3,000	0	3,000	3,000	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>3,042</u>	<u>( 3,258)</u>	<u>40</u>	<u>262</u>	<u>( 2,640)</u>	<u>360</u>	

434-CAP RCVRY-RDWYS AREA 4

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
<u>Fees</u>							
000-455924 CapitalRcvry-RoadwaysSrvArea	3,033	0	3,000	0	0	3,000	
TOTAL Fees	3,033	0	3,000	0	0	3,000	
<u>Miscellaneous</u>							
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	

434-CAP RCVRY-RDWYS AREA 4

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
<u>NON DEPARTMENTAL</u>							
=====							
<u>Professional Services</u>							
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	
<u>Fund Charges/Transfers</u>							
-----							
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	

434-CAP RCVRY-RDWYS AREA 4

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 =====							
<u>City Support Services</u>							
<u>Operations Support</u>							
<u>Professional Services</u>							
<u>Maintenance Services</u>							
<u>Capital Outlay</u>							
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
<i>Revenue</i>				
Fees	\$9,104	\$18,292	\$19,000	\$20,000
Fund Transfers	0	0	0	8,000
Miscellaneous	124	1,052	2,910	1,200
<i>Total</i>	<i>\$9,228</i>	<i>\$19,344</i>	<i>\$21,910</i>	<i>\$29,200</i>
<i>Expenses</i>				
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
<i>Total</i>	<i>\$19,708</i>	<i>\$14,340</i>	<i>\$22,200</i>	<i>\$29,200</i>
<i>Over/-Under</i>	<i>-\$10,480</i>	<i>\$5,004</i>	<i>-\$290</i>	<i>0</i>

## 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.

609-LIBRARY BOARD

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
<u>REVENUE SUMMARY</u>							
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	
<u>EXPENDITURE SUMMARY</u>							
<u>GENERAL GOVERNMENT</u>							
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	

609-LIBRARY BOARD

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
<u>Fees</u>							
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	
<u>Fund Transfers</u>							
000-481000 Transfer In - Reserves	0	0	5,165	0	0	8,000	
TOTAL Fund Transfers	0	0	5,165	0	0	8,000	
<u>Miscellaneous</u>							
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	

609-LIBRARY BOARD

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
<u>NON DEPARTMENTAL</u>							
<u>Supplies</u>							
101-521000 Operating Supplies	210	133	200	177	200	200	
TOTAL Supplies	210	133	200	177	200	200	
<u>City Support Services</u>							
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	
<u>City Assistance</u>							
<u>Professional Services</u>							
<u>Fund Charges/Transfers</u>							
<u>Operating Equipment</u>							
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	
<u>Capital Outlay</u>							
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
<i>Revenue</i>				
Fees	\$590	\$1,943	\$200	\$1,000
Fund Transfers	3,109	13,863	10,750	10,750
<i>Total</i>	<i>\$3,702</i>	<i>\$15,806</i>	<i>\$13,950</i>	<i>\$14,250</i>
<i>Expenses</i>				
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
<i>Total</i>	<i>\$3,109</i>	<i>\$3,113</i>	<i>\$9,640</i>	<i>\$11,750</i>
<i>Over/-Under</i>	<i>\$592</i>	<i>\$12,693</i>	<i>\$4,310</i>	<i>\$2,500</i>

## 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.

615-HISTORICAL COMMITTEE

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
<u>REVENUE SUMMARY</u>							
Fees	590	1,943	1,000	152	200	1,000	
Fund Transfers	3,109	13,863	10,750	0	10,750	10,750	
Miscellaneous	<u>2</u>	<u>0</u>	<u>0</u>	<u>2,244</u>	<u>3,000</u>	<u>2,500</u>	
TOTAL REVENUES	3,702	15,806	11,750	2,396	13,950	14,250	
<u>EXPENDITURE SUMMARY</u>							
<u>CULTURAL</u>							
HISTORICAL COMMITTEE	<u>3,109</u>	<u>3,113</u>	<u>11,750</u>	<u>8,821</u>	<u>9,640</u>	<u>11,750</u>	
TOTAL CULTURAL	<u>3,109</u>	<u>3,113</u>	<u>11,750</u>	<u>8,821</u>	<u>9,640</u>	<u>11,750</u>	
TOTAL EXPENDITURES	3,109	3,113	11,750	8,821	9,640	11,750	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>592</u>	<u>12,693</u>	<u>0</u>	<u>( 6,425)</u>	<u>4,310</u>	<u>2,500</u>	

615-HISTORICAL COMMITTEE

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
<u>Fees</u>							
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	
<u>Fund Transfers</u>							
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	
<u>Miscellaneous</u>							
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	

615-HISTORICAL COMMITTEE

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
<u>HISTORICAL COMMITTEE</u>							
<u>Supplies</u>							
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	
<u>Operations Support</u>							
609-534200 Printing & Binding	0	0	500	423	500	500	
TOTAL Operations Support	0	0	500	423	500	500	
<u>Staff Support</u>							
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	
<u>Professional Services</u>							
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	
<u>Operating Equipment</u>							
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 optimum state or ultimate goal of the City or Department.